

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, JULY 15, 2020
5:45 – 6:15 p.m.
VIDEO/WEB CONFERENCE
Denver, CO

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - Approve June 17, 2020 minutes
(Attachment A)

ACTION ITEMS

3. Discussion of a resolution authorizing the Executive Director to accept funds from the Colorado Department of Regulatory Agencies of up to \$200,000 for approximately one year ending June 30, 2021 to administer a regional State Health Insurance Assistance program.
(Attachment B) Jayla Sanchez-Warren, Director, Area Agency on Aging
4. Discussion of a resolution authorizing the Executive Director to accept funds of \$300,761 from the Colorado Department of Health Care Policy and Financing for the period July 1, 2020 to June 30, 2021 to support DRCOG's Community Options program.
(Attachment C) Jayla Sanchez-Warren, Director, Area Agency on Aging

INFORMATIONAL ITEMS

5. Discussion of DRCOG 2019 Audit.
(Attachment D) Jenny Dock, Director, Administration and Finance
6. Discussion of DRCOG Fiscal Year Change.
(Attachment E) Jenny Dock, Director, Administration and Finance

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.



ADMINISTRATIVE ITEMS

7. Executed Contracts Report – no contracts to report for June 2020
8. Report of the Chair
9. Report of the Executive Director
10. Other Matters by Members
11. **Next Meeting – August 19, 2020**
12. Adjourn

ATTACH A

SUMMARY
FINANCE AND BUDGET COMMITTEE
Wednesday, June 17, 2020
Note: Meeting held virtually via GoToWebinar

Present:

| | |
|----------------------|------------------|
| Steve Conklin, Chair | Edgewater |
| Jeff Baker | Arapahoe County |
| Nicholas Williams | Denver County |
| Roger Partridge | Douglas County |
| Jim Dale | Golden |
| Libby Szabo | Jefferson 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 Conklin called the meeting to order at 5:30 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 May 20, 2020 Meeting

Discussion of a resolution authorizing the Executive Director to negotiate and execute revenue contracts with the Colorado Department of Transportation (CDOT) to carry out the DRCOG Way to Go Regional Transportation Demand Management (TDM) Program's FY 2020 and FY 2021 activities

Steve Erickson, Director, Communications and Marketing, provided an overview of the contracts to the committee. The 2020-2023 Transportation Improvement Program (TIP), has programmed \$4.4 million of Congestion Mitigation/Air Quality (CMAQ) funds over a period of two years to the DRCOG Regional TDM Program (branded as Way to Go). It is necessary to contract with CDOT to receive these funds.

Director Dale **moved** to adopt Resolution No. 8, 2020, authorizing the Executive Director to negotiate and execute contracts with the Colorado Department of Transportation (CDOT) to carry out FY2020 and FY2021 Regional TDM Program activities as identified in the adopted 2020-2023 Transportation Improvement Program in an amount not to exceed \$4.4 million. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to issue contracts with service providers in the amount of \$450,000 for the AAA transportation voucher program and \$400,000 for the AAA in-home voucher program for the period of July 1, 2020 through June 30, 2021.

Sharon Day, Program Manager, Administration and Finance, explained these contracts to the committee. In 2020, DRCOG expanded the voucher pilot program to include in-home services, specifically homemaker and personal care services. Voucher providers are evaluated on several factors including, how long they have provided the service, the service area, the quality of the management team, and the agency's ability to comply with DRCOG and State requirements. Proposed providers for 2020-2021 are:

Transportation:

- HopSkipDrive
- Lyft
- Uber

In-Home:

- FirstLight – Boulder
- FirstLight Homecare – Denver
- Alipine Homecare

Director Strock **moved** to adopt Resolution No. 9, 2020, authorizing the Executive Director to enter into contracts with approved service providers in the amount of \$450,000 for the AAA transportation voucher program and \$400,000 for the AAA in-home voucher program for the period of July 1, 2020 through June 30, 2021. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to reassign Human Service Transportation set-aside grant agreements with Seniors' Resource Center to Via Mobility Services

Ron Papsdorf, Director, Transportation Planning and Operations, gave an overview of the grant reassignment to the committee. In September 2019, the DRCOG Board of Directors approved the calendar year 2020 HST projects as proposed by the CDOT Joint Call for Projects Peer Review Panel. In October 2019, the Finance and Budget Committee approved contracting with grant awardees. This included contracting with SRC for operating assistance, mobility management, and rolling stock. SRC decided to cease transportation services effective July 1, 2020. Via has agreed to provide these services for the community beginning that same date so that there are not any gaps in these vital services. This change in transportation providers requires a reassignment of the HST contracts from SRC to Via.

Director Shaw **moved** to adopt Resolution No. 10, 2020, authorizing the Executive Director to reassign Human Service Transportation set-aside grant agreements previously awarded to Seniors' Resource Center in the amount of approximately \$300,000 to Via Mobility Services. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Via Mobility Services for up to \$1,200,000 for the period of July 1, 2020 through December 31, 2020.

Ron Papsdorf, Director, Transportation Planning and Operations, gave an overview of the contract to the committee. On April 1, 2020, the Area Agency on Aging (AAA) was notified by SRC's Executive Director that SRC would no longer be providing transportation services in the DRCOG region as of July 1, 2020. The AAA has been working with staff from the Transportation Planning and Operations Division to assist in addressing this issue. To ensure vital services for those receiving transportation from SRC continue after July 1, DRCOG staff and regional partners have been working with Via Mobility Services, as well as other providers in the region. Via is best positioned to expand their operations into the region to absorb a significant portion of SRC's transportation business.

Director Jones **moved** to adopt Resolution No. 11, 2020, authorizing the Executive Director to negotiate and execute a contract with Via Mobility Services for up to \$1,200,000 for the period of July 1, 2020 through December 31, 2020. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with the Toole Design Group, LLC in an amount not to exceed \$150,000 to develop a regional Complete Streets Toolkit.

Ron Papsdorf, Director, Transportation Planning and Operations, gave an overview of the contract to the committee. In April 2020, DRCOG released a Request for Proposal (RFP) to solicit proposals from planning consulting firms experienced in developing multimodal transportation plans, specifically in the development of a regional Complete Streets Toolkit. The purpose of the Complete Streets Toolkit is to provide guidance for local governments to plan, design, and implement Complete Streets. It will provide strategies and give support to decision makers, planners, and designers to ensure that multimodal elements are incorporated into transportation projects.

Director Dale **moved** to adopt Resolution No. 12, 2020, authorizing the Executive Director to negotiate and execute a contract with the Toole Design Group, LLC in an amount not to exceed \$150,000 to develop a regional Complete Streets Toolkit. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with the Regional Transportation District (RTD) to reimburse RTD for certain Reimagine RTD tasks in the Unified Planning Work Program (UPWP) using Consolidated Planning Grant funds of \$144,883.

Ron Papsdorf, Director, Transportation Planning and Operations, gave an overview of the contract to the committee. The FY 2020-FY2021 Unified Planning Work Program (UPWP) was adopted in July 2019. On May 20, 2020, the DRCOG Board of Directors approved amendments to the FY2020-FY2021 UPWP. The amendments included changes to Activity 6.5 RTD Base System Planning to specify RTD's Reimagine RTD effort and tasks related to software and modeling to support the effort. The financial plan for the UPWP was also amended to include the use of Consolidated Planning Grant funds to reimburse RTD for costs associated with these tasks.

Director Jones **moved** to adopt Resolution No. 13, 2020, authorizing the Executive Director to negotiate and execute a contract with the Regional Transportation District (RTD) to reimburse RTD for certain Reimagine RTD tasks in the Unified Planning Work Program (UPWP) using Consolidated Planning Grant funds in the amount of \$144,883. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a revenue agreement with the Regional Transportation District (RTD) to house, staff and facilitate the RTD accountability committee

Doug Rex, Executive Director, presented the item to the committee. Due to COVID-19, SB20-151 has been “postponed indefinitely”. RTD, house and senate transportation chairs, and Governor Polis’ office have worked to develop a proposal that would create an RTD accountability committee outside of the legislative process, and still address many of the accountability provisions of SB20-151. All parties agree that an independent process is vital to providing an objective analysis and review. DRCOG would house, staff, and facilitate the RTD accountability committee and would be reimbursed by RTD for the costs associated with the accountability committee’s work.

Director Jones **moved** to adopt Resolution No. 14, 2020, authorizing the Executive Director to negotiate and execute a revenue agreement with the Regional Transportation District (RTD) to house, staff and facilitate the RTD accountability committee in an amount up to \$200,000 per year. The motion was **seconded** and **passed** unanimously.

Executed Contracts

There were no reported contracts for May 2020

Report of Chair

No report was provided.

Report of the Executive Director

No report was provided.

Other Matters by Members

Jenny Dock wanted to thank staff for all their hard work to find a new transportation provider once DRCOG was notified that SRC would no longer be providing those services. Chair Conklin also thanked staff.

Next Meeting

The next meeting is scheduled for July 15, 2020

The meeting adjourned at 6:19 p.m.

ATTACH B

To: Chair and Members of the Finance and Budget Committee

From: Doug Rex, Executive Director
303-480-6747 or drex@drcog.org

| Meeting Date | Agenda Category | Agenda Item # |
|---------------|-----------------|---------------|
| July 15, 2020 | Action | 3 |

SUBJECT

This action is related to receipt of funding from the Colorado Department of Regulatory Agencies (DORA) to provide Medicare information and benefits services to older adults and people with disabilities in the DRCOG region.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Finance and Budget Committee authorize the Executive Director to accept funding from DORA of up to \$200,000 for approximately one year ending June 30, 2021 to operate a State Health Insurance Assistance Program (SHIP) that provides Medicare information, benefits counseling, enrollment assistance and advocacy.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG's Aging and Disability Resources Center (ADRC) is designated by the State as a regional provider for the State Health Insurance Assistance Program (SHIP). SHIP is a federally funded program to help individuals navigate the broad range of benefits options available under Medicare. Under the program, the ADRC performs extensive Medicare outreach and provides health-benefits counseling and education for free to eligible seniors. In addition to these activities, federal funds received by the ADRC support Medicare enrollment assistance and advocacy services, as well as Medicare fraud education and prevention.

The ADRC has operated the SHIP program for over three years and is assigned to primarily serve seniors residing in Arapahoe, Douglas and Jefferson counties. Funding from DORA is expected to be a similar amount as in the prior state fiscal year at approximately \$200,000. Combined with state monies authorized by the Older Coloradans Act, funds from DORA will be used to support the work of four dedicated full-time staff members, as well as to pay for ongoing training and certification, educational materials and for hosting a number of support sites during Medicare open enrollment periods. The program utilizes the help of many active volunteers.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to accept funds from the Colorado Department of Regulatory Agencies of up to \$200,000 for approximately one

year ending June 30, 2021 to administer a regional State Health Insurance Assistance Program.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Doug Rex, Executive Director, at 303-480-6747 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 ACCEPT FUNDING FROM COLORADO DEPARTMENT OF REGULATORY AGENCIES (DORA) OF UP TO \$200,000 FOR APPROXIMATELY ONE YEAR ENDING JUNE 30, 2021. TO ADMINISTER A REGIONAL STATE HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP)

WHEREAS, DRCOG is a part of an Aging and Disability Resource Center (ADRC) system in Colorado that provides a coordinated and streamlined access point to long term services and supports; and

WHEREAS, the State distributes federal SHIP funds that enable provision of health benefits assistance to Medicare-eligible patients, helping them to navigate the broad range of benefits options available under Medicare; and

WHEREAS, the DRCOG ADRC is designated by the State as a regional SHIP provider to provide Medicare outreach, education, counseling, and related support;

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to accept funds from the Colorado Department of Regulatory Agencies of up to \$200,000 for approximately one year ending June 30, 2021 to administer a regional State Health Insurance Assistance Program.

Steve Conklin, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director

ATTACH C

To: Chair and Members of the Board Finance & Budget Committee

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

| Meeting Date | Agenda Category | Agenda Item # |
|---------------|-----------------|---------------|
| July 15, 2020 | Action | 4 |

SUBJECT

This action is related to the receipt of funding from the Colorado Department of Health Care Policy and Financing (HCPF) to support DRCOG's Community Options Program for transition-related referrals and options counseling.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Board Finance and Budget Committee authorize the Executive Director to accept funding from HCPF in the amount of \$300,761 for the period of July 1, 2020 to June 30, 2021 to support the Community Options Program (COP).

ACTION BY OTHERS

N/A

SUMMARY

DRCOG has an agreement with HCPF to provide options counseling to residents of long-term care facilities who desire to transition out of those facilities. The Community Options Program, previously referred to as the Colorado Choice Transitions (CCT) program, was established to help ease the transition of individuals in long-term care facilities back into their homes or other communities of choice. In addition to providing options counseling services, staff perform other duties such as establishing community partnerships, developing local resources, conducting outreach and education, and making referrals for transition coordination. This program is a part of DRCOG's Aging and Disability Resources Center (ADRC). The purpose of the ADRC is to provide streamline access to available long-term services and supports (LTSS) and provide counseling to help older adults and adults with a disability in Colorado receive the services they need to remain independent in the community.

The intergovernmental agreement with HCPF was executed in 2019 and includes options for up to four additional one-year extensions. DRCOG recently received an option letter to extend the term for a second year at level funding of \$279,347. Additionally, DRCOG received notice of a bonus incentive payment of \$21,414 for meeting performance measures in the prior fiscal year. Total combined funds for the state fiscal year of July 1, 2020 through June 30, 2021 are \$300,761.

The funding supports the work of four full-time transitions options counselors covering the Denver metro region.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to accept funds of \$300,761 from the Colorado Department of Health Care Policy and Financing for the period July 1, 2020 to June 30, 2021 to support DRCOG's Community Options Program.

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 ACCEPT FUNDS OF \$300,761 FROM THE COLORADO DEPARTMENT OF HEALTH CARE POLICY AND FINANCING (HCPF) FOR THE PERIOD OF JULY 1, 2020 THROUGH JUNE 30, 2021 TO SUPPORT DRCOG'S COMMUNITY OPTIONS PROGRAM.

WHEREAS, DRCOG is a part of an Aging and Disability Resource Center (ADRC) system in Colorado that provides a coordinated and streamlined access point to long term services and supports; and

WHEREAS, in 2019 DRCOG entered into an intergovernmental agreement with the Colorado Department of Health Care Policy and Financing (HCPF) outlining the ADRC's responsibilities in providing options counseling and transitions-related referrals to residents of long-term care facilities who desire to transition out of those facilities; and

WHEREAS, HCPF recently issued an option letter to DRCOG to extend the contract for a second year at level funding, and concurrently awarded a bonus incentive payment for prior year program performance;

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to accept funds of \$300,761 from the Colorado Department of Health Care Policy and Financing for the period July 1, 2020 to June 30, 2021 to support DRCOG's Community Options Program.

Steve Conklin, Chair
Finance and Budget Committee
Denver Regional Council of Governments

ATTEST:

Douglas W. Rex, Executive Director

ATTACH D

To: Chair and Members of the Finance and Budget Committee

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

| Meeting Date | Agenda Category | Agenda Item # |
|---------------------|------------------------|----------------------|
| July 15, 2020 | Informational | 5 |

SUBJECT

Presentation of the DRCOG 2019 Audit.

PROPOSED ACTION/RECOMMENDATIONS

No action is required. This item is for informational purposes.

ACTION BY OTHERS

N/A

SUMMARY

A presentation of the 2019 audit will be made by CliftonLarsenAllen, certified public accountants.

Each year, in accordance with the DRCOG Articles of Association, DRCOG shall obtain an annual audit of its financial transactions and expenditures.

No findings were reported in this audit for federal awards.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

Link: [2019 DRCOG Financial Statement](#)

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701 at drex@drcog.org or Jenny Dock, Director of Administration and Finance at 303-480-6707 or at jdock@drcog.org.

ATTACHE

To: Chair and Members of the Finance and Budget Committee

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

| Meeting Date | Agenda Category | Agenda Item # |
|---------------|-----------------|---------------|
| July 15, 2020 | Informational | 6 |

SUBJECT

This item pertains to DRCOG's intention to change the timing of its fiscal year to align with the state fiscal year.

PROPOSED ACTION/RECOMMENDATIONS

No action is required. This item is for informational purposes.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG's current fiscal year operates on the calendar year: January through December. In addition to our calendar fiscal year, DRCOG administers grants that operate on the federal fiscal year (October through September), the state fiscal year (July through June) and various other contract years as determined by the grantor.

Over the last several years, DRCOG has seen its funding expand dramatically on programs that operate on the state fiscal year. In 2020, more than \$25,000,000 of DRCOG's overall budget of \$41,000,000 in revenues will be administered on the state fiscal year. Because the state fiscal year is six months off from DRCOG's current fiscal year, this has made budgeting and forecasting very difficult. It has also proved challenging from an audit perspective since two grant years of state funded programs will overlap one calendar year at DRCOG.

In 2019 staff researched the possibility of aligning DRCOG's fiscal year with the state's fiscal year. Both our external auditors, CliftonLarsonAllen (CLA), and our attorneys were consulted. In our review with them, staff was not presented with any obstacles that would prevent us from making this change. Further, in performing our due diligence it was found that several Metropolitan Planning Organizations throughout the country also operate on the state year. As a result of this research, staff has determined that aligning DRCOG's fiscal year with the state fiscal year will likely provide greater visibility and transparency to our fiscal position throughout the year. Other benefits to be gained include staff's ability to accurately budget and forecast, staff's effectiveness in its administration of grant contracts, and a simplified audit process overall.

Therefore, effective July 1, 2021, DRCOG's fiscal year will move to align with the state fiscal year of July 1 through June 30th. Staff will continue to consult with CLA throughout the process to ensure a seamless transition.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

DRCOG Fiscal Year Transition

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|-----------------|
| PROPOSED MOTION |
|-----------------|

N/A

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|------------|
| ATTACHMENT |
|------------|

N/A

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|------------------------|
| ADDITIONAL INFORMATION |
|------------------------|

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701 at drex@drcog.org or Jenny Dock, Director of Administration and Finance at 303-480-6707 or at jdock@drcog.org.