

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 SEPTEMBER 7, 2022

Call to Order

Chairman Chris Richardson called the September 7, 2022, meeting of the ECCOG Board of Directors at 7:00 PM held as a teleconference meeting. The Stratton office was open for public audience with Executive Director Candace Payne as hostess.

Pledge of Allegiance

Chairman Chris Richardson asked the attendees to recite the Pledge of Allegiance with him.

Introductions of Guests and Roll Call

Roll was called by Executive Director Candace Payne to determine a quorum was met. Attending directors included: Chris Richardson, Steve Burgess, Marc Dettenrieder, Ryan Fulmer, Carmen Halde, Dave Hornung, Derek Isom, Valerie Rhoades, and Ron Smith. ECCOG Executive Director Candace Payne and Senior & Transit Services (STS) Director Sean Vanous were on the call. Directors Rhonda Brown, Ben Ferree, Troy Schultz, and Megan Vasquez were unable to attend.

Approval of July 6, 2022, Meeting Minutes

The Minutes of the July 6, 2022, regular meeting were provided in the board packet. Director Steve Burgess made a motion to accept the Minutes as presented. Director Dave Hornung seconded this motion, which passed unanimously.

Financial Report of September 7, 2022

The Financial Report dated September 7, 2022, was emailed before the meeting. Executive Director Candace Payne recapped the fund balances with Senior & Transit Services Director Sean Vanous. Drawing attention to the Remaining Budget balances, it was noted that several funds carry large balances however it is not expected to expend it all as the American Rescue Plan Act funds will expire and not be replenished. Director Dave Hornung made a motion to accept the financial report for filing. Director Marc Dettenrieder made a second of the motion. Motion carried.

Approval of Bills & Payroll

Payroll and bills for August 31, 2022, were reviewed with the attendees. The August payroll of \$35,629.24 was for the office and field staff. Credit card payments of \$2,520.00 included CBI background checks, car repairs and bug treatment. There were no debit card expenses as credit cards are being used now. Expenses paid for August 31st totaled \$89,957.91 included standard vendor payments, employee reimbursements, monthly utilities and SB 290 project reimbursements. Director Dave Hornung made a motion to ratify the payment of payroll and bills as presented. Director Marc Dettenrieder seconded the motion, which passed unanimously.

UNFINISHED BUSINESS:

COG Staffing Update

Senior & Transit Services (STS) Director Sean Vanous reported two new hires are on staff in Cheyenne Wells as of September 1st filling the Head Cook and Assistant Cook positions. They are in training now and will begin meal service on September 12th initially to Cheyenne Wells. Meals to Kit Carson residents will be initiated again as well. Our Senior and Transit Services Assistant Director position is open but filling a Program Coordinator role to ease into the programs and services might allow someone to promote from within after a time of service. One application has been received as advertisements ran only this week due to holiday and email delays. A driver is needed for the Simla/Matheson Hwy 24 route so ads will run this month to restart the search for Elbert County.

State Unit on Aging On-site Evaluation Report

Provider evaluations are being scheduled and conducted in September reported Senior and Transit Services Director Sean Vanous. A notice was received that our State Fiscal Year 2023 review is now scheduled for January 9th instead of March as originally planned.

Energize CO Gap Funds

Executive Director Candace Payne reported on the Energize Colorado Gap Funds grants awarded in Region 5 totaled \$145,000 to 27 businesses while the six counties to our north border received \$185,000 for 37 applicants. In total \$3,030,236.76 of grants were made by Prairie Development Corporation which earned PDC unrestricted administrative funds of \$121,000. The administrative funds cover the cost of processing the applications, issuing the checks or ACH payments and the follow up reporting of 1099s. The final expenses of administrative costs is not known at this time as work continues on this project.

Senate Bill 290 Update

Senior and Transit Services Director Sean Vanous updated the attendees on the Senate Bill 290 projects. Flagler's project is on hold until spring 2023 to break ground and complete the project more efficiently. Flagler did install the air conditioning unit because it failed already. Stratton is moving along and Cheyenne Wells is just getting started. Burlington's McArthur Center has not started but will later this month and be completed by the end of December 2022. Of the \$491,584 awarded to the four projects, only \$37,211.11 has been expended.

NEW BUSINESS:

2023 Dues - Handout

Included in the board packet was the 2023 ECCOG Contributions chart also known as the dues chart. Executive Director Candace Payne explained the population estimates were provided by the state demography office as normal and there were no changes to the formula. Elizabeth had the largest population increase and therefore their dues increased the most. Overall, the total dues increased \$400 with the municipalities incurring the increase. Director Dave Hornung made a motion to adopt the 2023 Contribution or Dues chart as presented. Director Steve Burgess seconded the motion which passed unanimously. The 2023 Dues information will be distributed to the town clerks and county administrators this week.

Community Development Block Grant

Executive Director Candace Payne reviewed the process for a new CDBG contract for up to \$350,000 for lending and \$56,000 for administration expenses. Lincoln County commission has approved our request to be the sub-grantee on the new application covering the four-county region. Advertisements will be initiated in late September so the application can be submitted and approved by the state before the current contract expires.

Office Lease

As follow up to the 2021 Audit regarding the lease recording requirements, Prairie Development Corporation needs to add an end date to the office lease. The end date offered was 2027. While updating the office lease with another tenant, that tenant chose to give up their second office and ECCOG had no space left. Executive Director Candace Payne requested to have ECCOG absorb the office space into their lease and increase the lease payment by \$300 effective October 1, 2022. The desk, hutch, and credenza were offered for \$500 to ECCOG by the current tenant. Knowing the value of the furniture, the purchase was authorized by Executive Director Candace Payne. Director Dave Hornung made a motion to absorb the office space for the additional expense of \$300 per month to be added to the payment of \$1,400 starting October 1, 2022. Director Valerie Rhoades seconded the motion which passed unanimously. Director Steve Burgess abstained from the vote as he serves on the PDC board also.

Startup Colorado Loan Fund

A new loan fund being handled by Prairie Development Corporation was explained by Executive Director Candace Payne called Colorado Startup Loan Fund. The funds are provided by the state, so they do not trigger Single Audit Threshold. The loan terms are a maximum of ten years and minimum of five years with a fixed interest rate of at least Wall Street Journal Prime which could increase up to 4% more. The loans must be targeted to underserved populations including women, minorities, veterans, LGBTQ+, or the disabled. Applicants who borrow under this funding may also be eligible for a small technical grant for training, website development, bookkeeping guidance and other assistance. The funds are available in all regions across Colorado for the next three years and will recapitalize the loan fund for this region.

CDOT 5310 Application

During a recent national review of the transit services, Senior and Transit Services Director Sean Vanous learned the transit system run by Dynamic Dimensions Inc. was not eligible for funding under the CDOT 5311 options. DDI bus service is a closed-door system and is funded differently. A new \$30,000 operating only funds 5310 application was submitted by STS Director

Sean Vanous with the intent to obtain funding for DDI in the 2023 contract year. Should that 5310 application not be approved, CDOT has stated they will continue to fund DDI as they had not caught this funding difference for many years.

Reimagine Destination Consulting Award

Reimagine Destinations award from the Colorado Tourism Office has been initiated within the region as the core team has been formed including Jennifer Wells and Debbie Knudsen from Cheyenne County; Nikki Wall and Audrey Sales from Kit Carson County; Megan Mosher and Sharick Wade from Lincoln County; and Sheila Zuschek from Elbert County. They will meet with the assigned consultant, Dan Moore, on September 14th for the kickoff introduction meeting. The stakeholder meeting is scheduled for November 29th in Limon.

Part-time and Full-time Salary Increases

Discussion of part-time and full-time salaries as follow up to the June ECCOG board meeting was led by Executive Director Candace Payne. At the June meeting, the concern of keeping wages competitive and attracting new employees was expressed. The recommendation of the board was to increase all staff hired prior to January 1, 2022, by four steps on the salary chart which would be close to a ten percent wage increase for hourly and salary employees. Estimated monthly costs for salaried staff would be around \$4,500 while field staff would be around \$1,400. Director Steve Burgess made a motion to increase the employees four steps if they were on staff prior to January 1, 2022, to be paid in the September payroll cycle. Director Dave Hornung seconded the motion, which passed unanimously.

Executive Director Candace Payne then asked the board to consider bonuses for the staff who are paid through the Area Agency on Aging for their commitment to ECCOG during the pandemic. The recommendation suggested was to honor hourly staff who worked through the pandemic (hired before January 1, 2022) with a \$500 bonus and office staff up to \$1,000 based on the percentage of time paid by the AAA funds. Director Dave Hornung made a motion to award bonuses following the recommendations for part-time and full-time staff based on their hire date to be paid in September 2022. Director Marc Dettenrieder seconded the motion, which passed unanimously.

To prepare for the upcoming budget year, the board requested adjustments to the part-time and full-time base rate and the incremental adjustments demonstrating a 3% and 5% increase at the October meeting for consideration. Based on that determination, the 2023 budget will be presented at the November meeting.

Other

Family and Medical Leave Act was brought up for discussion to determine ECCOG's participation in the program. The consensus was to opt out and take formal action at the budget meeting. ECCOG offers leave under the personnel policy.

Executive Director Candace Payne brought up a regional REDI grant application offered through DOLA for food truck pads to be created or installed in various communities. The idea came from the Roadmap to Recovery conversation. Director Marc Dettenrieder stated Elbert County had some interest in developing the pads near electric vehicle charging stations. There were no details as to who might want the pads and who will handle the project however ECCOG was asked to collaborate and support with match if available. Executive Director Candace Payne will follow up on the inquiry and get back to the board for a letter of support or other actions as needed.

Executive Director Candace Payne mentioned the Town of Kit Carson now has a meeting space available if anyone needs a place to gather or host a private session. Amy Johnson of Kit Carson Rural Development will reserve the meeting space for anyone.

Executive Director Candace Payne reported Senior and Transit Services Director Sean Vanous has enrolled in a gerontology course offered to AAA Directors at the cost of \$495 per semester through UCCS in Colorado Springs. This course has no testing or assignments for grading but is meant to educate directors on seniors and their needs. The consensus of the board is to pay with either a COG credit card or reimburse the director for the course fees as it is related to his position and benefits ECCOG and its residents.

Board member nominations are coming in October so please inform Executive Director Candace Payne of any changes in commission or municipal roles as soon as possible.

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

Oct 5 – In Person in Limon Hub City Senior Center

Nov 2 – Stratton at Claremont Inn

Dec 7 – Mail ballot

Jan 4, 2023 - Teleconference

Adjournment

Chairman Chris Richardson ended the discussion at 8:45PM.

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