

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 AUGUST 7, 2019

Call to Order

Chairman Julie Coonts called the August 7, 2019, meeting of the ECCOG Board of Directors to order at 7:01 PM held as a teleconference with public audience welcomed at 128 Colorado Ave., Stratton, CO where ECCOG staff connected. Attendees included Chairman Julie Coonts, Rhonda Brown, Steve Burgess, Dave Hornung, Troy McCue, Hal McNerney, Chris Richardson, Ron Smith and Scott Wills. ECCOG Executive Director Candace Payne and Senior and Transit Services (STS) Director Debby Conrads were present also. Gary Beedy, Valerie Rhoades, Carl Smalley and Rick Stegmaier were unable to attend.

Introductions

Roll was taken as board members connected to the call. New board member Rhonda Brown was welcomed to the board. There were no guests on the call.

Approval of June 5, 2019 Regular Meeting Minutes

Chairman Julie Coonts asked for any additions or corrections to the Minutes of June 5, 2019. A motion was made by Dave Hornung to approve the Minutes as written. Troy McCue seconded this motion. A unanimous ballot was cast to pass the motion.

Financial Report – August 7, 2019

It is noted for the record, the July 3, 2019 Financial Report was approved by mail ballot. The August 7, 2019 Financial Report was emailed earlier today for board review. ECCOG Executive Director Candace Payne and Senior and Transit Services (STS) Director Debby Conrads explained the fund balances and the new debit card detail report. Motion was made by Steve Burgess to accept the financial report for filing. This motion was seconded by Hal McNerney. Motion passed unanimously.

Approval of Bills – July 31, 2019

It is noted for the Minutes, the June 30th payroll report and Account Payable checks were approved by mail ballot. Payroll for July totaled \$28,584.26 while July bill payments of \$65,509.95 and \$1,796.23 in debit card expenses were reviewed. Bills to be paid included the usual monthly bills, Enterprise Zone contributions passed thru, HelpMATE funds paid to providers, broadband education materials and grocery purchases for meals. Steve Burgess made the motion to approve the payment of July expenses and payroll. Hal McNerney seconded the motion, which passed unanimously.

UNFINISHED BUSINESS:

2019 Board Member

Chairman Julie Coonts welcomed new board member, Rhonda Brown, to the group and gave Rhonda the floor to give a brief biography of herself. Rhonda thanked the group for the opportunity to serve and shared her insurance agency was opened in 1996 which offers two locations, one in Cheyenne Wells and one in Weskan, KS. The position filled by Rhonda is the Cheyenne County business owner vacancy which was held by Karen Miller previously.

EIAF Broadband Plan

Executive Director Candace Payne explained the video recording has been posted to the broadband website as part of the education efforts under our DOLA contract. The broadband infographic piece has been placed in the ECCOG outreach packets in conjunction with Area Agency on Aging materials. The two-sided infographic will be shared at all four county fairs by mid-August. An explanation of funds remaining was provided by Executive Director Candace Payne and it was noted the funds will be fully spent in September 2019 as planned.

State Unit on Aging Update

Senior and Transit Services (STS) Director Debby Conrads reported the purchased equipment has been installed and put in use before the deadline of June 30, 2019. Limon and Hugo dishwashers needed the chemical representative to hook up the correct chemicals, which has been completed. Seibert's senior center had a leak after the plumbers left but that has been resolved. The van has been placed into service and is a nice addition to our fleet.

July 2019-June 2022 EDA Grant Application Status

Executive Director Candace Payne reported our application was approved to continue our Comprehensive Economic Development Strategy (CEDS) from July 2019 through June 2022. This will allow the Scope of Work to continue without a lapse. ECCOG qualified for only 20% match or \$17,500 per year for three years. ECCOG's match portion would be \$52,500 with \$210,000 Federal funds for a total of \$262,500 spread over three years. Since the CEDS contains the economic development plans of Region 5 counties and municipalities, counties and municipalities may answer the question on a grant application that their projects are in a documented, approved plan other than their own strategic plan or master plan which allows the county or municipality to qualify for grant funds in many cases. Conversation with Cheyenne County's new economic development staff, Kaitlin Johnson, and Candace began earlier this year when Kaitlin was hired. Plans are being formed to meet with her to advance the Cheyenne County efforts reported Executive Director Candace Payne.

HelpMATE

Senior and Transit Services (STS) Director Debby Conrads reported for SFY19 (July 1, 2018-June 30, 2019) the Helpmate budget was \$76,000. The final total spent was \$64,372.81. Permission was requested from the State Unit on Aging to transfer the remaining \$11,627.19 to the nutrition program for use to supply fresh ingredients for meals. Permission was granted and the funds were used prior to June 30, 2019. The Helpmate budget for SFY20 (July 1, 2019-June 30, 2020) is \$75,000. The board was invited to refer those over age 60 to our office for assistance under this program covering hearing aids, glasses, and assistive devices.

TravelStorys Digital Storytelling

Executive Director Candace Payne stated the new digital storytelling called TravelStorys is slowly but surely moving ahead. Tour creation including geotags began based on the availability of local funds provided by ECCOG and Prairie Development Corporation. The Pikes Peak tour was published in mid-July later than expected by ECCOG staff.

Enterprise Zone New Brochure/Rack Card

Bids were requested and received to produce two new EZ brochures and rack cards demonstrating the Cheyenne County boundary change. Executive Director Candace Payne reported the bid prices received were \$436.90 from one printer and \$1,451 from another layout and design. The lower price from a local company was chosen to produce 2,500 of each item. The actual documents were provided in the board packet featuring a blue background that match the ECCOG general information brochure.

Our Journey

Executive Director Candace Payne drew attention to the report provided by Danielle Dascalos on her promotion of our events and activities across the region since February thru June. Danielle continues to gain us great exposure for the Our Journey program and recently had Julie Coonts on tv to promote OJ. ECCOG contracts with Dascalos from February to October with a monthly payment.

Other

FTA 5311 Contract

Senior and Transit Services (STS) Director Debby Conrads received the Colorado Department of Transportation (CDOT) 5311 Administration and Operating Grant Proposed Award Summary. These funds were allocated for the 2020 year in the amount of \$189,595 which is the amount applied for. A request was made to accept the award and authorize Chairman Julie Coonts to sign the contract when it arrives. Dave Hornung made a motion to accept the funds and authorize the chairman to sign the contract when it arrives. Hal McNerney seconded the motion. Motion passed unanimously.

Project SMILE Update

Senior and Transit Services (STS) Director Debby Conrads reported there will be discussion later tonight on the staffing needed to implement the additional meal to be provided in Cheyenne Wells starting this fall. This meal addition is part of the state's recommendation to enhance our programs.

NEW BUSINESS:

Census and DOLA Grant Fund Applications for Outreach

Executive Director Candace Payne led the discussion with a recap of the July email sent to county administrators and town clerks in regard to the Census 2020 fund and Department of Local Affairs marketing fund to help reach the hard to count population for Census 2020. Responses were minimal to submit a regional application as there did not seem to be a need for the money. Comments were made that some communities had their own funds for printing brochures and other materials. A collaborative application for either fund was discussed, then a poll of the board was taken where it was decided that ECCOG would not apply for the region for either pot of money. Executive Director Candace Payne will notify the same group of people of ECCOG's decision to not apply regionally and encourage them to consider applying on their own or contact the ECCOG office for copies of printed materials as needed.

Remote Rural Work Incentive Marketing Funds

Recently, the Office of Economic Development and International Trade hosted a special webinar on the Remote Rural Work Incentive which announced marketing funds are available to help promote an area with trained labor. Executive Director Candace Payne attended the session along with Cheyenne County's new economic developer, Kaitlin Johnson, and together they are working on ideas to develop a database of possible talent and skills to attract a business to hire such labor from the rural area. Communities may apply for \$5,000 in grant funds to develop marketing materials to hire Colorado's rural talent and allow them to work remotely. Troy McCue stated he would like to be involved in this effort. Applications will open mid-September and based on the requirements, ECCOG may want to consider an application.

ECCOG Staffing

Executive Director Candace Payne requested approval to modify the organizational chart to add the word "Program" to the Senior Services Data Coordinator title. This modification would allow better assignment of duties and enhance our cross training. The new title would be "Senior Services Data or Program Coordinator" and no change was recommended to the salary values. Discussion then was then directed to the Full Time Salary Schedule addition of a Senior Services Coordinator (40 hours/week) to allow our Cheyenne County coordinator to accept more responsibility for cooking and serving meals an additional day each week. Senior and Transit Services Director Debby Conrads reminded the attendees that the Cheyenne Wells kitchen conducted the Friday meal addition this past summer as part of the expansion of services. Adding this salary line item will require an additional 20% salary to the existing 32 hours/week position ECCOG offers. Dave Hornung made a motion to make the changes requested to the ECCOG Organizational Chart job title and to add to the Full Time Salary Schedule the 40 hour per week Senior Services Coordinator. Hal McNerney seconded that motion, which passed unanimously.

In other Area Agency on Aging staffing news, Jackie McCaffrey is no longer on ECCOG's office staff as she returned to cooking for a local school. Advertisements were placed for a Senior Services Data or Program Coordinator to fill the office position. The Elbert County Senior Services Coordinator/Outback Express Driver position is still vacant for the new Elizabeth center. Senior and Transit Services Director Debby Conrads reported she had a good applicant but after salary negotiations, we could not offset the health insurance costs to the applicant's satisfaction. The Burlington kitchen is seeking a cook's aide.

Other

Chairman Julie Coonts stated the Big Boy train was coming to Limon in November 2019. Plan are in the works to make this an attention getting event as other locations have done. The community may anticipate 3,000 visitors to town the week of Thanksgiving while Big Boy is in town. A committee is already developing plans for the special event.

Next Meeting Dates/Locations

September 4 – Mail ballot
October 2 - Teleconference
November 6 – Stratton at Claremont Inn
December – Mail ballot

Adjournment

Chairman Julie Coonts entertained a motion by Steve Burgess to adjourn the meeting. Hal McNerney seconded the motion which passed. Meeting adjourned at 8:20PM.

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