

# 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 MARCH 1, 2023

### **Call to Order**

Chairman Chris Richardson called the March 1, 2023, meeting of the ECCOG Board of Directors at 7:04 PM at the Hub City Senior Center in Limon, CO.

### **Pledge of Allegiance**

The Pledge was recited during the Reorganizational Meeting earlier this evening.

### **Introductions of Guests and Roll Call**

Directors in attendance included: Steve Burgess, Marc Dettenrieder, Ben Ferree, Dave Hornung, Valerie Rhoades, Chris Richardson, and Ron Smith. ECCOG Executive Director Candace Payne and Senior & Transit Services Director Sean Vanous attended. Directors Rhonda Brown, Ryan Fulmer, Derek Isom, Troy Schultz, and Megan Vasquez were unable to attend. Stacy Salling, Regional Grants Navigator, also attended. A quorum was declared. Cheyenne County's municipal representative seat is vacant due to the resignation of Carmen Halde from their council.

### **Approval of January 4, 2023, Meeting Minutes**

The Minutes of the January 4, 2023, meeting were provided in the board packet. Director Dave Hornung made a motion to accept the Minutes as presented. Director Steve Burgess seconded this motion, which carried unanimously.

### **Financial Report of March 1, 2023**

The Financial Report dated March 1, 2023, was distributed at the meeting. Executive Director Candace Payne and Senior & Transit Services Director Sean Vanous reviewed the fund balances with the attendees.

### **Approval of Bills & Payroll**

Payroll and bills for February 28, 2023, were reviewed with the attendees. The February payroll of \$44,096.12 was presented. Credit card payments of \$1,440.61 included W-2 filing expense, web hosting, equipment for the Regional Grants Navigator, background checks for employment, and vehicle expenses. February 2023 payments totaled \$125,879.52 included taxes, vendors, staff reimbursements, utilities, enterprise zone contributions, and SB 290 project reimbursements. Director Dave Hournung made a motion to ratify the payment of payroll and bills as presented. Director Valerie Rhoades seconded the motion. Motion passed unanimously.

### **UNFINISHED BUSINESS:**

#### **ECCOG Board Members**

Carmen Halde resigned from Cheyenne Wells town council and is no longer eligible to serve on the ECCOG board reported Executive Director Candace Payne. The nomination process is open for this municipal position as it's very early in the year.

#### **COG Staffing**

Senior & Transit Services Director Sean Vanous reported on staff openings and changes. Lincoln County has a new driver, Lisa Hester of Karval, as Teena Ludwig resigned. Stacy Sponsel, Cheyenne Wells' head cook, also resigned so Michelle Kampf is now Head Cook. Barb Engelbrecht has returned as Assistant Cook. Cheyenne Wells' Senior Center Coordinator and Outback Express Driver/Food Transporter are currently vacant. Kit Carson County needs a driver to sub/co-drive for city trips. Elbert County aka Highway 24 route has an opening for drivers as the applicants backed out at the last minute. Office staff is stable currently.

## **2023 Our Journey**

The 2023 brochures are in design now with a new designer based on bids received. Bidding out the work will allow us to use grant funds when eligible. Collecting the events and locations information has been initiated. Blanks forms were offered to the attendees. Deadline for submission is March 21<sup>st</sup>. Executive Director Candace Payne referred to the Geocach locations report included in the packet. This report shows the total finds of our geocaching locations for 2022 which totalled 489. The finds are logged online in the geocaching portal. Our locations received many positive comments and were well supported during the pandemic.

## **Senate Bill 290**

Senior and Transit Services Director Sean Vanous updated the attendees on the various projects. Stratton is complete! Burlington had some excess funds due to a change order for the painting bid. They cancelled painting the kitchen due to the TII material being in place for ease of cleaning. They painted the front entry hallway, the bathrooms, and their small library room instead and used the leftover funds to replace a garbage disposal that went out. Cheyenne Wells is making progress as they are working bathroom remodels. Windows are coming later in March hopefully, to be installed in April. Kit Carson's project is still in the planning stages.

## **EDA Grants Update**

Executive Director Candace Payne reported the CARES Act Funds are now fully expended and reports have been submitted. The EDA Partnership Planning grant funds are available as normal through 2025. The Colorado Roadmap project led by Town of Limon is currently implementing strategies of which we will help with as many of them fit our CEDS.

## **Employee Credit Cards**

After a survey of ECCOG staff, it was determined that no credit cards are needed at this time. Expenses that could be covered with such cards include emergency repairs on trips and raw food purchases. Senior and Transit Services Director Sean Vanous surveyed bus drivers, substitute drivers and cooks. We will keep this option in mind for future hires.

## **NEW BUSINESS:**

### **Four-Year Plan**

Senior & Transit Services Director Sean Vanous reported that he presented in Elizabeth earlier today to Elizabeth seniors on the Four-Year Plan. He received their input on the AAA programs and services. Three State Unit on Aging (SUA) representatives attended also: Todd Coffey, Karen Klein, and Gillian Winbourn. Printed surveys were passed out to the Elizabeth Seniors for extra feedback to be used in the Plan. Surveys were distributed to ECCOG board members for their input and suggestions towards the next four years. All surveys will be compiled later in March, after another public discussion in a location yet to be determined. The Four-Year plan will be reviewed by the board via mail ballot for adoption before the submission deadline March 31, 2023, to the SUA.

### **2023 SUA Evaluation**

Included in the Board packet was the State Unit on Aging's recent on-site evaluation of January 10-11, 2023. The two compliance issues cited were related to menu substitutions which were not reviewed and approved by the Registered Dietician and nutrient deficiencies in Vitamin C, Fiber, Vitamin B6, and Calcium. ECCOG's response to the two issues was briefly discussed with the Board as the items have been addressed in new protocols. The Registered Dietician will add both items to their contract with ECCOG and staff training on meal substitutions is done. Nutrition education and nutrition counseling were areas of concern so to avoid further issues, Senior & Transit Services Director Sean Vanous implemented corrective actions now which included increasing awareness of nutrition education and counseling services to seniors provided in part by the Registered Dietician. Another Registered Dietician may also be available in a nearby county to help provide such services.

### **5310 CDOT**

In late 2022, Senior & Transit Services Director Sean Vanous received word from CDOT and an FTA evaluator that 5311 Funds were being used for a 'closed-door' / 'specialized' transit sub-contracting agency, Dynamic Dimensions, Inc. Due to their mode of operations, DDI is not qualified to receive 5311 Funding. ECCOG was granted permission to continue funding them with the remaining 5311 funding. ECCOG was urged to apply for 5310 Funding for DDI which was done. No response from CDOT has come regarding that application by this meeting date.

### **Enterprise Zone**

Executive Director Candace Payne drew attention to the 2022 East Central EZ Business Certs Report included in the packet. In 2022, the Zone had 485 certifications across the four counties. Cheyenne County had 67; Elbert County had 45; Lincoln County

had 88; and Kit Carson County had 285 claims for tax credits. The total value of the region was \$4,355,352 through March 2023's data. Most tax credits come through the Investment Tax Credit with one Rehabilitation and more in Job Training and New Employees. ECCOG has six contribution projects approved at this time.

### **2023 Direct Services Contracts**

Senior & Transit Services Director Sean Vanous and Executive Director Candace Payne were notified by our bookkeeper that all Direct Services Contracts had been paid as agreed in 2022 but due to the pandemic the match was not needed. Therefore, a proposal was brought forth that ECCOG waive 2023 contract match and use the carry forward funds with the exception of Kit Carson County, Vona and Seibert who would still be billed monthly for their match. Discussion of this option was previously discussed with Chairman Chris Richardson who agreed this was good to save the towns and counties this year. Letters were sent to each entity with an explanation and encouraged the entities to plan to contribute to the 2024 match like normal.

### **Other**

A Letter of Support was provided for Old Town's application to History Colorado for the Smithsonian Exhibit to be hosted in Burlington.

Discussion ensued regarding a community experiencing budget challenges so that their ECCOG Dues for Quarter 1 due in January were not paid and the community cancelled their COG "membership." After a brief discussion, the Directors chose to send a letter to the community explaining services and benefits of what ECCOG does for them with dollars and hours as applicable. If Dues are not paid by April 15<sup>th</sup> or if a payment arrangement can not be reached, services would need to be cancelled in that community. Executive Director Candace Payne will compose a letter with Chairman Chris Richardson to send out.

The Colorado Secure Savings program status was discussed. The registration code needed to register has not been received by Executive Director Candace Payne yet. A request for the code was made so we'll keep monitoring the status.

New Energy Codes will be implemented in Colorado by July. Contact with the Colorado Energy Office has brought to light an opportunity for funding for a regional energy code enforcement officer. Some Directors are aware of the Codes while others were not. Future discussion of this topic will be conducted at a future meeting.

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

April 5, 2023 – Mail ballot

May 3, 2023 – Zoom call or In-person (Oscar's or IHOP) Audit presentation?

June 7, 2023 – In-person Limon or mail ballot for Audit presentation?

### **Adjournment**

Chairman Chris Richardson adjourned the meeting at 9:13PM.

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