

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 JUNE 8, 2022

Call to Order

Due to a lack of attendees, a quorum was not reached. Chairman Chris Richardson opened the June 8, 2022, meeting of the ECCOG Board of Directors at 7:04 PM held at TA Truck Stop in Limon, CO. Attendees included: Chris Richardson, Steve Burgess, Dave Hornung, and Derek Isom as directors. ECCOG Executive Director Candace Payne and Senior & Transit Services (STS) Director Sean Vanous were present. Directors Rhonda Brown, Marc Dettenrieder, Ben Ferree, Ryan Fulmer, Carmen Halde, Valerie Rhoades, Troy Schultz, Ron Smith, and Megan Vasquez were unable to attend. A mail ballot will be prepared for any approval of agenda items after the meeting.

Introductions of Guests and Roll Call

Roll was called by Executive Director Candace Payne to determine a quorum was not met. Lori Hendrick from the audit firm May Jackson Hendrick was present.

2021 ECCOG Audit Presentation

Auditor Lori Hendrick was given the floor to share the 2021 ECCOG Audit Report although a quorum was lacking. There were no findings in the report as ECCOG was given a clean opinion. The auditor reviewed the Basic Financial Statements and Supplemental Information, two Adjusting Journal Entries, Management Discussion and Analysis, and the Management Representation letter from the audit firm. The directors received explanation on the lease recording that both ECCOG and Prairie Development Corporation will use in 2021. A review of the current lease between ECCOG and Prairie Development Corp for the office space will be done in 2021 and a five-year end date will be considered. Once the board approves the audit, Mrs. Hendrick will prepare the final audit report and submit the filing to the state. Chairman Chris Richardson thanked Auditor Lori Hendrick for her time in auditing our programs. The mail ballot form will be used to approve the audit report for filing and Auditor Lori Hendrick will be notified when that occurs.

Approval of May 4, 2022, Meeting Minutes

The Minutes of the May 4, 2022, regular meeting were provided in the board packet. The Minutes approval will be added to the mail ballot.

Financial Report of June 8, 2022

The Financial Report for June 8, 2022 was distributed at the meeting. Executive Director Candace Payne recapped the fund balances with input from Senior & Transit Services Director Sean Vanous. Some funds expire at the end of June but new contracts will replace many funds. The EDA Planning Grant ends June 30th and the new contract award is expected before June ends. The report will be added to the mail ballot.

Approval of Bills & Payroll

Payroll and bills for May 31, 2022 were reviewed with the attendees. The May payroll totaled \$35,840.39 for the office and field staff. Debit card transactions were \$770.02 which included Carousel web hosting, EDCC and Mountain Connect conference registrations, and multiple payments to CBI for background checks on volunteers. Monthly expenses were shown to be \$80,690.28 which included HelpMATE vendor payments, EZ contributions, consultant fees, raw food, staff reimbursements, office rent, utilities, and marketing expenses. The payments will be added to the mail ballot.

UNFINISHED BUSINESS:

COG Staffing Update

Senior & Transit Services Director Sean Vanous reported a driver for Elbert County has been hired. Many of the same field staff positions as last month are vacant. Senior and Transit Services Assistant Director position has been filled by Tiegen

Steele as she had experience in several programs. The high school student position is filled by Piper Witzel and she started working this month reported Executive Director Candace Payne. The Special Projects Assistant position will be advertised next.

2022 Enterprise Zone Contribution Project

The World's Wonder View Tower in Genoa was approved by the Economic Development Commission reported Executive Director Candace Payne. The Tower is already being promoted and donations are expected to start coming in this month. Two other projects were mentioned to be in the application process and will be presented later this summer for board approval. Five projects end in December and should start new applications in fall 2022.

Energize Colorado Gap Funds

Work continues with Prairie Development Corporation and Energize Colorado Gap Funds to award grants to local businesses in ten counties and now across the state. Executive Director Candace Payne and other ECCOG staff have processed multiple applications to award funds that expire June 30th. Prairie Development Corporation will finish processing applications and granting funds by end of July and will earn administration funds to cover expenses like payroll, postage and printing costs. There remains about \$5 million dollars to award in June.

EDA CARES and Planning Grants Update

The EDA CARES funding set to expire on June 30, 2022 was extended to December 31st. Funds should be fully expended before November and project closeout will be conducted then.

The Planning Grant application for 2022-2025 has also been submitted. A correction to the match amount was submitted in early June to the amount of \$48,125. The application is now at the legal department being reviewed. Award announcement is expected before June ends.

Broadband

Executive Director Candace Payne reported her attendance at Mountain Connect was busy with discussion on BEAD. BEAD stands for Broadband Equity, Access and Deployment which is a hot topic across the country. Work with the state broadband office will commence with the new contact person, Brandy Reitter, who spoke at Mountain Connect about Colorado's plan to get their piece of the fund pie. Broadband.Money is a website helping direct applicants to funds and all ISPs are encouraged to sign up on this website to be informed. Counties and municipalities may also sign up to stay informed.

Internal Controls Procedures

At the last COG meeting, Director Steve Burgess suggested opening a credit card account to replace the debit cards for staff. An application was submitted to the bank, but a current audit report is needed for the application. Follow up with proceed once the audit report is approved.

NEW BUSINESS:

Title III & VII and State Funding for Seniors Amendment #2

Senior and Transit Services Director Sean Vanous stated another amendment from the Office of Adult, Aging and Disability Services to add \$656,859 to our existing contract should be out for signing by June 30th. This will bring the total contract to \$2,225,828.41 through 2023. After a brief discussion, the authorization for Chairman Chris Richardson and Executive Director Candace Payne to sign and accept the funds will be added to the mail ballot. This contract helps pay for services like elder abuse, ombudsman, meals, and homemaker.

Our Journey PR Report

The initial 2022 report from Danielle Dascalos was distributed at the meeting talking about Play the Plains. Elbert County is the first county covered in this promotion to come play, stay and eat in the region. Each county will have its own promotion through the summer and Facebook posts are being "boosted" to reach a larger demographic at minimal costs. The website sliders are also being updated by the web hosting company.

Other

Juneteenth Holiday – Through an email vote, the board did not add Juneteenth to the holiday schedule. Operations will continue as normal on June 19th observed on June 20th.

Part-time Salary Schedule – Executive Director Candace Payne provided a copy of the salary schedule to add the Office Assistant position filled by the high school student to the chart. The position will start at \$14.00 per hour and not earn benefits for the less than 30 hours per week position. This agenda item will be added to the mail ballot and be effective June 1, 2022.

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

July 6 – In person in Elbert County to view the museum, eat dinner and meet at the county office

August 3 – Mail ballot

Sept 7 – In person TBD

Adjournment

Chairman Chris Richardson ended the discussion at 9:12PM.

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