

**Upper Arkansas Area Council of Governments
Board of Directors Meeting Agenda–
Crestone Building-2-BOCC Conference Room (75) & Zoom
August 23, 2023 at 10:00 AM**

Call to order Buck called the meeting to order at 10:02 a.m.

Board Members: Buck Wenzel, PT Wood, Devin Rowe, Greg Labbe, Kevin Day

Staff Members: Heather Evans (Executive Director), Molly Shipp (HR Director), Chris Henager (Headstart Director), Max Hanson (Housing Director), Dave Paul (UAADC Director), Tom McConaghy (AAA Director), Jessica Rathke (Acting WIC Director), Alisha Todd (CFO Systems – Contracted)

Guests: None

1) Consent Agenda – *action item*

- a) Minutes UAACOG Board of Directors meeting 06/21/2023
~June meeting minutes to be recreated and approved at 10/25/23 board meeting
- b) Financial Statements
- c) Loan Reports

2) Additions/changes to Agenda

Approved consent agenda as amended

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

AAA

- 4-Year plan approved; provides guidance through 2027; Tom can send the plan as requested
- New building postponed while waiting on childcare option
- Declining funds; reduction of \$600K in 2024 and anticipating another \$500K reduction in 2025
- Tom, Heather & Beth Lenz all looking for additional funding options, funding rollback was due to additional allocations during COVID and the move to 2019 levels
 - Difficult decisions will need to be made in the future

CSBG

- Fremont County is out of money
- Lake County has 1 request since January 2023
 - September 2023 may see a re-allocation if more applications do not come from Lake County
 - Several meetings have been held to review new partner agencies
- Increase in requests for dental assistance

Headstart

- Universal Pre-School changes at Colorado state
 - Funding times for student enrollment in UPK
 - State is currently being sued due to the changes being made to the program after enrollment occurred
 - These changes are altering how students are funded; Headstart is currently absorbing costs as it is able
- Collaborating with Fremont RE-1 & ECHO council for direction
- Additional children needing services; negotiating with the state for more UPK slots
- Hailstorm in June caused significant damages to buildings and vehicles; roughly \$135K

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- Davis-Bacon regulations are kicking in due to the cost of repairs

Housing

- Three findings on most recent HUD audit
 - Not reporting eHome America clients
 - Updated disclosure agreement to notify clients of UAACOG receiving funds from CHFA
 - Comprehensive Financial Analysis needs more detail
- Housing Choice Voucher program added a 3rd staff member; program now also providing services to El Paso County
- 502 Loans can now be packaged by our office in the counties served by the USDA/RD SelfHelp program
- Grant request through Congresswoman Pettersen’s office passed its 2nd hurdle in the legislature; this grant would provide funds for 6 lots to build SelfHelp homes

UAADC

- Everyone in the loan portfolio has now made a payment
- Several loans in the pipeline including a \$500K in Leadville through the Forest Service
- CSBG Public Meeting September 1st is scheduled
 - \$300K grant w/ \$50K in administrative payments
 - Fremont County is the lead applicant
- Dave is working on e-zone projects
 - Tabor Building in Leadville
 - Florence Pioneer Museum
 - Provides 25% tax credit on cash donations and 12.5% on qualified in-kind

4) New Business

- a) Introductions—*informational, Molly Shipp and Alisha Todd*
 - Molly Shipp is introduced as UAACOG’s new HR Director
 - Alisha Todd from CFO Systems is introduced; consultant to help UAACOG w/ fiscal transition
- b) Indirect Proposal—*action item, Alisha Todd*
 - Same methodology as previous years
 - Rates increase slightly
 - With carry-over totals; 11.18% indirect rate for 2024 budget

Call to vote; motion made by Devin, 2nd by PT
Vote was unanimous

- c) Budget to Actual— *information item, Alisha Todd*
 - CFO systems helps fiscal offices “under fire” and helps implement process changes to promote efficiency and transparency
 - Meeting with program managers to review & create program budgets over the next month
 - Reviewing process for automating the bill pay system and voucher process to create savings and increase efficiency
- d) UAACOG Dues for 2024—*action item, Alisha Todd and Heather Evans*

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- Population & assessed value updates based on Colorado DOLA information
- Reviewed formula for dues
 - COGS are all coming together to review; most use the standard formula
- Discussion on dues
 - PT thinks the formula is more equitable, Kevin concurs adding the consistency of the formula is best

Call to vote: motion made by PT to adopt the new dues based on COG formula, Kevin 2nd's. Motion approved with Buck, PT, Kevin & Devin voting "AYE" and Greg abstaining

- e) Head Start Board Training--*information item, Chris Henager*
- Presented the new organization chart
 - New position added; 1 disability coordinator, Nancy Martinez
 - Reviewed the approved 5-year plan
 - Already met all goals in section 4
 - Table of Contents, Budget & Code of Conduct all approved with previous grant approval
 - \$338K in non-federal matching funds
 - Office of Headstart is backed up but encouraged to pay staff at the new salary schedule
 - Two classrooms are currently closed due to not enough qualified staff
 - May need to redo Scope of Services if more than a 15 student reduction; a change to budget would also need to occur
 - Action may come before the next board meeting
 - Kevin cautions against spending money that is not in-hand
 - Chris approved due to the supplemental nature of the grants and a small buffer existing in program budget
 - Governance & Key Activities
 - Responsibilities of the UAACOG Board, Headstart Management Team, & Headstart Policy Council
 - Federal Monitoring Review
 - Changes to self-assessment; collaboration with other Headstart programs and take best practices – 6 month reviews with internal committee
 - Performance Standards
 - Federal regulations govern the board for Headstart oversight – this is why many Headstart items appear on UAACOG board agenda
 - Eligibility Standards for Enrollment
 - Age & Income thresholds
 - Up to 100% federal poverty limit
 - 35% of students can be 100% - 130% federal poverty limit once applicants below 100% poverty are exhausted
 - 10% of students may be above 130% poverty if the prior two criteria are met
 - Child+ is used for criteria verification and audited by the Headstart Director
 - Glossary of Terms provided to the Board
- f) Policy 709 Background Checks—action item, Molly Shipp

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- No policy has been in place for background checks and what is permissible
- New policy would add the following as potential disqualifiers for employment:
 - Nature of the crime
 - Unreasonable risk
 - Time since conviction
 - Number of convictions
- Buck asked about traffic history checks
- Chris provided context on additional checks for Headstart Programs
- Tom provided additional checks for AAA programs
- PT Wood motioned to approve the new policy with Buck seconding
 - Unanimous passage of Policy 709 with those present
- g) DOLA Mini-Grants—*action item, Heather Evans*
 - 3 more requests have come in: Florence, Rockvale, Williamsburg
 - Able to fully fund Florence and Rockvale projects
 - Partial funding for Williamsburg OK'd by DOLA regional manager
 - Devin motioned to approve funding the projects as presented, PT seconded
 - Unanimous passage by those present
- h) Proposed Childcare Option to New AAA Building – *action item, Tom McConaghy*
 - \$3 million+ grant for new AAA office in Salida w/ signed contract for a parcel on Cleora Rd; RFP was ready to go out
 - Places to Age, a group from Chaffee County requested a child care center be placed inside the new facility
 - Childcare facilities helps existing workforce
 - Intergenerational Programs is an innovative solution in Colorado
 - Current grant would not be enough to add the new facility and accommodate additional parking needs
 - Would need to contract with independent agencies to handle the childcare; virtually zero opportunities for contract agencies
 - Recommendation from Tom is to NOT add this project as there are too many roadblocks and no help has been offered to apply for additional funding
 - Discussion started by PT on childcare in Chaffee with no change expected in the near future – this option is not practical
 - Greg concurs, not insurmountable task but very nearly
 - Devin mentions a new partnership in BV for a childcare center
 - Buck agrees the idea is incredible but not going to happen
 - Buck motions to disapprove of the childcare facility in the new AAA building, PT seconds
 - Unanimous vote against adding the childcare facility by those present
- i) Regional Housing Update—*informational, Max Hanson*
UNABLE TO TAKE NOTES WHILE PRESENTING
- j) Hidden Benefit: AAA—*informational, Jessica Rathke*
 - Home Fire caused a WIC family to become homeless. WIC staff partnered with Housing staff in UAACOG to work with the family. During this time, one of the children in the home was killed and a grandmother took custody of the remaining child. Staff helped facility partnering with childcare agencies so the grandmother could return to work, CSBG assistance provided help for the family to stay in their

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home, and the child is now enrolled in Headstart and receiving early childhood mental health care

5) Old Business

- No Old Business

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

- 11 Mini-Grants in Progress
- 17 Mini-Grants in this round
- If there is enough interest, UAACOG can reapply for additional funding in December to fund more projects
- There are NO admin fees collected to provide this service in the region
- Grant Navigator Specialist
 - Created a working needs document
 - This is being used as a new model statewide
- Strategic Planning Committee
 - SWOT Analysis of programs are being conducted
- CFO is identifying potential improvement for productivity
- Fewer meetings due to internal issues
- New HR Director hired
- New RLSS/Payroll/Financial Coordinator hired
- Staff recognition for Leslie Benschung
 - A \$300 project to help a client turned into a \$700 donation to AAA
- New website incoming
 - More comprehensive, informative, easier to navigate
 - Will be live October 1st
- RFP for a new auditor soon
- Email Beth Lenz w/ grant applications
- Coal Town roadway project
 - Coal Creek, Brookside, Williamsburg working together on

7) County/Community Reports

- a) Custer County – Kevin Day
 - Recall of Tom Flower has been finalized
 - Lucas Epps sworn in as new county commissioner
 - Last week a new county manager was hired, may be undone today
- b) Leadville – Greg Labbe
 - City purchased a 19,000 sq/ft building to be used for a new youth rec center; Sept 19th is the closing
 - In 3 weeks an event for an Irish Memorial to Leadville miners will be held; Sept 16th
 - Irish Ambassador to the USA will be present
 - New mayor & 3 City Council members will be voted in this year
- c) Chaffee County – PT Wood
 - County purchased Salida Auto Plaza building and will relocate the Sheriffs office there
 - Energy & Carbon Emission Commission formed

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- Chaffee County is working with them since the county is considered a “hot spot”
- Chaffee Housing Trust is applying for Prop 123 funds
- Broadband applications are in for funding
- d) Buena Vista – Devin Rowe
 - Moratorium on new development while working on a water usage study
 - Entire planning department left
 - Street project moving forward
 - Water plant expansion approved
 - Certificate of Occupancy approved for new police station
 - New town administrator; coming from Poncha Springs
- e) Silver Cliff – Buck Wenzel
 - Total overlay on Highway 96 is completed
 - \$300k drainage improvement completed
 - Entire Parks Department quit
 - Building/Zoning Official is retiring
 - Museum is going great
 - UAACOG has a unique board, thanks Heather and all the amazing department heads for the great work they do and please pass thanks on to staff

8) Adjourn Board meeting

- Motion to adjourn made by Devin, seconded by Buck
 - Unanimous passage; adjourned at 12:02 PM MST