

# EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS

COLORADO'S CENTRAL PLAINS



128 Colorado Ave • Box 28 • Stratton, Colorado 80836 • 719-348-5562 • (FAX) 719-348-5887 • [www.eccog.com](http://www.eccog.com)

## EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES NOVEMBER 10, 2021

### Call to Order

Chairman Valerie Rhoades called the November 10, 2021, meeting of the ECCOG Board of Directors to order at 7:24 PM held at the Claremont Inn in Stratton, CO. Attendees included Directors Steve Burgess, Ben Ferree, Ryan Fulmer, Marc Dettenrieder, Dave Hornung, Chris Richardson, Troy Schultz, and Ron Smith. ECCOG Executive Director Candace Payne, Senior & Transit Services (STS) Director Blake Sigler and Senior & Transit Services (STS) Assistant Director Sean Vanous attended. Director Rhonda Brown was absent. Board vacancies as of today include Cheyenne County's municipalities, Lincoln County business, and Elbert County business. These vacancies will be filled by March 2022.

### Pledge of Allegiance

The Pledge was recited as a group.

### Introductions of Guests and Roll Call

While waiting for dinner, introductions were made and roll was documented on the attendance form. A quorum was declared.

### Approval of October 6, 2021, Meeting Minutes Notes

The Minutes/Notes of the October regular meeting were sent in the board packet. Director Steve Burgess made a motion to approve the Minutes/Notes as presented. Director Marc Dettenrieder seconded the motion, which passed unanimously.

### Financial Report of Nov 3, 2021

The Financial Report for October 6, 2021 was approved via mail ballot. The November 3, 2021, Financial Report was reviewed at the meeting. Executive Director Candace Payne recapped the fund balances, payments, and receipts noting large payments or unusual items. Director Dave Hornung made a motion to accept the financial report. Director Chris Richardson seconded the motion. Motion passed unanimously.

### Approval of Bills & Payroll

Payroll for September 30, 2021 was approved by mail ballot. The October payroll totaled \$40,140.18 for the office and field staff. Debit card transactions were \$7,005.07 which included conference registrations and training, COG car repairs, Carousel web hosting, background checks, raw food, subscriptions/dues, and SMILE meals. Monthly expenses were shown to be \$67,027.75 which included HelpMATE vendor payments, consultant fees, raw food, staff reimbursements, rent, utilities, and marketing. Director Dave Hornung made a motion to ratify the payment of payroll and Accounts Payables. Director Chris Richardson seconded the motion. Motion passed unanimously.

### UNFINISHED BUSINESS:

#### State Coronavirus Vaccine Funding

Senior and Transit Services Director Blake Sigler reported on the vaccine funding. Executive Director Candace Payne and Chairman Valerie Rhoades signed the vaccine contract for \$9,549. The fully executed contract is available for the term of 10/15/21 to 09/30/22. These funds will be used in a statewide vaccine outreach marketing campaign conducted by Colorado Association of Area Agencies on Aging (C4A). C4A has selected Merritt & Grace as the marketing agency to carry out the statewide vaccine outreach effort. The goals of the fund are to increase awareness of local COVID-19 vaccination resources and increasing the number of vaccinated 60+ individuals.

#### Comprehensive Economic Development Strategy

Executive Director Candace Payne explained the Comprehensive Economic Development Strategy has been formally approved by Economic Development Administration staff. The CEDS has been posted online at the national website and on COG's website as required. Future steps include working within the region to further the needs identified in the CEDS such as workforce development, housing, childcare and infrastructure. The goals for the CEDS remain unchanged and are used for Enterprise Zone contribution project applications that coincide with these goals.

### **AAA Staffing Update**

An update on staffing was provided by Senior and Transit Services Director Blake Sigler. Deanna Curry of Stratton was hired as the Stratton Senior Services Coordinator. Deanna is replacing Marylin Gray as of 11/22/21. Teena Ludwig of Hugo has accepted the Lincoln County driver position. Teena is completing the Outback Express driver hiring process. Open positions include Elbert County driver for a second route, Cheyenne Wells Senior Coordinator, and Cheyenne County driver.

### **Division of Transit and Rail December 3, 2020**

Senior and Transit Services Director Blake Sigler directed attention to the CDOT remote evaluation letter in the packet. This evaluation was conducted on December 3<sup>rd</sup>, 2020 to ensure ECCOG's compliance with CDOT and FTA policies and regulations. There were no formal findings, but recommendations were made to improve information. The Federal office address in the Title VI policy needed changed and the "ADA reasonable accommodation" clause was needed on the ECCOG website.

### **State Unit on Aging 2021 Performance Measures**

The State Unit on Aging Performance Measures report was also included in the packet. Senior and Transit Services Director Blake Sigler discussed the 2021 Performance Measures findings. The region successfully met all survey requirements, including achieving over 90% positive response rates on all services and met the requirements of its other two performance measures. Opening the Elizabeth meal site in January 2022 was one goal that helped ECCOG accomplish the performance measure to increase participants and expand services in the region. The announcement was made that Elizabeth's first meal is scheduled for January 5, 2022.

### **ECCOG Board Members**

Municipal nominations are open for the Cheyenne County position as the only position to be filled in 2022. Executive Director Candace Payne reviewed the nomination process and deadlines set. Due to the resignations of Melody McKinsey of Lincoln County and Scott Wills of Elbert County, two private business positions will also be filled by March 2022. Director Steve Burgess suggested of a Lincoln County business owner to replace Melody.

### **NEW BUSINESS:**

#### **ECCOG Policy Amendment**

Executive Director Candace Payne provided a brief overview of the Personnel Policies & Procedures Manual Reimbursement Policy. The meal reimbursement section has not been updated since 1998 and costs exceed the per diem for travel outside the region. The request was made to increase meal allowance to \$16.00 for breakfast; \$17.00 for lunch; and \$31.00 for dinner from the previous amounts of \$7.00, \$9.00, and \$16.00, respectively. During discussion, Director Ben Ferree asked for clarification on the travel distance which earns meal reimbursement. That distance is 100 miles one way from Stratton. Director Ryan Fulmer made a motion to decrease the mileage distance to 50 miles from Stratton and increase the meal reimbursement amounts to \$64.00 per day as presented effective January 1, 2022. Director Ben Ferree seconded the motion which passed unanimously. Executive Director Candace Payne thanked the board for their support which eases a financial burden on staff when traveling to events and for training.

#### **Senate Bill 290 Security for Colorado Seniors**

Senior and Transit Services Assistant Director Sean Vanous updated the board on SB 290 projects. Cheyenne Wells & Stratton senior centers have submitted full proposals and bids to our AAA. Burlington & Flagler senior centers are awaiting final estimates for their projects before submitting their proposals. The application due date for the grant is December 20<sup>th</sup>, 2021. Applications will be reviewed by the State Unit on Aging and awards will be given over the next few months. Director Ben Ferree encouraged everyone to review of grant funding guidelines carefully to prevent the loss of local decision making and to keep compliance burden to a minimum.

#### **Enterprise Zone Contribution Projects**

Five contribution projects set to expire on December 31, 2021 submitted a one-year extension due to COVID impacts still effecting operations and donor support. Executive Director Candace Payne explained the extension letters go to the state Economic Development Commission and should be approved at their November 18<sup>th</sup> meeting. The 2022 EZ Administrative Grant has been offered for the same amount as previous years at \$21,000, which is matched by ECCOG dollar for dollar to

perform the work of the East Central EZ. The tasks performed include verification of pre-certifications and certifications for tax credits, contribution projects approval and donation processing, and marketing of the Enterprise Zone. Local Marketing Match funds are used to match the EZ Administrative Grant monies.

### **Our Journey Year End Summary**

Provided in the handouts was the final year-end report from Danielle Dascalos. Executive Director Candace Payne commented that Danielle's efforts were good this year but looks forward to improvements in 2022. Early in 2022, Danielle and Executive Director Candace Payne will meet to discuss the plans and promotions for our regional tourism program. Danielle also works with Lincoln County Tourism and has promoted other activities as she has good connections with media which has been our justification for her work with ECCOG.

### **2022 Budget**

Executive Director Candace Payne reviewed the 2022 Budget emailed to the board on November 8<sup>th</sup> for review in advance of this discussion. After a brief discussion that the budget is relatively unchanged from 2021, Director Dave Hornung made a motion to adopt the 2022 Budget as presented. Director Steve Burgess seconded the motion. Motion passed unanimously.

### **Broadband**

Executive Director Candace Payne presented information received from a consultant to further the broadband effort in Region 5. The consultant reached out to ECCOG as they are working in other regions and want to help ECCOG map connectivity, conduct stakeholder and outreach meetings, research grant opportunities, aid communities in opting out of SB 152, and overseeing fundraising and construction of mile-mile and last-mile builds. After discussion, the board felt the consultant services were not warranted as the local internet providers are expanding services in the region and offering pretty good coverage. The consultant will be notified of the board's decision.

### **Bylaws**

At the October meeting where a quorum was not met after the attendees arrived in Limon, the quorum requirement in the Bylaws was discussed. Currently, the Bylaws state a 2/3 majority is needed to conduct business and at times reaching the quorum has been a concern. Executive Director Candace Payne asked if changing the meeting date, time or location would improve attendance, but no one felt that would help. Discussion continued about the methods of teleconference, in-person and mail ballot frequency and how often each should be used. The final decision was to keep the meeting date of the first Wednesday of each month at 7 PM and have at least one in-person meeting per quarter, if weather allowed. Supplementing that method with mail ballot and teleconferences received board approval. Director Steve Burgess suggested meetings have an additional purpose like a business tour before dinner and rotating to other locations beyond Limon to learn about the region.

### **Other**

Main Street Open for Business grant awards were reported by Executive Director Candace Payne. Flagler received \$146,135 for three businesses for façade and energy-efficiency improvements. Hugo received \$602,169 for their downtown businesses for energy-efficiency improvements, decorative awnings, and signage to make businesses more visible from Highway 287.

In honor of Veterans' Day, Chairman Valerie Rhoades asked the board if there were any service members in our midst. Directors Steve Burgess and Chris Richardson have served our country previously. Carousel Quilters' Guild members, Chairman Valerie Rhoades and Executive Director Candace Payne, help make quilts to recognize veterans who have served. Chairman Valerie Rhoades mentioned that the guild desires to add veterans to the list for future presentations so please let her know of veterans in the region that could be recognized. Thanks was given to the service members who serve on ECCOG's board.

### **Next Meeting Dates/Locations (1<sup>st</sup> Wed of each month)**

Dec 1 – Mail Ballot

Jan 5, 2022 – TC

Feb 2, 2022 – Mail ballot

March 2, 2022 – In-person TBD

### **Adjournment**

Chairman Valerie Rhoades received a motion to adjourn by Director Ryan Fulmer. Director Troy Schultz seconded the motion which passed unanimously. Meeting adjourned at 9:23PM.

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