

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 5, 2022

Call to Order

Chairman Valerie Rhoades called the January 5, 2022, meeting of the ECCOG Board of Directors to order at 7:00 PM held as a teleconference. Attendees included Directors Rhonda Brown, Ben Ferree, Ryan Fulmer, Marc Dettenrieder, Dave Hornung, Chris Richardson, and Troy Schultz. ECCOG Executive Director Candace Payne, Senior & Transit Services (STS) Director Blake Sigler and Senior & Transit Services (STS) Assistant Director Sean Vanous attended. Directors Steve Burgess and Ron Smith were 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. Due to the predicted freezing temperatures and snow expected after 4PM, the call was conducted from the safety of home this evening for all attendees.

Pledge of Allegiance

The Pledge was not recited due to the nature of the meeting.

Introductions of Guests and Roll Call

A quorum was declared as roll was called with eight directors present. There were no guests on the call.

Approval of November 10, 2021, Meeting Minutes

The Minutes of the November regular meeting were sent in the board packet. Executive Director Candace Payne requested the Minutes be modified in the Performance Measures paragraph to read on January 5, 2022, Elizabeth meal site would host their first gathering. Director Dave Hornung made a motion to approve the Minutes as modified. Director Chris Richardson seconded the motion, which passed unanimously.

Financial Report of January 5, 2022

The Financial Report for December 1, 2021 was approved via mail ballot. The January 5, 2022, Financial Report was emailed earlier today and subsequently reviewed during the meeting. Executive Director Candace Payne recapped the fund balances, payments, and receipts noting large payments or unusual items. Two Enterprise Zone contributions were received in December. Director Dave Hornung made a motion to accept the financial report. Director Marc Dettenrieder seconded the motion. Motion passed unanimously.

Approval of Bills & Payroll

Payroll and bills for November 30, 2021, were approved by mail ballot. The December payroll totaled \$36,875.74 for the office and field staff. Debit card transactions were \$1,397.82 which included computer equipment, Carousel web hosting, and Zoom license subscription. Monthly expenses were shown to be \$62,813.45 which included HelpMATE vendor payments, EZ contributions, 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 Marc Dettenrieder seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

Senate Bill 290 Security for Colorado Seniors

Senior and Transit Services Assistant Director Sean Vanous reported four SB 290 applications were submitted prior to the December 20, 2021, deadline. The four applications were for Flagler, Stratton, Burlington, and Cheyenne Wells senior centers. Use of funds included roof resealing, window replacements, handicap-assisted door actuators, flooring replacement, HVAC, lighting, and one large expansion for one site. The total requested amount for the proposals equaled \$491,564.00. The applications are under review now.

Our Journey and Off the Beaten Trail

Executive Director Candace Payne requested input on a type of Our Journey outreach kit as the current model had multiple brochures or items that need updated or replaced (i.e., song CD) and the time is right to consider a new outreach idea. Working with a new vendor was discussed as methods and design change and may include technology. An initial conversation with Richard Carraro, creator of the well-known Snack Wells cookie ad, was held in December. His \$10,000 bid for a new campaign to include brochures, website images, photos and creative design was directed to Our Journey. The board was solicited for other ideas which could be shared at a later time or via email. Chairman Valerie Rhoades expressed support for less paper and technology-driven methods. Director Troy Schultz supported the idea of a digital app as people become more tech savvy. Bids for the new year's brochures will be used as grant funds support the promotion of Our Journey and Off the Beaten Trail. The annual OJ museum report was provided and reviewed.

Material Aide (aka HelpMATE)

Senior and Transit Services Director Blake Sigler reported the funds expended in the first six months of this fiscal year totaled \$27,002. Expenditures included: assistive devices for \$194; eye care for \$6,181; dental for \$1,287; and hearing aids of \$19,400. Recently, a consumer requested information on a hearing impairment phone which staff is researching.

ECCOG Board Members

Executive Director Candace Payne explained the open positions for the ECCOG Board as Cheyenne County Municipality, Lincoln County Private Business and Elbert County Private Business. The current board members will receive the February mail ballot and the new board members would be onboard for March 2022. Outreach has been conducted and the seats should be filled by March.

ECCOG Staff

An update on AAA staffing was provided by Senior and Transit Services Director Blake Sigler. Open positions include Elbert County Bus Driver for a second route, Cheyenne Wells Senior Center Coordinator, and Cheyenne County Bus Driver. In Kit Carson County, a driver is needed for the Burlington route as James Mitchell has stepped down as a driver however, he remains the Burlington Senior Center Coordinator. (Note: Bus Driver positions are open in Flagler and Arriba also.)

Community Development Block Grant Request

Executive Director Candace Payne reviewed the ECCOG Board's email approval of the additional CDBG \$200,000 loan funds supported by Prairie Development Corporation's Board to be documented now in the Minutes. As sub-grantees, ECCOG and PDC requested Lincoln County Commission draw upon the funds to help local businesses impacted negatively by the pandemic. Lincoln County Commission approved the request and submitted their letter to the state CDBG manager on December 29th. We await the funds to be pledged in a separate line item in the CDBG portal.

Genoa Tower Letter of Support

For documentation purposes in the Minutes, the Genoa Tower Letter of Support from ECCOG has been provided to World's Wonder View Tower of Genoa, a non-profit, for the Economic Development Administration grant. The funds would be for infrastructure to provide needed water, sewer and power to the tourism location in Genoa. The anticipated application amount is \$1,700,000 to be submitted in January 2022. Spring 2022 would be the announced award.

NEW BUSINESS:

2021 ECCOG Audit

May Jackson Hendrick, LLC has been engaged to conduct the 2021 Audit starting off site on March 21st with the following week as onsite. The audit report may be presented to the board at the June meeting which may be a conflict with the Colorado Counties Inc. conference. Discussion on reaching a quorum for the audit presentation was held and the June meeting could be changed to ensure a quorum is reached.

Enterprise Zone

A yearend report of Investment Tax Credits and other credits will be emailed after the meeting. Executive Director Candace Payne stated Enhanced Rural Enterprise Zones state criteria has not changed so Cheyenne, Lincoln and Kit Carson Counties remain in this EZ designation. This designation offers additional tax credits and higher limitations on certain credits for businesses in these three counties. Unfortunately, Elbert County is not a qualified county.

Title III American Rescue Plan Act (ARPA) Contract

Word has been received that we are eligible to accept ARPA funds under the Title III program which provides senior services programs. The new contract is expected any day reported Senior and Transit Services Director Blake Sigler. No information has been shared with staff on the amount or requirements however, electronic signatures are needed from Chairman Valerie Rhoades and Executive Director Candace Payne to execute the new funds in 2022. After a brief discussion, Director Dave Hornung made a motion to authorize the two signers to execute the contract once reviewed. Director Troy Schultz seconded the motion. Motion passed.

Policy & Procedures Manual

Executive Director Candace Payne led discussion of the new labor laws that affect ECCOG's operation including the removal of the "use it or lose it" annual leave/vacation policy in Colorado. ECCOG has separate "buckets" of time called annual leave/vacation, sick and holiday which would require annual leave/vacation to be paid out upon leaving our employment. Sick and holiday time are not required to be paid upon termination. A policy change was discussed which included establishing an annual leave/vacation accrual limit of 120 hours like sick time that has a 240-hour cap. Full-time staff working 32-hour per week would continue the 80% time accrual method. Once the cap is reached, no additional hours accrue until time is used in that bucket. Part-time employees (those working less than 32 hours per week) are eligible to earn one hour of sick time for every 30 hours worked with an annual cap of 48 hours which may be carried over to the following year. All holiday, sick and annual leave hours are tracked and reported to the employees on paystubs. Executive Director Candace Payne explained that the current annual leave accrual was set at 7 hours per month for full-time staff. After a brief discussion of why this leave was set at 7 hours compared to sick leave accrual of 8 hours per month, the board determined eight hours was more reasonable and a policy change would be prudent. Director Dave Hornung made a motion to accept the policy changes as presented including sick leave accrual, annual leave cap at 120 hours annually with allowed carry forward of 120 hours, and full-time staff currently earning 7 hours of annual leave per month effective January 1, 2022 will earn 8 hours, as will future full-time hires. Director Rhonda Brown seconded the motion, which passed unanimously.

Discussing a remote work option was held as ECCOG's Fiscal Officer requested to work from home beyond the pandemic emergency. It was further explained that this employee comes in each day to pick up or drop off files and documents. Personnel and business files are maintained at the office, but some files may temporarily leave the office throughout the week. Executive Director Candace Payne explained she spoke with the auditor on this practice whose concerns were minimal on privacy, availability for daily needs and productivity. Five directors expressed support for allowing work from home based on their personal work experience. In the past, other employees have worked from remote locations for periods of time including the PDC Loan Manager and the former Fiscal Officer. Most positions do not work well to be outside the office given the number of files, client appointments, drop-in visits, phone calls and multi-tasking. The Fiscal Officer position is an exception because they do not work with the public. During any audit, work from the office will be required. Chairman Valerie Rhoades stated a quarterly review of the arrangement might be beneficial to all involved. After a detailed discussion, the board felt only a change to the Fiscal Officer's Job Description would be necessary, which will be done in January 2022.

Bylaws Modifications

Executive Director Candace Payne stated a change to Article IV Meetings, Section 1 of ECCOG's Bylaws was needed to make the Annual Meeting to be held in March of each year and address quarterly meetings as a frequency. Officer elections are held once the new board members are seated in March of the year following commission appointments held in late January of the same year. Director Dave Hornung made the motion to designate March as the annual meeting month and quarterly meetings. Director Rhonda Brown seconded the motion. Motion passed unanimously.

Articles of Association Modification

Executive Director Candace Payne explained a modification to the Articles is needed to address the meeting frequency and type. In Article VI Meetings, she recommended a modification of the language to read: shall have at least one meeting per **quarter** (replace month with quarter) to reflect the current situation of using a mail ballot when no public meeting is held. In-person or teleconference calls would be considered public meetings. Director Chris Richardson moved to adopt the language as presented. Director Dave Hornung seconded this motion, which passed unanimously.

Nomination Committee Appointment

Chairman Valerie Rhoades appointed a nomination committee to present a slate of officers at the March 2022 Re-organization meeting. Directors Chris Richardson, Dave Hornung, and Steve Burgess were appointed by Chairman Valerie Rhoades to serve on this committee with her as committee chairman. The re-organization meeting will be held just prior to the regular board meeting on March 2nd.

Other

No other business was brought before the board.

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

Feb – Mail Ballot

March 2 – Location TBD but in-person in Limon most likely with new members present

April 6 – Mail/TC/In Person – TBD

May 4 – TC or In Person – TBD

June 1 – TC or In Person – TBD Audit presentation? – Conflict with CCI which will impact the four commissioners - Discuss in March

Adjournment

Chairman Valerie Rhoades received a motion to adjourn by Director Ryan Fulmer. Director Ben Ferree seconded the motion, which passed unanimously. Meeting adjourned at 8:39PM.

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