

**Upper Arkansas Area Council of Governments**  
**Board of Directors Meeting Agenda – UAACOG Office & Via Zoom**  
**February 22, 2023**  
**10:00 AM**

**Call to order**

Buck called the meeting to order at 10:01 a.m.

Board Members: HA “Buck” Wenzel, Dwayne McFall, Kevin Day, Ryan Stevens, Sarah Mudge  
Via Zoom: Devin Rowe, PT Wood, Greg Labbe

Staff Members: Heather Evans, Audrey Sandefur, Carol Gindro, Chris Henager, Max Hanson, Tom McConaghy, Dave Paul, and Julie Peek

Guests: Beth Lenz Regional Grant Manager, Jen Cuccunello, Policy Council Committee member, Justin Kurth, Representative for Brittany Pettersen, Antonio Huerta representative for US. Senator Hickenlooper

**Introductions**

- PT Wood, Salida County Commissioner
- Dave Paul, UAADC Director
- Beth Lenz, Regional Grants Navigator Specialist Contractor

**1) Consent Agenda – action item**

- a) Minutes UAACOG Board of Directors meeting 12/28/2022
- b) Financial Statements
- c) Loan Reports
- d) Continuity of Operations Plan
- e) OEDIT Regional Grants Navigator Contract approval ratification
- f) Regional Grants Navigator Contractor approval ratification

Ryan moved to accept the consent agenda with a 2<sup>nd</sup> by Kevin. No Discussion. Motion approved.

**2) Additions/changes to Agenda**

**Loan write-off approval that was overlooked at the December meeting.**

Loan # 0923 needs written off as of December 31, 2022 with the principal balance of \$48,290.45, and interest of \$1,802.62, Total of \$50,093.07. The business had filed for bankruptcy.

Kevin moved to write off with a 2<sup>nd</sup> by Ryan. No discussion. Motion approved.

**3) Program Manager Reports – Director’s overview of Program Manager’s Reports**

- Aging--listening sessions have been completed in all counties.
- Aging--Received the purchase order for the new office building for the Area Agency on Aging in Salida.
- CSBG Fremont County is out of money. Outreach has been going on in Chaffee County with no results.
- Head Start—child care closing in Florence, may be able to open the 10<sup>th</sup> classroom with qualified teachers.
- Housing—manage your money workshop upcoming.
- Housing—setting up a renter/landlord workshops.
- Housing—Rehab new contract will be effective June 1.
- Housing—Section 8 wait list purged, may open Fremont County wait list.
- Housing—Self Help 3 families have closed on their lots/loans.
- UAADC—Dave got a business loan approved.
- UAADC—Dave secured board members for Teller County.
- WIC—The case load has continued to increase for the last 10 months.

**4) New Business**

- a) Head Start Self-Assessment—action item, Chris Henager  
The Self-Assessment’s were completed in January of 2023 in the following areas:
  - Program Design and Management, Designing Quality Education and Child Development Program Services (including Disability Services), Designing Quality Health Program Services, Designing Quality Family and Community Engagement Program Services, Developing effective ERSEA Strategies, Transportation Services, and Fiscal Infrastructure.Many strengths were identified and some recommendations for improvement. Component ERSEA has a corrective action plan to have written procedures in place in March of 2023 for Policy Council and Board approval in April. No areas of non-compliance in the remaining areas.

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Buck moved to approve the self-assessment with a 2<sup>nd</sup> by Ryan. No discussion. Motion approved.

- b) **Head Start Community Assessment**—action item, Chris Henager  
The comprehensive assessment report (16 pages) is in the board packet for review and action. Chris gave an overview of the assessment. Increase in homeless families in Fremont County with 20 families physically homeless. Currently have approximately 30 families that are considered homeless. Transportation is showing to be a great need in Fremont County. The transportation will not be provided to the UPK children—16 children. Childcare is a huge need and to the point of crisis. The Ark pre-school just closed in Florence. JoBeth assisted with this assessment.  
Ryan moved to approve the assessment with a 2<sup>nd</sup> by Kevin. No discussion. Motion approved.
- c) **Head Start Salary Schedule** – action item, Chris Henager  
The proposed salary schedule is in the board packet for review and action. Chris did a wage study with like agencies and child care facilities. Chris made some adjustments to the budget for the coming year and found that she needed to do a salary schedule. This scales does not hit the management or transportation staff. Greg stated that he does not see how this is sustainable. He is not sure how we keep teachers. Chris stated it is a challenge.  
Sarah moved to accept the salary schedule with a 2<sup>nd</sup> by Ryan. Sarah echoed what Greg stated about wages being so low. No further discussion. Motion approved.
- d) **Head Start Federal Funds Allowability**—action item, Chris Henager  
Cost allowability is determined using OMB Super Circular (2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Requirements, Cost Principles, and Audit requirements for Federal Awards; Final Rule). Chris has calculated the allowability for all funding streams in the Head Start Program for which percentages of costs will be allocated. Chris has the breakdown in her written report.  
Kevin made a motion to approve the policy with a 2<sup>nd</sup> by Sarah. No discussion. Motion approved.
- e) **Head Start Change in Program Operation**, action item, Chris Henager  
Child outcomes data and community assessment drives the decision to have longer duration each day so that families are not seeking additional daycare. The school year will consist of 1020 hours of required funded enrollment. The days will be 7 hour a day for 4 days as well as an additional week of the school year. Service to UPK children with 30 hours a week which will be 7.5 hours classroom time 4 days a week. Children must have a nap and as well as additional food which will be covered by USDA reimbursement. Greg asked about the percentage of SNAP enrollment? Chris stated it is a high percentage which makes then an automatic eligibility.  
Ryan moved to accept the change in the program operations for the upcoming school year with a 2<sup>nd</sup> by Sarah. No discussion. Motion approved.
- f) **Head Start Baseline Grant 2023-2024**—action item, Chris Henager  
Chris has completed the paperwork for the Baseline Grant which is a 5-year cycle. This document is 52 pages and is in the board packet for review and approval. Chris gave a comprehensive overview of the grant. There is a slight funding increase over last year’s funding. The amount of the federal request is \$1,353,228.00 and Non-Federal Share of \$338,307.00 for a total award of \$1,691,535.00. The Policy Council has voted for approval of this grant on February 7, 2023. Average class size is 17.44 and cost per child is \$10.44 per child per hour.  
Ryan moved to approve the baseline grant with a 2<sup>nd</sup> by Kevin. No discussion. Motion approved.
- g) **Head Start Covid Procedure**—action item, Chris Henager  
Chris has updated their Covid 19 mitigation policy/procedure for performance standards 1302.47. The Fremont County Head Start management team will remain in constant contact with staff, students and families about positive cases, when applicable, current community levels, and strategies set in place. Also, they will remain in contact with CDPHE.  
In January the office of Head Start dropped the mask mandate but keep the vaccine mandate in place. In lieu of this they made it the responsibility to handle this locally. Ryan asked if it were students of all ages that would have to mask. Chris explained that we only have students ages 3-5.  
Buck moved to approve the covid procedure with a 2<sup>nd</sup> by Sarah. No discussion. Motion approved. Dwayne abstained since he arrived late.
- h) **DOLA Mini-Grants**—action item, Heather Evans

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A chart was in the board packet outlining each project that had applied for funding. There is a vote in the approval column whether they were funded or not. The total amount granted out is \$39622.00 with projects in all four UAACOG Counties.

- Lake County \$9,000 All projects funded
- Chaffee County \$8,873 All projects funded
- Fremont County \$9,000 All projects funded
- Custer County \$12,749 3 projects funded, 2 non-funded—due to it being equipment which is not an allowable cost.

Ryan moved to approve the requests with a 2<sup>nd</sup> by Greg. No discussion. Motion approved.

- i) UAACOG Strategic Planning Process—action item, Heather Evans  
Heather has started the 2023 Strategic Planning Processes with a committee that has been formed with agency staff. In the board packet is her outline for conducting the planning and the approval to the board in December 2023. Dwayne moved for this process move ahead with a 2<sup>nd</sup> by Sarah. No discussion. Motion approved.
- j) Hidden Benefit: TBD—informational, Max Hanson  
Max told a story about a homeless client they were able to get housed. There are many barriers for homeless clients. The process took 5 months to find a place for this person to rent with intensive case management with the Section 8 staff, Housing Navigator, and the Housing Counselor. The landlord had never had any interaction with our agency up to this point. Kevin asked about the retention rate for new landlords. Max stated that since he started there have been no landlords that have left the program.

**5) Old Business**

- 6) Director's Report General Information –** written report included in the packet.  
Identified goals, emergency preparedness, strategic planning, employee mental health. Established employee training protocol.

**7) Executive Session—**

Under C.R.S Section 24-6-402 (4) (f) (I) & (II) for discussion of a personnel matter and not involving: any specific employees have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. The executive session will be recorded and kept for 90 days.

Buck made a motion to go into executive session for a personnel matter with a 2<sup>nd</sup> by Ryan. No discussion. Motion approved.

Upon exit from the Executive Session a motion was made by Kevin to approve a 10% increase for Heather with a 2<sup>nd</sup> by Ryan. The votes were as follows: Kevin yes, Ryan yes, Buck yes, Dwayne yes, Sarah yes, and Devin yes. No further discussion. Motion approved.

**8) County/Community Reports**

- a) Custer County – Kevin Day  
New staff; Sheriff, Coroner, and OEM  
Lost county attorney, Clint Smith. Will need to fill that position.  
High winds clocked at 118 mph which snapped 13 power poles
- b) Silver Cliff – Buck Wenzel  
Town has been fighting the US Post office for over 6 years regarding the zip code.  
Museum has the original mailboxes from the first post office in 1879 with the zip code on them  
Working on drainage in front of the museum and city hall  
Snow fall has been light so far this year  
Heather thank you for going the extra mile to do outreach to the COG.
- c) Cañon City –Ryan Stevens  
Loves truck stop is moving along  
Road construction going on 2A for streets, Raynolds and College

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Kick off meeting with consultants to design the clock tower plaza  
Working on ownership of new method laundry building  
Presentation from Black Hills to talk about the old power plant  
Dinosaur bones discovered, driving visitors to the museum

- a) Lake County – Jeff Fiedler—via Sarah Mudge
    - Changing and adding staffing
    - Water projects
    - Wildfire mitigation
    - Outfitter and guide moratorium
    - Short term rental moratorium
    - Funding from CDOT to plan for safety improvements on highway 24 and an alternate haul route
    - US Forest Service open house for outdoor camping
    - Justice Center Project, put on hold for now price increase of at least 11-13 million
    - New regional housing authority
    - New OEM director
    - Housing, childcare bigger challenges been working with DHS
  
  - d) Leadville – Greg Labbe
    - 300+ cross country skiers this weekend in Leadville
    - Lighting up the company with fiber and working to bring fiber to homes in Leadville
    - Historic preservation working on closing loopholes in ordinances
    - County and City put in place OHV moratorium in place
  
  - e) Chaffee County – PT Wood
    - New position to fill Bob Christensen’s position
    - Land use code update
    - Ground water study
    - Wildfire mitigation and mapping
    - BV Sheriff and EMS will break ground in a month
    - Looking to expand room for sheriff in Salida
  
  - f) Buena Vista – Devin Rowe
    - Water plant expansion
    - Issues with post office
    - Billy Cordova memorial park—moving forward with GOCO grants
    - Water allocation policy
  
  - g) Fremont County – Dwayne McFall
    - Emergency Manager was awarded as Employee of the Year
    - ARPA money doing county projects
    - Was in DC last week talked about mail delivery, talked with BLM and Forest service, See this on CSPAN
- 9) Adjourn Board meeting at 12:45 p.m.