

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 SEPTEMBER 6, 2017

Call to Order

Chairman Nancy Bogenhagen called the September 6, 2017, teleconference meeting of the ECCOG Board of Directors to order at 7:03PM held at the TA Truck Stop Country Pride Restaurant in Limon. Board members in attendance included: Gary Beedy, Nancy Bogenhagen, Steve Burgess, Julie Coonts, Linda Corbin, Troy McCue, Hal McNerney, Monica Halde, Dave Hornung, and Valerie Rhoades. ECCOG staff attendees included: Executive Director Jo Downey, Senior and Transit Services Director Debby Conrads, and ECCOG Deputy Director/PDC Administrator Candace Payne. Board members Don Means, Chris Richardson and Trevor Smith were not able to attend.

Pledge of Allegiance

Dave Hornung led the Pledge at the request of Chairman Bogenhagen.

Roll Call and Introduction of Guests

Chairman Bogenhagen asked that each attendee introduce themselves using given name and a nickname.

Approval of July 5, 2017 ECCOG Meeting Minutes

Chairman Nancy Bogenhagen asked for corrections or additions to the July Minutes. There being no corrections or additions, Steve Burgess made a motion to approve the Minutes as presented. Hal McNerney seconded the motion which passed unanimously.

Financial Reports – September 6, 2017

The August 2, 2017 Financial Report was approved by mail ballot as there was no meeting in August. Jo Downey directed attention to the September 6, 2017 Financial Report. As a new year has begun for Title 3 Services, the budget remaining totals are high. As there were no unusual transactions, discussion moved on to August bills.

Approval of Bills for August 2017

A review of August bills of \$51,329.56 and debit card expenses of \$902.88 and August 31st payroll for \$24,891.29 was conducted. Gary Beedy made a motion to accept the September 6, 2017 Financial Report for filing and to approve the August bills which included payroll. Troy McCue seconded the motion, which passed unanimously.

UNFINISHED BUSINESS:

ECCOG Senior and Transit Services Director

Deputy Director Candace Payne explained applications and interviews for the vacant position were conducted and the position was offered to an individual in late July. This individual accepted the position but unfortunately had a family crisis arise that was not resolved to date. After ED Downey and DD Payne conversed about operating under an interim directorship, Debby Conrads agreed to serve in this capacity with a step increase effective July 1, 2017. Paulette Thompson took on the responsibility of reimbursement requests to help during the transition and was offered a step increase for this additional responsibility. Candace Payne accepted responsibility in the Area Agency on Aging daily administration which led to a step increase offer also. Dave Hornung made a motion to approve these increases effective July 1, 2017. Julie Coonts seconded the motion which passed.

Executive Director Jo Downey further explained the position of Senior and Transit Services Director has been subsequently filled by the promotion of Debby Conrads, former assistant director. Debby has worked with past director Terry Baylie for many years in various positions and tasks which has provided her the experience and expertise to accept the director position. Having worked with Dora King for the past year allowed Debby to acquire more knowledge and experience to take on this role. Congratulations were extended to Debby by the board as they thanked her for accepting the responsibilities and the directorship.

Energy Impact Assistance Fund (EIAF) Extension

Executive Director Jo Downey reported she and Greg Etl have discussed the status of the 18-month extension on the Energy Impact Assistance Grant. Mr. Etl has no concerns at this time and expects the extension to be approved before November 30th. A sample print of the rack card was included in the board packet for review. An Every Door Direct Mail (EDDM) post card is being developed to reach ever box holder or route delivery in the region to facilitate the education process. Website development continues with a local technology consultant which will be propagated in late September. Until the website is available the mailers will not be distributed as the cards direct readers to the site. Other educational pieces are being developed through steering committee input.

Project HelpMATE

Senior and Transit Services Director Debby Conrads reported that applications for HelpMATE funds has been steady for assistance with vision, dental, hearing and mobility devices. To date, the nine of the fifteen waiting list applicants have been contacted and could use the maximum funds of \$2,000 per person for services. This obligated \$18,000 of the \$30,000 on the waiting list. The newly funded portion of \$80,000 has approximately \$35,000 remaining for use in this cycle which runs through June 30, 2018. Director Conrads explained our funds are now used “as a payor of last resort” for dental treatments which may reduce the amount of funds we award.

NEW BUSINESS:

2018 and 2019 Part-time Salary Schedules

Included in the board packet were copies of the 2018 and 2019 Part-time Salary Schedules which address the minimum wage increases of \$.90 per year. Deputy Director Payne explained three employees needed an increase in 2018 and eight will need an increase in 2019. Fourteen part-time staff are projected to need an increase in 2020. Julie Coonts made the motion to approve the Part-time Salary Schedule of 2018 and 2019 as presented. Hal McNerney seconded the motion. A unanimous vote was cast to approve the two schedules.

2018 ECCOG Contributions and Local Marketing/Enterprise Zone Admin Match

Executive Director Downey reviewed the 2018 ECCOG Contributions (dues) table that was included in the board packet. The municipality and county dues are calculated by using the most recent Department of Local Affairs population estimates...thus the 2018 dues calculations are based on the July 1, 2016 numbers (2017 numbers will not be available for another year). Each town's population is then multiplied by \$1.75. Each County pays a \$10,000 base plus additional depending on total population. The table for the coming years shows that the 2018 municipality contributions have decreased by \$939 from 2017 while the four county dues remained the same at \$55,000 annually. Quarterly dues notices are sent throughout the year or may be paid in whole at the county or town preference. Downey also explained the Marketing/ EZ Administrative match invoices will be mailed to the four counties and towns around mid-September. The Marketing/EZ match funds of \$3500 per county and varying amounts of \$100 to \$2000 from the municipalities are used to help market the region and the Our Journey program which includes Danielle Dascalos' work for ECCOG and PDC. These dollars are also used to match the annual Enterprise Zone Administrative grant from the Governor's Office of Economic Development and International Trade.

2018 ECCOG Budget and Board Member Appointment Time Frames

As the year end approaches, Jo Downey stated the ECCOG budget would be presented at the November meeting and may be considered for approval then. Other year end activity includes the nomination process of thirteen board members. Municipal letters will be mailed to the town clerks in October. Jo invited the current board members to

express their interest of continued service to either herself or Candace by November 1st. Monica Halde stated she preferred to be replaced as the Cheyenne County business representative so she could focus on other interests.

Enterprise Zone Tax Credit Summary and Project Meetings

The year to date contributions report was distributed to the board showing \$20,050 of cash contributions for the nineteen projects in the region. There was one in-kind contribution for Lincoln Community Hospital approved. The 2017 Total EZ Credit Summary was not available for discussion and will be reviewed at the November meeting. ED Downey and DD Payne will conduct a contribution project meeting on October 12 in Limon to review the new criteria to maintain eligibility with project attendees. The criteria requires that each project must receive a minimum of five different contributor's donations of \$250 or more **OR** \$5,000 in total value from one of more donors during the past twelve months to maintain "active" status. During the October meeting, a memorandum of understanding will also be discussed with those who desire to maintain their project status. An invitation to the meeting will be extended by September 11th. Two projects have already responded they will not continue their projects as they have not had support to date in 2017. Jo Downey explained she could waive criteria in certain situations however a strong case must be made to do so.

MASA Medical Transport Solutions Program

Deputy Director Candace Payne requested the board consider an employee paid insurance program provided by MASA Medical Transport Solutions which pays the air and ground ambulatory expenses incurred which are not covered by typical health insurance. A representative from MASA met with five full-time employees in August on the coverage that costs \$99 per year which each employee would pay by payroll deduction at their own expense. Candace was directed to verify coverage of service with the three local hospitals before offering the service to the employees in October. Contingent upon insurance coverage of the air and ground transportation service providers in the region, Steve Burgess made a motion to offer the insurance through ECCOG at the employee's expense. Troy McCue seconded the motion. A unanimous vote was cast. Candace Payne will verify coverage before the contract is made with MASA or the employees.

Next Meeting Dates/Locations

The in-person meeting will be held on November 1, 2017 in Stratton at the Claremont Inn. The menu will be determined later.

A list of future meetings was provided on the agenda as follows:

October – No meeting – mail ballot for bill approval

November 1, 2017 – The Claremont Inn in Stratton – Budget approval

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.

Other

No other items were brought before the board.

Adjournment

A motion was made by Steve Burgess to adjourn. Hal McNerney seconded the motion which passed unanimously. Meeting adjourned at 8:10PM.