

# EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS

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COLORADO'S CENTRAL PLAINS

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## EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES December 7, 2011

### Call to Order

Chairman Rayetta Palmer called the December 7, 2011 meeting of the ECCOG Board of Directors to order at 7:10 p.m. at the Stratton Community Building in Stratton, CO. In addition to Rayetta Palmer, Board members present included: Monica Halde, Fred Beisser, John Shipper, Nancy Bopenhagen, Dave Hornung, Valerie Rhoades, and Steve Burgess. Staff members present included Jo Downey, ECCOG Executive Director; and Terry Baylie, Senior and Transit Services Director. Also present were Del Beattie and Margaret Burgess both of Limon. Board members Paul Warnecke Troy McCue, Mike Kelly, Nola Stone and Donna Metcalf were absent.

Rayetta Palmer asked Valerie to lead the group in the Pledge of Allegiance.

Rayetta then asked the Board to consider the Minutes of the September 7, 2011 meeting. She also asked that the September Minutes be corrected to add a period at the end of the sentence in paragraph 2. John Shipper moved to approve the September 7th meeting Minutes with the noted corrections. Motion was seconded by Steve Burgess and carried unanimously.

The Board next reviewed the December Financial Report and list of bills for November, which shows total net payroll of \$28,175.37, and the total bills for November of \$47,144.05. John Shipper moved the Board approve the December Financial Report and pay the November bills. Fred Beisser seconded the motion, which carried unanimously.

Two agenda items were added: Under New Business/Other was Jo's vacation hours; and immediately after the State Fiscal Year Aging Services Evaluation was SUA/AAA possible move to HCPF (Health Care Policy & Finance).

## **UNFINISHED BUSINESS:**

### **Home Sweet Prairies**

Jo Downey said that the Home Sweet Prairies website, [www.HomeSweetPrairies](http://www.HomeSweetPrairies), was finally complete and it appeared that the Denver Post will be doing an article on the project before the end of the year. 2500 rack cards promoting the site and the opportunities to buy an affordable home in Colorado's Central Plains will be printed. A draft of the rack card had been included in Board Packets. Downey discussed the changes to the card and stated that it should be printed and ready for distribution by mid-month.

### **Business Loan Capital Balance**

ECCOG Executive Director, Jo Downey, discussed the balance of the CDBG Business Loan capital grant funds that originally had to be under contract (or de-obligated) by the end of January of 2012. Downey stated that the contract has now been granted a year's time extension. Lincoln County will also be submitting another amendment to increase the grant by an additional \$300,000 in capital funds and supporting administrative funds and documenting the contribution of additional administrative match...thus allowing the PDC Board to continue to make loans for several more months without a new grant. Downey said that she would continue to finish the new grant application and would submit it by late Spring (Lincoln County is again the applicant but the contract allows PDC to make loans in the other three counties as well) so that when the funds in the existing contract are totally committed, another new contract could be immediately considered by the State Office of Economic Development and International Trade.

### **Enterprise Zone Credit Information Request/Denver Post Article**

A request was made a few months ago by *The Denver Post* (and granted by) to the Governor's Office of Economic Development and International Trade to provide copies of all enterprise zone credit certifications from August 6, 2002 for all zones. Prior to that date, EZ information could not be made public. The Post analyzed the information and printed three different articles on the impacts or lack of impacts of the availability of the credits on economic development throughout the state. Jo Downey said that it may be that the Post's interpretation could result in one or more legislators introducing legislation to change or tweak the credits. Downey stated that the continued existence of the credits is not only very important to existing businesses but also to the wind power companies that have calculated the availability of the credits into their business plans for construction of three additional wind farms in the region in 2012 and/or 2013. She said she would forward information to the Board as to the status of the EZ credits as it becomes available.

## **NEW BUSINESS:**

### **Our Journey and Off the Beaten Trail 2012/Enterprise Zone Marketing Grant Extension**

Plans are now underway for the 2012 Our Journey Program. The website home page and other information will be updated for the coming season. However, it is not anticipated that there will be any new Enterprise Zone marketing grant funds for 2012. Jo stated that the existing Enterprise Zone grant contract would be extended into 2011 and projects would be reworked to allow for some EZ funds from 2011 to assist with Our Journey Marketing in 2012. Not having a 2012 EZ marketing grant will also complicate how costs are charged for administration of the Zone and the various tax credits. She stated that she felt it ironic that the new State pre-certification requirement and other mandated regulations for administration of the zone were put into place the same year that the State determines that the EZ grant funds must be cut.

### **Public Transit Funding 2012**

Enclosed with Board materials are two spreadsheets received from the September CDOT required grantee meeting. Sheet ① shows the transit system will receive the same funding level as 2011; \$41,820 for administration and \$122,000 for operating. Terry said that CDOT is estimating a 22% reduction in federal funds. By closing out old grants more quickly, reconciling grant balances, and utilizing old funds, they feel they would be able to award 2012 funds at the 2011 level. Sheet ② is the summary of the equipment awards. Both of the requests by ECCOG were funded, vehicles for the City of Burlington and Elbert County (Simla). According to information received at the September meeting, 2011 vehicles were funded at a federal share of \$50,244. However, as of September 2011, CDOT had not yet negotiated contracts for 2011 equipment, so the awards were increased by 3% to account for a 3% increase in the cost of the equipment. CDOT has not indicated whether they will also increase the awards for 2012, but if they do, the local match would increase by about \$375 (from \$12,550 to around \$12,925). It is also not known when the procurement process for these vehicles will begin.

### **CDOT Contract Status**

Terry Baylie said that CDOT no longer requires a resolution to obligate ECCOG's share of the matching funds for operating/administration/capital. However, the actual contract is not available, so although the spreadsheet shows what CDOT intends to fund ECCOG in 2012, we have not seen the numbers in the contract. Terry also said that CDOT has expedited the signature process a bit by no longer requiring one of the state's signatories, and adding language that will now be standard for admin/operating (not capital) so that if CDOT cannot fully execute a contract by January 1, ECCOG would still be able to bill for all of January. After discussion, Nancy Bopenhagen moved to ask Terry to email the signature page and funding amounts to all Board members when received by CDOT, asking for approval/disapproval for Chairman to sign the contract, within 24 hours. Motion was seconded by Valerie Rhoades and carried unanimously.

### **Economic Development Brochure(s) Revisions**

Copies of the “final” drafts of each of the four individual county ED inserts that are used within the principal regional “pocket” ED brochure were distributed. 2000 of each will be printed with 1000 going to each county for their individual use. Staff has attempted to incorporate all of the suggestions and changes received since the earlier draft(s) of October. All were asked to review the latest version(s) and get any final changes back to Jo Downey by December 15<sup>th</sup>.

### **State Fiscal Year Aging Services Evaluation**

Terry said that an evaluation of SFY2012 Aging Services provided by the East Central Council of Local Governments Area Agency on Aging (which started in July 2011) was conducted by the State Unit on Aging on November 29<sup>th</sup>. The State has advised that all evaluations will be conducted in-house which means State staff will no longer be traveling to AAA’s for on-site visits, and no desk evaluations will be conducted. The evaluation will be conducted via phone conference. Preliminary requested information was sent on November 14<sup>th</sup>. Although ECCOG has not yet received the results, staff has been told that the menus used by the nutrition program will be out of compliance with the new state requirements. Debby Conrads has already been working on this for a few months, but the problem ECCOG faces is the lack of resources...i.e. fresh vegetables/fruit and low sodium canned vegetables. Debby and Terry will be working with the State Nutritionist to bring the menus into compliance.

### **SUA/AAA Potential Move**

Terry said that there is a proposal to move the Division for Developmental Disabilities (DDD), The State Unit on Aging (SUA) and the Children’s Habilitation Residential Program (CHRP) from the Colorado Department of Human Services to the Department of Health Care Policy and Finance. This proposed move is apparently as a result of the Joint Budget Committee’s request to examine relocating just DDD, which somehow blossomed into relocating the above three divisions. The first meeting regarding this was held on November 16<sup>th</sup> in Denver...but it appears to be on the fast-track since implementation is scheduled for July 2012. Terry and Jo discussed information learned from separate conference calls on Monday. Terry also distributed a letter written on behalf of the 16 Area Agencies on Aging, after the Monday call, expressing concerns and requesting additional information. Terry will keep the Board informed of developments.

### **Outback Express Drug/Alcohol Policy for the Outback Express**

The Colorado Department of Transportation (CDOT) recently contracted with Precision Compliance to perform reviews of substance abuse policies for its CDOT funded transit agencies. A representative was in the Stratton ECCOG offices on November 17<sup>th</sup>. Policies were reviewed, questions answered, and the collection site in Burlington was also visited/reviewed. A timeline was not given as to when to expect a summary of the visit, but a few minor items needing correction were noted verbally: i.e. the need to have a poster regarding substance abuse

in the Stratton office and substance abuse hotline numbers need added to the ECCOG policy manual, etc. Other than these and a few other simple updates, no real concerns were noted.

### **2012 Board Member Selection Process**

Jo Downey outlined the process for selecting the 2012 ECCOG Board of Directors. Each County Commission will appoint its County Commissioner representative and its economic development representative at their respective reorganizational meeting in January. PDC will officially appoint the At-Large Member in January. Three of the four municipal Board positions have been filled by the municipalities. Paul Warnecke will represent the Elbert County towns; Jack Hendricks will represent the Lincoln County municipalities and Rayetta Palmer will represent Cheyenne Wells and Kit Carson. There were no nominations for a municipal member from any of the incorporated communities in Kit Carson County. Jo said she sent out another notice asking for nominations and if none are received, the position will be left vacant until such time someone volunteers. The January meeting will be the last official ECCOG meeting of the 2011 Board. Jo went on to say that Donna Metcalf (ED Board rep from Lincoln County) has submitted her resignation from the ECCOG Board due to other commitments.

### **Next Two Meeting Dates/Locations**

The next meeting will be January 4<sup>th</sup> to finish 2011 business with current Board. Meeting will be at the Hub City Senior Center with supper (dutch-treat) at Southside in Limon. A meeting for March 7<sup>th</sup> was also scheduled, again in Limon, with supper location TBD.

### **Annual Leave Carry-Over**

ECCOG personnel policies only allow an employee to carryover 80 hours of annual leave into the next calendar year. This can be waived at the Executive Director's discretion on a case by case basis. However, the carryover issue in 2011 is the excess hours that Jo, herself, has earned and been unable to use. Jo said she was not comfortable with waiving the policy for herself and asked the Board to allow her to carryover the additional hours into 2012. She said that the challenge has been the work load combined with her working only 80% time. Steve Burgess said he had no problem with the carryover this time, but asked her to make every effort to get any carryover at the end of 2012 to 80 hours or less. A motion was made by Fred and seconded by John to allow Jo to carryover her excess annual leave into 2012 and to utilize that carryover in 2012 so that the 2013 carryover would be 80 hours or less. Motion passed unanimously.

### **Adjournment**

There being no further business, Rayetta Palmer declared the meeting was adjourned at 8:40 p.m.