

AGENDA
Rogue Valley Council of Governments
Board of Directors

Date: Wednesday, October 26, 2022

Board Meeting: 12:00 noon

Location: RVCOG Lewis Conference Room – 155 N 1st Street, Central Point
OR

Zoom - <https://us06web.zoom.us/j/88085307253?pwd=VDQzbU0wQlhSV2wzYWl3ek4vZ3VmUT09>

Meeting ID: 880 8530 7253 / Passcode: 082043

(669) 900-6833 US (San Jose) / (253) 215-8782 US (Tacoma)

1. **Call to Order / Attendance**.....Chair
2. **Introductions and Comments from Members / Public**.....Chair
3. **Action Item**
 - A. Resolution 2022-05: Update of Authorized Signers on Agency Bank Accounts **Executive Director**
 - B. SAC Bylaws Update **SDS Program Director**
 - C. Executive Director 360 Evaluation and Employment Contract **Board President**
4. **Consent Agenda**Chair
 - A. Approve Meeting Minutes from September 28, 2022
5. **Reports** **Executive Director**
 - A. Director’s Report
6. **Regional Update / Open Air**.....Chair
7. **Other Business**.....Chair
8. **Agenda Build** All
9. **Next Meeting**.....Chair
The next meeting will be held in on Wednesday, December 7, 2022. (Note: No meeting in November.)

Adjournment

Questions? Please contact RVCOG at 541-664-6674. If assistance is needed to participate in this meeting, please notify us at least 24 hours prior to the meeting to assist staff in providing reasonable accommodation.

**ROGUE VALLEY COUNCIL OF GOVERNMENTS
JACKSON AND JOSEPHINE COUNTIES, OREGON**

**RESOLUTION #2022-05
Update of Authorized Signers on Agency Bank Accounts**

WHEREAS, there have been recent changes in RVCOG Board Executive Committee members and management staff and it is necessary to update signatory authority on RVCOG bank accounts;

NOW, THEREFORE, BE IT RESOLVED, that the RVCOG Board of Directors approves the following:

Update of check signers for the following bank accounts:

- People’s Bank of Commerce - *7600, *4440, *0000, *5967
- Banner Bank - *3227

Changes in authorizations:

- Remove Jodi Wilson, former Human Resources Manager / Asst to Executive Director
- Remove Jim Lewis, former Board President
- Add Carl Tappert, Board 1st Vice President
- Upon hire, add new Human Resources and Administrative Services Director

ADOPTED by the Board of Directors at a regular meeting thereof on October 26, 2022.

BY:

Jody Hathaway
Board President

Date

ATTEST:

Ann Marie Alfrey
Executive Director

Date

**SENIOR AND DISABILITY SERVICES
ROGUE VALLEY COUNCIL OF GOVERNMENTS
SENIOR ADVISORY COUNCIL**

BACKGROUND:

According to Senior Advisory Council Bylaws Section 6.1.5, the Executive Committee of the Senior Advisory Council is tasked with reviewing Senior Advisory Council Bylaws and recommending changes to the RVCOG Board for review and approval.

During 2021 and 2022, the Executive Committee of the Senior Advisory Council undertook an extensive review and revision of the Senior Advisory Council Bylaws. The revisions include:

1. The Diversity, Equity and Inclusion Statement is added as Section 10 of the Bylaws. This statement was approved by the RVCOG Board on 12/01/21 for inclusion in the Bylaws.
2. The section formerly numbered as Section 10 is renumbered as Section 11.
3. The description of the Standing Committees in Section 6.2 is modified to reflect the current committee structure.
4. The word “aging” when it refers to a particular population is changed to “seniors and adults with disabilities” to describe those who are served.
5. The requirement of potential members to attend two (2) meetings prior to submitting a membership application is added to Section 4.1.
6. The ability of non-members to chair an ad-hoc committee is added to Section 8.1.

ACTION:

The Executive Committee of the Senior Advisory Council recommends the revised Senior Advisory Council Bylaws to the Rogue Valley Council of Governments Board for its consideration and adoption.

BYLAWS

Board Approved *[approval date to be added]*

SENIOR AND DISABILITY SERVICES ROGUE VALLEY COUNCIL OF GOVERNMENTS SENIOR ADVISORY COUNCIL

1. NAME

The name of this body is the Senior Advisory Council (SAC), hereinafter referred to as the Council. The Council is an advisory committee to the Rogue Valley Council of Governments (RVCOG), which is the State-designated Area Agency on Aging and Disabilities (AAAD) for Jackson and Josephine Counties.

2. PURPOSE

The purpose of the Council is to advise, provide guidance and support, and assist the RVCOG in administration of Senior and Disability Services (SDS). As described and mandated by the Older Americans Act [US Code of Federal Regulations Older Americas Act Regulations, Title 45, Vol 4, Sec 1321.57](#) and the Oregon Revised Statutes ORS 410.210 [ORS 410.210](#), the purpose of the council is to provide citizen involvement, whose members provide a link between seniors and the Area Agency (RVCOG) to help ensure that programs and service delivery meet the needs of local seniors and people with disabilities. The Council is fully committed to diversity, equity, and inclusion in principal and practice as referenced in the Diversity, Equity, and Inclusion (DEI) Plan (see section 10).

3. RESPONSIBILITIES

3.1 The Council shall advise and assist the RVCOG on all matters relating to the development and administration of the Area Plan as it relates to older persons (age 60 and over) including:

3.1.1 Program planning.

3.1.2 Formation of basic program policies.

3.1.3 Program decisions which affect the functioning of SDS RVCOG.

3.1.4 Coordination of existing social services.

3.1.5 Budgeting and distribution of monies.

- 3.1.6 Pooling of untapped resources within Jackson and Josephine Counties.
- 3.1.7 Implementation and evaluation of the Area Plan.
- 3.1.8 Dissemination of information for the education of the public on SDS activities.
- 3.1.9 Development of good public relations at the local, state and national levels.
- 3.1.10 Advocating on behalf of older persons.
- 3.2 The Council is also responsible:
 - 3.2.1 To provide a report of all Council meetings to the Executive Director of the RVCOG.
 - 3.2.2 For interviewing candidates and making recommendations to RVCOG on the selection of the members of the Council when a vacancy occurs.
 - 3.2.3 For assisting the Executive Director of RVCOG in the selection of a SDS Director when a vacancy occurs.
 - 3.2.4. For acting as a grant review committee as needed for the RVCOG when grant applications related to the field of aging and disabilities are processed.

4. **MEMBERSHIP**

- 4.1 Individuals shall attend a minimum of two Council meetings prior to submitting an application for membership. The Executive Committee of the Council shall interview all applicants and recommend to the Council at the next meeting whether the applicant should be submitted to the RVCOG Board for membership. The members shall be appointed by the RVCOG Board.
- 4.2 The Council shall consist of a maximum of twenty-one volunteer members. The ratio of Jackson County to Josephine County membership shall be based on each county's proportion of area total population. Individuals living in the Rogue River / Wimer area have the option of being appointed to represent either Jackson or Josephine County.

This decision will be based on which county each member feels the most affiliation. For example, the county in which they do all of their shopping, banking and doctoring. Once a Rogue River / Wimer member is appointed to a particular county, that will be the county they represent for the duration of their membership on the Council.

- 4.3 One RVCOG Board member from Jackson County and one RVCOG Board member from Josephine County shall serve as ex-officio members of the Council. These members are in addition to the volunteer members of the Council.
- 4.4 Membership on the Council should strive to include:
 - 4.4.1 Representatives from the various geographic areas of each county.
 - 4.4.2 More than 50 percent older persons, including minority or underserved individuals who are participants or who are eligible to participate in SDS programs.
 - 4.4.3 Representatives of older persons.
 - 4.4.4 Representatives of health care provider organizations, including providers of veterans' health care (if appropriate).
 - 4.4.5 Representatives of supportive services providers' organizations (excluding directors, staff or board members of SDS RVCOG-funded contractors).
 - 4.4.6 Persons with leadership experience in the private and voluntary sectors.
 - 4.4.7 Local elected officials.
 - 4.4.8 The general public.
- 4.5 Any new members appointed to the Council will be appointed for a three-year term. If the new membership is filled during the middle of the year, July 1 of that fiscal year, regardless of duration, will count as the new member's first year.
- 4.6 A member is eligible for appointment to a maximum of two consecutive three-year terms. After two consecutive terms, a member shall be off a minimum of one year before being eligible to be appointed again to the Council.

- 4.7 Names of all persons recommended for appointment or reappointment shall be submitted to the RVCOG Board for each vacancy, along with a background statement on each person.
- 4.8 Members who have three consecutive absences from the Council, three consecutive absences from committee meetings, have missed more than 1/3 of the meetings in the last fiscal year, or have missed two opportunities for orientation—either group or individual—shall be approached by a member of the SAC Executive Committee to determine their desire to remain on the Council. The results of the discussion shall be reported to the SAC. If it is determined that removal is the appropriate action, the SAC shall report the decision to the RVCOG Board of Directors for consideration of removal.
- 4.9 There shall be no more than six alternate members, three from each county served. Alternate members shall be interviewed and recommended for appointment by the Council Development Committee, recommended for appointment by the Council, and approved as alternates by the RVCOG Board. Alternate members will participate as Council members and meet the same requirements as Council members, but they may not vote except with Council authorization and only during a Council member's absence. As necessary, at individual meetings, alternate members shall be counted for purposes of establishing a quorum at which time they can vote. An alternate member may fill a vacant position from her/his county without repeating the application process subject to their previous involvement in SAC and subcommittee meetings. The Executive Committee will make the determination of which alternate member will come on next as a regular member in the event there is more than one alternate at the time a regular member vacancy comes open.
- 4.10 The Executive Committee may appoint a regular Council member with legitimate reasons (family or personal short-term illness) to step back to an alternate position for no longer than one year. During that time period the Executive Committee may appoint an alternate member to take that member's place. The 6-year limit will be suspended until the Council member returns as a regular member.

5. OFFICERS

- 5.1 The officers of the Council shall be elected at the June meeting and shall officially assume office in July. The term of office shall be from July 1 of the year in which they were elected through June 30 of the following year.

- 5.2 A member shall be limited to two consecutive one-year terms in any one office or sub-committee chair position.
- 5.3 The officers of the Council shall be: a Chair and Vice Chair, elected by the Council.
- 5.4 The duties of the Chair are:
 - 5.4.1 To preside at Council and Executive Committee meetings.
 - 5.4.2 To appoint standing committee and special committee chairs. Standing committee chairs will be regular members of the SAC with the exception of the Advocacy Committee. The SAC Chair may appoint an active member of the Disability Services Advisory Committee (DSAC) to serve as chair or co-chair of the Advocacy Committee.
 - 5.4.3 To assign members to committees.
 - 5.4.4 To call special Council and Executive Committee meetings as needed.
 - 5.4.5 To collaborate with the SDS Director to develop Advisory Council agendas.
 - 5.4.6 To represent the Council before the RVCOG and other organizational bodies.
 - 5.4.7 To work constructively for the purpose of the Council and mission of the agency.
 - 5.4.8 To appoint a Council member or SDS staff as liaison to the DSAC.
- 5.5 The duties of the Vice Chair are:
 - 5.5.1 In the absence of the Chair, the Vice Chair will perform the duties of the Chair.
 - 5.5.2 Monitor attendance and participation of SAC members and report to the Executive Committee.
 - 5.5.3 Other duties as assigned by the Chair.

- 5.6 In the absence of both the Chair and Vice Chair at a regular meeting, the members present shall elect a temporary Chair to preside.
- 5.7 In urgent or emergency situations, the Chair or Vice Chair may act on behalf of the SAC upon approval of the majority of the Executive Committee, and at least one representative of RVCOG or SDS management.

6. **COMMITTEES**

- 6.1 The Executive Committee shall consist of the Council Chair, Vice Chair and the chair or designated alternate from each standing committee. The Executive Committee may invite the chair of a non-standing committee to become a non-voting participant in Executive Committee activities. The duties of the Executive Committee are:
 - 6.1.1 To advise and assist the SDS staff in the interim between Council meetings and to report any action taken at the next Council meeting.
 - 6.1.2 To advise and assist the SDS staff in the preparation and revision of the long range plans.
 - 6.1.3 To recommend allocation of funds for administration and between program areas.
 - 6.1.4 To advise and assist the staff in the preparation and implementation of the SDS administrative budget.
 - 6.1.5 To review Council Bylaws and recommend changes to the RVCOG Board for review and approval.
 - 6.1.6 To report to the Council.
- 6.2 **Standing Committees:** All members, with the exception of the Chair and Vice Chair, shall serve on at least one committee. The Chair and Vice Chair are ex-officio members of all committees.
 - 6.2.1 Each standing committee shall be responsible for the following activities within its area:
 - 6.2.1.1 To be knowledgeable about the services and issues within their program area.

- 6.2.1.2 To report to the Executive Committee and Advisory Council.
- 6.2.2 Standing committee members serve for the agency fiscal year.
- 6.2.3 The Standing Committee Chair will appoint a substitute to perform the duties of the Chair in the absence of the Chair.
- 6.2.4 The standing committees may include:
 - 6.2.4.1 **Advocacy Committee** This committee is a joint committee of the SAC and DSAC which will focus on engaging SAC and DSAC members and the community in legislative advocacy in support of aging and people with disabilities issues at the local, state and national level. The committee will be the most active during the first year of the Oregon Legislature's biennium, with much of its business and discussion occurring during the monthly SAC meeting. At any time, however, that funding or program issues emerge that need public education or advocacy measures, this committee will develop and help to execute the advocacy plan.
 - 6.2.4.2 **Communications & Outreach Committee** This committee will focus on making RVCOG's senior programs and services visible in the two-county area. Further, it will seek input about gaps in those services, while soliciting ideas for additional services, possible partnerships, and/or funding sources to meet the needs of the older adults in our communities. This committee will participate in public education activities.
 - 6.2.4.3 **Council Development Committee** duties include: overseeing the nominations, interview and selection process, as well as recruitment, orientation, support and recognition activities. All members of the Council Development Committee shall be members of SAC Executive Committee. This committee may be held in conjunction with the Communication and Outreach Committee, as needed.
 - 6.2.4.4 **Home and Community Based Care Committee** This committee, in partnership with Aging and People with Disabilities (APD), will identify issues related to home

and community-based care and make recommendations to the SAC for advocacy and action.

6.2.4.5 Support Services Committee This committee will assist staff to develop and evaluate processes and outcomes of RVCOG programs and services that are funded by the Older Americans Act (OAA), Oregon Project Independence (OPI) and any new programs or services. Support Services Committee serves in the capacity of the ADRC Advisory Committee and Nutrition Advisory Committee and may be held in conjunction with the Communication and Outreach Committee, as needed.

6.2.4.5.1 ADRC Advisory Committee The intent of this Committee is to provide direction to the ADRC on the needs of seniors and people with disabilities within the ADRC region; as well as actively participate in the program planning, goal setting, financial expenditure planning, program evaluation, and operation of the ADRC. This Committee will meet quarterly.

6.2.4.5.2 Nutrition Advisory Committee As mandated by the Older Americans Act, the Nutrition Advisory Committee will convene once each quarter for four meetings annually. This committee will review and advise on all aspects of the Food & Friends Program, including evaluation of outcomes for the program and surveys of volunteers and meal recipients.

6.3 Ad hoc committees will be formed by either Council vote or Chair decision, with committee members being appointed by the Chair in order to address specific issues.

6.4 Committee and Subcommittee membership will be approved by the Council or committee to whom they answer. Staff members may serve as technical advisory, non-voting members. The Chair of the committee or subcommittee will be approved by the committee to whom they answer.

7. **DELEGATE TO THE OREGON ASSOCIATION OF AREA AGENCY ON AGING AND DISABILITY SERVICES (O4AD) SAC CHAIRS MEETING**

- 7.1 The Chair or Vice Chair or Designee of the Chair of the SAC will serve as the Delegate to the Oregon Association of Area Agencies on Aging and Disabilities (O4AD) Senior Services Advisory Council Chairs meeting. This meeting is held in conjunction with the quarterly O4AD meeting.

8. **NON-MEMBER ADJUNCT PARTICIPATION**

- 8.1 Non-members may be invited to participate as adjunct members to a standing or ad hoc committee, including be appointed as the chair of an ad hoc committee, upon approval of the Executive Committee. Adjunct membership may be renewed or removed through approval of the Executive Committee. Such persons are voting members of the committees, but not the SAC. If the new adjunct membership is filled during the middle of the year, July 1 of that fiscal year, regardless of duration, will count as the new member's first year.

9. **MEETINGS**

- 9.1 The Council shall meet at least six (6) times per year.
- 9.2 Meeting times and places shall be at the discretion of the Council.
- 9.3 The annual meeting shall be the first regular meeting in July.
- 9.4 A quorum shall consist of a simple majority of Members with representation from both counties.
- 9.5 The meetings of the Council shall be conducted under Roberts Rules of Order (Newly Revised) except where they conflict with or contradict these Bylaws.
- 9.6 As needed votes may be collected in person, verbally, in writing, through email, or in a virtual setting.

10. **DIVERSITY, EQUITY AND INCLUSION (DEI) STATEMENT ¹**

SDS of RVCOG is fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all staff, clients, caregivers, advisory council members and policy makers in promoting equitable and inclusive programs and resources for older adults and adults with disabilities in Jackson and Josephine counties.

¹ New section added with RVCOG Board approval on December 1, 2021.

There shall be no barriers to full participation in our programs on the basis of gender, gender identity, gender expression, ethnicity, race, native or indigenous origin, age, generation, sexual orientation, culture, religion, belief system, marital status, parental status, socioeconomic status, language, accent, ability status, mental health, educational level or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation and/or any other characteristic that can be identified as recognizing or illustrating diversity.

Vision

To promote diverse, equitable and inclusive programs and resources for older adults and adults with disabilities in Jackson and Josephine counties.

Mission

We welcome people of all experiences, backgrounds and identities with dignity, integrity, respect and compassion.

We will foster education, connect with marginalized and underrepresented groups, and create equitable outreach and services for our evolving community.

We agree with the State of Oregon's Definition of DEI.

Diversity is the appreciation and prioritization of different backgrounds, identities, and experiences collectively and as individuals. It emphasizes the need for representation of communities that are systematically underrepresented and under-resourced. These differences are strengths that maximize the organization's competitive advantage through innovation, effectiveness and adaptability.

Equity acknowledges that not all people, or all communities, are starting from the same place due to historic and current systems of oppression. Equity is the effort to provide different levels of support based on an individual's or group's needs in order to achieve fairness in outcomes. Equity actionably empowers communities most impacted by systemic oppression and requires the redistribution of resources, power, and opportunity to those communities.

Inclusion is a state of belonging when persons of different backgrounds, experiences, and identities are valued, integrated, and welcomed equitably as decision makers, collaborators, and colleagues. Ultimately, inclusion is the environment that organizations create to allow these differences to thrive.

Objectives

- Develop and begin standardized DEI training for staff and SAC members to increase DEI awareness.

- Develop a Service Equity Plan for SDS consumers to be submitted March 2022.
- Educate staff and SAC members on Implicit Bias and Cultural Sensitivity to raise awareness and increase equity.
- Develop performance metrics and monitor for compliance.

11. **AMENDMENTS**

11.1. These Bylaws may be amended by the RVCOG Board of Directors thirty (30) days after notification of the proposed changes have been received by the SAC Executive Committee. Recommended changes may be submitted by the Council at any time.

Revised:

08/30/83	08/25/99	12/07/05
12/11/84	02/23/00	10/27/10
05/14/85	09/27/00	01/25/12
03/25/87	03/28/01	05/28/14
04/27/88	08/28/02	12/03/14
07/02/90	02/26/03	03/28/18
01/27/93	08/27/03	01/27/21
		12/01/21
		[add approval date]



ROGUE VALLEY
Council of Governments

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MEMORANDUM

Date: October 19, 2022
To: Rogue Valley Council of Governments, Board of Directors
From: Jody Hathaway, Board President
Subject: Executive Director 360 Evaluation and Employment Contract

Purpose:

Ann Marie Alfrey was promoted to Executive Director on June 1, 2021, after a longstanding Executive Director retirement. As a condition of her contract, it was agreed that she would serve as Executive Director for a probationary period of up to one year, at or near the completion of which a 360 Review be conducted to evaluate her fit for the position. In Section 1 of the employment contract, "RVCOG hereby agrees to employ Employee as Executive Director to perform the functions and duties specified in the RVCOG Charter and to perform such other legally permissible and proper duties and functions as the Board of Directors and the Employee shall mutually agree upon as necessary to fulfill the job of Executive Director."

In reflecting on the Executive Director's performance, participants were to consider their overall performance rather than isolated incidents. Focus on broad themes and patterns of consistent behavior, including their strengths, contributions to the organization, and challenges/areas a participant would suggest for improvement or development. If participants did not have sufficient information about the Executive Director's performance over the appraisal period, they were instructed to mark N/A, and that answer was not scored.

Rating Scale

Exemplary (4): Performance frequently exceeds job requirements. Performance is sustained and uniformly high with thorough and on-time results.

Fully Effective (3): Performance clearly and fully meets all the position requirements in terms of quality and quantity of work. It is described as solid performance. Minor deviations may occur; the overall level of performance meets or slightly exceeds all position requirements.

Development Needed (2): Performance is less than expected, OR this is a new skill that needs to be developed or enhanced.

Significant Concerns (1): Performance must improve significantly within a reasonable period of time if the individual is to remain in this position.

Findings:

The 360 evaluation was distributed electronically from June 22, 2022, through July 8, 2022, or by hardcopy if requested. Additionally, Ann Marie was provided an opportunity to complete her own self-evaluation. Incomplete or evaluations completed after the evaluation period were not tallied. There were 33 total participants, with two-thirds being RVCOG staff.

Relationship to Executive Director	Participants	Percent of participants
Board Member	8	24.24%
Community Partners	3	9.09%
RVCOG Staff	22	66.67%
Total	33	100%

Ann Marie's average evaluation score was **3.3** or **Fully Effective**, meaning performance clearly and fully meets all the position requirements in terms of quality and quantity of work. It is described as solid performance. Minor deviations may occur; the overall level of performance meets or slightly exceeds all position requirements. No areas of the survey indicated significant concerns by any participant.

Competency	Weighted Average
Commitment	3.6
Stewardship	3.6
Building External Relationships	3.5
Overall Budgeting, Development, & Oversight	3.5

Comments:

- *The Executive Director had an extremely hard act to follow and has very capably distinguished herself across the spectrum of the position's responsibilities and functions.*
- *Ann Marie brought a wealth of financial knowledge, business acumen, and savvy to her new position. She demonstrates RVCOG's core values and sets clear expectations that staff will do likewise.*

- *I answered "exemplary" on all questions after considering whether I could critique Ms. Alfrey on anything that was not in keeping with RVCOG's mission. I did not find any and I believe some part of the mission will always come first. I admire and respect everything she stands and works for.*
- *Excellent performance.*
- *I have seldom interacted with the Executive Director, so is difficult to evaluate. She is very personable and appears to be quite effective.*
- *RVCOG is extremely lucky to have Ann Marie step in and manage effectively without missing a beat. It has been amazing.*
- *As I said, my collaboration with Ann Marie over the past year has been positive and effective.*
- *Excellent job!*

There is consistent feedback that indicates Ann Marie is fully effective in her position. In addition to taking on a new role, she has endured a number of challenges with the pandemic and staffing shortages while still purchasing the Central Point Senior Resource Center. She successfully accomplished this while also continuing to fill the Finance Manager role that was a component of her prior position as Deputy Director.

The attached 4 pages are additional comments for your review.

Recommendations:

The Executive Committee met with Ann Marie on October 12, 2022, to review and discuss her evaluation, as well as the draft Employment Agreement. The Committee was also provided with a comparative of other COG Directors salaries and benefits. The Executive Committee unanimously recommends a two year employment contract for Ann Marie Alfrey with an annual salary of \$130,000.00. Said salary, if approved by the Board, to be retroactive to July 1, 2022.

Q29 Briefly identify three to four of the Executive Director's achievements during the appraisal period. Consider the actions taken to contribute to the organization's overall effectiveness, success, and/or reputation, and visibility.

Answered: 17 Skipped: 15

#	RESPONSES	DATE
1	Taking charge The Senior Center Keeping things moving with Covid issues causing issues	7/8/2022 6:31 AM
2	Has kept the organization performing as all would want during the pandemic, while running short-staffed in some departments. Oversaw the transition of Central Point's management of its Senior Center to RVCOG, to the benefit of all concerned. Expanded areas of services provided to client jurisdiction. Continued shepherding of ShakeAlert and SmokeAlert implementation.	7/7/2022 4:20 PM
3	Led staff through a successful budget process for FY22-23 Successfully navigated new role as ED and onboarded new HR staff Is developing positive relationships with member jurisdictions By all appearances, works well with the RVCOG Board and is respected by Board members	7/7/2022 9:01 AM
4	Participation in the SOU OLLI class about RVCOG, approval of COLA and federal mileage reimbursement and adding the CP Senior Center to our programs.	7/6/2022 5:17 PM
5	Ann Marie has brought a fresh new approach to RVCOG. Her enthusiasm is amazing and she tries to bring that to others.	7/6/2022 3:31 PM
6	1. Assists in developing relationships with community partners. 2. Offers supportive and constructive feedback when problem solving program barriers. 3. Provides staff with opportunities for education and personal development.	7/6/2022 2:47 PM
7	Successfully managing multiple large-scale projects at an executive level. Successfully managing RVCOG during a pandemic. Successfully managing RVCOG during an economic climate where hiring/retaining staff is challenging.	7/6/2022 2:46 PM
8	Worked with staff and member jurisdictions to develop wildfire camera installation Oversaw the purchase of the senior center to help consolidate food for friends brought on board new staff	7/6/2022 2:43 PM
9	Central Point SRC - To push forward RVCOG's mission this is a huge win. A long-term partnership with multiple entities that provides a path for further grant funding, enhanced services and employment. While most of us will never know the business end of how the purchase took place, I can only imagine how difficult it was at times for her to manage to always keep the RVCOG mission and values in mind. RVCOG Board of Directors - In my opinion the networking activity among Board Members has increased over the last year. New partnerships have developed in large part to Ms. Alfrey's engagement with multiple jurisdictions and learning more about their needs and goals. OLLI at SOU - The value this provided to RVCOG and the education about RVCOG that was provided to students of all ages was invaluable to the Southern Oregon community. The students attending those classes have the ability to take what they have learned and immediately connect it to their jurisdiction. The opportunity that was provided to RVCOG staff to pass along their program knowledge was equally rewarding from within the organization.	7/6/2022 9:28 AM
10	Ann Marie has taken full hold of the job without any apparent pauses or hitches. She has excellent command of the activities of the organization.	6/30/2022 1:29 PM
11	Handled a very personable problem that I had with compassion and understanding. Effectively handles RVCOG staff meetings.	6/27/2022 8:30 AM
12	1) Effectively and compassionately managed to work with the Senior Center volunteers while working towards a purchase agreement with the city of Central Point to improve the senior program. It was a difficult task to ensure the best outcome with the least amount of damaged	6/24/2022 4:13 PM

Executive Director 360 Evaluation

feelings for the seniors who used the building. 2) Communicates efficiently during the month board meetings, always very thorough with updates.

13	She contributed thoughtful comments in a detailed report to a state agency as well as providing guidance for me on complex issues.	6/24/2022 8:52 AM
14	She has maintained her Finance Director role throughout and has not let it interfere with her ability to perform her ED roles. She has worked with the City of Central Point and F&F to purchase a new facility to allow the F&F program to better serve the CP community. She supports the improvement of rules pertaining to personnel, trying to equalize staff responsibilities and reduce the risk of litigation exposure. Even though the staff may not like some of the staff rules, it is best for the COG, as a whole.	6/23/2022 7:12 PM
15	Handled running the COG during a global pandemic, took over the wildfire camera project and purchased the building formerly known at the Central Point Senior Center, amongst other things I'm sure I am not aware of.	6/23/2022 4:20 PM
16	Hired a new HR director purchased FF building from Central Point	6/23/2022 2:11 PM
17	1. Purchase of the Senior Center 2. Passing of the budget that included a COLA 3. Providing needed services to other jurisdictions.	6/23/2022 10:13 AM

Q30 Suggestions for future goals and focus for Executive Director and organization.

Answered: 12 Skipped: 20

#	RESPONSES	DATE
1	Keep striving to excel	7/8/2022 6:31 AM
2	Maintain course and speed.	7/7/2022 4:20 PM
3	None	7/7/2022 9:01 AM
4	Finding a larger building in CP as we grow certain programs and add staff.	7/6/2022 5:17 PM
5	Delegation! She can't do it all!	7/6/2022 3:31 PM
6	Continue on with improving RVCOG's ability to help local communities.	7/6/2022 2:46 PM
7	I have faith that Ms. Alfrey's vision for RVCOG is far greater than I can imagine and I am excited to see it grow and honored to be a small part of it.	7/6/2022 9:28 AM
8	Maybe a little more interaction between the Executive and Director and SDS staff.	6/27/2022 8:30 AM
9	To be completely out of her previous position tasks and only take on her director role tasks. If transition of those tasks aren't already completed.	6/24/2022 4:13 PM
10	None	6/24/2022 8:52 AM
11	I recommend working on improving communication with staff throughout the COG. HR changes are never fun and are usually met with a little pushback from staff. Changing the tone of some of those messages may help staff receive the message better.	6/23/2022 7:12 PM
12	Add more personnel to ensure that all programs can be effectively run.	6/23/2022 10:13 AM

Q31 Other comments about the Executive Director's performance.

Answered: 10 Skipped: 22

#	RESPONSES	DATE
1	Good personality for the position.	7/8/2022 6:31 AM
2	Outstanding.	7/7/2022 4:20 PM
3	None	7/7/2022 9:01 AM
4	Impressive.	7/6/2022 2:46 PM
5	The respect she gives seems free and easy for her but it has value, is genuine and is strongly felt and appreciated. Thank you.	7/6/2022 9:28 AM
6	We should contract for another year.	6/30/2022 1:29 PM
7	See comments above	6/24/2022 8:52 AM
8	She has excelled and is doing an amazing job. We always expect the best and that's what she has been able to deliver.	6/23/2022 7:12 PM
9	I admire her professionalism and confidence in her role as Executive Director and am glad she is able to keep her personal connections with Managers and Staff while maintaining professional conduct.	6/23/2022 4:20 PM
10	I believe RVCOG will continue to prosper under Ann Marie's leadership.	6/23/2022 10:13 AM

**ROGUE VALLEY COUNCIL OF GOVERNMENTS
EMPLOYMENT AGREEMENT
EXECUTIVE DIRECTOR**

THIS AGREEMENT, made and entered into October 26, 2022, by and between the Rogue Valley Council of Governments, hereinafter called "RVCOG," and Ann Marie Alfrey, hereinafter called "Employee."

RECITALS:

1. Employee has been the Executive Director since June 1, 2021; and
2. It is the desire of the Board of Directors to establish certain conditions of continued employment for said Employee; and
3. It is the desire of the Board of Directors to (a) retain the services of Employee and to provide inducement for them to remain in such employment; (b) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; (c) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee; and (d) to provide a just means for terminating Employee's services at such time as they may be unable to fully discharge their duties due to disability or when RVCOG may otherwise desire to terminate their services; and
4. Employee desires to continue employment as Executive Director of RVCOG.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

Section 1: Duties

The RVCOG hereby agrees to continue to employ Employee as Executive Director to perform the functions and duties specified in the RVCOG Charter and to perform such other legally permissible and proper duties and functions as the Board of Directors and the Employee shall mutually agree upon as necessary to fulfill the job of Executive Director.

Section 2: Term

- A. The original term of this agreement shall be a two (2) year period beginning July 1, 2022, and ending June 30, 2024.
- B. Employee may use vacation leave for teaching, consulting, volunteering, or related activities, provided said activities do not conflict with the duties of Employee.
- C. In the event Employee wishes to voluntarily resign from their position during the term of this agreement, they agree to give the Board of Directors six (6) weeks written notice of such intention, or as much time as practical within constraints of the given situation, unless

such notice is waived by the Executive Committee. Employee will cooperate in every way with the smooth and normal transfer to the newly appointed Executive Director.

- D. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Board of Directors, upon recommendation of the Executive Committee, to terminate the services of Employee at any time, subject only to the provisions set forth in Section 8: Severance Pay for Cause and Section 9: Severance Pay - Termination without Cause of this agreement. The Employee may, at their discretion, request a formal executive session of the RVCOG Board to review their performance prior to termination.

Section 3: Salary and Benefits

Effective July 1, 2022, RVCOG agrees to pay Employee for their services rendered pursuant hereto an annual salary of \$130,000 payable in increments at the same time as other employees of the RVCOG are paid.

In addition, RVCOG agrees to increase said base salary by any Cost-of-Living Adjustment (COLA) in the same percentage that is consistent with all other management employees. Also, said base salary may be increased by amendment of this contract as determined by the Board of Directors.

Section 4: Performance Evaluation

The Executive Committee shall provide ongoing performance evaluation and feedback to the Employee. Said evaluation shall be in accordance with goals developed jointly by the Executive Committee and Employee during quarterly meetings. The Executive Committee shall provide the Employee with a summary of the findings and provide an adequate opportunity for the Employee to discuss the evaluation with the Executive Committee. This review will be conducted in an executive session at the Employee's option by June 30th. The Executive Committee will provide a summary performance report to the full board at the following RVCOG Board meeting.

Section 5: Health, Welfare, and Retirement

Employee shall be entitled to receive the same retirement, vacation, sick leave, holidays, and other fringe benefits and working conditions, as they now exist or hereafter may be amended, as apply to other RVCOG management employees in addition to any benefits enumerated specifically for the benefit of the Employee as herein provided.

Section 6: Dues and Subscriptions

RVCOG agrees to budget and to pay for the professional dues and subscriptions that the Employee deems necessary for their continuation and full participation in national, state, regional, and local associations and organizations necessary and desirable for their continued professional participation, growth, and advancement, and for the good of RVCOG.

Section 7: Professional Development

- A. RVCOG hereby agrees to annually budget and allocate sufficient funds to pay the expenses of Employee's necessary travel and subsistence expenses to represent RVCOG at conferences or meetings of state committees or commissions upon which Employee serves

as a member, said membership on said state commissions or committees being subject to the approval of the Executive Committee, and for such other official meetings or travel as are reasonably necessary for the professional advancement of Employee as approved by the Executive Committee.

- B. RVCOG also agrees to budget and to pay for the travel and subsistence expenses of Employee for short courses, institutes, and seminars that the Employee deems necessary for their professional development and for the good of RVCOG, subject to the approval of the Executive Committee.

Section 8: Severance Pay for Cause

RVCOG may terminate this agreement at any time, without prior notice and without severance pay, if Employee commits any abuse of public office or obstructs governmental administration as those provisions are set forth in Chapter 162 of the laws of the State of Oregon.

Section 9: Severance Pay - Termination without Cause

Termination by RVCOG, as used in this paragraph, means:

- 1) Employee's discharge or dismissal without cause by a two-thirds majority decision of the Board of Directors (as authorized by each of the member's governing bodies), upon unanimous recommendation of the Executive Committee; or
- 2) Employee's resignation following a reduction in Employee's salary and/or benefits that is greater in percentage than an across-the-board reduction for all COG employees; or
- 3) Employee's resignation following a formal request to them by a majority of the Board Directors (as authorized by each of the member's governing bodies) that they resign.

In the event of the involuntary termination without cause of the Employee by the RVCOG, they shall be entitled to receive a lump sum payment equal to six (6) months aggregate salary including RVCOG's contribution to Employee's 401(a) account. The lump sum payment shall be paid within 24 hours of the termination date of this agreement. During the following six-month period, the RVCOG shall continue to pay for Employee's family medical and dental coverage and long-term disability, AD&D, and life insurance benefits.

Section 10: Professional Liability

RVCOG agrees that it shall defend, hold harmless, and indemnify Employee from all demands, claims, suits, actions, errors, or other omissions in legal proceedings brought against Employee while Employee was acting within the scope of their employment.

Section 11: Other Terms and Conditions of Employment

RVCOG shall, by amendments to this agreement, fix such other terms and conditions of employment, from time to time, as it may determine, relating to the performance by Employee with the agreement of said Employee, provided such terms and conditions are not inconsistent or in conflict with the provisions of this agreement.

Section 12: Severability

It is understood and agreed that if any part, term, or provision of this agreement is held by the Courts to be illegal or in conflict with the laws of the State of Oregon, the validity of the remaining portions of the agreement shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular part, term, or provisions of this agreement.

Dated this 26 day of October, 2022

President, RVCOG Board of Directors

Ann Marie Alfrey, Executive Director

**Rogue Valley Council of Governments
Board of Directors Meeting**

Summary Minutes from the Meeting Held September 28, 2022

VOTING MEMBERS

Present:

Commissioner Rick Dyer (JACO)
Board Member Bill Mansfield (RVTD)
Councilor Kelley Johnson (Central Point)
Mayor Wayne Stuart (Rogue River)
Board Member Randy White (JSWCD)
Board Member Randy Weber (RCC)
Board Member Jody Hathaway (EC SO)

Councilor Eric Stark (Medford)
Councilor Scott Selbe (Jacksonville)
Councilor Valerie Lovelace (Grants Pass)
Board Member Carl Tappert (RVSS)
Councilor Jim Snyder (Phoenix)
Board Member Eric Dziura (JCLD)

Absent:

Mayor Linda Spencer (Butte Falls)
Commissioner Darin Fowler (JOCO)
Councilor Mike Moran (Eagle Point)
Mayor Darby Ayers-Flood (Talent)
Board Member Justin Bates (JCFD 3)

Councilor Shaun Moran (Ashland)
Board Member Jeanne Stallman (SOU)
Mayor Shari Tarvin (Shady Cove)
Board Member Colleen Padilla (SORED)
Mayor Meadow Martell (Cave Junction)

Bold = Executive Committee Members

NON-VOTING MEMBERS

Present:

Ian Horlacher (ODOT)

RVCOG Staff:

Ann Marie Alfrey (Executive Director)
Connie Wilkerson (SDS Program Director)
Donovan Edwards (Office Specialist)

Jodi Wilson (HR Mgr & Assist to the Exec Dir)
Kellie Owens (Nutrition Program Analyst)

1. Call to Order/Attendance

1st Vice President Hathaway called the meeting to order at 12:02 p.m.

2. Introductions and Comments from Members/Public

1st Vice President Hathaway introduced Jim Snyder, City Councilor, City of Phoenix.

3. Action Items

A. Nominations for Executive Committee Members

Board President

MOTION: Board Member Mansfield nominated Jody Hathaway for Board President. Board Member Tappert seconded the nomination. Jody Hathaway accepted the nomination. The nomination was approved unanimously.

First Vice President

MOTION: Board Member Mansfield nominated Carl Tappert for 1st Vice President. Board President Hathaway seconded the nomination. The nomination was approved unanimously.

Second Vice President

Ms. Alfrey reported that Board Member Padilla had submitted her interest in remaining as 2nd Vice President.

MOTION: Councilor Johnson nominated Colleen Padilla for 2nd Vice President. Councilor Lovelace seconded the nomination. The nomination was approved unanimously.

Executive Committee Members

Councilor Johnson announced that she would be willing to serve if nominated.

MOTION: 1st Vice President Tappert nominated Kelley Johnson for the Executive Committee. Board President Hathaway seconded the nomination. The nomination was approved unanimously.

Executive Committee Members

MOTION: Board Member Dziura nominated himself for the Executive Committee. Board President Hathaway seconded the nomination. The nomination was approved unanimously.

4. Consent Calendar:

A. Approve Minutes of August 26, 2022, Board Meeting

MOTION: Councilor Lovelace recommended approving the RVCOG Board Minutes of August 26, 2022. Mayor Stuart seconded the motion. The motion was approved unanimously.

5. Reports

A. Directors Report

Executive Committee Meeting to Discuss Executive Director 360 Review Survey

Ms. Alfrey announced that a meeting date for the Executive Committee will be scheduled to discuss the Executive Director 360 Review Survey. A Doodle Poll will be sent out to determine availability. Ms. Alfrey invited Board Members who had not yet submitted a response to the Executive Director 360 Review Survey to contact Ms. Wilson by close of business on September 28, 2022.

RVCOG Staffing Changes

Ms. Alfrey reported the HR Manager and Assistant to the Executive Director position would be vacant as of mid-October, as Ms. Wilson would be taking on a new role elsewhere. Additionally, the Financial Director position will be vacant due to an internal promotion. Recruitment for both positions is open.

Ms. Alfrey explained that for now she would be required to fill the roles of Financial Director and HR Manager along with Executive Director. She said she appreciates the patience from Board Members and encouraged them to contact her if any issues arose. Councilor Johnson offered HR and Financial services support from City of Central Point staff.

Financial Reports

Ms. Alfrey noted the following sections of the Financial Report and provided a brief summarization.

- Aged Receivables – Are still a little high but this is due to annual invoices that are still going out. Billings that have slipped into a past due status are not a concern.
- July 31, 2022, Preliminary Fiscal Year End Balance Sheet and Revenue and Expenditures – This is very preliminary and shows only the first month. The focus, for now, is on closing out the previous year.

6. Regional Update / Open Air

JSWCD – The audit and annual report are complete and are set to be approved at the next meeting on October 19th.

Director White is intending to retire from his JSWCD role on March 31, 2023. He is working with the JSWCD Board and a consulting firm during the recruitment process.

A job announcement for a Natural Resource Conservationist will go out next month.

JSWCD is working on two grants to help with the rehabilitation project following the South Obenchain Fire which will also provide for improvements in fire preparedness in areas outside the fire area.

Medford – The Medford Parks and Recreation Department applied for and has received two state-funded grants. One is for \$714,000 for a rehabilitation project for the 9.2-acre park adjacent to Howard Elementary in West Medford. Improvements will include a sports court, splash pad, LED lighting, restrooms, playground, and pathways. The second grant for \$23,868 will be used to widen and resurface the Ponderosa Trail at Prescott Park.

Medford Police Department has launched the Drone Response Team. Searching for missing/endangered individuals, crash and crime scene reconstruction, assessing damage caused by natural disasters, and identifying illegal or unregistered activities that may pose a threat to public safety are some of the many uses intended for the drones.

Medford and Jackson County are participating in a smoke survey. They will partner with the Oregon Office of Resilience and Emergency Management using the survey to find out how wildfire and smoke are impacting the region and what actions can be taken to minimize those impacts.

The Navigation Center at 685 and 691 Market Street has opened. The purpose of the facility is to provide 24-hour emergency access and be a “one-stop-shop” for health services, benefits, and housing support. As of last week, the Kelley Shelter has moved into the facility providing a larger congregate space. Additionally, there are five non-congregate family rooms, shower areas, service dog bathing and kennel space, and a large indoor recreation room for guests and families. The commercial kitchen space took longer than anticipated but it will be a benefit to those utilizing the facility.

Jackson County – New Budget Committee Member Matt Stevenson, CEO of Rogue Credit Union, will be officially accepted at a future Commissioners Meeting.

The Expo Community Center project continues to move forward. Architectural design and engineering plans are being worked through to establish detailed and more accurate costs to determine feasibility. A management structure among Jackson County, Central Point, and the Expo Center will also be developed.

Jackson County, Eagle Point, Shady Cove, Central Point, Phoenix, Rogue River, and Jacksonville will have a Psilocybin Ban placed on the ballots in November 2022. Residents will be able to decide if manufacturing and treatment centers are acceptable activities within their communities. Jackson County is moving forward on some of the land use work to ensure things are in place if the ban is not approved.

Central Point – Councilor Johnson expressed her excitement about the partnership on the Expo Community Center project. Councilor Johnson recommended tours for the Navigation Center saying she was very impressed with the management and the design.

Crater High School was closed last week due to structural integrity in the gymnasium affecting classes on two floors. The school reopened Monday; however, the school district and the City will continue to work with several civil engineers throughout the week to determine if the load on the trusses is stable.

Scenic Middle School experience a gas leak near the athletic field earlier in the day on September 28. Councilor Johnson said she was waiting for updates. Scenic Middle School was not evacuated but several homes nearby were.

The Transportation Planning System Overview for Climate Friendly and Equitable Communities will require several council sessions to determine what it means for the future of Central Point and how those new laws will be incorporated.

Made in Southern Oregon was very successful. The amount of both vendors and attendees from last year to this year doubled.

ODOT – Mr. Horlacher recommended everyone become familiar with the updates in the new Transportation Planning System. One major change is to remove “round-a-bouts” which he questioned the economics of replacing for fully signalized intersections. Not only are “round-a-bouts” significantly more cost-effective, but with designated right-of-way traffic can flow 40% to 60% better.

Mr. Horlacher reminded everyone that school was back in session and to be mindful of school zones.

Mr. Horlacher announced that Jerry Marman is now the Area Manager and Jeremiah Griffin is the District Manager.

RVSS – Board Member Tappert announced that the vacancy on the RVSS Board has been filled by Mike Parsons, City Councilor, City of Central Point. RVSS has a vacancy on the Budget Committee.

The wastewater lagoons project in White City is coming along. The location treats mainly solid waste from sewers and portable toilets.

RVSS has quite a few projects being funded through DEQ to assist with infrastructure funding.

RVSS is finishing updates to the Stormwater Design Manual. The regional manual is typically adopted by Jackson County, City of Medford, and City of Ashland among others in the region. He apologized for the News Tribune article posted days earlier which had been inaccurate.

RVTD – RVTD continues to research a move toward electric buses. Ridership continues to increase post-pandemic.

Rogue River – The new City Manager Ryan Nolan will be introduced at the next Board Meeting. Mayor Stuart thanked Ms. Alfrey and all the others that attended the retirement party at Rooster Park for Mark Reagles. Ride the Rogue which began at Palmerton Park was very successful, and Mayor Stuart admitted surprise at how many electric bikes were there.

In the past year, the City Council has had three vacancies. Mayor Stuart has been able to fill the vacancies but noted the difficulties in finding someone who is retired and able to take on a very time-consuming volunteer role.

City Hall will participate in the annual Halloween Trick or Treat event.

Mayor Stuart announced that he will attend the Mayors United Dinner in October for ACCESS. This is a fundraising event attended by all the local Mayors.

Rogue River has completed its audit and is awaiting results.

Grants Pass – A 3% sales tax will be included on the ballot; currently as of June 23, 2023, law enforcement will not be funded if the ballot is not approved. Councilor Lovelace noted that based on some statistics, 73% of Josephine County is publicly owned and only 9% of the population of the county pays property taxes.

Art Along the Rogue returns October 7th – 9th.

Jacksonville – Councilor Selbe reported that recently the Jacksonville City Council passed a resolution to increase to the Public Utility Assessment to help fund police protection. The assessment has been \$20.00 until recently and will now increase by \$2.00 annually for the next five years.

The Los Palmas Restaurant had a fire that was contained to the attic and kitchen area on September 27th. The restaurant will remain closed for repairs but will eventually reopen.

The City is in the initial stages of consideration of an Urban Growth Boundary amendment. The last one was completed in 2001. The process can be lengthy taking up to five years.

The vacancy on the City Council has been filled.

JCLD – Nothing to report.

RCC – Enrollment is up slightly this year but there is a large increase in physical attendance at each campus. There is a vacancy in the District 5 Board covering the Ashland area. RCC is working with Grants Pass to complete the annexation process. The Redwood Campus cannot grow any larger without the annexation.

Phoenix – Three City Council positions will be listed on the ballot. Psilocybin will be addressed on the ballot. October 7th is the groundbreaking ceremony for the City of Phoenix Government and Public Safety Center.

Reconstruction following the Almeda Fire is going well. The replacement of single-family homes is not complete but pretty well along.

The Homecoming Parade will take place on October 12th.

ECSO – After 31 years the Executive Director retired. Kevin Harris, ECSO Operations Manager, is filling in as Interim Director. Four candidates have been selected through a two-panel interview process. The hope is that a selection and offer will be made based on the next Executive Session possibly next week.

ECSO has eight dispatchers in training even though they should have 41, this is due to not having enough trainers available. There are an additional nine dispatchers to hire. This problem is not unique as other emergency dispatch services have similar issues.

The radio infrastructure project is slowly moving along. ECSO is still trying to finalize the design, and they are still waiting to get the appropriate approvals through the short-staffed Planning Department.

7. Other Business

There was no other business noted.

8. Agenda Build

No recommendations.

9. Next Meeting

The next regular meeting is scheduled at noon on Wednesday, October 26, 2022.

Adjournment:

President Hathaway adjourned the meeting at 1:03 p.m.



Board Meeting Agenda – Executive Director’s Report

Meeting Date:	October 26, 2022	Staff Contact:	Ann Marie Alfrey
Department:	Administration	E-Mail:	amalfrey(at)rvcog.org

ALERTWildfire FEMA HMGP Application Update

A delay in processing HMGP applications was caused by the move of OEM from the Military Department. Unfortunately, the move did not include FEMA. The latest update from FEMA is that they are waiting for a resolution of the 90%/10% cost matching issues. The University of Oregon/RVCOG application is 11th on a list of about 70 applications, and while funding approval is likely, it will be at least another three months before the application is processed.

Rural Capacity Grant Funding

In partnership with SOREDI, RVCOG has funding available to assist rural jurisdictions to attain the staffing and financial and technical capacity necessary to carry out proactive strategies for workforce, infrastructure, economic, and community development. Two sources of grant funding are available: one focused on small rural jurisdictions with populations of 2,500 or less; and one focused on rural communities with populations of 35,000 or less. Assistance can be provided to tribes, cities, counties, special districts, school districts, and non-profit organizations within these rural jurisdictions. Specific activities include:

- Outreach to rural jurisdictions about grants and other forms of funding;
- Employment of grant writers or grant administrators to directly assist the rural jurisdictions in applying for grants and other forms of funding available from any public or private source;
- Direct assistance in administering grants awarded to the rural jurisdictions; and
- Working with state agencies to coordinate investments in water and sewer systems, roads and other elements of basic infrastructure needed in cities in rural areas.

Interested jurisdictions should contact Peter Town, Grants and Contracts Administrator, at [ptown\(at\)rvcog.org](mailto:ptown@rvcog.org) or 541-423-1374.

RVCOG Staffing Changes Update

We have successfully filled our Finance Director opening. Tammy Canady will be starting on November 14th. Her prior experience in municipal and non-profit finance and public entity software implementation will be a welcome addition to RVCOG. We have received applications from several qualified applicants for our Human Resources and Administrative Services Director opening and hope to schedule interviews soon.

Financial Reports

- Aged Receivables – Total \$529,456
 - 7.0% Current
 - 63.5% 1 to 30 Days Past Due (\$314,058 due from Oregon DHS for the August 148/150, Older Americans Act and OPI reimbursements)
 - 26.5% 31 to 60 Days Past Due
 - 1.0% 61 to 90 Days Past Due
 - 2.0% Over 90 Days Past Due
- August 31, 2022, Preliminary Balance Sheet and Revenue and Expenditures.

Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 10/26/2022

From 7/1/2022 Through 10/31/2022

Customer Name	Inv #	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total	Invoice Description
City of Ashland	22-3146	8/28/2022	0.00	0.00	1,174.71	0.00	0.00	1,174.71	Stormwater Assessments 4th Qtr April - June 2022
	23-3502	8/30/2022	0.00	0.00	12,792.48	0.00	0.00	12,792.48	TMDL Dues FY 2022 - 2023
	23-3542	10/15/2022	0.00	21.92	0.00	0.00	0.00	21.92	TAP Financial Services JULY 2022
	23-3566	8/31/2022	0.00	0.00	113.44	0.00	0.00	113.44	TAP Utility Billing - August 2022
Total City of Ashland			0.00	21.92	14,080.63	0.00	0.00	14,102.55	
City of Cave Junction	23-3560	10/29/2022	3,106.58	0.00	0.00	0.00	0.00	3,106.58	Current Planning Services AUGUST 2022
Total City of Cave Junction			3,106.58	0.00	0.00	0.00	0.00	3,106.58	
City of Central Point	23-3554	10/28/2022	12,755.00	0.00	0.00	0.00	0.00	12,755.00	1/2 Cost of Re-Roofing SRC Central Point
Total City of Central Point			12,755.00	0.00	0.00	0.00	0.00	12,755.00	
City of Gold Hill	23-3555	10/29/2022	2,517.11	0.00	0.00	0.00	0.00	2,517.11	Current Planning Services AUGUST 2022 & DLCDC Grant Planning Assistance AUGUST 2022
Total City of Gold Hill			2,517.11	0.00	0.00	0.00	0.00	2,517.11	

Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 10/26/2022

From 7/1/2022 Through 10/31/2022

Customer Name	Inv #	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total	Invoice Description
City of Grants Pass	23-3556	10/29/2022	1,732.50	0.00	0.00	0.00	0.00	1,732.50	Current Planning Services AUGUST 2022
Total City of Grants Pass			1,732.50	0.00	0.00	0.00	0.00	1,732.50	
City of Jacksonville	23-3559	10/29/2022	2,330.96	0.00	0.00	0.00	0.00	2,330.96	Current Planning Services AUGUST 2022
Total City of Jacksonville			2,330.96	0.00	0.00	0.00	0.00	2,330.96	
City of Medford	22-3147	8/28/2022	0.00	0.00	3,875.32	0.00	0.00	3,875.32	Stormwater Assessments 4th Qtr April - June 2022
	23-3504	8/30/2022	0.00	0.00	21,799.76	0.00	0.00	21,799.76	TMDL Dues FY 2022 - 2023
Total City of Medford			0.00	0.00	25,675.08	0.00	0.00	25,675.08	
City of Phoenix	23-3568	8/31/2022	0.00	0.00	(7,327.92)	0.00	0.00	(7,327.92)	TAP Utility Billing - August 2022
Total City of Phoenix			0.00	0.00	(7,327.92)	0.00	0.00	(7,327.92)	
City of Rogue River	23-3558	10/29/2022	5,731.48	0.00	0.00	0.00	0.00	5,731.48	Current Planning Services AUGUST 2022 & DLCD Grant Assistance AUGUST 2022
Total City of Rogue River			5,731.48	0.00	0.00	0.00	0.00	5,731.48	

Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 10/26/2022

From 7/1/2022 Through 10/31/2022

Customer Name	Inv #	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total	Invoice Description
City of Shady Cove	23-3537	10/13/2022	0.00	2,463.09	0.00	0.00	0.00	2,463.09	Current Planning Charges JULY 2022
	23-3557	10/29/2022	5,792.04	0.00	0.00	0.00	0.00	5,792.04	Current Planning Services AUGUST 2022
Total City of Shady Cove			5,792.04	2,463.09	0.00	0.00	0.00	8,255.13	
City of Talent	22-2987	4/27/2022	0.00	0.00	0.00	0.00	904.84	904.84	Planning - Technology Services December 2021
	22-3173	9/15/2022	0.00	0.00	202.24	0.00	0.00	202.24	TAP Financials April, May, June 2022
	23-3543	10/15/2022	0.00	21.93	0.00	0.00	0.00	21.93	TAP Financial Services JULY 2022
	23-3567	8/31/2022	0.00	0.00	45,194.51	0.00	0.00	45,194.51	TAP Utility Billing - August 2022
Total City of Talent			0.00	21.93	45,396.75	0.00	904.84	46,323.52	
DHS State of Oregon	23-3569	9/30/2022	0.00	314,058.00	0.00	0.00	0.00	314,058.00	148/150 AUGUST 2022
Total DHS State of Oregon			0.00	314,058.00	0.00	0.00	0.00	314,058.00	
Jackson County Development Services	23-3545	10/20/2022	0.00	555.96	0.00	0.00	0.00	555.96	MWAP Grant Writing JULY 2022
Total Jackson County Development Services			0.00	555.96	0.00	0.00	0.00	555.96	

Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 10/26/2022

From 7/1/2022 Through 10/31/2022

Customer Name	Inv #	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total	Invoice Description
Jackson County Mental Health	22-3100	7/23/2022	0.00	0.00	0.00	0.00	9,185.00	9,185.00	JCMH Options January - May 2022
	23-3523	9/16/2022	0.00	0.00	5,104.44	0.00	0.00	5,104.44	JACO OPAL
Total Jackson County Mental Health			0.00	0.00	5,104.44	0.00	9,185.00	14,289.44	
Medford Water Commission	23-3549	10/20/2022	0.00	185.32	0.00	0.00	0.00	185.32	Grant anagement Assistance WIFIA Grant JULY 2022
Total Medford Water Commission			0.00	185.32	0.00	0.00	0.00	185.32	
Multnomah Co Aging, Disab, & Veteran	23-3551	10/21/2022	0.00	16,380.70	0.00	0.00	0.00	16,380.70	Multnomah Co Aging, Disab, & Veteran AUGUST 2022
Total Multnomah Co Aging, Disab, & Veteran			0.00	16,380.70	0.00	0.00	0.00	16,380.70	
Northridge Senior Living, LLC	23-3522	8/16/2022	0.00	0.00	0.00	196.35	0.00	196.35	JULY 2022 51 Meals at \$3.85 ea
	23-3534	9/8/2022	0.00	0.00	28.56	0.00	0.00	28.56	AUGUST 2022 Meals and JULY 2022 Differential
	23-3570	10/18/2022	0.00	136.71	0.00	0.00	0.00	136.71	SEPTEMBER 2022 Meals
Total Northridge Senior Living, LLC			0.00	136.71	28.56	196.35	0.00	361.62	
ODOT - MPO	22-3031	5/21/2022	0.00	0.00	0.00	0.00	(3.00)	(3.00)	RVMPO 235-FTA FUNDS MARCH 2022

Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 10/26/2022

From 7/1/2022 Through 10/31/2022

Customer Name	Inv #	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total	Invoice Description
	22-3088	7/20/2022	0.00	0.00	0.00	0.00	(0.40)	(0.40)	MRMPO 133-PL FUNDS MAY 2022
Total ODOT - MPO			0.00	0.00	0.00	0.00	(3.40)	(3.40)	
Oregon Dept of Agriculture	23-3508	8/31/2022	0.00	0.00	1,000.00	0.00	0.00	1,000.00	TMDL Dues FY 2022 - 2023
Total Oregon Dept of Agriculture			0.00	0.00	1,000.00	0.00	0.00	1,000.00	
OSU Extension Service - Josephine County	22-3065	6/30/2022	0.00	0.00	0.00	0.00	50.00	50.00	Multi Day Space Usage Fee
Total OSU Extension Service - Josephine County			0.00	0.00	0.00	0.00	50.00	50.00	
OWEB	22-3154	9/9/2022	0.00	0.00	54,418.26	0.00	0.00	54,418.26	OWEB Almeda Post Fire Monitoring
	23-3515	9/9/2022	0.00	0.00	853.77	0.00	0.00	853.77	OWEB Almeda Post Fire Monitoring JULY 2022
Total OWEB			0.00	0.00	55,272.03	0.00	0.00	55,272.03	
SORED I	23-3552	10/26/2022	3,150.00	0.00	0.00	0.00	0.00	3,150.00	SORED I Financial Services AUGUST 2022
	23-3553	10/26/2022	367.34	0.00	0.00	0.00	0.00	367.34	Additional SORED I Services AUGUST 2022
Total SORED I			3,517.34	0.00	0.00	0.00	0.00	3,517.34	

Rogue Valley Council of Governments

Aged Receivables by Due Date

Aging Date - 10/26/2022

From 7/1/2022 Through 10/31/2022

Customer Name	Inv #	Due Date	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total	Invoice Description
Team Senior Referral Services, Inc.	22-2923	1/20/2022	0.00	0.00	0.00	0.00	(1,206.40)	(1,206.40)	JOCO Senior Resource Center Monthly Lease Jan - Dec 2022
	22-292...	1/20/2022	0.00	0.00	0.00	0.00	1,206.40	1,206.40	JOCO Senior Resource Center REVERSAL
Total Team Senior Referral Services, Inc.			0.00	0.00	0.00	0.00	0.00	0.00	
Town of Butte Falls	22-3132	8/19/2022	0.00	0.00	0.00	4,459.54	0.00	4,459.54	WMGP Grant Writing June 2022 FEMA Wildfire Hazard Mitigation Grant Application
	23-3550	10/20/2022	0.00	2,712.14	0.00	0.00	0.00	2,712.14	Grant Management Assistance FEMA Grant HMGP-DR-4562-09-... JULY 2022
Total Town of Butte Falls			0.00	2,712.14	0.00	4,459.54	0.00	7,171.68	
Trio Community Meals, LLC	22-3161	9/14/2022	0.00	0.00	1,415.00	0.00	0.00	1,415.00	Trio - Meat Slicer Reimbursement
Total Trio Community Meals, LLC			0.00	0.00	1,415.00	0.00	0.00	1,415.00	
Report Total			37,483.01	336,535.77	140,644.57	4,655.89	10,136.44	529,455.68	

Rogue Valley Council of Governments
Balance Sheet
As of 8/31/2022

	Current Year To Date
Assets and Other Debits	
Current Assets	
Cash and Cash Equivalents	2,237,922.59
Investments	412,738.48
Accounts Receivable	1,003,613.35
Due From Other Funds	860,147.18
Prepaid Expenses	(42,703.31)
Total Current Assets	4,471,718.29
Other Debits	
Fixed Assets	2,784,326.39
Total Other Debits	2,784,326.39
Total Assets and Other Debits	7,256,044.68
Liabilities, Fund Equity and Other Credits	
Current Liabilities	
Accounts Payable	429,248.30
Payroll Payable	103,430.84
Due To Other Funds	1,103,981.14
Total Current Liabilities	1,636,660.28
Non-Current Liabilities	
Deposits Held for Others	1,715,614.26
Compensated Absences Payable	338,114.15
Total Non-Current Liabilities	2,053,728.41
Fund Equities and Other Credits:	
Contributed Capital	162,735.24
Beginning Fund Balance	3,574,946.06
Net Increase (Decrease) In Fund Balance	(172,025.31)
Total Fund Equities and Other Credits:	3,565,655.99
Total Liabilities, Fund Equity and Other Credits	7,256,044.68

Rogue Valley Council of Governments
Statement of Revenues and Expenditures
From 7/1/2022 Through 8/31/2022

	<u>Year To Date Actual</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
Revenues Less Expenditures			
Revenues			
Member Dues	0.00	88,242.00	(88,242.00)
Other Local Government	184,709.85	900,985.02	(716,275.17)
Federal and State Grants and Contracts	660,227.09	8,779,091.96	(8,118,864.87)
Donations	138,877.94	280,055.00	(141,177.06)
Charges for Services	130,702.10	552,767.97	(422,065.87)
Other Revenues	83,923.00	714,458.39	(630,535.39)
Indirect Charges	68,609.30	394,473.12	(325,863.82)
Departmental Administration Allocation	0.00	37,830.72	(37,830.72)
Interfund Revenues	8,368.21	807,691.48	(799,323.27)
Interfund Support Transfers	0.00	50,000.00	(50,000.00)
Beginning Fund Balance	0.00	48,406.32	(48,406.32)
Total Revenues	<u>1,275,417.49</u>	<u>12,654,001.98</u>	<u>(11,378,584.49)</u>
Expenditures			
Salaries and Wages	(417,130.67)	(1,951,861.62)	1,534,730.95
Employee Benefits	(300,136.36)	(2,148,454.18)	1,848,317.82
Materials and Supplies	(33,393.37)	(1,583,425.71)	1,550,032.34
Purchased Services	(450,235.50)	(4,415,964.28)	3,965,728.78
Other Expenses	(27,427.29)	(229,616.80)	202,189.51
Capital Outlay	0.00	(50,000.00)	50,000.00
Operating Contingency	0.00	(890,166.95)	890,166.95
Indirect Charges	(68,609.30)	(394,473.16)	325,863.86
Departmental Administration Allocation	(6,408.21)	(37,830.74)	31,422.53
Interfund Charges	(140,982.49)	(807,691.48)	666,708.99
Interfund Support Transfers	0.00	(50,000.00)	50,000.00
Depreciation	(3,119.61)	(94,517.00)	91,397.39
Total Expenditures	<u>(1,447,442.80)</u>	<u>(12,654,001.92)</u>	<u>11,206,559.12</u>
Total Revenues Less Expenditures	<u>(172,025.31)</u>	<u>0.06</u>	<u>(172,025.37)</u>