

# EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS

COLORADO'S CENTRAL PLAINS



Box 28 · Stratton, Colorado 80836 · 719-348-5562 · (FAX) 719-348-5887 · [www.eccog.com](http://www.eccog.com)

## EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS BOARD OF DIRECTORS MEETING MINUTES JUNE 6, 2018

A special catered dinner honoring Jo Downey on her retirement after 44 years of service to ECCOG was held prior to the regular board meeting. Bob Downey also attended as well as PDC Board members Chairman Ed Rarick, Steve Burgess and Rol Hudler. ECCOG office staff attending included Eileene Andrews, Angela Brinkhoff and Paulette Thompson. The meal was catered by Patsy Tompkins of Limon. After the delicious meal was enjoyed, a brief presentation was made to Jo by Limon Mayor Julie Coonts thanking Jo for her assistance to their community with a special board resolution. Troy McCue also thanked Jo on behalf of the ECCOG and PDC boards for guidance and experience. Jo opened the gift from the boards which was a custom-made quilt in Jo's favorite color of forest green stitched with a star motif in recognition of her earning a gold star. Jo often told people they deserved a gold star for their work; she was very deserving of her own star. Inside the gift bag were cards from municipalities and counties thanking Jo for her insight and service. Jo expressed her heartfelt thanks for the gift and recognition. She stated the years passed quickly and the staff made her job easy. After fond farewells, the PDC board and ECCOG office staff left the celebration.

### **Call to Order**

Vice Chairman Troy McCue called the June 6, 2018 meeting of the ECCOG Board of Directors to order at 7:24PM held at the Hub City Senior Center in Limon. Board members attending in addition to Vice Chairman McCue, included: Gary Beedy, Steve Burgess, Julie Coonts, Linda Corbin, Dave Hornung, Hal Mc Nerney, Don Means, Karen Miller and Valerie Rhoades. ECCOG staff attendees included: Senior and Transit Services Director Debby Conrads and ECCOG Executive Director/PDC Administrator Candace Payne. Public audience included former Executive Director Jo Downey and her husband, Bob. Nancy Bopenhagen, Chris Richardson and Trevor Smith were unable to attend.

### **Roll Call and Introduction of Guests**

Roll call and introductions of guests were made prior to the meeting and no additions were noted.

### **Approval of May 2, 2018 Meeting Minutes**

Vice Chairman McCue asked for additions or corrections to the May 2, 2018 teleconference meeting Minutes. There being none, Gary Beedy made a motion to approve the Minutes as presented. Don Means seconded the motion, which passed unanimously.

### **Financial Report – June 6, 2018**

The June 6, 2018 Financial Report was distributed showing the May end of month checking balance of \$84,505.17. A brief explanation of the remaining fund balances given by Executive Director Candace Payne.

### **Approval of Bills for April 2018**

Executive Director Candace Payne reviewed the May 31st payroll expense of \$26,292.03 along with \$87,763.14 of expenses and \$1,200.16 of debit card transactions. In addition to the typical monthly expenses, there were two Enterprise Zone contribution projects paid for the five contributions received. Dave Hornung made a motion to ratify the bills and payroll and accept the Financial Report for filing. Julie Coonts seconded the motion. The motion passed unanimously.

### **UNFINISHED BUSINESS:**

#### **2017 ECCOG Audit**

Executive Director Payne reported that the 2017 ECCOG December 31, 2017, audit report was approved via email ballot after revisions were made to the Notes section by the auditor after presentation at the May 2, 2017 board meeting. The final copy is on file and has been shared with the state agencies as required.

## **Our Journey Program**

Executive Director Candace Payne provided a brief update on the 2018 Heritage Tourism efforts. The 6,000 brochures of each "Places" and "Fun, Fairs & Festivals" were distributed in early May. The Our Journey website is being updated by the web designer at this time and will be updated throughout the season. On May 21<sup>st</sup>, a special social media training session for museum staff was conducted in Limon by the Greeley staff of the Small Business Development Center. Four museums were represented in the two-hour session covering Facebook and Instagram. Attendees commented the information would help them become more adept in using these platforms for reaching new younger tech-savvy audiences. The Greeley SBDC staff member is paid in part by Prairie Development Corporation's financial support in our service area.

## **NEW BUSINESS:**

### **Community Development Block Grant (CDBG) Application**

Together, ECCOG and Prairie Development Corporation, assist startup and existing businesses through the CDBG fund capitalized by the Office of Economic Development and International Trade Business Loan Fund Grant. The current grant expires on June 30<sup>th</sup> and has been extended and amended as allowed. A new application has been completed on behalf of the four counties. Lincoln County is the grantee/applicant while ECCOG and PDC, the sub-grantees, manage the funds, market the program, make the loans, and collect the payments to re-capitalize the Revolved loan funds. The new application is for \$250,000 for business assistance with another \$40,000 for administrative support. All four counties have signed the application which will be submitted online as soon as it is available. Dave Hornung made a motion to continue our support for the new CDBG application of \$250,000 for lending and \$40,000 for administrative support. Steve Burgess seconded the motion. A unanimous ballot was passed.

### **State Unit on Aging (SUA) Evaluation**

Senior and Transit Services Director Debby Conrads reviewed the desk evaluation performed by the State Unit on Aging in April. The services reviewed include meal preparation and delivery. The evaluation provided our staff with best practices, areas of concern and compliance items to consider implementing in our operation. The two compliance items include meal site donation boxes and a transit driving record which have been mitigated and documentation has been provided to the SUA. We have received the state's acknowledgement of the cleared compliance concerns. Implementation of best practices and attention to areas of concern will be Debby Conrads' focus in the coming months.

### **Project SMILE Congregate Meal Guest Fee**

Debby Conrads directed attention to the handout of SFY 2018-19 Minimum Guest Fees (Congregate Meals) provided at the meeting. Debby discussed the state's calculation of the guest fee for Region 5 as shown at \$6.60 which is rounded up to \$6.75. Currently, our meal fee is \$7.00 which is allowed. Gary Beedy made a motion to continue the \$7.00 guest fee. Hal McNerney seconded the motion, which passed by unanimous ballot.

### **Other**

Julie Coonts shared an update on Limon's activities which included the new mural painted on the tall grain bin near I-70 at Limon's second exit for westbound traffic. The painted mural is nearing completion which used the Our Journey brochure silhouette idea which is filled with a harvest field sunset scene. The mural is beautiful already. Limon is also hosting the Pedal the Plains bike ride in September.

Gary Beedy reported a .62% sales tax increase will be on the November ballot for transportation. This will provide much needed and appreciated income to the counties and municipalities. There has not been a gas tax increase in over 25 years and the roads and bridges are failing due to lack of funds to support maintenance. This sales tax increase will be paid by tourists visiting our state as well as the local residents and businesses.

ECCOG staff backup/cross training was brought to the board's attention by a board member. Specifically, the fiscal officer or bookkeeping position was of utmost concern. Training another COG staff member on payroll and written procedures for maintaining the operation well is the required outcome. Executive Director Payne explained written procedures were being completed by most employees in various positions since the EDA peer review last October. This process has been met with fear of job loss and demotion voiced by the staff even though they have been reassured many times that is not the purpose. Candace and Debby will continue to work with all staff on getting proven, reliable, and useable procedures completed for all positions. Candace was directed to speak with the fiscal officer and other staff about the board's requirement of procedures and cross/backup training.

**Next Meeting Dates/Locations**

Vice Chairman McCue reviewed the meeting dates and locations listed below:

July 4 – Mail ballot due to holiday and harvest

Aug 1 – Mail ballot due to county fairs

Sept 5 – Burlington Welcome Center tour- meeting at Old Town or Cheyenne Wells DCP Helium Plant

Oct 3 – TA Truck Stop, Limon

Nov 7 – Claremont Inn, Stratton

Dec 5 – Mail ballot due to holidays

NOTE: Special teleconference meetings may also be called at any time by the chairman. All teleconference meetings also have a physical location which is the ECCOG office in Stratton so that interested citizens may attend. Notice is posted online and in the ECCOG office window of the next meeting date and location.

**Adjournment**

Vice Chairman McCue thanked everyone for attending this special recognition evening and declared the meeting adjourned at 8:10PM.

*All handouts and reports are retained in the permanent file of ECCOG Board meetings*