

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 JANUARY 2, 2019

Call to Order

Chairman Nancy Bopenhagen called to order the January 2, 2019 meeting of the ECCOG Board of Directors at 7:03 PM. The ECCOG office at 128 Colorado Avenue in Stratton was open for public audience staffed by Debby Conrads. Board members connected on the phone line in addition to Chairman Bopenhagen, included: Gary Beedy, Steve Burgess, Julie Coonts, Linda Corbin, Dave Hornung, Troy McCue, Hal McNerney, Valerie Rhoades and Chris Richardson. ECCOG staff attendees included: Senior and Transit Services Director Debby Conrads and ECCOG Executive Director/PDC Administrator Candace Payne. Don Means, Karen Miller and Trevor Smith were unable to attend.

Roll Call and Introduction of Guests

Roll call was called by Candace Payne and a quorum was declared. There were no guests on the call or at the COG office.

Approval of November 7, 2018 Meeting Minutes

Chairman Bopenhagen asked for additions or corrections to the November 7, 2018 meeting Minutes. There being none, Linda Corbin made a motion to approve the Minutes as presented. Dave Hornung seconded the motion, which passed unanimously.

Financial Report – January 2, 2019

Note: The December 5, 2018 Financial Report showing cash in the bank of \$94,702.66 at the end of November was approved by mail ballot in December.

The January 2, 2019 Financial Report emailed earlier today showing the December end of month checking balance of \$92,351.65. A review of the remaining fund balances was conducted by Executive Director Payne. The Enterprise Zone administration fund will be zeroed out as of December 31st and a new administrative grant is forthcoming. A motion to accept the Financial Report for filing was made by Steve Burgess and seconded by Hal McNerney. Motion passed unanimously.

Approval of Bills for December 2018

Note: November payroll of \$26,556.55 and November checks totaling \$55,833.18 and debit card transactions of \$1,471.365 was approved by mail ballot in December.

Executive Director Candace Payne reviewed the December payroll of \$27,347.34 and bills totaling \$62,941.52 and \$1,615.23 of debit card transactions. In addition to the typical monthly expenses, there were five Enterprise Zone contribution projects paid for the contributions received. Candace explained the number of contributions and their amounts helped the projects maintain their active status. Steve Burgess made a motion to ratify the bills and payroll. Hal McNerney seconded the motion. The motion passed unanimously.

UNFINISHED BUSINESS:

Title III-D Health Promotion Services (The Independence Center)

Senior & Transit Services Director Debby Conrads began her update on the existing The Independence Center contract with an explanation of services. The Independence Center teaches the class called *Stepping On* to help people learn to prevent falls, maintain their balance and to improve mobility. Currently, the class is provided in Lincoln and Elbert counties. An Option Letter is being considered for classes in Burlington within Kit Carson county. The hope is to offer classes in Cheyenne County in the near future. The board agreed that classes in Burlington under the Option Letter would be beneficial for our consumers. Julie Coonts asked about the timing of the classes as Limon has them now. Explanation was given that the classes are held prior to the congregate meals to make better use of the time and location for seniors.

Our Journey and Off the Beaten Trail

Executive Director Payne explained it's time to design the 2019 Fun, Fairs & Festivals brochure and Places brochures. Candace asked for feedback on last year's readability and eye-catching design. After a brief discussion, it was decided to keep the silhouette design from 2018 as a sort of branding for these brochures to be easily identifiable each year. In 2018, brochures for re-stock were limited so increasing printing to 7,000 of each brochure was suggested. Based on feedback from the Our Journey museums, it is not known whether the museum ticket (rack card) is serving a purpose or bringing desired results which is to direct people to the museums and provided museum hours and contact info. The museum ticket is provided to each museum and placed inside Cross Over brochures which are distributed throughout the region in waiting areas or the Welcome Center and other relevant places. Candace will work with Visual West to create a new advertising mechanism or eliminate that rack card, if necessary.

Late in 2018, the COG staff surveyed the OJ museums about adding a geocaching site to increase traffic to our region. All museums agreed to allow the geocaching site managed by ECCOG which will double our current Off the Beaten Trail sites. Containers and descriptions will be developed and approval from the geocaching gurus will be requested before summer travel begins. The board commented it would be good and to move ahead.

2019 State Unit on Aging Onsite Audit Schedule

SSTB Director Conrads reported the State Unit on Aging (SUA) onsite audit is scheduled for February 6-7. The audit will include a visit to two meal sites. Flagler and Arriba have been offered for their close proximity to Denver and as different locations than the previous year. Debby is waiting to hear if those sites will be audited.

2019 ECCOG Annual Audit

The ECCOG 2018 Audit is scheduled for April 1-5 as the offsite week followed by two days on site between April 8-11. The engagement letter is expected in January from May Jackson Hendrick LLC. Candace stated this audit was moved from March to April to ease the burden on the bookkeeper working on end of month, end of quarter, and end of year in January. This audit report may be presented to the board in June or July. Prairie Development Corporation's audit is performed at the same time.

AAA Colorado Adult Protective Services (CAPS) Data System Check (Handout)

Colorado Adult Protective Services (CAPS) data system checks are now required prior to hiring people who provide services to at-risk adults. Director Conrads expounded on the handout provided in the board packet. ECCOG would need to perform this special check on applicants and the cost would be paid by ECCOG. The rule does allow ECCOG to request the applicant to pay for the \$15.50 background check fee, but the board felt that would be hard to enforce. A question was raised about which staff gets drug tested to which Debby replied drivers are required to be tested but not cooks and substitute cooks. CAPS background check will be added to the hiring procedures as of 2019.

Other – No items were mentioned.

NEW BUSINESS:

Enterprise Zone Update

ED Payne shared that six Contribution Projects across Region 5 have ended as of December 31, 2018 while two ended in 2017. That leaves East Central EZ with eleven active projects as of January 1, 2019. A list of ended projects was discussed with the board. Candace explained the project managers were sent letters in December to let them know the project ended and how to re-apply if they desired. Candace further explained several projects had staff turnover that did not allow marketing or promotion of the project well enough to get the required contributions. Projects may apply again and work to maintain their contributions following the state's requirements but eventually all project must apply as there is no more continuous approval once the end date comes. Limon Heritage Society plans to apply in 2019 once they have formed a project plan to use in their application. The three hospitals could apply once they have plans in place to consider their application. Candace is talking with a couple brand new projects in Kit Carson and Elbert Counties that could be considered by ECCOG in 2019 for submission to the Economic Development Commission.

In other EZ news, Lincoln, Cheyenne and Kit Carson counties remain eligible as Enhanced Rural Enterprise Zones based on the state criteria for the years of 2019-2020. Boundary amendments are being considered also in February 2019 which may help the entire Cheyenne County get back into the zone. Candace will keep the board apprised of the EZ developments. A year end report of contributions and tax credits will be provided at the March meeting.

Community Development Block Grant (CDBG) Application

Chairman Bopenhagen inquired about the Community Development Block Grant application status. Candace reported the application was approved and the new contract is being written for \$250,000 for business assistance and \$40,000 for administration funds.

2019 Board Member Selection

The 2019 municipality election is almost settled. There is a tie in the Elbert County municipal ballot which will be decided by the Elbert County Commission. The Simla nominee is Ricky Stegmaier and the Elizabeth nominee is Tammy Payne. This position is currently held by Trevor Smith of Kiowa. ED Candace Payne reported that Linda Corbin will be replaced by Carl Smalley to represent Cheyenne Wells' town council. County commission appointments will change for Cheyenne County. Elbert County's business representative Don Means will not continue to serve so Elbert County commissioners are working filling that position. All other county commissioner position will remain on the ECCOG board.

The first meeting for the new members will be March 6, 2019 in Limon at a site to be determined. The current 2018 board members will review and approve bills and the financial report sent in February as the new members are not active until March.

Chairman Bopenhagen commented her term as county commissioner will end on January 8th and she will no longer be attending COG meetings. She thanked the ECCOG staff for their good work and shared her appreciation for the COG board members. Other board members thanked Chairman Bopenhagen for doing an outstanding job while serving her county. Accolades were given for other members who were ending their terms. Nancy invited the board to provide input via email or phone on Candace's annual employee review that Nancy will complete before her term ends as chairman of ECCOG.

Nomination Committee Appointment

Chairman Bopenhagen asked for volunteers to serve on a nominating committee to present a slate of officers at the re-organization meeting in March 2019. Valerie Rhoades and Chris Richardson volunteered to serve with the assistance of COG staff to help coordinate member conversation. ED Payne stated the ECCOG conferencing line is available as needed and office staff will help where needed before the March meeting.

Next Two Meeting Dates/Locations (1st Wed of each month)

February 6 – Mail ballot for financial report and bill approvals

March 6 – In-person meeting at TA Truck Stop in Limon – Re-organization meeting followed by regular board meeting

April 3 - TBD

May 1 - TBD

June 5 – Limon – audit presentation?

Other – No items were mentioned.

Adjournment

Chairman Bopenhagen asked for further business to come before the board. Hearing none, a motion was made to adjourn the meeting at 7:43 PM by Linda Corbin. A second on the motion was made by Hal McNerney, which passed.

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