

EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS

COLORADO'S CENTRAL PLAINS



Box 28 • Stratton, Colorado 80836 • 719-348-5562 • (FAX) 719-348-5887 • www.eccog.com

EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES September 5, 2012

Call to Order

Chairman Steve Burgess called the September 5, 2012 meeting of the ECCOG Board of Directors to order at 7:05 pm at the Hub City Senior Center in Limon. In addition to Steve Burgess, Board members present included: Troy McCue, Jack Hendricks, Fred Beisser, Nancy Bopenhagen, Harry Nelson, John Shipper, Dave Hornung, Monica Halde and Linda Glidden. Board members absent were Kerry Korsvold, Megan Hohl and Valerie Rhoades. 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 Patricia Vice and Dan Merewether.

Those present introduced themselves, then Chairman Steve Burgess lead the group in the pledge of allegiance.

Steve then asked the Board to consider the Minutes of the June 6, 2012 meeting. Steve said that though the 6-6-12 minutes stated that the Lincoln County Fairgrounds Enterprise Zone Contribution project had been approved by the State Economic Development Commission (EDC), it was discovered later that an inadvertent clerical error at the State was discovered and the project was not really officially approved and would be considered again by the EDC on September 13. John Shipper moved to approve the June 6th meeting Minutes but to add a footnote that the project was later discovered not to be approved. Motion was seconded by Fred Beisser and carried unanimously.

The Board next reviewed the September 2012 Financial Report and list of bills for August 2012. The report showed a total net payroll of \$27,266.00 and total bills for August of \$48,034.38. Troy McCue moved the Board approve the September financial report and pay the August bills. Dave Hornung seconded the motion, which carried unanimously.

Our Journey Program 2012

Jo said that the 2012 Our Journey Campaign was most successful if measured by the number of inquiries for kits or the number of website "hits". The media coverage on the Front Range that was obtained by Danielle Dascalos was extensive and media reports had previously been emailed to both the PDC and ECCOG Board. However, if the success was measured by actual overall museum visits, one would need to question whether the campaign should be continued in 2013. Jo said that the Limon Heritage Museum, the Kit Carson County Carousel and the Elbert County Museum had excellent visitation but it was difficult to determine how much of that was tied to the advertising campaign. Several of the museums are now open by "appointment only" and thus attendance at those locations was often low. The Silver Journey data base (the program to encourage small group tours from senior centers, clubs, etc.) has now

been established and Jo and Danielle will work on bringing in private tours throughout the “off season” to selected museums. Jo said that a new emphasis was added to the 2012 campaign...photography opportunities and antiquing. Additional emphasis was also placed on promoting the numerous events that took place throughout the summer. Jo’s recommendation was that the Our Journey marketing campaign definitely continue in 2013. Only one new piece (an updated insert summarizing each museum’s 2013 opening days and times and contact information) will be needed for the kits and (as in years past)...season events guide and a new antique shop guide will also be developed for local use as well as used in the Our Journey fulfillment kits. She went on to suggest that the effectiveness of the campaign be measured by randomly contacting 1 out of every 10 persons that requested the kits (or a similar ratio) and talking one on one as to whether they had come out to the region for an event, a simple drive, specific destination, etc. And if they did not come, were they still considering coming at a future time. Candi said that the Off the Beaten Trail sites showed steady and increased geo-caching visitors. It was the general consensus of those present that ECCOG and PDC continue to build on Our Journey and measure effectiveness in some way other than museum visitation numbers.

Update on the move of the State Unit on Aging

Terry said that the Governor issued an executive order in early July to establish an advisory group within HCPF (Health Care Policy and Finance) to consider and recommend changes to a “complicated and fragmented” system by which people connect to the right services at the right time; and to basically “oversee” the move of the State Unit on Aging and Division for Developmental Disabilities from the Colorado Department of Human Services to Health Care Policy and Finance. Although there has been no further information, there is some speculation that the Governor will eventually issue an executive order for this move rather than going through the legislative process.

Impact Grants Availability

Copies of the recent electronic ECCOG newsletter outlining the application cycles and deadlines for the reinstated Energy Impact Assistance Fund grant program had been previously mailed with Board materials and also included in the general COG mailing as well. Jo Downey said that it was her understanding that match should be a minimum of 50% and that the project applications should be tied as directly to the impacts from oil and gas development as possible. Applications are due by December 3rd and can be downloaded from the Colorado Department of Local Affairs (DOLA) website. Jo also said that it had been determined by DOLA that the COGS throughout the state could compete for approximately \$500,000 specifically defined regional projects for 2013 (NOT for general administration as in the past). Match would be dollar for dollar. Impact Funds were unavailable to the COGS for 2011 or 2012 because of State Budget issues. Jo said that ECCOG’s 2013 budget had been developed under the assumption that there would be no general admin funds from DOLA for 2013 and she was unaware of the need for any new regional projects at this time. Brief discussion took place regarding the possibility/feasibility of ECCOG applying for up to \$30,000 for mini-grants for (nothing taken off the top for ECCOG) the towns and counties with the match for each project coming from the respective community/county. Jo was directed to send out an email to the fifteen towns and four counties seeing if any had some small energy impacted project needs costing under \$8000 total. If enough respond, COG will consider submitting a regional application under the COG competitive funds...otherwise ECCOG will not apply for Energy Impact dollars for 2013...but will re-examine that decision should funds be available for 2014.

Drug and Alcohol Review/Findings

Enclosed in Board packets was a memo from Precision Compliance, the contractor that conducted a review of the ECCOG Drug and Alcohol program. ECCOG responses to the questions were noted in red.

Also included in that mailing were excerpts from both the ECCOG Substance Abuse Policy and Policies & Procedures Manual that were updated to bring the two documents into compliance. Following review and discussion, Troy McCue moved to adopt the added policy and procedure to the appropriate documents, pending favorable recommendation by the Senior Services & Transit Advisory Board. Motion was seconded by Fred Beisser and carried unanimously.

Status of Regional Priority Process for Governor's Blue Print

Jo Downey updated those present on the information being gathered from local governments to be used in part to develop the final regional economic development goals for the Governor's Blue Print. A sub-committee made up of volunteers that had been involved in the Bottom Up work in 2011 and who had attended the regional Blue Print meeting held in Limon in January have been updating the goals from the Bottom Up work and the ECCOG CEDS (Comprehensive Economic Development Strategies) as they relate to the priority economic development projects recently submitted by the towns and counties. Once these are drafted, the summary will be sent out to all of those who participated at the meeting in January and to the local governments. After an appropriate review time frame...those goals will then be used to assist in completing the Colorado Blueprint document that is needed from each Planning and Management Region. ECCOG is considered Region 5. There are sixteen regions in all. The Blue Print document needs to be completed and submitted to the Governor's Office of Economic Development and International Trade by early winter. A copy of the format that will be used for the summary report from each region had been mailed with the Board materials.

2013 CDBG Application Process/Time Frame

Jo shared that the current CDBG (Community Development Block Grant) contract that assists in capitalizing the regional business loan fund was still extended through January 31, 2013. PDC has \$440,000 in open grant funds available to lend. Jo will complete work on the new CDBG application this fall and will need to provide a summary of potential loan projects to support the application. Beginning with this application cycle, the public hearing notice must still be advertised in each county but only one public hearing must be held. At the same hearing (to be scheduled in Lincoln County), PDC would close out the 2009-2012 grant cycle. Lincoln County has agreed to continue to be the grantee on behalf of all four counties...with the administration of the grant being sub-contracted to PDC and ECCOG.

Title III-Part D Health Promotion Program

Area Agency on Aging Director, Terry Baylie said she has had several discussions with Rebecca Carter of CECAA (Colorado East Community Action Agency) regarding the Part D funding. Part D funds are to be used for evidence based "preventive health services" such as routine health screening, physical fitness programs, fall prevention programs, and oral health care services. Terry has suggested to CECAA that a preventive dental program may be the most helpful program to implement quickly for the region. Information was provided to CECAA, which was modeled after the HelpMATE project. Although there was some concern that there were no admin funds available, Becky agreed to present it at the CECAA Board meeting on August 14th. Terry was informed the CECAA Board agreed to accept these funds. Baylie said that only about \$3,000 is available, so the funds will be spent quickly.

2013 Board Member Selection Process

Jo Downey said that the selection process for the 13 Board Members for the 2013 ECCOG Board of Directors will begin in early October. At that time, notices will be sent to each of the fifteen incorporated municipalities within the four counties asking for nomination of either a mayor or councilperson (trustee) to serve on the Board. If there is more than one nominee from a county, the municipalities in that county will be sent a ballot and each will have one vote. If for any reason there is a tie vote...the Board of

County Commissioners of that county will be asked to break the tie. The four county commissioner representatives will be appointed by their respective counties at the county's reorganizational meeting in January. At that time, each County Commission will also appoint their Economic Development Representative. The Economic Development "at-large" board member will be selected by the Prairie Development Corporation at their next meeting.

Karval Enterprise Zone Contribution Project Request

Each Board Member had previously been mailed a copy of an application from the Karval Alliance asking for designation as an East Central Enterprise Zone Contribution Project. If approved by ECCOG and the Economic Development Commission, funds raised through the contributions would be used to further enhance and promote the Karval area for community/economic development purposes. A motion was made by Dave Hornung and seconded by Jack Hendricks to approve this project request and forward it to the State Economic Development Commission for their consideration at their November Board meeting. Motion carried unanimously.

Status of Contract for Purchase of 2012 Vehicles for Elbert County and City of Burlington

The Colorado Department of Transportation recently sent a contract to ECCOG for the purchase of new mini-busses for Burlington and Elbert County (the Elbert County vehicle would be stationed in Simla). Signature pages were signed by Steve, and returned to CDOT on July 3rd. Terry and Debby met with both Elbert County (July 25th) and the City of Burlington (July 30th) to get contract signature information and preliminary vehicle options. The fully executed contract was received by ECCOG on August 8th, and signature pages for the both vehicle contracts were sent out on August 12th. Terry said that the purchase process is now underway and Debby has been in touch with owner contacts to finalize options so that bids can be obtained.

ECCOG 2013 Town and County Contributions

The Board reviewed the summary of the 2013 contributions to ECCOG from its nineteen (four counties and fifteen municipalities) members. These funds are then used to leverage the grant dollars for the numerous programs and projects undertaken by the Council on behalf of all of the local governments. The total contributions from the towns and counties will be \$665 less in 2013 than 2012 due to slight population decreases. Contributions are based on \$1.75 times the population number for each municipality and \$7000 for each county plus 70 cents per capita. Population count is the number as of July 1 of the previous calendar year...the same number that is used to distribute Lottery proceeds to the local governments.

Legal Services Program Evaluation

Terry Baylie said that there was an evaluation of the region's legal program for persons over 60 (no income criteria) by the Legal Services Developer with the State Unit on Aging. On June 19th, ECCOG learned that there were no compliance issues. The State staff did have a few follow-up questions, which were answered by ECCOG satisfactorily.

2013-2014 Salary Schedules and Staffing

Enclosed in Board Member packets were copies of the current ECCOG salary schedule for full-time employees and a proposed schedule for 2013-2014. Also previously mailed to the Board was a proposed schedule for part-time employees because the current base for each position was below the current minimum wage. The Board was asked to consider the new schedules which would result in lower step placement for all existing full-time employees but minimal salary increases if the respective supervisor recommended placement at a higher step assuming a successful evaluation at the end of the year. Downey

explained that the new base and step changes were necessary to keep some long-time staff from “going off the chart” due to a higher than average number of years employed by ECCOG. A motion to approve both the part-time and full-time 2013-2014 salary schedules was made by Harry Nelson; seconded by Jack Hendricks and carried unanimously. Copies of these schedules are attached to the official copy of these minutes. Jo Downey then discussed the potential of her going to part-time starting sometime in early 2013. Downey has been at 80% time for the past twenty-four months. She stated that she felt she could effectively carryout her overall responsibilities for the various programs working 50% to 60% times due to experience, computers, email, conference calls, etc. She stated that much of her time is spent in meetings on behalf of the region or one or more of the local governments. Many of these are often in Denver or throughout the State (Business Loan Fund Administration meetings, Enterprise Zone Administration meetings, etc). Downey has worked for ECCOG since its initial incorporation in 1974. She also asked that some of her hours be worked remotely rather than in the Stratton office. A motion was by John Shipper that Executive Director Downey be allowed to reduce hours to 60% time or less and work remotely as she deemed appropriate. This was seconded by Fred Beisser and carried unanimously.

FASTER Grant Application-Town of Limon Bus

Enclosed in Board packets was a copy of the CDOT FASTER grant application for the purchase of a new transit vehicle for the Town of Limon. The Town of Limon’s vehicle is listed on the regional replacement schedule for FTA funds (passed through to CDOT by the Federal Transit Administration) for 2014. Limon has requested that ECCOG submit a 2014 FASTER application on the town’s behalf. If FASTER is not funded, ECCOG can then still submit a vehicle grant request for a FTA Section 5310 grant in 2013 for 2014. Terry reviewed the application, answered questions, and asked the Board for approval to submit the application. Motion was made by Troy McCue to approve and submit the application pending favorable recommendation by the Senior Services & Transit Advisory Board; seconded by Monica Halde and carried unanimously.

Enterprise Zone Tax Credit Summaries

A summary of the Enterprise Zone State Income Tax Credits claimed so far in 2012 within the four-county region had been included with Board materials for review. Additional copies for the general public were available at the meeting. Jo Downey discussed the Enterprise Zone tax credit program and answered general questions. The credit most used is the Investment Tax Credit (capital investments earn a 3% state income tax credit). From January 1-August 15, ECCOG certified credits for 273 businesses, farms and ranches totaling \$4,058,075. Total qualifying capital investment was \$134,636,484. A copy of the summary is attached to the official file copy of these minutes.

Requirement for Outback Express Vehicles to have USDOT Number

Terry Baylie said that on August 14th, Paula Weeks, Kit Carson County Administrator, facilitated a meeting with Monty Kinder of the Colorado State Patrol. Because the various Outback Express vehicles often travel on Interstate Highways, the need for USDOT numbers was pointed out. Several issues were discussed and outlined in the memo (notes from the August 14th meeting) included in Board packets. These were reviewed and discussed. Most of the issues were able to be taken care of by ECCOG staff; however, the issue of vehicles providing out-of-state trips needs to be determined by the vehicle owner. Included in packets was a copy of the owner policy page from the ECCOG Policies and Procedures manual. Kit Carson County has already discontinued out-of-state trips for all public transit and special trip service. Although Cheyenne County trips are not taken out-of-state regularly, on occasion there may be a trip to Goodland scheduled so Terry asked Cheyenne County Commissioner Nancy Bopenhagen to bring this up at the next Cheyenne County meeting, and let her know the County decision regarding whether vehicles will be allowed out-of-state. Lincoln County and Elbert County already have a policy

in place that the vehicles are not allowed out-of-state for any trip. Additional discussion followed regarding the insurance for special trips. Terry agreed to find out if non-owner operator insurance was available for public transit vehicles and report back to the Board. A copy of the notes from the August 14th meeting is attached to the file copy of these Minutes.

Senior Speak-Out XXXVI

Information on the 36th annual Senior Speak-Out was distributed. This year, seniors from the Southeast, Central and Northeast Plains regions will meet in Lamar. ECCOG will host the 37th gathering in 2013.

Next Two Meeting Dates/Locations

The November 7th meeting will be held in Stratton at the Claremont Inn; the January 2, 2013 meeting will be held in Limon (location/dinner TBD). The January meeting will be the last meeting of the 2012 Board of Directors and will be held to close out December 2012 business. The first meeting of the 2013 Board will be in February.

Adjournment

Steve Burgess declared the meeting adjourned at 8:58 pm.