

# 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 June 6, 2012

### **Call to Order**

Chairman Steve Burgess called the June 6, 2012 meeting of the ECCOG Board of Directors to order at 7:20 pm at the Council Chambers in the Cheyenne Wells Town Hall. In addition to Steve Burgess, Board members present included: Troy McCue, Jack Hendricks, Fred Beisser, Nancy Bogenhagen, Harry Nelson, Kerry Korsvold, Megan Hohl and Linda Glidden. Board members absent were John Shipper, Dave Hornung, Valerie Rhoades and Monica Halde. Staff members present included Jo Downey, ECCOG Executive Director; Candace Payne, Special Projects/Lending Director; and Terry Baylie, Senior and Transit Services Director. Also present were Rayetta Palmer, Cheyenne Wells; Kevin Tilson and Bob Todd with the Governor's Office of Economic Development and International Trade (OEDIT); and Carl Smalley, Cheyenne Wells Trustee.

### **Board Member Recognition**

Chairman Steve Burgess presented a Plaque of Appreciation to out-going ECCOG Chairperson, Rayetta Palmer, for her many years of service to the community, county and region.

Jo welcomed new board members, Kerry Korsvold, Harry Nelson, Megan Hohl and Linda Glidden. Those present introduced themselves and then Chairman Steve Burgess asked Rayetta to lead the group in the pledge of allegiance.

Steve then asked the Board to consider the Minutes of the May 2, 2012 meeting. Fred Beisser moved to approve the May 2nd meeting Minutes. Motion was seconded by Troy McCue and carried unanimously.

The Board next reviewed the June 2012 Financial Report and list of bills for May 2012. The report showed a total net payroll of \$27,539.00 and total bills for May of \$60,219.88. Jo Downey asked that an additional check in the amount of \$7000 be approved as well. Additional Enterprise Zone Contributions in this amount for the Burlington Economic Development Department had come into the office earlier in the day after bills had been run. Fred Beisser

moved the Board approve the June financial report and pay the May bills including the additional check. Kerry Korsvold seconded the motion, which carried unanimously.

### **Our Journey Campaign 2012/Website/Public Relations Report**

Jo Downey updated the Board on the status of the 2012 Our Journey heritage tourism marketing campaign for the four counties. Copies of the new materials were distributed with full-completed “kits” that include all of the materials. The updated Our Journey website is now complete and everyone was encouraged to go to [www.ourjourney.info](http://www.ourjourney.info) to check out the new look.

### **Lincoln County Fairgrounds Contribution Project Approval**

The Lincoln County Fairgrounds has been approved by the State Economic Development Commission as an East Central Enterprise Zone Contribution Project. Jo briefly explained how the EZ contribution projects worked and stated that each must be recertified by the State on an annual basis. Projects that have been inactive for two years (no contributions) will be dropped automatically by OEDIT, unless there is a valid reason as to the inactivity.\*\*

### **Title III-Part D Health Promotion Program**

Terry Baylie said that recent changes in the scope of services that can be provided by Part D has changed. Area Agencies on Aging (AAAs) can no longer fund health insurance counseling, health fairs, pill boxes, medication management program, etc. AAA’s were informed of these changes in late March, and the change will impact the current contract between ECCOG and Colorado East Community Action Agency. It is unclear whether ECCOG will be able to honor the current contract, which runs through December 2012. Terry plans to have a discussion with the State on this as soon as possible. She said she has already visited with Becky Carter, director of Colorado East Community Action Agency (CECAA), who is planning to develop a new service that will meet the minimum guidelines. The funding for this service is very small, only \$816 per county, so any new service developed will probably not be an on-going monthly service but more likely quarterly (or less) specific workshops on timely issues.

### **Enterprise Zone Marketing Grant Close-Out**

The current Enterprise Zone Marketing Grant will terminate on June 30 and an additional contract is not anticipated. Jo Downey said that the grant had originally been awarded for 2011. The Enterprise Zones were notified by the Office of Economic Development and International Trade last fall that similar funding would not be available in 2012 due to State budget challenges. At that time, ECCOG revised the work program and budget for the existing grant to allow work under those funds during the first half of 2012. The State then extended the 2011 grant for an additional six months. Downey said that up to 35% of the grant could be used to market tourism within the region while a minimum of 35% of the funds had to be used to directly market the Enterprise Zone tax credits. Administrative costs could be charged up to 30% and any admin costs below that amount could be used for either direct marketing of the

Zone or for the Our Journey program. Therefore, additional Our Journey materials for 2012 were simplified and a new piece was produced that could be used for at least three years, making it necessary to only have to print an update tour card/ticket for 2013. Jo said the ECCOG would apply for Regional Tourism Marketing funds again and the yearly events guide could be funded by that source of funds. Enterprise Zone credit marketing materials and Economic Development brochures for each county were updated during the past six months and those materials can continue to be used for three or four more years. The box ads promoting the EZ that were purchased in early 2012 will not be repeated in 2013. Minimal administration funds were charged to the grant and with Jo being at less than full time, the loss of those admin funds can be absorbed by other dollars. She said that the Enterprise Zone marketing funds had been an annual allocation since 1988 and had been used to develop and maintain some excellent marketing for the four counties...both ED and tourism. Though adjustments have been made, the funding will be sorely missed.

### **2012 Events and Antique Guides**

Enclosed in the ECCOG notice of the June meeting to the Board and to all others on the mailing lists were copies of the 2012 Events Guide and the updated Antiques, B&B, Historical Sites brochure. The events guide was printed utilizing Regional Tourism Marketing Funds and the Antiques guide was funded in part by the Enterprise Zone Marketing grant. Staff briefed those on how the pieces are used. A distribution list was provided by Candace Payne showing where brochures have been made available to date. Additional copies (in multiples of 50) were available for Board Members and others to take back to their respective communities for further distribution.

### **Other**

### **NEW BUSINESS:**

#### **Long Term Care Ombudsman Program Evaluation**

Area Agency on Aging Director, Terry Baylie said that in the follow-up letter after the on-site evaluation of the ombudsman program on February 22<sup>nd</sup>, one compliance issue was noted: ECCOG was not providing monthly visits to the hospital swing beds. A letter has now been sent by ECCOG to each hospital administrator to inform the hospitals of the requirement for monthly visits by the ombudsman; asking for a facility contact name and phone number; and providing an Ombudsman Program "fact sheet" to be included in the packet of information provided to patients when they are moved to a swing bed. There were three recommendations, which staff responded to as follows: 1) Set a yearly training goal...the program already provides monthly training at each facility. Setting a yearly goal is not necessary. 2) Consult with State LTCO (Long Term Care Ombudsman) staff on difficult cases...the ombudsmen already consult with state staff on a regular basis, especially if it is a difficult case. 3) Explore creating Family Councils...ECCOG's program provided a DVD on the value of creating Family

Councils to all long-term care facilities so each could explore the feasibility of creating a council on their own. ECCOG does not have the time or funds to do anything further regarding such councils.

### **Enterprise Zone Credits Report**

Copies of a report summarizing the Enterprise Zone Tax credits certified by ECCOG in 2012 (generally for tax year 2011) from January through April had been mailed with Board Materials. Jo Downey briefly discussed the report and noted that the “regional” category was for utilities, railroads, pipelines, wind farms, etc. that cover two or more counties within the zone. A copy of that report is attached to the official file copy of these minutes.

### **Limon Fire District EZ Contribution Project Request**

Enclosed in Board Packets was a copy of an application from the Limon Fire District requesting designation as an East Central Enterprise Zone Contribution Project. If approved by ECCOG, the application will then be forwarded to the Governor’s Office of Economic Development and International Trade for consideration by the Colorado Economic Development Commission on July 18. Jo said that the project did assist in implementing the Enterprise Zone Plan and that additional equipment was needed by the District in order to adequately service the wind farm industry during construction and after the towers were in place. Troy McCue moved to approve the Limon Fire District application; motion was seconded by Jack Hendricks and carried unanimously.

### **Contribution Projects Promotional Brochure**

A copy of an updated promotional brochure for the East Central Enterprise Zone Contribution Projects was distributed and reviewed. Jo Downey discussed the use of the brochure and the need to continually update it by developing a quarterly “insert” listing the approved projects. She said copies of the brochure will be sent to each of the approved EZ projects. She would like to wait to print the inserts until after the Fire District Project has been reviewed and approved/disapproved by the State. Jo reminded everyone that the only way a contribution project can be effective is for the local community to market it over and over.

### **Aging and Transit Services Update**

Area Agency on Aging Director, Terry Baylie briefly reported that:

- Staff changes, 2 cooks have been hired for the Hugo kitchen and seem to be working out well.
- Cheyenne County, a person was hired on May 23<sup>rd</sup>, and will begin employment following a negative drug test and passing a DOT physical. On the same day, the other Cheyenne County aging/transit employee turned in his resignation as he is leaving the State. An ad to fill that position has been placed in the Range Ledger.
- Drug/Alcohol supervisor reasonable suspicion re-fresher training has been scheduled for September 17<sup>th</sup>, in Limon. The Town of Limon, DDI and ECCOG admin staff will be

attending. The City of Burlington provided this training to their employees in May and will not be attending.

- Two Legal Clinics for persons over 60 have been scheduled for June 14<sup>th</sup> in Limon and June 22<sup>nd</sup> in Burlington. Format will be the same as last year: a short presentation, followed by an opportunity for people to visit individually with the attorney.
- Following a request for transit service by Plains Medical Center (PMC) in Limon, who wanted weekly trips for patients from Flagler to Limon, two KCC trips have been re-scheduled to revise destinations/trip dates. The Seibert trip to Limon was changed from the 2<sup>nd</sup> Thursday to the 3<sup>rd</sup> Tuesday; the Flagler trip to Goodland on the 2<sup>nd</sup> Thursday was changed to Limon on the 1<sup>st</sup> Tuesday. There were already trips scheduled to Limon by the Burlington and Flagler vehicles so those didn't change. PMC has purchased bus tickets and will provide their patients with tickets free of charge. They will also publicize the current trips to Limon by Cheyenne County and Elbert County vehicles in an effort to help improve our ridership, as well as possibly assisting patients they have coming in from those areas. Terry commented that this request provided an excellent opportunity to really look at the system to eliminate overlaps and improve efficiency in service. One area that is still found lacking is the clarity of how the bus schedules are presented. As PMC found it somewhat confusing, staff is now working on ways to improve/clarify it.

Following a question by new board member Harry Nelson regarding the vehicle owned by the nursing home in Cheyenne Wells and possible coordination with the public transit system, Terry said she would follow up with the nursing home administrator on bus usage and policies. Board member Nelson also felt a presentation on Medicare/Medicaid/Social Security should be provided at the centers as many older adults have concerns and questions.

### **CDBG Loan Program Update**

Special Projects Director Candace Payne gave an overview of the Business Loan Fund capitalized by Community Development Block Grant (CDBG) from the Governor's Office of Economic Development and International Trade (OEDIT). The grant is awarded to Lincoln County on behalf of the entire ECCOG Region and is jointly administered by ECCOG and Prairie Development Corporation (PDC) with lending decisions made by the PDC Board. By partnering with local banks and other lending sources on loans, PDC is able to assist more businesses meet their financing needs. As a gap lender, PDC can make the project happen by filling in the shortfall of funding for other partners.

At this time, PDC has approximately \$440,000 available in open grant CDBG funds to lend at Prime plus 2%, which makes the rate highly favorable to borrowers. CDBG criteria allows PDC to lend \$20,000 for each full-time equivalent (FTE) position created or retained. Of those FTE positions, 51% must be filled with low to moderate (LMI) income people. The Low to Moderate Income values change annually and are based on family income. For example, a family of two in Kit Carson County would have to have gross income of \$39,050 or less.

PDC has other funds for lending that do not use CDBG criteria. The current loan portfolio of \$507,000 is comprised of eight loans made throughout the service area. Candace encouraged the Board to send people with a financing need to PDC.

Jo shared that through a partnership with the Small Business Development Center (SBDC) of Greeley, Candace provides business counseling four days per month in Cheyenne and Kit Carson counties as other counselors cover Elbert and Lincoln. Normally, the service is provided at the Cheyenne Wells town hall on the second Wednesday of each month or by appointment other times. The first and third Wednesdays in Burlington Candace can be located at Morgan Community College or somewhere in Kit Carson County. The fourth Wednesday is used to service the west end of Kit Carson County.

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

The September 5<sup>th</sup> meeting will be in Limon; and the November 7<sup>th</sup> meeting will be in Stratton (Claremont Inn).

### **Helium/Gas Plant Tour Thank You**

Steve Burgess again thanked Rayetta Palmer for her past service on the ECCOG Board and for arranging and coordinating the tour of the DCP Midstream Helium Plant earlier that evening as well as organizing the meeting/meal.

### **Other**

Steve asked those in the audience if they had any comments, concerns or questions for the Board. Hearing none, Steve Burgess declared the meeting adjourned at 8:48 pm.

**\*\*Footnote to Minutes as per ECCOG Board decision on 9-5-12.** Due to an inadvertent clerical error at the State, it was later discovered that this project had not been approved because copies of it had not been included in the packets for the Economic Development Commission Board members. The project will be considered on September 13<sup>th</sup>.

Amended 9-5-12