

UAACOG Board of Directors Meeting

October 25, 2023

Fremont County Head Start

Summary

- Call to Order – 10:02am
- Consent Agenda – Approved
- Program Manager Reports
- New Business
 - Introduction of Finance Director – Presented by Heather
 - Head Start Financial Director Approval - Approved
 - Head Start Change of Scope -Report by Chris
 - Budget to actual report – Report by Alisha
 - 2024 Budget - Approved
 - Policy Additions and Updates – Presented by Molly
 - Telework Policy - Approved
 - 516 Pet Policy - Postponed
 - 703 Hatch Act Information - Approved
 - COWIC Funding Update – Report by Jay
 - Developer’s Toolkit Assistance Grant – Report by Heather (for Max)
 - New Website – Report by Heather
 - Hidden Benefit Head Start – Report by Chris
 - Visit from the Dinosaur Classroom (3-5 years old Head Start Students)
- Old Business - None
- Director Reports
- Community Reports
- Adjourned at 12:41pm

Detailed Minutes

- Call to Order – 10:02am at Fremont County Head Start
- Consent Agenda
 - Motion by Kevin, second by Dwayne
 - Approved
- Program Manager Reports
 - AAA
 - RFPs for the new building Salida have been sent out. The bids are due Dec 15th.
 - Lake county will provide part time person to help with Site Coordinator at Leadville site. This has been a particularly difficult area to find help.
 - Budget for SFY 2024 is 1,575,390, a reduction of \$602, 543.31 from SFY 2023. Currently working on solutions for the coming months. Programing has increased substantially due to minimum wage increase, expense costs, roughly 45-50% over the last two years. 70-80% growth in medical services for seniors,

mainly due to breakdown in Medicare program in the area. Well over 100% growth in transportation over the last two years. More statistics will be available next time.

- CSBG
 - Fremont County is out of funding. Custer County has a steady flow of applications. Chaffee County has been slow but continuing with outreach. Lake County has only had 2 applications since January.
 - Application seems to be a barrier to entry. We are working on improving the application.
- Housing
 - Refer people right after the first missed mortgage payment. If in foreclosure it is too late.
 - Housing Choice Voucher is the new name for Section 8 Housing.
 - Waitlist has been closed.
 - Chronically homeless (homeless for a year or more, or homeless for a total of one year over a number of years) has gone down from 94 people in Fremont County (October 2019) to 5 people (October 2029). Fremont is on its way to being the first area in the Colorado to reach a functionally zero chronically homeless rating.
 - Housing Rehabilitation is working on lead-based paint assessor endorsement. This will help reduce costs incurred to clients approximately \$1,200. The endorsement will allow the
- UAADAC
 - Just over \$1 million in loans for the year
 - They have recovered over \$500,000 in bad debt.
 - Around \$2.5 million in the portfolio. Would like to increase that by another \$250,000.
 - Dave has traveled to each county now. He also recently went to a conference in Grand Junction.
 - Working on Enterprise Zone reviews. Needing some help finding the St. Thomas Foundation point of contact.
 - When a non-profit is going to do a large project, they can go through an application process, checking in and completing it over 5 years.
- New Business
 - Introduction of Finance Director
 - Head Start Financial Director Approval
 - The Office of Head Start needs a vote to show support of the new Finance Director to officially approve him as
 - Recruitment process was handled by HR Director Molly. 7 candidates that met all requirements of the Office of Head Start. After interview with the candidates, Braden was selected as the most qualified person for the position and met the minimum qualification for the Head Start Fiscal Officer.
 - Moved by Ryan, second by Greg
 - Approved

- Tabled Items C & D
- Head Start Change of Scope
 - Reduces enrollment of 30 children (2 classrooms). The reason being, they have not been able to find enough staff. If Head Start doesn't reduce enrollment and slots aren't filled, the Office of Head Start can make Fremont Head Start reduces enrollment and reduce funding. If it is done voluntarily with a change of scope, the funding can remain. They are removing 4 positions and hiring 2 bus riders to free up time for the teachers to stay and clean their classrooms and other work responsibilities. The second proposal would be a 4% increase across the board for teachers. This won't solve the problem but will help the currently low salaries. Increasing salaries for BA employees will make those teachers higher than some managers, so that will need to be addressed as well. Took a loss of \$46,824.92 from UPK this year due to the state saying funding was not available. Chris is looking for an agreement from the board to move forward with what was proposed.
 - Greg – Don't see another choice. Employees need a 25% increase to be competitive.
 - Chris – Community needs assessment is showing a need for infant/toddler rooms. Not something FCHS has done but could relicense for that. Another option would be leasing out some of the classrooms available. That would be a revenue stream and wouldn't require hiring or the expenses involved.
 - Greg – If we need more teachers moving forward after reducing, how hard would it be to change it back?
 - Chris – Unfortunately, not easy. Once those slots are reduced, the Office of Head Start will reallocate those spaces across the nation. Currently 4 classrooms are closed. Only requesting to permanently close 2 classrooms. Working with Pueblo Community College and the local schools to get students interested and educated in early childhood development. This will help fill the current openings. They are doing everything they can to train them and keep them, but they need to be able to pay them.
 - Kevin – Early childhood will need to have the funding upfront if Head Start started doing the infant/toddler program here, correct?
 - Chris – Correct. Would like to use the professionals in the area and let them lease classrooms if possible. Looking at all options and will report back.
- Budget to actual report – Alisha
 - Notable difference in AAA of around \$3 million. That is because of the new building.
 - Looking at implementing a new monthly budget to actual process.
 - This is just informational. No action needed, unless there needs to be an amendment to it.

- Greg – Suggests adding a percentage column used budget over actual.
 - Kevin – What is the variance of indirect allocation in housing?
 - Alisha will investigate that.
- 2024 Budget
 - The Budget consists of Area on Aging, Head Start, UAACOG, and Housing. Many budgets were just handled by the fiscal department, some were not handled at all by the fiscal department. We would like to see that be a joint process between the program directors and fiscal office.
 - Major changes:
 - Area on Aging
 - Large decrease in funding, due to loss of post COVID funds going away.
 - UAACOG
 - Considered new staff, COLA and training needed.
 - Housing
 - Alisha would like to bring the budget back to the board for any changes that Max may make. She wants to work with him to involve him since he has not historically been involved in the process.
 - Ryan – What is the IT lines in the budget for housing involve? It's higher than everyone else's, so just curious.
 - Alisha – Software and possibly new computers
 - Buck – How much longer is CFA going to be on in the transition to the new
 - Heather – no longer than needed but not before the transition is complete.
 - Greg – The budget must be submitted to DOLA by December 31, correct?
 - More information is needed.
 - Motion by Greg, second by Dwayne
 - Approved
- Policy Additions and Updates - Molly
 - Telework Policy
 - There was no policy, so it was created. Includes how to get approved for remote work, qualifications, and what happens if you don't follow expectations. Many employees have asked for a policy.
 - Motion to accept by Buck, second by Ryan
 - Approved
 - 516 Pet Policy
 - Requirements and expectations of bringing a pet to work, pet behavior, and owner behavior.
 - Dwayne – Has a big problem with having pets in the workplace, possible biting, dander, etc. unless it is a service animal.
 - Greg – Service animal is hard to define.
 - Buck – What's the definition of a pet?
 - Molly – Has to be approved by a manager.

- Ryan – How often/how many instances?
 - Molly - Same people that have been doing it every day. Some bring them in occasionally.
 - Dwayne – Who has the liability at the end?
 - Molly – It could come back on us.
 - Beth – What would UAACOG’s insurance policy say? Is there a breed exclusion?
 - More work will be done, and information gathered for the next meeting.
- 703 Hatch Act Information
 - The whole Hatch Act was put in the policy (copy and paste) because of questions about it.
 - Motion to approve by Dwayne, Kevin Seconded
 - Approved
- COWIC Funding Update - Jay
 - Colorado is revising their funding formula. 2000 participants or less will need to partner with other WIC agencies to get above 2000 participants. New hiring at the state level increasing and needs money. There is higher cost per participant in rural areas due to the physical area that is covered. We are between 1200-1400 participants. We will need to reapply and turn in a new application. We would need more than 10,000 participants for COWIC to pay for a director. If we filled the director position (which no one came
 - First option - Summit County
 - May need to partner with one or more other counties, possibly Park and Grand.
 - Average case load - 470
 - They are public health affiliates, which could pose a problem.
 - Second option – Valley Wide
 - Currently serves Alamosa, Conejos, Costilla, Mineral, Rio Grande, and Saguache Counties
 - Average case load – 1691
 - They are Federally Qualified Health Center
 - They would also have bi-lingual employees on staff, which could save us some translation costs.
 - Valley Wide has offered to partner with us now.
 - Greg – What are the relationships like?
 - Jay – Have worked with Summit County more so, which there is a good relationship.
 - Heather – More impressed by Summit County, but its too soon to know. Only one conversation with
 - Dwayne – What would happen if we applied and didn’t get it?
 - Jay – Our participants would be absorbed by other counties.
 - Greg – Could we have a central telehealth office?
 - Heather – Possibly, we would need to focus on partnerships first then get creative.

- Dwayne – What do you lose if WIC goes away?
 - Heather - \$1 million, \$140,000 to UAACOG, wrap around services.
 - Greg – Politically it may be safer to partner with Valley Wide
 - Heather – We also are focusing on who has the heart and understanding for providing services to rural areas.
 - Developer’s Toolkit Assistance Grant – Heather (for Max)
 - Technical Assistance was awarded to help with training, etc.
 - Hidden Benefit Head Start – postponed in the interest of time.
 - New Website
 - The UAACOG website was Donations and Volunteer buttons.
 - Hidden Benefit Head Start
 - Chris received a two-page letter from a single teenage mom, came in one day visibly upset. Rhonda, an employee, took her aside, found out her situation, and told her that she would have some things ready for her. She was surrounded by support (food, shelter, education, career help). That mom is now a PT in Denver supporting herself and her daughter and she wouldn’t have been able to
 - Visit from the Dinosaur Classroom (3-5 years old)
 - Sang Happy Birthday to Heather
- Old Business
- Director’s Report
 - Mini grants
 - 13 in progress, 4 complete. Applying for more in December. Please send in if you have anything you want so it can be included in the application.
 - Regional Needs List
 - Please send all needs to Beth
 - Thriving Communities
 - Put together a coalition of 6 municipalities to try to be eligible. Involves transportation, affordable housing and more. Turning in an application and should know by the end of the year.
 - Strategic Planning
 - Still in progress. Original plan to present in December, but that may be postponed due to recent events and workload.
 - Meetings
 - Attending a Nacional Association of Regional Councils Executive Director’s Conference – October 29 – November
 - Hiring
 - Recognition
 - Dave Paul, for his work in housing
 - RFP
 - Working on a plan to update many internal processes.
 - Vouchering system changes
 - Time keeping software changes.
 - 2024 is the 50th anniversary of UAACOG.
 - Currently exploring ideas of how we will commemorate.

- Community Reports
 - Custer County – Kevin
 - Approved engineering contract with Baseline Engineering in front of their courthouse.
 - On last pit in the landfill and still waiting on approval from CDPHE for area landfill approval.
 - Fire in San Isabel, 260 acres in Pueblo County. No evacuations currently.
 - Fremont County - Dwayne
 - Penrose incident is about cleaned up besides notification to families.
 - Land use issues, one passed and one failed yesterday.
 - About done working on their budget.
 - Canon City – Ryan
 - Working on budget as well
 - Finishing up road construction before the end of the year
 - Dialysis center in Canon City will be closing, so working on transit to other clinics. Also, working on a medical assessment
 - Lake County – Absent
 - Leadville - Greg
 - Budget has a shortfall currently, working on solutions.
 - Irish Memorial dedicated in Leadville recently. Over 500 attended, including many from Ireland.
 - City has made some bold purchases recently: Employee housing and a Convention Center (needed a place for
 - Buena Vista – Devon
 - Water augmentation is a focus right now.
 - A new town administrator was hired and planning department is now fully staffed.
 - Sales tax for the month of August slowed down from last year. First time seeing a decrease from the previous year.
- Buck
 - Didn't realize how much UAACOG does for our communities. A huge thank you to Heather for weathering the storm. Also, thank you to Molly for staying in the face of everything that was going on. Thank you to Braden for joining the team and adding to a great team of Program Managers. Beth has been so great in securing funding. And a big thank you to Chris and all her work as well (Greg seconded that)
- Adjourned at 12:41pm

Respectfully submitted,

Braden Wilson

Finance Director
UAACOG