

Upper Arkansas Area Council of Governments
Board of Directors Meeting Agenda – Hybrid Location—Colorado Mountain College Leadville, New
Discovery Academic Center, Room 122/Zoom
August 24, 2022
10:00 AM

Call to order

Buck called the meeting to order at 10:00 a.m.

Board members: Buck Wenzel, Rusty Granzella, Greg Labbe, Kevin Day, Ryan Stevens, and Jeff Fieldler

Staff members: Heather Evans, Audrey Sandefur, Carol Gindro, Vicky Casey, Julie Peek, Chris Henager, Max Hanson, and Tom McConaghy, Kristy Brownfield, and Matthew Gower

Guests: Kristi Galarza, Lake County Build a Generation Housing Coalition and Leslie Mastroiznni, SCEDD

1) Consent Agenda – action item

a) Minutes UAACOG Board of Directors meeting 06/29/2022

b) Financial Statements

c) Loan Reports

d) Policy 101 & 301 Revision

e) Head Start Locally Designed Option Waiver Ratification

f) Head Start Program Progress Report

A motion to approve the consent agenda items was made by Rusty with a 2nd by Kevin. No discussion. Motion approved.

2) Additions/changes to Agenda

No additions.

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

Considering the agenda being so heavy Heather is hi-lighting the WIC program report. The case load has increased by 129 participants since the last meeting.

4) New Business

a) Introduce New Housing Director—informational, Max Hanson
Max has joined the UAACOG staff and has been in place 2 weeks.

b) DOLA EAIF (mini-grants)—action item, Heather
Heather would like to apply for a grant from DOLA (Department of Local Affairs) for the mini-grants. There is an estimated timeline going from the application process to DOLA to the completion of projects in the communities. The funds are more competitive now as the funds are not set aside specifically for COG’s. The amount of the grant is for \$60,000 which is three projects for each county. This will be a 2-year contract.

A motion to approve the application to DOLA was made by Greg with a 2nd by Rusty. No discussion. Motion approved.

c) Bonus Policy—action item, Heather
Policy 313, included in the board packet, is the Employee Bonuses policy.
Heather explained that this is an overarching bonus policy which is different than the 1-time bonus policy approved earlier in the year. Heather explained the policy as it is written (draft) for who would be eligible and the dollar amounts. Heather researched the other COG policies regarding bonus policies. Rusty stated that program managers have had discussions regarding this policy and

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agree with the policy. Vicky explained how this works in their office with State staff doing the same jobs but being paid differently which is hard on employees to see. Julie explained one of her staff members makes about \$14.00 per hour and she wants to certainly retain her and reward for their hard work. Chris stated that the Office of Head Start is encouraging bonus since hourly wages cannot be brought up. Buck wanted to make sure that services are not cut to clients for this policy which the staff stated they are not. Greg said that employee retention is a challenge. Jeff mentioned that perhaps a fund could be set up in further years to help those programs that do not have enough funds. Kevin moved to adopt the policy as presented with a 2nd by Jeff. No discussion. Motion approved.

d) FAMILI Waiver—action item, Carol Gindro

Carol explained the resolution 1, Series of 2022, for UAACOG to decline participation in the “FAMILI” program and to provide notification to the State of Colorado, Colorado Department of Labor, and Employment, FAMILI Division, of such declination. The Colorado General Assembly has enacted legislation known as the Paid Family and Medical Leave Insurance (FAMILI) Act, which takes effect in 2023. The Board has reviewed and considered the advantages and disadvantages of UAACOG’s participation in FAMILI as well as the current benefits provided by UAACOG to its employees.

A motion to adopt the resolution was made by Jeff that UAACOG decline the FAMILI Waiver, and the board chairman and board secretary sign the resolution and require a roll call vote of the board, with a 2nd by Greg. No discussion. Motion approved. Roll call vote, Ryan yes, Jeff, yes, Buck, yet, Kevin yes, Greg yes, and Rusty yes.

e) Indirect Proposal—action item, Carol Gindro

This is a plan that must be done annually. Carol explained the plan and how the numbers come about. The report is sent to all funding sources and Transit and WIC send back their approval letters. The plan and the cost allocation policy along with a letter to the funding sources need to be signed by Heather and Audrey. Carol stated what expenses are in the indirect costs and those are paying for the salaries for the executive director, fiscal office staff, front desk staff, operating costs for those offices, cost of audit, insurance expenses, etc. The rate for 2022 is 11.29%.

Total Direct Costs \$ 4,102,237

<u>Indirect Costs</u>	<u>\$ 437,519 = 10.6654%</u>
Total Direct Costs	4,102,237

Indirect Costs plus carry forward overage	\$437,519+\$121,624 = <u>\$559,143 = 13.6301%</u>
Total Direct Costs	\$4,102,237

A motion to approve the 2023 Indirect plan and allow for Heather and Audrey to sign the document was made by Greg with a 2nd by Rusty. No discussion. Motion approved.

f) Revised Budget—action item, Audrey Sandefur

The revised annual budget for 2023 is \$9,904,556 which is an increase of \$1,732,218 to the agency. The breakdowns are as follows:

Expenses Increases in value:

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Salaries/Fringe	\$ 595,229	
Indirect	\$ 153,908	
Operating	\$ 225,060	
Direct Operating	<u>\$ 758,021</u>	
Total	\$1,732,218	
Federal funds increased	\$1,887,828	(\$987,399 is due to Covid funding)
State funds increased	\$ 37,651	
Local funds decreased	\$ -10,080	
Private funds increased	\$ 196,413	
Project Income decreased	\$ -289,634	
Fees increase	\$ 29,199	
Carry over decrease d	<u>\$ -119,159</u>	
Total	\$1,732,218	

Jeff moved to approve the revised budget presented by Audrey with a 2nd by Kevin. No discussion. Motion approved.

- g) UAACOG Dues for 2023—Audrey Sandefur/Heather Evans
The formula table has been updated with the population (2020) and taxable assessed valuation (2021) for each county. The total dues are as follows, per county:
- | | |
|---------|-----------------|
| Chaffee | \$28,268 |
| Custer | \$ 5,715 |
| Fremont | \$27,467 |
| Lake | <u>\$10,328</u> |
| Total | \$71,778 |

Heather stated that there is not a percentage increase however the total dollars have increased due to the population and taxable valuation. Kevin said he would like to see if we can get an email vote so that Fremont Counties voice can be heard. Jeff asked if a zoom meeting would work better. Rusty stated that the valuation between Chaffee and Fremont is done differently in their offices. The board asked for an amended percent amount of increase for an across the board equally to each county. Carol and Audrey re-calculated the amount of dues and the revised numbers are as follows:

Chaffee	\$25,367
Custer	\$ 6,069
Fremont	\$28,475
Lake	<u>\$11,864</u>
Total	\$71,775

Buck moved to accept the revised dues, which were calculated at the board meeting, a rate of 13.42% per county with a 2nd by Rusty no discussion. Motion approved.

- h) Hidden Benefit: AAA—informational, Matt Gower
Matt went over three stories of how his program has reached many participants but elaborated on each of these and how the program has really helped.

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- i) School Readiness Outcomes Summary—informational/action item, Chris Henager
Chris went over the written report, which was displayed on the screen, and explained the data collected regarding the children’s school readiness. Chris will need this document signed by the board chairman.
Rusty moved to approve the school readiness outcome summary with a 2nd by Greg. No discussion. Motion approved.

- j) Meeting Locations—action item, Heather
The board meetings have “always been done that way” which is to travel to different counties to hold board meetings. The cost to have staff attend the board meeting is approximately \$956.00. Buck said that staff must be pulled away from their jobs for an entire day. Jeff said it was good to see the cost of the meeting. Greg said that perhaps we could do four times in Canon and 2 times in Salida.

5) Old Business

- a) Grants Navigator Specialist position—action item, Heather
The cost that OEDIT is firm on the \$100,000 and with a staff person the amount we could pay them would be \$58,630 to which Heather feels would be very hard to find a qualified applicant.
Leslie, at SCEDD, has worked up a proposal where SCEDD would carry out the program for the 1-year funding. Heather said that if we hired a person and the funding goes away, there would be no further contact with them if necessary. However, if SCEDD does this position they are not going away, and they would be available to give additional assistance. Greg said we should go forward with the position. Leslie said that SCEDD will be hiring two people for the counties and hope that the person will be living in the local area, but that is not required. Buck asked when the funds would be available and there is no decision made yet. Kevin asked Leslie if this would be similar to what SCEDD is already being done for the counties with ARPA money. Greg would be in favor of an RFT as well as Rusty.
Rusty made a motion to continue the process and once the money is appropriated proceed with a sub-contractor vs an FTE with a 2nd by Greg. Motion approved. No discussion.

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

Parking lot is on the way to being complete
Held a fire drill at the Admin building
UAADC loan committee still needs members from Teller and Lake Counties
Start thinking about the mini-grants that you want in your counties
Energize Colorado Grant is complete and \$434,481.00 was distributed to area businesses

7) County/Community Reports

- a) Custer County – Kevin Day
Hwy 67 have finished overlay
Hwy 96 is stalled due to supply issues
Working on ambulance into Wetmore, getting ready to talk to Florence Fire District

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- b) Westcliffe/Silver Cliff – Buck Wenzel
Amended funding for safe routes to school project
Decided not to open museum until the chairlift is installed, ada sidewalks, outside drainage

- c) Florence/Cañon City –Ryan Stevens
Requiting for HR and Publics Work
Old KBob has been torn down for a new tire business
Broadband contractor being selected

- d) Lake County – Jeff Fiedler
Oversight on budget through the year prior to going into budget process time
Consider a short-term rental moratorium until a policy is put into place
Justice Center is in the pre-application process

- e) Leadville – Greg Labbe
August has been a busy month
Strong mayor system for 140 years and they have now hired a city manager
City Planner started
Created a housing authority (City and County) and have a Housing Director
Chaffee Housing Trust is doing a project in Leadville—12 houses next year

- f) Chaffee County – Rusty Granzella
Human Services director passed away unexpectedly
Continue with land use code updates
Two ballot measures on the upcoming ballot
6-8 years of working with BLM have a permit to use dirt to cover trash at landfill

- g) Buena Vista – Devin Rowe

The meeting was adjourned by Buck at 12:43 p.m.