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Executive Committee

Bob Fifer, Chair
John Diak, Vice Chair
Ashley Stolzmann, Secretary
Kevin Flynn, Treasurer
Herb Atchison, Immediate Past Chair
Douglas W. Rex, Executive Director

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, JANUARY 15, 2020
RED ROCKS CONFERENCE ROOM
1001 17th Street, 7th Floor
➔ 6:00 P.M. ⬅

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
   - December 18, 2019 minutes
     (Attachment A)

ACTION ITEMS

3. Discussion of a resolution authorizing the executive director to contract with DemandTrans Solutions to purchase enhancements to the Ride Alliance trip exchange with Veterans Transportation and Community Living Initiative (VTCLI) grant funds in the amount of approximately $103,000.
   (Attachment B) Ron Papsdorf, Director, Transportation Planning and Operations

4. Discussion related to increasing compensation limits for contracted services under the DRCOG Area Agency on Aging (AAA) voucher program from $125,000 to $250,000.
   (Attachment C) Jayla Sanchez-Warren, Director, Area Agency on Aging

ADMINISTRATIVE ITEMS

6. Executed Contracts Report – One contract to report for December 2019
   - JSI Research & Training Institute, Inc.
     (Attachment D) Jenny Dock, Director, Administration and Finance

7. Report of the Chair

8. Report of the Executive Director

Persons in need of auxiliary aids or services, such as interpretation services or assisted listening devices, are asked to contact DRCOG at least 48 hours in advance of the meeting by calling (303) 455-1000.

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ADMINISTRATIVE ITEMS (cont.)

9.   Other Matters by Members

10. **Next Meeting – February 19, 2020**

11. Adjourn

SUMMARY
FINANCE AND BUDGET COMMITTEE
Wednesday, December 18, 2019

Present:

Kevin Flynn, Chair	Denver
Jeff Baker	Arapahoe County
Bob Fifer	Arvada
Roger Partridge	Douglas County
Larry Strock	Lochbuie
Wynne Shaw	Lone Tree
Joan Peck	Longmont
Sandie Hammerly	Superior
Jessica Sandgren	Thornton

Others Present: Doug Rex, Executive Director; and DRCOG staff.

Chair Flynn called the meeting to order at 6:01 p.m. with a quorum present.

Move to Adopt the Consent Agenda

Director Shaw **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Minutes of the November 20, 2019 Meeting

Discussion of a resolution appointing Atteran, LLC as attorney's in fact to represent DRCOG before the Internal Revenue Service in payroll tax matters and to authorize certain actions in connection
Jenny Dock, Director, Administration and Finance, provided an overview of Atteran LLC and their ongoing relationship with DRCOG.

Director Baker **moved** to adopt Resolution No. 29, 2019, appointing Aterran LLC as attorneys-in-fact to represent the Denver Regional Council of Governments before the Internal Revenue Service in payroll tax matters and to authorize certain actions in connection therewith. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the executive director to contract with Preferred Community Health Providers (PCHP) to implement the Anthem Commercial Care Transitions project in the amount of approximately $35,000 using general funds
Jayla Sanchez-Warren, Director, Area Agency on Aging, provided and overview of partnership that will take place with Preferred Community Health Providers (PCHP) to help lower health care costs.

Director Strock **moved** to adopt <u>Resolution No. 30, 2019</u>, authorizing the Executive Director to contract with PCHP to provide the Anthem Commercial Care Transitions Project. The motion was **seconded** and **passed** unanimously.

<u>Executed Contracts</u>
There were no contracts to report for December 2019.

<u>Report of Chair</u>
No report was provided.

<u>Report of the Executive Director</u>
No report was provided.

<u>Other Matters by Members</u>
No other matters were discussed.

<u>Next Meeting</u>
The next meeting is scheduled for January 15, 2019

The meeting adjourned at 6:16 p.m.

ATTACH B

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director
            (303) 480-6747 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
January 15, 2020	Action	3

SUBJECT
DRCOG contracting with DemandTrans Solutions (DemandTrans) to purchase enhancements to the Ride Alliance trip exchange.

PROPOSED ACTION/RECOMMENDATIONS
Staff recommends authorizing the Executive Director to negotiate and execute a contract with DemandTrans for enhancements to the Ride Alliance trip exchange with Veterans Transportation and Community Living Initiative (VTCLI) grant funds.

ACTION BY OTHERS
N/A

SUMMARY
Recently, staff and project stakeholders created a desired list of enhancements (see attached) for the Ride Alliance trip exchange. Staff issued a Request for Qualifications (RFQ) for the identified enhancements and received two proposals. A panel of staff, including DRCOG's Information Technology Manager, and an external project stakeholder reviewed the two proposals submitted. The panel unanimously agreed that DemandTrans was the best qualified firm based on their relevant experience and cost. Therefore, staff recommends that DRCOG contract with DemandTrans for this project.

The procurement will also require CDOT concurrence. DRCOG staff have been communicating with CDOT and believe that this concurrence is likely upon Finance and Budget committee approval.

PREVIOUS DISCUSSIONS/ACTIONS
N/A

PROPOSED MOTION
Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with DemandTrans solutions for eight identified enhancements to the Ride Alliance trip exchange with VTCLI grant funds of approximately $103,000.

ATTACHMENTS
- Prioritized Enhancements List
- Draft Resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6747, or drex@drcog.org; or Matthew Helfant, Senior Transportation Planner, Transportation Planning and Operations, at 303-480-6731 or mhelfant@drcog.org.

Memorandum

To: Matthew Helfant and Heather Kamper
From: Suzanne O'Neill and Erica Hamilton
Date: October 1, 2019
SUBJECT: Prioritized Enhancements List

The following enhancements were identified by the Enhancements Subcommittee and investigated by the TransitPlus team and Teague Kirkpatrick from Routematch.   The consensus of the Enhancements Subcommittee is that the first four items on the list are paramount to the success of the project.

Item	Programming Cost	Project Mgmt
1. System Change Needed for Testing	$1,500	$175
2. Client ID's	$8,000	$744
3. Trip Exchange Filters	$30,000	$3,281
4. Trip Notes Refinements	$2,000	$2,800
5. Cancellations	$3,000	$175
6. Additional Automation for Hub	$10,000	$263
7. Trip Transfer Components	$15,000	$1,400
Sub-Total:	$104,500	$9,800

Total Project Cost: $114,300*

*If the trip transfer component was eliminated from the list, the total project cost is $97,900.

Each item is described on the following pages.

1. **System change needed for testing**
   - Unclaimed trip notification timeline needs to be changed from 4pm the business day before to 4pm two business days before.
   - Change to the trip lifecycle:
     - A trip that is modified during its lifecycle is generally treated as a trip that is created and then cancelled, with a new trip replacing the original trip.
       - If the requestor cancels the original trip, creates a new trip (for example, an hour early), the provider who accepted the original trip gets first choice at accepting the new trip. If they do not want it, it goes back to the trip exchange for all providers to see.

   Through the discussion with the pilot providers, they have decided these changes to the Data Exchange Hub are crucial to making the pilot program work.

   Routematch Comment: Demand Trans functionality.

Cost estimate: 12 hours @ $125/hour $1,500

2. **Client ID's**
   o The consensus is that providers really do not want duplicate clients in their databases. The way the system currently works would cause client duplication to occur with trips exchanged with clients who use multiple providers. The challenge is to find a way for multiple systems to recognize a client so providers can either link clients or have one client with multiple ID's?
      ▪ Routematch solution: we could link clients like you link clients using the web portal to the Routematch database.
         • Right now, you have to manually go in and make this happen.
         • Recommendation: if multiple fields are the same as a current client, the system pops up with a tickler stating that it is a potential duplication and asks if you want to link households.
            o Provider recommended fields:
               ▪ Telephone number (best identifier)
               ▪ Birth date
               ▪ Name
               ▪ Address

Routematch Comment: RM recommends that stakeholders decide which fields will determine duplication. We recommend Name and Birth Date. RM cannot create Common ID's, but we can create logic to deduce duplication. No charge from RM.

      ▪ Additionally, enhancements can be made to give each client a unique client ID in the hub. To decrease duplication, the Hub would detect duplication through the user fields above (name, phone number, birthdate).
         • This would allow the ability to pull report to show number of unduplicated clients and the number of trips per client

Cost estimate: 64 hours @ $125/hour $8,000

3. **Financial information**
   o Funding source: providers want to specify what funding source trips are eligible for.
      ▪ Potential funding sources:
         • AAA (Older American's Act funding)
         • 5310
         • 5311
         • TIP set aside
         • Veteran's
         • Access-a-Ride eligible
         • NEMT
         • Self-pay
   o Cost to provide trip
      ▪ Right now, the way Routematch is set up, there are billing rules established for trip types but they do not show how much it would cost to provide the trip in advance (the Routematch system calculates the trip cost using those rules after the trip has been provided).
         • The providers would like this to be automated.
            o Right now providers would need to manually calculate the trip cost using billing rules.

Routematch Comment: Routematch is unable to automate this process. .

   o Maximum amount requestor is willing to pay the provider for the trip

- Decision made: all billing will be between agencies (not individual clients).
  - If a client is willing to pay for the trip, they will need to be billed by the requesting agency and the requesting agency will pay the provider.
- Fares and suggested donations
- Billing information/invoicing
  - Automation
    - If possible, providers would prefer that this be as automated as possible.

Cost estimate:

Funding source selection:	20 hours	$2,500
Trip costing:	60 hours	$8,000
Maximum price:	20 hours	$2,500
Fares:	20 hours	$2,500
Billing/invoicing:	160 hours	$18,000

Cost estimate total: 280 hours @ $125/hour $35,000

4. **Trip exchange filters**
   - Trips need to be filtered so providers only see trips that match their parameters (including geographic, eligibility, hours of operation, trip purpose served, funder, etc.)
   - Providers want to see trip destination as a filter as well as filtering for provider boundaries.
   - Providers want the ability to modify filters on the fly or run a report to show trips in other service areas.
     - For example, if a provider is taking a trip to the VA, they would want to look at any trips in the exchange they could provide in that area while they wait for the VA clients.

   Geographic filters are complicated. Task would need to address:
   - *Who would put in the shape files in the first place?*
   - *It is significantly more work to adjust those geographic filters if you're looking at an area outside of your typical service boundaries.*
   - *The trip exchange currently has static pml files to outline the service areas but there is no way to search inside of those filters.*

   Routematch comment: Demands functionality. No changes required on RM's side.

   Cost estimate: 240 hours @ $125/hour $30,000

5. **Trip Notes Refinements**
   Routematch currently allows comments like "tried to call client (date/time) to tell them no ride could be found, no answer?" and these are transferred through the Hub. You should be able to modify the notes once you've claimed the trip as they are in your database but there is no way for the requestor to know that these notes were entered.

   Routematch Comment: RM can include Trip Comments from Trip Origin, to the Hub, then to the final RM database, but not backwards if changes are made to the comments.

   Cost estimate: 16 hours @ $125/hour $2,000

6. **Cancellations**
    - There is a request for a drop down menu for reason for client cancellation (i.e., found other ride, fare too high, etc.)
    - There is a request to track cancellations
        - It is the requestor's responsibility to catch frequent no show/cancellers

    Routematch Comment: RM can create User Defined fields (not drop down) for this with minimal effort.

Cost estimate: **24 hours @ $125/hour**   **$3,000**

7. **Automation:** possibility of eliminating some of the manual labor requirements of the Hub
    - Providers want the ability to choose their own settings to elect for more automation or keep it manual.
        - This includes:
            - Notifications (turn them on/off as desired)
            - Trip acceptance automation
                - The providers would like an enhancement that sends them a notification for a trip that is entered into the exchange that matches the providers parameters.
    - Agent protocols
    - Notifying clients that their trip will/will not be provided

    Routematch Comment: Demand Trans functionality. No changes required from RM.

Cost estimate: **80 hours @ $125/hour**   **$10,000**

8. **Trip transfer component**
    - Providers want a way to put in multi-leg trips. For example, Via could bring a consumer from Boulder to Broomfield. Easy Ride would then take the consumer to the VA.
    - How will this work in the Hub?
        - *Business rules needed* for this.

    Discussion with the providers found a way for providers to exchange multi-leg trips manually. The trip will be put into the Hub as a two way trip, noting that it is a multi-leg trip in the notes field. Requestors would then need to coordinate with the provider the exact times, meeting locations associated with the trip. Additionally, if the client cancels the trip, requestors and providers will need to remember that all legs of the trip will need to be cancelled. These protocols would need to be added to the business rules.

    Routematch comments: Nothing required from RM. We recommend 2 separate trips.

Cost estimate: **120 hours @ $125/hour**   **$15,000**

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE   RESOLUTION NO. _____, 2020

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND
EXECUTE A CONTRACT WITH DEMANDTRANS SOLUTIONS (DEMANDTRANS) FOR
EIGHT ADDITIONAL ENHANCEMENTS TO THE RIDE ALLIANCE TRIP EXCHANGE WITH
VETERANS TRANSPORTATION AND COMMUNITY LIVING INITIATIVE (VTCLI) GRANT
FUNDS OF APPROXIMATELY $103,000.

        WHEREAS, DRCOG, is a planning organization where local governments collaborate to
establish guidelines, set policy, and allocate funding in the areas of transportation and personal
mobility; growth and development; and aging and disability resources; and

        WHEREAS, DRCOG has a contract with CDOT to carry out activites associated with
three VTCLI grants; and

        WHEREAS, DRCOG and project stakeholders identified eight enhancements for the Ride
Alliance trip exchange being developed with the use of the VTCLI grant funds and published a
Reqeust for Qualifications to solicit a software firm to peform the enhancements; and

        WHEREAS, a panel of staff, including DRCOG's Information Technology Manager, and
an external project stakeholder reviewed the two proposals that were submitted. This panel
unanimously agreed that DemandTrans was the best qualified firm based on their relevant
experience and cost effectiveness.

        NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to
negotiate and execute a contract with DemandTrans for eight identitfied enhancements to the
Ride Alliance trip exchange with VTCLI grant funds of approximately $103,000.

        RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2020
at Denver, Colorado.

                              _____
                                        Kevin Flynn, Chair
                                   Finance and Budget Committee
                                Denver Regional Council of Governments

ATTEST:

_____
Douglas W. Rex, Executive Director

ATTACH C

To: Chair and Members of the Finance & Budget Committee

From: Douglas W. Rex, Executive Director
           (303) 480-6701 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
January 15, 2020	Action	4

SUBJECT
This item is related to compensation limits for contracted services under the DRCOG Area Agency on Aging (AAA) voucher program.

PROPOSED ACTION/RECOMMENDATIONS
DRCOG staff recommends that the Finance and Budget Committee authorize the Executive Director to approve compensating AAA voucher providers without adhering to individual contract limits so long as the cumulative total of voucher redemptions from all providers does not exceed $250,000 in the state fiscal year of July 1, 2019 through June 30, 2020.

ACTION BY OTHERS
N/A

SUMMARY
The DRCOG AAA launched a service voucher program in April 2019, beginning with transportation services for older adults. The program currently has one transportation provider, HopSkipDrive, and contracts are pending with Lyft and Uber. The program recently included vouchers for local bus passes and will soon be expanded to other services, namely homemaker and personal care services.

Since its inception, the program has seen rapid growth in the number of clients and trips provided. The number of trip units provided through December 2019 was 2,607, with over 560 rides scheduled through the first week of January. At the current rate of voucher redemptions, the voucher program budget will be fully expended within a few months. As such, an increase in the allocation for vouchers is warranted.

As approved by the F&B Committee in October, contract limits for voucher providers were eliminated so that DRCOG could more efficiently manage the vouchers. The maximum for voucher redemptions under any service is being increased from $125,000 to $250,000 for the current state fiscal year ending June 30, 2020. The increased allocation for vouchers does not require any change to the provider contracts. DRCOG will fund the increased level from state funds that are currently unallocated.

PREVIOUS DISCUSSIONS/ACTIONS
October 16, 2019 Finance and Budget Committee

PROPOSED MOTION
Move to adopt a resolution authorizing the Executive Director to approve compensating AAA voucher providers without adhering to individual contract limits so long as the cumulative total of voucher redemptions from all providers does not exceed $250,000 in the state fiscal year of July 1, 2019 through June 30, 2020.

| ATTACHMENT |

Draft Resolution

| ADDITIONAL INFORMATION |

If you need additional information, please contact Douglas W. Rex, Executive Director, at (303) 480-6701 or drex@drcog.org or Jayla Sanchez-Warren, Director, Area Agency on Aging, at 303-480-6735 or jswarren@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

FINANCE & BUDGET COMMITTEE   RESOLUTION NO. _____, 2020

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE
COMPENSATING DRCOG AREA AGENCY ON AGING (AAA) VOUCHER
PROVIDERS WITHOUT ADHERING TO INDIVIDUAL CONTRACT LIMITS SO LONG
AS THE CUMULATIVE TOTAL OF VOUCHER REDEMPTIONS FROM ALL
PROVIDERS DOES NOT EXCEED $250,000 IN THE STATE FISCAL YEAR OF JULY
1, 2019 THROUGH JUNE 30, 2020.

        WHEREAS, DRCOG is the designated Area Agency on Aging (AAA) under the
federal Older Americans Act (OAA) and the State's Older Coloradans Act (OCA) for the
eight-county metro region; and

        WHEREAS, DRCOG AAA launched a service voucher program in April 2019,
beginning with transportation services for older adults and will soon be expanded to
other services, namely homemaker and personal care services; and

        WHEREAS, the AAA has seen a rapid growth in the number of clients and trips
provided which warrants an increase in the allocation for vouchers, and

        NOW, THEREFORE, BE IT RESOLVED, that the Finance and Budget
Committee authorizes the Executive Director to approve compensating AAA voucher
providers without adhering to individual contract limits so long as the cumulative total of
voucher redemptions from all providers does not exceed $250,000 in the state fiscal
year of July 1, 2019 through June 30, 2020

        RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2020
at Denver, Colorado.

                            _____
                                        Kevin Flynn, Chair
                                    Finance and Budget Committee
                                Denver Regional Council of Governments

ATTEST:

_____
Douglas W. Rex, Executive Director

ATTACH D

ATTACHMENT D

Contracts Executed Between $50,000 and $75,000

Monthly Report: Dec-19

Finance and Budget Committee Date: Jan-20

	Project Name	Vendor Name	Service Provided	Amount ($)	Date Executed	Budget Line Item Impacted	Division Director - Name & Contact Information
1	290017	JSI Research & Training Institute, Inc.	AHC Workgroup Facilitation	$69,640.00	12/6/2019	Other Contractual	Jayla Sanchez-Warren: JSWarren@drcog.org
2							
3							
4							
5							
6							
7							
8							
9							
10							

Contact Roberta Cole, Program Manager, Contracts and Budget with additional questions at (303) 480-5620 or at rcole@drcog.org.