

**Upper Arkansas Area Council of Governments
Board of Directors Meeting Minutes
UAACOG Office & Zoom
June 26, 2024 at 10:00 AM**

**Board Attendance: Buck Wenzel, Kevin Day, Dana Greene, Dwayne McFall, PT Wood (Zoom),
Devin Rowe (Zoom)**

Call to order – 10:09 am

1) Consent Agenda – *action item*

- i.) Minutes UAACOG Board of Directors meeting 04/24/2024
- ii.) Financial Statements
- iii.) Loan Reports
- iv.) **Dwayne moved to approve, Kevin seconded, passed**

2) Additions/changes to Agenda

- a) Added Head Start in-kind waiver (Braden)
- b) Old business – AAA funding update (Tom)

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

- a) Commodities provided emergency food assistance to 7,473 people so far this year
- b) Close to permitting for Aging office in Salida; groundbreaking in August or September; Tom discussed SB40 – removed additional funding, added audit once every 3 years of all AAAs throughout state
- c) CSBG – Lake County says it’s hard to administer, and no one there wants to do it; we will take over its administration although they will keep sending referrals
CSBG has helped applicants with rent, glasses, car repairs, utility shutoff avoidance; we have partnered with SPIN, Motel 6, DHS, to maximize help for clients with our limited resources
- d) 100 new vouchers given from DOH; paperwork to new voucher recipients has been mailed out; we also do Colorado Springs so voucher holders can look for housing there as well (Max)
- e) Fremont County Transport payments are being suspended due to Wet Mountain Rotary Van Service fraud findings; UAACOG staff reviewed and audited 1 year of WMVRVS reimbursement requests and found that fraudulent requests were not paid; Custer County Sheriff’s Office letter was sent to CDOT stating there will not be a criminal investigation into this matter; CDOT is now reviewing reimbursement requests; once payments are resumed back to UAACOG, GAC reimbursement requests will be processed and paid from February to current.
- f) Enterprise Zone Program – nonprofit contribution effects; new projects approved (see Board Packet, plus Canon City public pool)

Asked for questions, none

4) New Business

- a) Head Start in-kind waiver - *action Item, Braden Wilson for Chris Henager*
 - i. Closing out Head Start’s 2023-2024 books, need about \$360,000 for non-federal share, Chris will ask for extension
 - i. Braden wants Board’s approval to ask for \$25,000 waiver maximum (nonfederal share); Chris is working on fundraising; Safety Town was big success
 - ii. **Buck moved, Dwayne seconded, passed**
- b) Audit Update—*informational, Braden Wilson*
 - i. Audit pushed back due to Finance issues; Redlands Accounting will help with accounting/audit process as an independent party; will need audit extension to be able to have time to prepare for presentation
 - ii. Dwayne – how are other COG departments dealing with this? Hardships for them?

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- iii. Braden – things are being examined for other departments
- iv. Dwayne – are things undone because of Finance issues?
- v. Max – July through December didn't have reliable data; Braden's weekly meetings are bringing urgent matters to the front so things are getting handled
- vi. **Dwayne moved, Buck seconded, passed**
- c) FCHS Eligibility Criteria--*action item, Mary Tinkcom for Chris Henager*
 - i. Income guidelines are new; eligibility criteria are same for next year
- d) FCHS Release of Children Policy--*action item, Mary Tinkcom for Chris Henager*
 - ii. Child may not be released to person under 18
 - iii. Need to add to our policy since it makes Head Start liable
 - iv. **Dwayne moved, Kevin moved, passed**
- e) SUA Monitoring and Support—*informational, Tom McConaghy*
 - i. State Unit on Aging – issues found regarding temperature logs on food served; this has been a struggle; using new heating packs to supplement electric heating packs is working; cold items are more difficult since there is no facility large enough to cool coolers before adding food; logs supplied to SUA every month; working closely with SUA and other AAA food services; no food borne illness has happened; staff member is taking temperatures to ensure accuracy and times taken
 - ii. New item – NSIP - a USDA funded program - allows us to buy domestically produced food products; no admin fees are mentioned in policy; they say we are not allowed to charge admin fees; admin fees removed from budget; only one food service staff member (under 60) may consume a test meal
 - iii. Dwayne – does “domestic products” include beef? How do we know it's domestic when feds don't label it? Tom - AAA buys from Scanga
- f) UAADC Bylaws—*action item, Dave Paul*
 - i. Dave revised bylaws of UAADC to answer bylaws issues (taken from COG bylaws); asked for approval
 - ii. **Devin moved, Dwayne seconded, passed**
- g) Housing Funding Issues—*informational, Max Hanson*
 - i. Federal legislature/Rural Development cut \$400,000 from Self Help program. Trying to get two more applicants approved; moved staff from Self Help to Rehab for salary funding issues; the grant application that was submitted for the next two years is for \$600,000.
 - ii. Housing voucher program – we receive \$45.51 per voucher for admin fees; Max wants to work directly with HUD to get more income from vouchers; would add more work to our staff; would give us more decision-making authority.
 - iii. Wants Board's opinion to pursue discussion with State to change admin to us; needs lots of strategic planning first.
 - iv. Buck defers to Max since it's his program. Will increased costs be covered by additional admin income to do this?
 - v. Dwayne – cut out state if you can; consider initial cost; what happens if we fail; do we have to go back to state (contingency plan); too many unanswered questions right now
 - vi. Kevin – Max is best judge of what time and money is needed
- h) Regional Housing Needs Assessments—*informational, Max Hanson*
 - i. COG has the capacity to do Housing Needs Assessments on our own; what must be included; standard best process; no funding to do this; state will reference HNA for any projects going to Regional Housing assessments; looking to have counties and

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- local governments contribute to our budget for this – then they won't have to do it themselves
- ii. Kevin – we would do regional and local?
 - iii. Max -Yes
- i) Home Repair Policies and Procedures—*action item, Max Hanson*
- i. Discovered changes had been made to policy documents during Covid; revisions are coming; loan committee revisited due to loan committee member's resignation; state says our program staff can approve loans; loan committee would review loans, applicants, procedures, etc.
 - ii. Wants our Board to be our loan committee, giving staff the ability to deny/approve loans ourselves; this should lead to more applicants being approved which will increase our income and then allow more residents to get the help they need
 - iii. Dwayne – do we need to approve this now if more changes are going to happen?
 - iv. Max – yes, so we don't get stalled if another resigns
 - v. **Dwayne moved, Kevin seconded, passed**
- j) NARC and Keystone Policy Center Community Capacity Building Project—*informational, Heather Evans*
- i. They approached us in community capacity-building development project
 - ii. Goal is to give local and regional communities a voice in decision-making; working together gives us a better shot, but how do we work together on contentious issues?
 - iii. Funds are available to those who want to participate; need a broad spectrum of community leaders who participate in the decision-making process. How can we do this effectively? Why might folks want to participate? Project will give us tools to deal with future regional issues.
 - iv. No action required today
 - v. Dwayne – land use issues will be brought up; that won't work in this area; lots of energy issues in DOE's agenda
 - vi. Heather – we need community capacity building, especially for grants and pursuing money for our municipalities
 - vii. Beth – they want to use us but give us \$100,000 for administration and local governments
 - viii. Dana – could increase our skills at local levels to prevent common problems
- k) DOLA Mini-Grants—*action item, Heather Evans*
- i. First Round: City of Leadville, Salida Fire Dept, Town of Buena Vista, City of Florence, Custer County, Chaffee County, Town of Silver Cliff
 - ii. New applications have come in; all eligible; plenty of money available
 - iii. Heather asks for approval of first round applicants
 - iv. **Dwane moved to approve, Buck seconded, passed**
 - v. Buck – still \$70,000 left to spend for mini-grants
 - vi. Heather needs applications by August 9th in order to get them approved by next quarter
- l) Handbook Revisions—*action item, Mary Tinkcom*
- i. Complete revision finished; living document that will change over time; used info previously done by consent by board; Custer County provided good template for our guidance; Mary's goal was to simplify and update to bring into 21st century.
 - ii. Federal Holidays – Juneteenth and Columbus Day (Indigenous People Day) not included up until now; all federal holidays have now been added

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- iii. Educational assistance changes – working with Chris; Head Start pays for required training for teachers and assistants; needs to make a policy regarding pre-paid training fees being refunded when employees leave Head Start; still being worked on.
- iv. Alcohol and illegal drugs – two different issues that were not separate, now are separated; management to handle inappropriate behavior due to alcohol at events.
- v. Concealed carry - the Colorado statute for concealed carry of weapons was consulted. The State has specific requirements for training required in order to obtain a concealed carry permit. The change to the existing policy is that weapons are now allowed to have ammunition in them when carried. This is permitted by the Colorado State concealed carry statutes.
- vi. Appearance and attire – updated to 21st century; handled on individual basis due to sites and cases
- vii. All employees will review the new handbook and sign agreement statement
- viii. Dwayne – questioned rules on internet use. Should not be on business time; does this include workstation computers and cell phones?
- ix. **Dwayne moved, Kevin seconded, passed**

5) Old Business

\$1.7 million budget for next year given to AAA

6) Director's Report General Information – written report included in the packet

- a. Mini-Grants: Cost Recovery Study – Lake County had to decline. Waiting for Lake County to submit a new project. New round - \$100,000 – spent \$30,000 today; needs more applications
- b. Beth completed the Safe Streets and Roads for All grant application with the UAACOG as the primary applicant. This application is for the development of a Safety Plan for Florence, Brookside, Coal Creek, Williamsburg, Silver Cliff, Westcliff, and Rockvale. Unfortunately, due to an unforeseen issue, the application will have to be submitted in the August cycle.
- c. WIC partnership with Park County WIC and Valley Wide WIC is proceeding
- d. Head Start currently hiring Early Education Coach
- e. Recognized Finance Department (Braden, Lisa, and Samantha) for their hard work during our transitional changes
- f. CPFPG – first one on Thursday; will ask questions about quality of our services, are the services still meeting their goals, how can we do better?
- g. Implementing internal processes
- h. Dwayne – do we get to keep Beth?
 - i. Heather - through Feb 1st – then money runs out; other funding avenues being explored

7) County/Community Reports

- a) Senator Bennet's office – Renee Martinez – not present
- b) Congresswoman Pettersen's office – Justin Kurth – not present
- c) Senator Hickenlooper's office – Antonio Huerta – not present
- d) Chaffee County – PT Wood
Nothing exciting going on; EMS building being worked on
- e) Buena Vista – Devin Rowe
Buena Vista is very busy, 3rd groundbreaking this month for apartments, childcare, new park in honor of Billy Cordova (themed around first responders), apartments and other building beginning; trying to work on mini grants, water augmentation certificates issues
- f) Custer County – Kevin Day

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- Fire crossed into Custer County yesterday (from Pueblo); new fire management team; landfill received preliminary approval, moving forward to replace compactor; roads being repaired, two separate meetings in Custer County have been held on election integrity
- g) Silver Cliff – Buck Wenzel
CML conference, biggest attendance ever; how to fight governor’s new bills that threaten to bankrupt small communities; proceeding with HUD on Town Plaza project; chip sealing roadways
 - h) Fremont County – Dwayne McFall
RFP for broadband service provider – one response; Grandview bridge replacement is making headway; getting ready for Fremont County’s 100th County Fair July 26-Aug 3
 - i) Cañon City –Ryan Stevens – not present
 - j) Lake County – Sarah Mudge – not present
 - k) Leadville – Dana Greene
First affordable housing development groundbreaking; 12 condo unit; regional housing authority received money from Congresswoman Petterson for future building; fire is 100% contained now; handled well by emergency management

Buck requested Board members let Heather know if you will be at future meetings so we know if we will have a quorum before the meeting date.

8) Adjourn Board meeting at 12:00
Buck adjourned

Respectfully submitted,
Julie Griffo