



**Agenda Item Number  
9 b.  
Advisory Council Reports**

**Date: June 27, 2019**

**Presenter: Brenda Wilson**

**Action Recommended: None. Information Only**

**Audit Committee**

*June 11, 2019*

- LCOG Audit Committee members in attendance were: Greg James, Sherry Duerst-Higgins and Mary Walston. Staff members present: Brenda Wilson, Keina Wolf – Fiscal Unit Manager, and David Joyal – Senior Financial Analyst. Also in attendance: Gatlin Hawkins of Isler CPA.
- The Committee elected a chair: Greg James was nominated by Mary and seconded by Sherry. The vote was unanimous 3:0.
- Greg noted the contract with the current audit firm, Isler, was in the third of five years. The Committee members felt the auditors were doing a good job.
- Brenda went over last year's items brought up in the conversation with the auditor: the loss of the Finance and Budget manager during the fiscal year; compensated absences liability; cash; procurement cards; public contracting rules; and grants. Brenda noted that the compensated absences liability had been resolved.
- Gatlin described the audit process and noted that Isler would prepare our financial statements, but we would sign off on them. Gatlin reminded the committee that they do not design audits to detect fraud, but if they found

something odd, they would review; or if we had concerns, to let them know and they would look into it.

- Greg relayed areas the committee would like to auditor to review:
  - ✓ Procurement card process. LCOG recently moved to a new process where employees could check out procurement cards for travel and other purchases. Because this was a new process, it should be looked at to make sure the processes are correct.
  - ✓ Grants. The committee wanted to be sure LCOG was accurately accounting for time spent on grants and that we were meeting state and federal standards. Gatlin noted this would be done as part of the Single Audit.
  - ✓ Fiscal System. Look at the internal controls, separation of duties to make sure the system is still performing as expected.
  - ✓ Park Place Building. Making sure the financials are current and stated correctly and debt is in good standing.
  - ✓ Internal controls. Gatlin noted that every third year they will do an in-depth look at internal controls.
  - ✓ New programs. To make sure everything is OK.
  - ✓ Minutes where dollar amounts were discussed. Greg noted this was a problem in the past, and while they believed this had been resolved, it was always good to continue to check.

### **Metropolitan Policy Committee (MPC)**

***May 2, 2019***

- Approved adoption of the MPO Work Program (UPWP) for FY20 & FY21, and funding for the FY20 work program activities.
- Approved an amendment to the Metropolitan Transportation Improvement Program (MTIP) to program the funding.

- Approved amendments to the MTIP for funding for three City of Springfield projects.
- Heard ODOT updates on the Beltline: River Road to Delta Highway project and the implementation of HB 2017 transparency, accountability, and performance requirements.

### **Lane Economic Committee (LEC)**

*April 22, 2019*

- Community Lending Works (CLW) provided a brief overview of the program. CLW is a community loan fund that provides micro-enterprise loans, and works with businesses that need access to capital of \$100,000 or below. They work with the Eugene, Springfield and Veneta Chambers of Commerce.
- Presentation from Sustainability Hub of Interchange Negotiation Experts (SHINE), works in day-to-day operations of RAIN Eugene. SHINE works with companies that might have experienced problems with an acceleration of changing markets and disruption from new technologies.

### **Lane Economic Committee (LEC)**

*May 20, 2019*

- Presentation on the SCALE Oregon and SCALE Express programs, which are operated by the Oregon Small Business Development Centers. They provide various opportunities for companies around the state with at least \$1 million in sales and 10 employees, doing some business outside the state (or be threatened by companies from outside the state), and must show some growth. Companies that meet those criteria can receive free quality consulting.
- Travel Lane County gave a presentation about the Oregon21 projects and about current projects that she shared recently with the Oregon Tourism Commission.
- Presentation about STIF (the Statewide Transportation Improvement Fund).

### **Senior & Disability Service Joint Council**

*May 17, 2019*

- Viewed 'Place Matter's equity video provided by Lane County Public Health. Video details how where a person lives impacts their health outcomes.

- FY20 S&DS Budget update and review.
- Advocacy Day at the Capitol Debrief (Capitol visit occurred on May 9th).
- Event share for June 25th S&DS Stonewall 50th Anniversary Meet & Greet activity.
- Elder Abuse Awareness Video PSA reveal and update on related LTD bus advertisements.

**Senior & Disability Service Joint Council**

***November 16, 2018***

- Steve Manela with Lane County provided an overview of the MLK Supportive Housing Project.
- S&DS Senior Meals Program Manager, Heather Demsky, provided an overview of the Meals on Wheels and Café 60 meals programs.

**Disability Services Advisory Council (DSAC)**

***May 17, 2019***

- Live Healthy Lane conducted a focus group with DSAC members as part of the Lane County Community Health Needs Assessment (CHNA) process.
- Update on Oregon Humanities Conversation Project, Council plans on holding the Conversation in late summer at the Hilyard Community Center. Conversation selected is 'Recognizing the Diversity Among Us'.

**Senior Services Advisory Council (SSAC)**

***May 17, 2019***

- Council reviewed and recommended approval of FY2020 service contract amendments.
- Oregon Project Independence In-Home Service regional consortium (NorthWest S&DS is lead entity)
- Elder Help Volunteer coordination
- FOOD for Lane County Eugene Meals on Wheels delivery
  - Council reviewed and recommended approval of FY2019 reimbursement rate amendment for FOOD for Lane County.
  - Council reviewed and recommended appointment of four new SSAC members.
  - Re-elected Diane Rogers as chair.

## **Senior Meals Advisory Committee**

***May 1, 2019***

- Latinx Community Outreach: Our Reservation Menu is now available in Spanish
- LGBTQ+ Community Outreach: Bateman will have a booth next to the S&DS Outreach booth and will prepare food similar to our Café 60 site options to provide opportunity for questions and additional exposure.