

**LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS**  
**Lane Council of Governments**  
**LCOG, 859 Willamette Street, Suite 500, Eugene**  
**The meeting was held via teleconference and at the**

**April 28, 2022**  
**6:00 p.m.**

**VOTING MEMBERS**

**Present**

Bd. Member Heather Buch, Chair (Lane County)  
Bd. Member Sonja Carlson, Vice Chair (Eugene Water and Electric Board)  
Bd. Member Mike Eyster (Lane Community College)  
Councilor Robert Ward (Port of Siuslaw)  
Bd. Member Greg James (Willamalane)  
Bd. Member Sherry Durst-Higgins (Lane ESD)  
Councilor Randy Groves (City of Eugene)

Mayor Jeff Gowing (City of Cottage Grove)  
Councilor Thomas Cotter (City of Veneta)  
Bd. Member Jonathan Light (School District 19)  
Bd. Member Rich Cunningham (School District 52)  
Bd. Member Susy Laser, Siuslaw Public Library District  
Bd. Member Steve Recca (Fern Ridge Library Board)

**Absent**

Representative City of Coburg  
Representative City of Creswell  
Representative City of Dunes City  
Representative City of Florence  
Representative City of Junction City  
Representative City of Lowell  
Representative City of Oakridge  
Representative City of Springfield  
Representative City of Veneta  
Representative City of Westfir  
Representative Siuslaw Valley Fire District  
Representative Heceta Water PUD

Representative Rainbow Water and Fire District  
Representative Emerald People's Utility District (EPUD)  
Representative School District 4J  
Representative School District 45J3  
Representative School District 40  
Representative School District 68  
Representative River Road Parks & Rec. District  
Representative Lane Library District  
Representative W. Lane Ambulance District  
Representative Junction City RFPD

**OTHERS**

Pete Knox, Lane Transit District (LTD), Non-voting member  
Brenda Wilson, LCOG Executive Director  
Emily Farrell, Senior and Disability Services (S&DS) Director  
Stephanie Sheelar, Acting S&DS Director  
Heidi Leyba, LCOG Chief Technology Officer  
Beth Bridges, Minutes Recorder

## **CALL MEETING TO ORDER**

### **1. Welcome & Introductions**

Chair Heather Buch called the meeting of the Lane Council of Governments (LCOG) Board of Directors meeting to order at 6:02 p.m. Those present introduced themselves.

### **2. Requests for Additions to the Agenda**

No requests were made.

### **3. Public Comment**

No one wished to provide public comment to the Board.

## **PRESENTATION**

### **4. Cybersecurity**

LCOG Executive Director Brenda Wilson gave a Powerpoint presentation entitled *Cyber Security, Protecting Against Cyber Crime*. She summarized the presentation was an overview of cyberattacks and recommendations for how agencies could protect themselves. Ms. Wilson reviewed statistics regarding cyberattacks, including ransomware, and noted government agencies were most frequently targeted. She described the different types of cybercrime and detailed the myriad of ways criminals accessed networks. Ms. Wilson illustrated the impact of cyberattacks, including ransom paid, recovery costs, and identity theft insurance purchased. She defined the five most common cyberattacks in 2021: malware, ransomware, phishing, data breaches, and distributed denial-of-services. Ms. Wilson highlighted that phishing, fake messages designed to trick the recipient into giving out information or clicking on a link that allowed access, was responsible for approximately 90% of data breaches. Ms. Wilson describe a bill introduced by Representative Nancy Nathanson, House Bill 4165, to help address cybercrime. It did not pass. She introduced Heidi Leyba, LCOG Chief Technology Officer, to discuss ways organizations can improve their cybersecurity.

Ms. Leyba defined the five pillars of cybersecurity (identify, protect, detect, respond, and recover) and noted there were many vendors available to assist agencies with each component. She reviewed actionable steps for the region to take: education and awareness, risk assessment, backup and patch, monitor, and practice and prepare.

In conclusion, Ms. Wilson observed cybersecurity insurance was difficult to get. One option for LCOG members to investigate was CityCounty Insurance Services (CIS) through the League of Oregon Cities/Association of Oregon Counties. Currently, the insurance they offered was capped at \$250,000. She added LCOG staff were putting together a mini tool box for member agencies to use.

## **ACTION ITEMS**

### **5. Consent Agenda**

- a. Minutes of February 22, 2022**
- b. DSAC Member Appointment**

Sherry Durst-Higgins noted the minutes listed her as absent but she had attended the meeting.

Mike Eyster moved to approve the Consent Agenda (Minutes of February 22, 2022 as corrected and appointment of Jacqueline Templeman to a two-year term on the Disability Services Advisory Council (DSAC)). Randy Groves provided the second. Chair Buch asked if there were any objections to the motion. When none were expressed, Chair Buch stated the motion passed unanimously.

## **6. Revised FY22 Budget**

Ms. Wilson gave a Powerpoint presentation entitled *FY22 Revised Budget*. She stated LCOG always had a revised budget because of changes in the State allocation and the number of government contracts. The FY22 Revised Budget had been reviewed and approved by the Budget Committee and the Executive Committee. Ms. Wilson summarized the Revised Budget was an 18.9% increase over the FY22 Adopted Budget. She reviewed the changes within each of the three managerial funds: Special Revenue Funds (Senior and Disability Services (S&DS) and Government Services); Enterprise Funds (Business Loans, Economic Development, Building Management, Minutes Recorders); and General Fund. Increases in resources were primarily from state and federal allocations, the majority of which was for S&DS. She described other changes of note, including increased contracts and transportation services in Government Services, decreased activity in the Business Loan program, improved rental revenue from the Park Place building, and successful fundraising efforts for the Senior Meals program.

Turning to requirements, Ms. Wilson detailed changes in Beginning Reserves, Personal Services, Material and Services, Services by Others, Capital Outlay, Transfers, and Ending Reserves. She highlighted the \$7.5 million proposed increase in Ending Reserves. Ms. Wilson explained Beginning Reserves had been revised to reflect the audited amounts. The large carryover in S&DS was the result of increased funding and decreased expenditures (e.g., travel). Discussing the proposed changes to Personal Services, Ms. Wilson detailed the change in Full Time Equivalent (FTE): 31 FTE were in S&DS, 1.0 FTE in Government Services, 1.0 FTE in Indirect (for Human Resources staff), and .25 FTE to staff a contract with Eugene/Springfield Fire Service. She described the difficulty they are having in recruitment and retention of staff. Ms. Wilson then reviewed the budget and FTE trends from FY19 to FY22. Under Materials and Services, Ms. Wilson explained the majority of the increase was transportation contract services (e.g., the Safe Routes to School program), added expenses for pandemic-related mandates, emergency meals/supplies, legal aid, stipends and respite, and temporary staffing. Ms. Wilson also discussed changes in Services by Others, Interfund Transfers, and Capital Outlays.

Ms. Wilson underscored the importance of budgeting conservatively, including the higher reserves in case the State asked for some of the money allocated to S&DS be returned (aka a “claw back”) and the increased Capital contingency account for the Park Place building. She discussed ending reserves, differentiating between those which were dedicated to a specific purpose and the contingency funds. The amount of the operational contingency account was set by a formula adopted by the LCOG Board.

When Mr. Eyster asked if the increase in FTE was temporary or ongoing, Ms. Wilson responded only the General Fund increase was temporary.

Commissioner Buch opened the public hearing at 7:00 p.m. When no one wished to present testimony, she closed the public hearing at 7:01 p.m.

Steve Recca moved to adopt the FY 22 Revised Budget. Randy Groves seconded. Chair Buch asked if there were any objections to the motion. Hearing none, Chair Buch stated the motion passed

unanimously.

### **7. In-home Services Contractor(s)**

Ms. Wilson described Oregon Project Independence (OPI) and a pilot for a similar program for adults with Developmental Disabilities (DD). In the past, NorthWest Senior & Disability Services (NWSDS) was the lead agency in an In-Home Services Consortium, comprised of LCOG S&DS, NWSDS, and Oregon Cascades West Council of Governments (OCWCOG). Each consortium agency decided to release their own In-Home Services Request for Proposal (RFP) for the fiscal year 2023 in order to increase the pool of in-home care agencies. S&DS staff also wanted a local provider whose served the rural parts of Lane County. Ms. Wilson described the RFP selection process and the Procurement and Monitoring Committee's recommendation to award a contract to both New Horizons In-Home Care Solutions and Addus HealthCare Inc.

Rich Cunningham moved to approve the awarding of a contract to both New Horizons In-Home Care Solutions and Addus HealthCare Inc. for the In-Home Services Contract for the provision OPI and Older American Act (OAA) in-home services for FY2023. Ms. Durst-Higgins provided the second. Chair Buch asked if there were any objections to the motion. Hearing none, Chair Buch stated the motion passed unanimously.

Mr. Light left the meeting at 7:28 p.m.

### **8. Low-Income Home Energy Assistance Program (LIHEAP): Provide Direction**

Ms. Wilson explained the LIHEAP program was to assist qualifying households pay their electric utility costs. There was a new program being piloted to help with water utility costs. She said they received funding from Lane County for the program, but the amount allowed for administrative costs was insufficient. As a result, S&DS was using Medicaid funds to pay staff which was not appropriate. Ms. Wilson asked the Board to direct them on how best to proceed. She introduced Emily Farrell, S&DS Division Director. Ms. Wilson announced Ms. Farrell had taken a position with another agency and Stephanie Sheelar had been appointed Acting S&DS Director.

Ms. Farrell thanked the Board for their support of S&DS. She provided more details: 85% of the funds had to go directly to the consumers; prior to the pandemic, the program only operated in the winter so the impact was smaller; the problem will be exasperated by adding the water utility program; they have been using Medicaid funds to backfill the administrative costs (\$22,500 in FY21).

Commissioner Buch declared a potential conflict of interest as the funds came from Lane County. However, she noted the County's role was to pass through funds from the Oregon Housing Authority and it was they who set the administrative rules.

Mr. Cunningham and Commissioner Buch described other agencies in the area who helped people complete the LIHEAP applications.

Mr. Eyster and Mr. James strongly supported staff to continue helping S&DS clients access the LIHEAP. When Mr. James wondered if volunteers could be trained to help with the applications in lieu of staff, Ms. Wilson opined the allowable 15% might be sufficient to cover staff costs to oversee volunteers.

Ms. Wilson asked if S&DS should agree to help with the water utility assistance program. She anticipated the amount needing to be subsidized would be similar.

Commissioner Buch recommended addressing the LIHEAP gap before adding another program. She suggested the Board needed more information on the pilot program and asked if the two processes might be aligned so that it didn't require twice the staff time. Randy Groves concurred they didn't have sufficient information to make a decision at the meeting.

#### **9. Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)**

Ms. Wilson described the CRRSAA which provided federal funds for relief from the pandemic. She distinguished Councils of Governments' role as Metropolitan Policy Organizations and LCOG's role in supporting agencies throughout the County. Ms. Wilson said the Oregon Department of Transportation (ODOT) had offered to trade state funds for CRRSAA funds so the MPC could use the money for other purposes than transportation. The MPC had decided to do so, and the proposal before the LCOG Board was to develop a regional broadband strategy. Ms. Wilson referred Board members to the agenda packet, which included the budget and timeline.

Mr. James supported the proposal, noting it positioned the County well for federal grant dollars soon available for expansion of broadband networks. He made a motion to support the proposal and process as outlined in the agenda packet memo. Rob Ward provided the second. Chair Buch asked if there were any objections to the motion. Hearing none, Chair Buch stated the motion passed unanimously.

Ms. Wilson added LCOG staff had drafted the RFP and hoped to release it May 12, 2022.

#### **INFORMATION ITEM**

##### **11. Quarterly Financials**

Ms. Wilson said the financial "snapshot in time" was informational only.

#### **REPORTS**

##### **a. Executive Committee Report**

Ms. Wilson referred to the report in the agenda packet. She explained the Executive Committee had decided to use the same process as in 2021 to conduct her annual performance evaluation.

##### **b. Advisory Council Reports**

Ms. Wilson highlighted Councilor Groves was elected 2022 Metropolitan Planning Organization Chair.

#### **WRAP UP**

##### **10. Roundtable, call for future agenda items, emerging issues**

Mr. Eyster requested LCOG staff reach out to staff with Springfield Schools, LCC, or Springfield City Council to learn ways to improve the hybrid meeting display.

Ms. Wilson shared Mr. Cunningham had offered to host the June meeting at the Bethel School District.

Ms. Buch adjourned the meeting at 8:02 p.m.