

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 JULY 7, 2021

Call to Order

Due to the absences of Chairman Valerie Rhoades and Vice Chairman Steve Burgess, Secretary Chris Richardson called the July 7, 2021, meeting of the ECCOG Board of Directors to order at 7:00 PM held at Hub City Senior Center, 220 E Ave in Limon. Attendees included: Marc Dettenrieder, Ben Ferree, Dave Hornung, Chris Richardson, Ron Smith and Scott Wills. ECCOG Executive Director Candace Payne, Senior & Transit Services (STS) Director Blake Sigler, Senior & Transit Services (STS) Assistant Director Sean Vanous, and newly retired Senior & Transit Services (STS) Director Debby Conrads were present. Rhonda Brown, Chairman Valerie Rhoades, Steve Burgess, Ryan Fulmer, Melody McKinsey and Troy Schultz were absent. Cheyenne County's municipal position is vacant currently. Kari Linker from Senator John Hickenlooper also attended as a guest.

Pledge of Allegiance

The attendees stood and pledged allegiance to the flag led by Secretary Chris Richardson.

Introductions of Guests

Secretary Chris Richardson welcomed the attendees and asked each person to introduce themselves as there were new staff and a guest present. Once roll was taken it was determined a quorum was not met. **Therefore, a mail ballot will be used to approve the agenda items discussed during the meeting and explained below.**

Approval of March 3, 2021, Meeting Minutes

The Minutes of the Re-organizational and Regular Board Meetings were reviewed. The typo in the regular Minutes was noted and corrected.

Financial Report of July 7, 2021

Financial Reports for April, May and June were approved through mail ballot. The July 7, 2021, Financial Report was distributed at the meeting. The staff reviewed the fund balances and discussed transactions with the attendees.

Approval of Bills & Payroll

March, April and May payroll and bills were approved by mail ballot. Payroll for June 30, 2021, totaled \$39,554.71 for the office and field staff. Debit card transactions were \$2,190.90 which included software license, registration for conferences, carousel web hosting, background checks, and fuel for vehicles. Monthly expenses were shown to reach \$127,786.80 which included HelpMATE vendor payments, consultant fees, raw food, staff reimbursements, rent, utilities, newspaper ads, and the payment for the Cheyenne Wells bus to Creative Bus Sales. That specific payment was made through the Advanced Payment System offered by CDOT to ECCOG and then paid to the vendor.

UNFINISHED BUSINESS:

NOTE- ECCOG 2020 Audit

Audit firm presented 2020 Audit Report at a special teleconference meeting held on June 29th at 7PM. The audit report was accepted by email ballot as presented by Lori Hendrick of May Jackson Hendrick.

FTA Update

Senior & Transit Services (STS) Director Blake Sigler drew attention to the FTA & CDOT Cert & Assurances of April 26, 2021 included in the packet that needs to be ratified. This document was signed by Steve Burgess in the absence of Chairman Valerie Rhoades at the time. The CDOT 5310 Advanced Payment Amendment giving ECCOG the right to pay for the 80% of the bus cost due at delivery using CDOT funds was discussed. This Amendment impacted the Cheyenne Wells bus order which has

since been paid. A request to ratify the amendment will be added to the mail ballot. Senior & Transit Services (STS) Assistant Director Sean Vanous shared information on the availability of buses for future purchase in light of a need for Kit Carson County. The STS director and assistant will meet with Kit Carson County commissioners at a later date to discuss this further.

Title III CARES Act Extension

Senior & Transit Services (STS) Director Blake Sigler requested the board consider ratification of the contract extension end date from 9-30-2021 to 9-30-2022 as shown in the board packet. This time extension will allow the state funds of \$189,604.68 to be used for a year longer and increased the funds \$33,702.33. In addition, the Title III funds were amended for an additional \$664,330 which is included in the packet. There was no further discussion so this agenda topic will be added to the mail ballot for the extension date and fund amount.

2021 Our Journey & Geocaching

Executive Director Candace Payne reported that the 2021 Our Journey brochures were on the table for distribution. The brochure printing was awarded to the Burlington Record, but they suffered a printer failure and the next highest bidder printed the three brochures for ECCOG. To save \$450 on shipping costs, the brochures were picked up in Colorado Springs and distribution began across the region in late May. Danielle Dascalos arranged tv interviews for Elbert County Historical Society and Bailey Saddleland Museum and a radio interview for Candace with Murphy Houston on the heritage tourism, geocaching and TravelStorys. Other activity for Our Journey and tourism included 12 video shorts with Doug Whitehead for each museum. Those videos are now posted on our YouTube channel and on the OJ webpage and any museum webpage or social media. Daily emails show geocaching is growing as people are traveling reported Executive Director Candace Payne.

Staff Update

An update on open positions within the AAA operation was shared by Senior & Transit Services (STS) Director Blake Sigler. Open positions include Cheyenne County - Cheyenne Wells coordinator, bus driver, food transporter and cook to replace Annette Weber who took a new full-time position; Elbert County - Elizabeth coordinator at the new site and bus driver to replace Kay Campbell who retired; Kit Carson County - Stratton coordinator and Flagler bus driver; and Lincoln County – Arriba and Limon bus drivers and Hugo assistant cook. The office positions are full at this time reported Executive Director Candace Payne.

TravelStorys

Executive Director Candace Payne handed out TravelStorys rack cards and the first quarter report. Work continues to involve more Colorado museums near Elbert County to engage in TravelStorys to make a connecting map across the region. More engagement is being shown across the state. Advertising will boost the local economies when the in-app ads are sold to cover the annual fee for application.

2020 State Unit on Aging (SUA) Desk Evaluation

Included in the packet is the June 2021 SUA Desk Evaluation report showing no compliance concerns. During the audit we followed up on late or missing assessments and verified health inspection items were addressed. Both items were cleared during the audit time period. As more funds are awarded to AAA, Executive Director Candace Payne asked the board if they thought avoiding a Single Audit threshold should be avoided or if staff should use the funds that may trigger a Single Audit. The board's direction was to use the funds appropriately and if the Single Audit was required, so be it.

Material Aide (aka HelpMATE)

An oral report of the HelpMATE funds expended for hearing aids, glasses, dentures, and assistive devices was given by Senior & Transit Services (STS) Director Blake Sigler. The forty clients served in the region included: \$7,508.50 for eye care; \$5,793 for dentures; \$32,000 for hearing aids; and \$1,118.09 for assistive devices for a total of \$46,419.59 since July 1, 2020, to June 30, 2021. Board members requested more HelpMATE information which will be emailed this week as funds are available to be used.

CDBG Contract Update

The Community Development Block Grant amended contract for \$406,000 from Fall of 2020 has been received. These funds provide \$350,000 in loan funds and \$56,000 for earned administration funds all connected to job creation or expansion in the region. Prairie Development Corporation's loan programs lend these dollars into the communities and then it revolves back in the fund as less restrictive funds to facilitate business growth.

Other

NEW BUSINESS:

EDA Economic Adjustment Award & Planning Grant

Executive Director Candace Payne updated the board on both the Economic Development Administration Economic Adjustment Award and the Planning Grant as the consultant work continues to update our Comprehensive Economic Development Strategy (CEDS). During the last six weeks, four SWOT (Strength, Weakness, Opportunity and Threat) analysis Zoom meetings were conducted in the evening with low participation. Therefore, an online survey was created and shared individually to the counties, towns, banks, schools, healthcare facilities, non-profits, workforce offices, and many others which gained over 35 responses to the SWOT. This feedback will be incorporated into the CEDS which will be offered for a 30-day public comment period from July 23-August 21 supplemented with a public hearing call on August 20th at 9AM. The board was reminded their adoption of the CEDS and its resiliency plan is required before the submission date of Sept 30, 2021. The CEDS will be provided to the board in various methods for review before the anticipated September 1st ECCOG board meeting.

5311 Coronavirus Response and Relief Supplemental Appropriations Act Contract

Senior & Transit Services (STS) Director Blake Sigler directed attention to the 5311 CRRSAA contract for 10/1/2020 – 12/31/2022 which was included in the packet. The \$36,603 Administration portion of this new fund will be supplemented with \$109,809 in Operating funds for the total contract of \$146,412. This agenda item also needs ratified and will be added to the mail ballot.

Project SMILE Meals

As congregate meal sites were eligible to reopen on May 10, 2021, with a written protocol, Senior & Transit Services (STS) Director Blake Sigler happily reported we are open and seeing an increase in numbers. However, the previous participation rates are not as high as they used to be. Staffing needs were discussed earlier and any board assistance to fill positions is appreciated. In light of Debby Conrads' retirement, a bank resolution to authorize Senior & Transit Services (STS) Director Blake Sigler to sign on the SMILE bank accounts was presented. Executive Director Candace Payne explained the bank names were inclusive of all branch locations in the region to avoid returning to the board if a bank opened a new branch in the region. The board agreed to add this item to the mail ballot which authorizes Chairman Valerie Rhoades to sign the resolution on behalf of the ECCOG board.

Letter of Support DOLA Application for Limon

The Town of Limon's application for DOLA's COVID-19 Resiliency and Recovery Roadmap funds has been approved. ECCOG submitted a Letter of Support for the application as did Prairie Development Corporation.

2021 SUA Ombudsman

Senior & Transit Services (STS) Director Blake Sigler reported Louise Mills has accepted the role of Regional Ombudsman to replace Debby Conrads who retired. Colleen Simon of Stratton has been hired to serve as ombudsman in Kit Carson County and is finishing her job shadowing with Louise Mills this month.

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

Aug 4 – Mail Ballot

Sept 1 – In person/TC for CEDS approval

Oct 6 – TC/In person/Mail

Nov 3 – In person at Stratton Claremont Inn

Dec 1 – Mail Ballot

Other

Kari Linker reported on activity Senator John Hickenlooper has taken including being hosted in Hugo and Limon last week. They toured the Hugo hospital and various Limon locations such as What's the Scoop, Wind City and the KOA Campground where they learned more about the businesses developed by Roger Guzman. During the tour and community listening session later in the day, the senator heard concerns regarding the funds coming to the towns where capacity to handle funds was limited. The day ended with a tour of Rush Creek before they traveled to Washington County and listened to the northeast region's commissioners and topics related to agriculture, Republican River Compact, and mental health issues. Morgan County and Town of Wiggins also provided valuable information on its challenges and provided a feed lot tour.

Secretary Chris Richardson then presented Debby Conrads with a certificate of recognition for her 24 years of commitment to the ECCOG region and its residents. Debby received a gift from the board of an outdoor recliner and outdoor lights in addition to the staff potluck lunch the week before. At the lunch, Debby received special gifts to help her enjoy her retirement with a cozy blanket, candle, drink carafe, and chocolates. All these gifts were given in a special plant container for the outdoors. Congratulations and thanks were given to Debby by the board and guests.

Adjournment

Secretary Chris Richardson declared the meeting adjourned as there were no more items to bring to the board. Meeting adjourned at 8:42PM.

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