

# EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS

COLORADO'S CENTRAL PLAINS



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## EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES NOVEMBER 1, 2017

### **Call to Order**

Due to Chairman Bopenhagen's absence, Vice Chairman Troy McCue called the November 1, 2017, meeting of the ECCOG Board of Directors to order at 7:02PM held at the Claremont Inn and Winery in Stratton. Board members in attendance included: Steve Burgess, Julie Coonts, Linda Corbin, Monica Halde, Dave Hornung, Troy McCue, Hal McNerney, Don Means, Chris Richardson, and Valerie Rhoades. ECCOG staff attendees included: Senior and Transit Services Director Debby Conrads and ECCOG Deputy Director/PDC Administrator Candace Payne. Gary Beedy, Nancy Bopenhagen, Trevor Smith and Executive Director Jo Downey were unable to attend.

### **Pledge of Allegiance**

Vice Chairman Troy McCue led the Pledge of Allegiance.

### **Roll Call and Introduction of Guests**

Margaret Burgess and Jeff Coonts were guests for tonight's meeting. Roll was taken completed by signing the attendance sheet.

### **Approval of September 6, 2017 ECCOG Meeting Minutes**

Vice Chairman Troy McCue asked for corrections or additions to the September Minutes. There being no corrections or additions, Dave Hornung made a motion to approve the Minutes as presented. Steve Burgess seconded the motion, which passed unanimously.

### **Financial Reports – November 1, 2017**

The October 5, 2017 Financial Report was approved by mail ballot as there was no meeting in October. Candace Payne directed attention to the November 1, 2017 Financial Report which shows the remaining budget line item balances and the month's income and expenses at the bottom. A motion to accept this report for filing was included in the bill approval motion.

### **Approval of Bills for October 2017**

A review of October bills of \$71,055.56 and debit card expenses of \$1,486.04 and October 31st payroll for \$26,549.34 was conducted. Chris Richardson made a motion to accept the November 1, 2017 Financial Report for filing and to ratify the October bills which included payroll. Hal McNerney seconded the motion, which passed unanimously.

### **UNFINISHED BUSINESS:**

#### **Energy Impact Assistance Fund (EIAF) Extension**

Deputy Director Candace Payne explained the Broadband plan contract amendment has not arrived for signatures as of today. The Every Door Direct Mail postcards arrived from the printer, which is the final piece of this educational phase. An EDDM card and a rack card promoting the new broadband educational site were shared with the attendees. Approximately, 16,500 EDDM cards will be sorted and delivered in November to every household and business address through the post offices. Candace reported the website is functioning well and will be connected to the new ECCOG website being developed now.

#### **2018 ECCOG Draft Budget**

Review of the 2018 ECCOG Budget emailed to the Board in late October was discussed with explanations from Senior and Transit Services Director Debby Conrads and Deputy Director Candace Payne. The budget was derived from the Federal and state contracts, existing board-approved salary schedules, and conservative funding projections from historical data. After brief

discussion, a motion was made by Dave Hornung to approve the budget as presented. Hal McNerney seconded the motion. Motion passed unanimously.

### **Enterprise Zone Tax Credit Summary and Project Meetings**

Included in the Board packet were two EZ reports. The Annual EZ Certification Comparison report, covering the years 2006 through 2016, was reviewed. The other report, 2017 East Central EZ Certification Report, showed the contributions by county and summarized by category, from January through October 2017. Deputy Director Candace Payne commented the contribution project meeting held October 12<sup>th</sup> in Limon was attended by seven of the nineteen project managers and Executive Director Jo Downey. The criteria was reviewed and in-kind contributions were discussed in depth at the meeting. Of the nineteen projects, Kit Carson County Fairgrounds and Kit Carson County Memorial Hospital will not continue into 2018. One other project is undecided, and all others will be continued for 2018. The EZ administrator may choose to waive the criteria for any project without the necessary contributions in certain situations however a strong case must be made to do so.

(The EZ criteria requires that each project must receive a minimum of five donations of \$250 or more from different contributors **OR** \$5,000 in total from one or more donors during the past twelve months to maintain “active” status).

### **NEW BUSINESS:**

#### **Staff and Website Changes**

Senior and Transit Services Director Debby Conrads stated Keith Caulkins retired as Senior Services Coordinator of the Hub City Senior Center in Limon. Ronald Ruhoff has been hired as Senior Services Coordinator as Keith’s replacement. Ronald is in the process of completing a pre-employment drug test and DOT physical to become an Outback Express Driver for the Limon area. Applications are being accepted for the position of assistant cook in the Cheyenne Wells kitchen. Plans are to hire quickly so that the head cook has very little stress in the meantime.

Deputy Director Candace Payne reported Kaylyn Perry has been hired as the Special Projects Assistant to help receive office guests, answer the phone, and assist Candace with operations in the way Virginia Hubbell assisted Jo Downey. Kaylyn lives in Seibert and is accustomed to small town living as she is eastern plains native.

#### **2017 Speak Out**

The Age Well Conference was held in Fort Morgan this year with the theme of “Aging with Nutrition and Technology” on October 5 & 6. Debby Conrads reported there were booths with samples and ideas for nutrition and a booth which give free blood pressure monitors and showed the senior how they could connect to their doctor’s office to receive their blood pressure results. Debby reported the attendance was down as Region 5 (central eastern plains) took 20 people, Region 1 (north eastern plains) had 15 people, and Region 6 (south eastern plains) had five people attend.

#### **Our Journey**

Danielle Dascalos provided a year to date report that was distributed during the meeting. The 2017 Media Coverage report with Google Analytics data and Colorado’s Central Plains Facebook Summary report were reviewed. Accolades were given for Danielle’s connections and insight for promoting the eastern plains region. In 2018, Candace explained our intent is to contract with Danielle again for coverage of Our Journey and other events as before.

#### **5311 CDOT Grant**

The 5311 CDOT Grant Scope of Work (SOW) was shared with the Board by Debby Conrads. These funds are used to provide the Outback Express service across the four-county region. The 2018 5311 SOW showed Administrative and Operating Cost as presented to the Senior Services Transit Advisory Board on October 12, 2017. The 80% Federal Funds Administration Cost equals \$45,540 and when combined with 20% Local Funds of \$11,385 brings the total to \$56,925. The Operating Costs for Federal Funds of 50% or \$142,360 combined with Local Funds of 50% or \$142,360 brings the total to \$284,720. The total project budget amount is \$341,645. The Senior Services Transit Advisory Board passed a recommendation that the COG Board ratify the 5311 CDOT Grant. A motion was made by Hal McNerney to ratify the 5311 CDOT Grant. Dave Hornung seconded the motion, which passed unanimously. The contract was submitted in October when it was due.

#### **Other**

DD Candace Payne brought to the Board’s attention, two items that were recently discussed during the Economic Development Administration’s peer review on October 26, 2017 of our EDA grant and CEDS program. The EDA suggested the Board consider adoption of the budget as approval for paying bills, instead of mailing out an approval ballot in months when there is no meeting, as long as the budget has not been exceeded for the line item. After some discussion, it was decided to continue mailing the ballot as needed.

DD Payne also asked the Board to designate a location for meeting notices like the ECCOG website or a newspaper. Currently, the notice is posted at the ECCOG office in the window and on the website when possible. The decision was made to post any meetings changes or cancellations on the new ECCOG website. Staff will be trained to make those posts as needed.

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

A list of future meetings provided on the agenda:

December 2017 – No meeting – mail ballot for bill approval

January 3, 2018 – Teleconference meeting – Final meeting for 2017 Board to wrap up business

February 2018 – No meeting – mail ballot for bill approval

March 7, 2018 – Limon meeting – site TBD – Election of officers during the first meeting of the new 2018 board

NOTE: Special teleconference meetings may also be called at any time by the chairman. All teleconference meetings also have a physical location which is the ECCOG office in Stratton so that interested citizens may attend. Notice is posted in the ECCOG office window of the next meeting date and location.

#### **Adjournment**

Vice Chairman McCue adjourned the meeting at 8:11PM as no more items were brought forth.

*All handouts and reports are retained in the permanent file of ECCOG Board meetings*