

**Upper Arkansas Area Council of Governments
Board of Directors Meeting Agenda
UAACOG Office and Microsoft Teams
February 19, 2025 at 10:00 am**

Call to Order

Buck called the meeting to order at 9:59 am.

Roll Call

Board Members: Buck Wenzel, Ryan Stevens, Lucas Epp, Dwayne McFall, PT Wood (remote), Dana Greene (remote), Devin Rowe (remote)

Staff: Max Hanson, Tom McConaghy, Dave Paul, Jessica Rathke, Chris Henager, Mary Tinkcom, Laura Yost, Cameron Fancher, Samantha Hughes, Star Hobson, Julie Griffo, Joan Moody (remote), Melinda Williams (remote)

Guests: Jacob Topping (remote)

1) Approval of Agenda

Ryan moved to approve

Lucas seconded

Agenda approved

- a. Amendment – election of chair and vice chair positions - Buck asked for recommendations for Board Chair and Vice Chair positions

Dana moved to continue the status quo

PT seconded

Motion to continue with positions as is passed

2) Approval of Previous Meeting Minutes

- a. 01/15/25 – Special Board Meeting

Ryan moved to approve

Buck seconded

Minutes approved

3) Federal Updates

- a. **Senator Bennet’s Office – Jacob Topping** - trying to do proactive outreach with their organizations directly impacted by federal freezes; signed onto letters to demand answers to federal funds that are in flux; asked we make those affected known to their office; visited Florence ICE facility to ensure open communication with ICE contacts
Ryan – will you attend quarterly meetings for Fremont Detainment facilities?
Jacob – we would like to.

Ryan will make sure Jacob and other delegates get invitations.

- b. **Senator Hickenlooper's Office** – no representative
- c. **Congressman Pettersen's Office** – no representative

4) Program Updates

- a. **Area Agency on Aging – Tom** – Building project is moving along; working on furniture selection, paint, etc. Building has a roof and siding; electrical and mechanical will begin this week. Programs – vision and dental assistance may go away next year due to lack of funds; clients had previously ranked services in order of importance – vision and dental assistance ranked at the bottom; Meals on Wheels, respite care, home improvement, and transportation ranked at the top. MedRide is no longer accepting Medicaid clients; transportation funding will increase next year since it's one of their clients' main needs. Dave will check on buildings for Senior Center in Salida.
- b. **WIC – Jessica** - Business as usual; interviewed for Salida position yesterday; more interviews tomorrow.
- c. **HeadStart – Chris** – 50th anniversary of Safety Town will be in April; will be dedicated to the American Legion Post; UPK legislation is advocating to get rid of the Local Coordinating Organizations in the state and have school districts or regional areas do it; will make it more difficult to enroll some children. Enrollment is now at 89% - 115 enrollment is goal, 90% is mandatory; have upped marketing and digital enrollment.
- d. **Housing – Max** – Funding freeze on Housing Choice Vouchers continues; last communication from state was they have overissued; current COC contracts being held due to lack of signatory authority although we have shown we have that. HCPF to get \$50,000 to help seniors exiting care centers find housing by providing lists of available housing and helping with applications. Home Repair program did not pursue new grant application; winding down current projects; all rural counties find the state's new qualifications undoable; they and Max sent letter to DOLA who will evaluate for next state fiscal year; hope to bring program back by end of year. Self Help build started in Florence; Self Help team is income-qualifying potential clients in Custer and Fremont Counties.
Laura – Housing Counseling has had 15 new clients for foreclosure prevention; it is getting bad; have prevented four foreclosures through grants and one loan modification. Housing Navigator has to take on more clients to find rentals for people losing their homes. Workshop numbers are good.
- e. **CSBG/Transportation – Sam** – CSBG applications are being processed by Laura; Fremont County should get funding soon.

Transportation – request for reimbursement has been submitted; GAC reimbursements are being processed for payout beginning in March. DTR has not been helpful, but progress is finally being made.

- f. **UAADC – Dave** – Now has credentials for mini-grants; no requests for reimbursement for 2023-2024; is going to get training; will submit 4th quarter reimbursement; most 2024 projects have been completed.

Loan portfolio – a number of interested clients, but no new contracts this year.

Buck – window for reimbursement for 2023 and 2024 is still open per Randi.

Dave - Filed Statutory Complaint based on board approval from January; Cañon City police are not equipped to handle it; will hand case over to CBI who is backlogged.

- g. **Admin/Finance – Max** – Dealing with loan servicing software issues; W2s and 1099s have been sent out; met with payroll processors. Staff changes – Star is new temp contractor; need someone new as well. Reconciling revenue and expenditure reports. WIC is caught up on direct expenses through 2024.

- h. **HR – Mary** – Has been reviewing files and records and their disposal; cleaning up processes and procedures with consistent forms; updating forms per federal guidelines.

- i. **Commodities – Chris** – Care and Share has made second distribution of the month competitive; only one distribution currently; she, Max, and Erlin are going to meet to get ideas for second distribution through competitive process; receipt of that food may be held for emergency foodbank; may sell freezer at Loaves & Fishes and buy new ones for emergency food storage at HeadStart.

5) 2025 Budget Review – Max – see Admin Budget 2025

6) New Business

- a. **Payroll Processor – Max** – Benji had suggested we outsource Payroll; Max, Joan, Tom, and Chris met with three Payroll companies (see attachment); \$90,000 cost for HR and payroll in house presently; Gusto is charging us non-profit fees.
Max recommends we contract with Gusto to do our payroll processing and tax payments. Administrative work will need to be done to get started. Tom likes Gusto better than Paycom. Chris agrees it will streamline onboarding process and time management; will handle background checks initially and then every five years. Retirement account transition would be necessary to go with Gusto.

PT moved to approve Board Resolution 2025-001 engaging Gusto as our new payroll processor

Lucas seconded

Board Resolution 2025-001 passed

- b. **Retirement Account Transition – Max** – authorization to transition from 457 retirement plan to 403(b) retirement plan
Dwayne moved to approve Board Resolution 2025-002 to make the switch
Buck seconded
Board Resolution 2025-002 passed
- c. **Bank Account Authorized Signers – Max** – Board Resolution 2025-003 removes Lisa Bivins and adds Samantha Hughes to accounts; only people named will be listed on all accounts. Tom asked that High Country Bank be added to second resolution; Max will amend
Ryan moved to approve Board Resolution 2025-003 as amended
Dwayne seconded
Board Resolution 2025-003 passed
- d. **HeadStart Continuation Grant – Chris** – see HeadStart handout
School Readiness Goals – already approved by Board
Strategic Plan – added COG’s plan to theirs – marketing, community involvement, data
Child Plus is current system for handling data; has been added to program budget
Service Delivery – changes:
 Transportation – needs revisions due to budget change; more strategically placed bus stops instead of door to door pick up; cut from nine routes to six
 Eligibility, etc. – parents need wraparound care to extend daycare times
Buck moved to approved HeadStart Continuation Grant
Dwayne seconded
HeadStart Continuation Grant approved
- e. **HeadStart Self-Assessment Approval – Chris** - Federal performance standards were updated in August 2024 – self assessment team found we are meeting standards.
Recommendations – plan how to engage and train new board members that miss the annual training. Area of non-compliance – monthly credit card statement have not been provided previously; board packets will now include monthly credit card expenses; parents will be trained on how to use parent curriculum; fiscal management non-compliance – no manager in place, want to add Joan; what does the Board want to do?
Max - Joan has been approved by the Board.
Chris – Joan needs to submit her credentials to be made HeadStart fiscal manager; separation of duties need to be put in place; get Joan approved and move forward
Buck moved to approve HeadStart Self-Assessment
Ryan seconded
HeadStart Self-Assessment Approved
- f. **HeadStart ’25-’26 Eligibility Criteria Approval – Chris** – federal poverty guidelines have been added to HeadStart eligibility criteria; has been approved by policy council
Dwayne moved to approved ’25-’26 Eligibility Criteria
Lucas seconded

'25-'26 Eligibility Criteria Approved

g. **AAA New Building Office Equipment – Tom** - Resolution 2025-004

Tom has investigated two office furniture companies; was impressed by Environments of Denver; Environments of Denver will deliver and install. Tom wants to forego RFP and go with Environments of Denver; current budget estimate is \$150,000.

Buck moved to approve Resolution 2025-004 not to exceed \$117,000 budgeted amount

Lucas seconded

Resolution approved

h. **CSBG Tripartite Board Appointee** – Lucas Epp volunteered

7) Community Reports

- a. **Silver Cliff - Buck** – thanks to Max, Joan, and Samantha for their hard work in getting us to eventually see the light at the end of the tunnel; thanks to program directors and staff as well.
- b. **Chaffee County - PT** – second community round table to be next Monday; has been reactivated to deal with federal budget shortfalls and improve communication
- c. **Leadville - Dana** – thanks PT and Chaffee County for putting round table together; trying to get it done in Lake County
- d. **Buena Vista - Devin** – appointed a new trustee who has a background in water; staff has been concerned the mini-grants will still go through

Adjourn Board Meeting

Ryan moved to adjourn

Dwayne seconded

Buck adjourned the meeting at 11:58 am.

Respectfully submitted,

Julie Griffo