

EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS^S

COLORADO'S CENTRAL PLAINS



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EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES JANUARY 6, 2021

Call to Order

Chairman Valerie Rhoades called the January 6, 2021 teleconference meeting of the ECCOG Board of Directors to order at 7:00 PM. Attendees included: Chairman Valerie Rhoades, Rhonda Brown, Ben Ferree, Dave Hornung, Troy McCue, Chris Richardson, Scott Wills and Ron Smith. ECCOG Executive Director Candace Payne and Senior & Transit Services (STS) Director Debby Conrads were on the call. Steve Burgess, Melody McKinsey and Troy Schultz were unable to attend. Cheyenne County and Elbert County municipal positions are vacant currently.

Roll Call/Introductions

Roll was called by Executive Director Candace Payne.

Approval of November 4, 2020 Meeting Minutes

Chairman Valerie Rhoades for any additions or corrections to the Minutes of November 4, 2020. A motion was made by Dave Hornung to approve the Minutes as presented. Troy McCue seconded this motion, which passed unanimously.

Financial Report – January 6, 2021

Financial Report for December 2, 2020 was approved by mail ballot. The January 6, 2021 Financial Report was emailed prior to the meeting. ECCOG Executive Director Candace Payne and Senior & Transit Services (STS) Director Debby Conrads reviewed the fund balance report and debit cards purchases with the board. Dave Hornung made a motion to accept the financial report for filing. The motion was seconded by Rhonda Brown. Motion passed unanimously.

Approval of Bills and Payroll – January 6, 2021

November payroll of \$31,800.37; bills of \$58,764.79; and debit card purchases of \$140.10 were approved by mail ballot in December. December payroll of \$32,077.41 and bills of \$66,946.75 and debit card purchases of \$2,597.35 were reviewed. Bills to be paid included the typical monthly bills, Enterprise Zone contributions, office equipment, HelpMATE provider payments, and grocery purchases for meals. Dave Hornung made a motion to approve payment of the bills and payroll. Rhonda Brown seconded the motion. A unanimous ballot was cast for approval.

UNFINISHED BUSINESS:

FTA Bus Disposition

Senior & Transit Services (STS) Director Debby Conrads reported the Cheyenne Wells bus is expected to be delivered in March 2021. This bus has been on order for over a year due to COVID and should be in service immediately following delivery.

Our Journey and Off the Beaten Trail

Executive Director Candace Payne explained work on the three 2021 Our Journey brochures featuring activities and businesses across the region is slated to start in February. Board input on the design and color scheme was requested. The consensus was to follow the same silhouette design to keep our image consistent. Printing of the *Fun, Fairs, Festival; Places* and the Our Journey museum brochures will be put out to bid for 3,000 pieces of each. Discussion continued on the promotional efforts of Danielle Dascalos for 2021 as our public relations consultant. It was decided to maintain the relationship for 2021.

Board Member Selection

The 2021 municipality nominations were completed on schedule reported Executive Director Candace Payne. The Town of Simla nominated Ryan Fulmer to fill the Elbert County position beginning March 2021. PDC's board will appoint someone to the At Large position currently filled by Troy McCue. Troy offered to continue in this role if PDC selected him. Cheyenne

County had no nomination for municipal representation at this time. The March 3, 2021 meeting will be the first meeting for any new board member. The location will be determined later based on COVID restrictions. The 2020 Board will review and may approve February 2021 bills and the financial report by mail ballot.

ECCOG Staffing and Training

Senior & Transit Services (STS) Director Debby Conrads reported all kitchen staff attended the required ServSafe training January 4-5 in Limon. This training was conducted by the new contract for a registered dietitian Sam Gross. New office staff Assistant Director Blake Sigler and Program Coordinator Sean Vanous also attended the training with Flagler's new cook's assistant Wanda Kasten. Bus drivers are still needed in Lincoln County, Flagler and Elbert County. Ads will be placed to fill these positions. Kay Campbell of Elbert County has also gone from full-time to part-time staff as of January 1st. The new Elizabeth senior center coordinator gave us notice the week she was to start in November that she could not accept the position. Her current employer gave her a huge raise she could not turn down. A new search will begin in 2021 to fill the Elizabeth senior coordinator position which includes bus driving responsibilities.

Travelstorys Update

The Travelstorys regional tour is wrapping up. The tour creation and stories are being finalized so stories may be recorded. Marketing the tour will begin in spring after geotags are tested and photos are uploaded. This whole tour should be published and ready for tourism season by March. Travelstorys is also featured on the Our Journey brochures.

Project SMILE Guest Fees

The Project SMILE meal guest fees for 2021 will remain at \$12.25 for this year. Due to COVID and the emergency need for meals, no change will be made to the guest price.

5311 CDOT Grant Update

A new contract for 5311 CDOT funding has been accepted to maintain our operations for the Outback Express transit program. Under the new contract, \$141,965 was designated for operating expenses and \$47,630 for administration costs. The end date has been extended to December 31, 2021 also. Drivers must pass a pre-employment drug test, background check, DOT physical and demonstrate a good driver motor vehicle record to be employed. They are subject to random drug test through their employment to remain on staff.

Other

NEW BUSINESS:

State Unit on Aging Onsite Audit

The 2021 State Unit on Aging audit is scheduled for June 2021. The evaluation's purpose is to ensure that ECCOG complies with the Older Americans Act. It is unknown whether this will be an on-site or desk audit depending on COVID implications stated Senior & Transit Services (STS) Director Debby Conrads. Either process will work however a request for early in June is being made so that we have depth in staff coverage to help transition as Conrads plans to retire in June.

CDOT Division of Transit and Rail Audit

ECCOG was reviewed by the 2020 Colorado Department of Transportation Division of Transit and Rail in December 2020. The audit reviewed our civil rights policy, transit policy and procedures and various impacts of COVID on our operations. There were no compliance issues sighted in the desk review however the final written document has not been received yet. A couple addresses need updated in the Title VI Plan and a three-year budget of the 5311 funds will be provided to the CDOT staff. Other minor modifications were suggested to our maintenance plan for buses. Overall, CDOT was happy with our program and our efforts to keep the program moving during COVID and employee challenges. Thanks was given by CDOT to Senior & Transit Services (STS) Director Debby Conrads for her oversight and work on the program.

ECCOG Annual Audit

The 2021 ECCOG Annual Audit will be conducted by May Jackson Hendrick, LLC for 2021. Auditor Lori Hendrick will work off sight the last week of March as usual. If COVID restrictions allow, the following week will be the onsite week, April 5-8. The audit report presentation to the board is expected in May or June.

Enterprise Zone Update

A final yearend report of Investment Tax Credits was emailed by January 6th. Investment Tax Credits for the four counties totaled \$1,194,826 from 400 certifications. Total credits claimed in our region was \$1, 326,021 including one rehab tax credit in Lincoln County. Lincoln, Cheyenne, and Kit Carson counties have been designated by state criteria as Enhanced Rural

Enterprise Zones through 2022. Any active contribution projects moving into 2021 may accept donations for 2020 through February 1, 2021. At the next meeting, a year-to-year comparison chart of EZ tax credits will be reviewed.

Nomination Committee Appointment

Chairman Valerie Rhoades asked for volunteers to serve as the nomination committee. Chris Richardson volunteered to serve as chairperson with Troy McCue, Dave Hornung and Ron Smith on the committee. They will present a slate of officers at the re-organization meeting in March 2021. The re-organization meeting is held just prior to the regular board meeting on March 3rd. Executive Director Candace Payne offered the ECCOG conferencing system to conduct a meeting in advance of the March meeting to the committee.

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

February 3 – Mail ballot

March 3 – In person at Stratton's Claremont Inn – Re-organization meeting followed by regular board session

April 7 – Mail/TC/In-person

May 5 – TC or Limon – ECCOG audit presentation?

June 2 – TC or Limon – ECCOG audit presentation?

Other

Dave Hornung reported Kit Carson County appointed Valerie Rhoades and himself to ECCOG's board and Rol Hudler and Ed Rarick to the Prairie Development Corporation board.

Ron Smith reported he was appointed to ECCOG's board also.

Ben Ferree reported Limon has some new activities and developments coming which the council is excited for.

Troy McCue reported Louie Murphey has been hired by MCC for the Limon Center.

Chris Richardson announced Elbert County has hired an economic development person funded under CARES Act. Marc Dettenrieder has come on board in January.

Valerie Rhoades explained an unemployment scam has reached our area and it appears to be based out of Nigeria or Somalia.

Adjournment

Chairman Valerie Rhoades entertained a motion from Troy McCue to adjourn the meeting. Chris Richardson seconded the motion which passed. Meeting adjourned at 8:08PM.

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