

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, AUGUST 19, 2020
5:30 – 6:15 p.m.
VIDEO/WEB CONFERENCE
Denver, CO

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - Approve July 15, 2020 minutes
(Attachment A)

ACTION ITEMS

3. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with HDR Engineering in an amount not to exceed \$200,000 with a term ending June 30, 2021 to support the development of the 2050 Metro Vision Regional Transportation Plan (2050 MVRTP).
(Attachment B) Ron Papsdorf, Director, Transportation Planning and Operations
4. Discussion of a resolution authorizing the Executive Director to execute a contract with Tri-County Health Department for Accountable Health Communities navigation services in an amount not to exceed \$193,000 with a term ending April 30, 2021 with a one year auto-renewal to re-authorize the terms until April 30, 2022.
(Attachment C) Jayla Sanchez-Warren, Director, Area Agency on Aging
5. Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with DemandTrans Solutions to develop a data exchange adaptor for the Ride Alliance Program in an amount not to exceed \$107,900 with a term ending December 31, 2020.
(Attachment D) Jayla Sanchez-Warren, Director, Area Agency on Aging

ADMINISTRATIVE ITEMS

6. Executed Contracts Report – no contracts to report for July 2020

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.



7. Report of the Chair
8. Report of the Executive Director
10. Other Matters by Members
11. **Next Meeting – September 16, 2020**
12. Adjourn

SUMMARY
FINANCE AND BUDGET COMMITTEE
Wednesday, July 15, 2020
Note: Meeting held virtually via GoToWebinar

Present:

| | |
|----------------------|------------------|
| Steve Conklin, Chair | Edgewater |
| Jeff Baker | Arapahoe County |
| Elise Jones | Boulder 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 |

Others Present: Doug Rex, Executive Director; Kevin Kimball, Clifton Larsen Allen; and DRCOG staff.

Chair Conklin called the meeting to order at 5:45 p.m. with a quorum present.

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the June 17, 2020 Meeting

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.

Sharon Day, Program Manager, Administration & Finance, provided an overview of the funds to the committee. 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). Under the program, the ADRC performs extensive Medicare outreach and provides health-benefits counseling and education for free to eligible seniors. Funding from DORA is expected to be a similar amount as in the prior state fiscal year at approximately \$200,000 and will be used to support the work of four dedicated full-time staff members.

Director Baker **moved** to adopt Resolution No. 15, 2020, authorizing the Executive Director to accept funds from the Colorado Department of Regulatory

Finance and Budget Committee Meeting Summary

July 15, 2020

Page 2

Agencies of up to \$200,000 for approximately one year ending June 30, 2021 to administer a regional State Health Insurance Assistance Program. The motion was **seconded** and **passed** unanimously.

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.

Sharon Day, Program Manager, Administration and Finance, explained the use of these funds to the committee. 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. 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

Director Peck **moved** to adopt Resolution No. 16, 2020, 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. The motion was **seconded** and **passed** unanimously.

Discussion of DRCOG 2019 Audit

Kevin Kimball, Clifton Larsen Allen, provided an overview of the audit to the committee. Mr. Kimball briefed members on the 2019 agency audit and reported the audit was clean, with no discrepancies or corrective actions needed on federal awards.

Discussion of DRCOG Fiscal Year Change

Jenny Dock, Director, Administration and Finance, gave an overview of the fiscal year to the committee. In 2019 staff researched the possibility of aligning DRCOG's fiscal year with the state's fiscal year. Both external auditors, CliftonLarsonAllen (CLA), and attorneys were consulted. Staff was not presented with any obstacles that would prevent DRCOG from making this change. As a result of this research, staff has determined that aligning DRCOG's fiscal year with the state fiscal year will provide greater visibility and transparency throughout the year.

Executed Contracts

There were no reported contracts for June 2020

Report of Chair

No report was provided.

Report of the Executive Director

Executive Director Rex wanted to thank Jenny Dock and her entire team on the work they provided for the 2019 audit and the change for the fiscal year.

Other Matters by Members

There were no other matters by members

Next Meeting

The next meeting is scheduled for August 19, 2020

The meeting adjourned at 6:26 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 # |
|-----------------|-----------------|---------------|
| August 19, 2020 | Action | 3 |

SUBJECT

This item concerns DRCOG negotiating and executing a contract for on-call consultant support to develop the 2050 Metro Vision Regional Transportation Plan (2050 MVRTP).

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to negotiate and execute a contract with HDR Engineering Inc.

ACTION BY OTHERS

N/A

SUMMARY

In July 2020, DRCOG released a Request for Proposal (RFP) to solicit proposals from planning consulting firms qualified and experienced in developing multimodal transportation plans, specifically in the development of the long range transportation plan federally required of Metropolitan Planning Organizations (MPOs) like DRCOG. Our long-range transportation plan is known as the Metro Vision Regional Transportation Plan (MVRTP). The [MVRTP](#) presents a complete picture of the region's envisioned and fiscally constrained (cost feasible) long range multimodal transportation system.

DRCOG adopted the 2040 MVRTP in 2017 and is currently developing the [2050 MVRTP](#) for adoption by Spring 2021. The MVRTP is integrated closely with and helps implement DRCOG's [Metro Vision Plan](#).

While DRCOG staff is conducting the planning process and will prepare the majority of the 2050 MVRTP in-house, consultant involvement is requested in a task-order, on-call contract arrangement to assist with several potential tasks, including candidate project cost estimates and evaluation, travel demand modeling support, final plan document preparation, and other tasks as-needed. The purpose of the on-call arrangement is to most strategically target consultant expertise to support the 2050 MVRTP planning process as needed to use available funding most efficiently for this contract.

DRCOG received five submittals in response to the RFP; all five were evaluated by a consultant selection panel. The panel included subject matter expert staff from DRCOG and CDOT. Given the on-call arrangement, no interviews were conducted.

After careful review, the panel unanimously selected HDR Engineering Inc. due to their demonstrated qualifications and experience in developing long range transportation plans as well as their extensive knowledge of best practices pertaining to multimodal long-range transportation planning. The total contract amount will not exceed \$200,000. Funds have been allocated to this task in DRCOG's current FY 2020-FY 2021 Unified Planning Work Program and budget.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to negotiate and execute a contract with HDR Engineering, Inc. in an amount not to exceed \$200,000 with a term ending June 30, 2021 to support development of the 2050 Metro Vision Regional Transportation Plan.

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 Ron Papsdorf, Director, Transportation Planning and Operations, at 303 480-6747 or rpapsdorf@drcog.org.

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 HDR ENGINEERING, INC. IN AN AMOUNT NOT TO EXCEED \$200,000 WITH A TERM ENDING JUNE 30, 2021 TO SUPPORT DEVELOPMENT OF THE 2050 METRO VISION REGIONAL TRANSPORTATION PLAN.

WHEREAS, DRCOG, as the Metropolitan Planning Organization, is responsible for carrying out and maintaining the continuing comprehensive transportation planning process in the Denver Transportation Management Area; and

WHEREAS, DRCOG, and the Metropolitan Planning Organization, is federally required to develop, maintain, and update a long range transportation plan, known as the Metro Vision Regional Transportation Plan; and

WHEREAS, DRCOG has a task in its Fiscal Years 2020-2021 Unified Planning Work Program to prepare the 2050 Metro Vision Regional Transportation Plan (2050 MVRTP) for which DRCOG intends to hire a consultant to provide on-call consulting support; and

WHEREAS, a Request for Proposals was released to solicit consultants qualified and experienced in developing multimodal transportation plans, specifically in the development of the long range transportation plan; and with long range; and

WHEREAS, HDR Engineering Inc. was selected from five respondents by a panel due to their demonstrated qualifications and experience in developing long range transportation plans and has extensive knowledge of best practices pertaining to multimodal long range transportation planning; and

WHEREAS, DRCOG has budgeted up to \$200,000 in 2020 for on-call consultant support to develop the 2050 MVRTP.

NOW, THEREFORE, BE IT RESOLVED that the Executive Director is authorized to negotiate and execute a contract with HDR Engineering Inc. in an amount not to exceed \$200,000 with a term ending June 30, 2021 to provide on-call consulting support to develop the 2050 MVRTP.

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

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 Finance and Budget Committee

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

| Meeting Date | Agenda Category | Agenda Item # |
|-----------------|-----------------|---------------|
| August 19, 2020 | Action | 4 |

SUBJECT

This item is regarding a proposed contractor with Tri-County Health Department for Affordable Health Communities (AHC) Clinical operations.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends approval of a contract with Tri-County Health Department for screening and navigation services under the Accountable Health Communities cooperative agreement with the Centers for Medicare and Medicaid Services (CMS).

ACTION BY OTHERS

N/A

SUMMARY

As part of the Accountable Health Communities (AHC) model, DRCOG contracts with clinical delivery sites to screen and navigate Medicare and/or Medicaid beneficiaries to address five health-related social needs to include housing, transportation, utilities, nutrition, and safety.

Tri-County Health Department (TCHD) is a contracted clinical partner of the AHC through April 30, 2020 but is unable to continue navigation services due to budget cuts resulting from the COVID-19 pandemic. The budget cuts that will impact AHC navigation deliverables are expected to be fully enacted by September 30, 2020. To maintain the positive contributions of TCHD as an AHC Clinical Partner and to help people in our region experiencing difficulties, DRCOG proposes to reimburse TCHD for two full time navigator positions to complete AHC program requirements prescribed by CMS.

The AHC requirements include screening and navigation services for community-dwelling Medicare and Medicaid beneficiaries, data reporting on completed screenings and navigation activities, and active participation on the AHC advisory board and quality improvement plan. TCHD will provide navigators as needed to work at TCHD Sites in person or through telephonic and/or technology-based methods for the AHC program. TCHD will be reimbursed by DRCOG for navigation services provided by two full time TCHD employees in an amount not to exceed \$193,000

In addition to the two positions, TCHD must submit data reports on a regular basis to document compliance with program requirements.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to negotiate and execute a contract with Tri-County Health Department for Accountable Health Communities navigation services in an amount not to exceed \$193,000 with a term ending April 30, 2021 with a one year auto-renewal to re-authorize the terms until April 30, 2022.

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 AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2020

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH TRI-COUNTY HEALTH DEPARTMENT FOR ACCOUNTABLE HEALTH COMMUNITIES NAVIGATION SERVICES IN AN AMOUNT NOT TO EXCEED \$193,000 WITH A TERM ENDING APRIL 30, 2021 WITH A ONE YEAR AUTO-RENEWAL TO RE-AUTHORIZE THE TERMS UNTIL APRIL 30, 2022.

WHEREAS, DRCOG has received funds to implement the Accountable Health Communities model to test the impact of community-based programs on health care cost and patient outcomes; and

WHEREAS, DRCOG AAA has established clinical partnerships to implement the model and now seeks to compensate Tri-County Health Department for navigation services to fulfill requirements of the AHC program prescribed by the Centers for Medicaid and Medicare Services (CMS); and

WHEREAS, the cost of two full time navigators employed by TCHD is expected to cost \$193,000.

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to execute a contract with Tri-County Health Department for Accountable Health Communities navigation services in an amount not to exceed \$193,000 with a term ending April 30, 2021 with a one year auto-renewal to re-authorize the terms until April 30, 2022.

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

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 # |
|-----------------|-----------------|---------------|
| August 19, 2020 | Action | 5 |

SUBJECT

This item is related to contracting with DemandTrans Solutions to develop a data exchange adaptor for the Ride Alliance program.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Finance and Budget Committee authorize the Executive Director to execute a contract with DemandTrans Solutions allocating \$107,900 for the development of a data exchange adaptor between the Trip Exchange and Routematch software by December 31, 2020.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG's Ride Alliance program is a transportation coordination effort between human services transportation (HST) providers and information and assistance (I&A) agencies in the region. The primary goal of the Ride Alliance program is to allow providers of demand-response transportation to forward ride requests it cannot fulfill to another provider who can fulfill the request. The mechanism to exchange these trips amongst HST providers is through a clearinghouse called the Trip Exchange. Similarly, consumers needing rides can put their trip requests into the Trip Exchange by calling DRCOG Area Agency on Aging or through one of DRCOG's online Routematch portals. The Ride Alliance pilot is anticipated to start this fall.

The Trip Exchange was originally developed by DemandTrans Solutions through a Mobility Services for All grant. For HST providers to access the Trip Exchange, there needs to be application program interfaces (API's) or adaptors in place to allow for data to be seamlessly exchanged.

Through the course of the project, the pilot participants identified several enhancements that were needed to make the Trip Exchange more functional. The current adaptor lacks these enhancements, thus is no longer compatible with the Trip Exchange. As such, DRCOG contracted with Routematch to develop the needed API; however, Routematch did not adhere to their contract which set forth a reasonable timeline to complete the work and was terminated by DRCOG as a result.

In July, DRCOG published a Request for Proposal (RFP) for an alternative to the API solution previously proposed by Routematch. Five proposals were received in response to the RFP. DRCOG's review team, comprised of staff familiar with the Ride Alliance

program, carefully evaluated each proposal and ultimately chose DemandTrans Solutions for the following reasons: 1) Proven knowledge and expertise in the Trip Exchange as the developers of the platform, 2) Submission of a detailed work plan that demonstrates DemandTrans Solutions ability to develop, implement and test the data exchange adaptor within grant funding timelines, and 3) DemandTrans was the only proposal that included Routematch staff on their project management team which is vital when considering the relationship between the data exchange adaptor and Routematch system's link to the Trip Exchange.

DemandTrans Solutions proposed a cost of \$107,900 with a completion date of December 21, 2020. The proposed amount is within the budget originally allocated to development of the API.

| |
|-------------------------------------|
| PREVIOUS DISCUSSIONS/ACTIONS |
|-------------------------------------|

N/A

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

Move to approve a resolution authorizing the Executive Director to execute a contract with DemandTrans Solutions to develop a data exchange adaptor for the Ride Alliance program in an amount not to exceed \$107,900 with a term ending December 31, 2020.

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

Draft resolution

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

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

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. _____, 2020

MOVE TO APPROVE A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH DEMANDTRANS SOLUTIONS TO DEVELOP A DATA EXCHANGE ADAPTOR FOR THE RIDE ALLIANCE PROGRAM IN AN AMOUNT NOT TO EXCEED \$107,900 WITH A TERM ENDING DECEMBER 31, 2020.

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's Ride Alliance program is a transportation coordination effort between transportation providers and information and assistance agencies in the region; and

WHEREAS, the current data adaptor is no longer compatible with the Trip Exchange and Routematch scheduling systems used in the Ride Alliance program and a new adaptor is needed for long term coordination; and

WHEREAS, a Request for Proposal was released to solicit a provider who could develop a data adaptor after a previous contractor, Routematch, was terminated due to poor performance, and

WHEREAS, DemandTrans Solutions was selected from five respondents by a review committee of staff at DRCOG familiar with the RideAlliance program due to their staff qualifications, intimate knowledge of the systems already in place and detailed work plan that is within the budget already allocated to the project.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is authorized to execute a contract with DemandTrans Solutions to develop a data exchange adaptor for the Ride Alliance program in an amount not to exceed \$107,900 with a term ending December 31, 2020.

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

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

ATTEST:

Douglas W. Rex, Executive Director