

# EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS

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COLORADO'S CENTRAL PLAINS

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Box 28 • Stratton, Colorado 80836 • 719-348-5562 • (FAX) 719-348-5887 • [www.eccog.com](http://www.eccog.com)

## EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES June 1, 2016

### **Call to Order**

Chairman Nancy Bogenhagen called the June 1, 2016, meeting of the ECCOG Board of Directors to order at 7:06 PM at the Hub City Senior Center in Limon. In addition to Chairman Nancy Bogenhagen, Board members present included: Greg King, Dave Hornung, Hal McNerney, Troy McCue, Monica Halde, Linda Corbin, Julie Coonts, and Don Means. Staff members present included: Jo Downey, ECCOG Executive Director; Candace Payne, Special Projects Director; and Terry Baylie, Senior and Transit Services Director. Board members Larry Ross, Valerie Rhoades, Gary Beedy and Maarten van Zoeren were unable to attend.

Nancy Bogenhagen led the group in the pledge of allegiance.

Introductions were made by each attendee.

Chairman Bogenhagen asked the Board to consider the Minutes of the April 6, 2016 meeting. Troy McCue moved to approve the April 6, 2016 meeting Minutes. Motion was seconded by Greg King and carried unanimously.

The Board reviewed the June 2016 Financial Report which listed only the payroll due to the early date of the meeting. The entire list of bills will be sent out on Thursday, June 2 for Board approval and included in the file of this meeting. The June 2016 report showed a total net May payroll of \$28,738.15. Greg King made the motion that the Board approve the June 2016 financial report and pay the May 2016 payroll. Dave Hornung seconded the motion, which carried unanimously.

### **Broadband Plan Update**

Jo Downey updated the Board on the Broadband Plan for the four-county area that has been undertaken by Mid-State Consultants on behalf of the East Central Council of Governments. Limited progress has been made during the past few weeks. Additional narrative has been drafted and is currently being reviewed by the Steering Committee. No firm price has been received from Mid-States as to the assistance they might provide for the educational phase. Information from the cell phone coverage study has not been received and ECCOG has not been billed for that. All reports are current with DOLA.

### **State Unit on Aging Evaluation**

The on-site evaluation summary by the State Unit on Aging that took place on April 5-6 for the various services provided to the area's older adults was provided to the Board prior to the June meeting. Terry reviewed ECCOG's Area Agency on Aging responses regarding the on-site evaluation. The SUA's approval of the corrective action plan for all compliance issues was included at the end of the summary. A copy of the evaluation and ECCOG's responses is included with the official file copy of these Minutes.

### **Area Agency on Aging/Transit Director Hiring Status**

Jo Downey stated that Dora King has been hired to assume the position of ECCOG's Aging Services/Transit Director upon the retirement of Terry Baylie, the current director. Dora is a native of eastern Colorado and will

reside within Kit Carson County. King will begin on August 1 and work with Terry until her retirement on September 30. Baylie will continue to assist Dora on a part-time basis through the end of the 2016.

### **Summer Marketing/Our Journey**

Staff summarized the continuing 2016 travel season program for promoting the four-county area as a Heritage Tourism destination directed at people living along the Front Range. Persons are encouraged to learn more about the historical sites, attractions and upcoming events by going to [www.ourjourney.info](http://www.ourjourney.info). Candace Payne reported over 6,000 brochures have been distributed recently. Those present were also updated on recent media coverage. Board members then suggested other possible events in the coming weeks that might merit the interest of Front Range media including bull fighting at the Kit Carson County Fair. Additional promotional brochures were available at the meeting for Board Members to take back to their respective towns and counties for further distribution.

### **2017 FTA Grant Application...Year Two Update**

Included with Board materials was the 2017 update for Federal Transit Administration funds through CDOT for the ECCOG Outback Express public transit system beginning January 1, 2017. ECCOG's original FTA application was for the 2-year period of 2016-2017 and was submitted to CDOT in May of 2015. The update was reviewed and questions answered. Terry said that the update was reviewed by the advisory board who recommended that the update be approved and submitted to CDOT by the June 10<sup>th</sup> deadline. Dave Hornung moved to approve the update; motion was seconded by Julie Coonts and carried unanimously.

### **Project HelpMATE Policy Changes**

The ECCOG Senior Services and Transit Advisory Board is recommending changes to the material aid program (vision, dental, hearing, etc.). The suggested changes were noted in red on the document included in the Board packet and a summary of the recommended changes is attached to the official file copy of these Minutes. The changes include increases in the maximum assistance for eye care, dental, hearing and adding assistance for wheelchair ramps. Area Agency on Aging Director, Terry Baylie said these increases were recommended by the advisory board based on the estimates that have been received for these services. Terry asked the Board for approval to implement these changes. Dave Hornung made a motion approve these changes. The motion was seconded by Monica Halde and carried unanimously. Terry will email a copy of the new fact sheet to Board members.

### **2017-2018 Salary Schedules**

Previously mailed to the Board were copies of the part-time and full-time salary schedules for a two-year period beginning January 1, 2017. The schedules are the same as the past six years but the part-time schedule had certain base wages increased to meet the current and anticipated 2017 minimum wage law. Two new positions have also been added: that of Deputy Director and Special Projects Assistant. Staff discussed the proposed changes and possible implications to service delivery if the minimum wage was \$15.00. The consensus was that some services may have to be eliminated or the delivery frequency reduced. Don Means moved to approve the 2017-2018 salary schedules; motion was seconded by Hal McNerney and carried unanimously.

### **ECCOG Administrative Staff Discussion**

Jo Downey briefed those present on a succession plan including staffing needs, funding and time frame as she comes closer to her planned full-retirement by the end of 2017. Downey is currently 60% time. Jo said that she will gradually go to 20% time or less by the middle of 2017 and to 10% time or less by the end of 2017. Her ramping down will begin immediately. On January 1, 2017, Candace Payne who is now Special Projects Director will move to the newly created Deputy Director position. The Special Projects Director position will not exist in 2017 but a new position entitled Special Projects Assistant will be created at a lesser salary. Jo's gradual time and salary reductions combined with the elimination of the Special Projects Director position in 2017 will result in adequate funding for the Deputy Director position and the Special Projects Assistant position. Candace will supervise the new assistant and train that person to assume many of her current responsibilities. Jo will continue to work with Candace to gradually transfer the Executive Director responsibilities and tasks to her with the anticipated result

being that Candace would assume the Executive Director position beginning January 1, 2018. The Deputy Director position will be removed from the schedule at that time.

### **State Fiscal Year 2017 Funding Request for Aging Services**

Included in the Board packets was the State Unit on Aging funding request for services to older adults in ECCOG's four county region. The funding request will begin in July 2016 covering state fiscal year 2017 (July 2016 to June 2017). Terry explained the transfers between parts C2 to C1 and B as well as reviewing the final allocations and services to be provided. Terry responded to questions from the Board. The most recent information and a request for approval to submit will be sent to the Board Members in the coming week as the deadline for submitting the grant to the State Unit on Aging is June 15<sup>th</sup> and the Board will not meet again before then.

### **State Unit on Aging Survey Results**

Terry distributed copies of the results of the recent SUA survey conducted during March. This was the one-page (1 to 5 questions) survey and sent to consumers receiving registered services. The report shows the number of surveys sent out and the responses of those returned. Terry also included the number of completed surveys returned by county and the number returned as undelivered. There was a 25% return rate region wide. Terry explained that this survey will be needed to be conducted annually, in order to try to gauge service outcomes rather than just counting units of service. The Board asked for an actual copy of the survey to be emailed. \*Note: Terry emailed the survey to Board members on June 2<sup>nd</sup>.

### **Senior Services and Transit Advisory Board Nominations**

The ECCOG Board of Directors was asked to consider appointing the following nominations to fill vacancies on the Senior Services and Transit Advisory Board:

- Jerilyn Vick, Lincoln County (to replace Dave Crismon)
- Kathy Winters, Kit Carson County (to replace Loren Lambert)
- Arleeta Andreason, Regional (to replace Marcia Eder)

Julie Coonts moved to appoint the nominees to the advisory board. The motion was seconded by Troy McCue and carried unanimously.

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

Due to harvest and county fairs, the ECCOG Board will not meet in July or August but will meet on September 7<sup>th</sup> in Limon with supper at Jenny's Mexican Café. The November 2<sup>nd</sup> meeting will be in Stratton at the Claremont Inn.

### **EDA Grant Cycle July 1, 2016 through June 30, 2017**

ECCOG's only direct federal grant is the Planning Partnership grant from the Economic Development Administration (EDA). Though ECCOG administers numerous federal programs, all but the EDA grant are from funds that first come to the State of Colorado and then are subcontracted to COG. The EDA grant is on a July 1 through June 30 fiscal year and because of work load at that agency the grant award and resulting contract paperwork will not be available for a few more weeks. The grant offer will be \$66,000 with a required \$44,000 match. The grant is to assist with staffing and operation costs to assist the entities in the four county COG Economic Development District with economic and community development initiatives. Because of the timing, the Board was asked to consider a resolution authorizing ECCOG to accept the contract once it was electronically received and to return it electronically. A motion for approval was made by Hal McNerney; seconded by Troy McCue. The motion carried unanimously.

### **Adjournment**

Nancy Bopenhagen declared the meeting adjourned at 8:30 pm.