

AGENDA
ADMINISTRATIVE COMMITTEE
WEDNESDAY, APRIL 20, 2016
MONARCH PASS CONFERENCE ROOM
1290 Broadway
➔5:40 PM ➔

1. Call to Order

CONSENT AGENDA

2. *Move to Adopt the Consent Agenda
- Minutes of March 16, 2016 meeting
(Attachment A)
 - A resolution authorizing the Executive Director to accept additional funding for the Area Agency on Aging from CDHS, in conjunction with CRSP, in the amount of \$16,625, which will increase funding from \$90,250 to \$106,875 and extend the time period of services to 9/30/16
(Attachment B) Jayla Sanchez-Warren, Director, Area Agency on Aging

ACTION ITEM

3. *Discussion of FIRE Program
(Attachment C) Florine Raitano, Director of Partnership Development & Innovation

INFORMATIONAL ITEMS

4. Presentation of the 2015 Audit
(Attachment D and enclosure) Plutt Rogers & Company, PC
5. Presentation on Centers for Medicare and Medicaid Services grant opportunity
(Attachment E) Jayla Sanchez-Warren, Director, Area Agency on Aging
6. Executed Contracts Report – March 2016 – no contracts to report for March

***motion requested**

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) 480-6701.



ADMINISTRATIVE ITEMS

7. Report of the Chair
8. Report of the Executive Director
9. Other Matters by Members
10. **Next Meeting – May 18, 2016**
11. Adjournment

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, March 16, 2016

Present:

Elise Jones, Chair	Boulder County
Bill Holen	Arapahoe County
Robin Kniech	Denver
Roger Partridge	Douglas County
Don Rosier	Jefferson County
Bob Fifer	Arvada
Bob Roth	Aurora
George Teal	Castle Rock
Saoirse Charis-Graves	Golden
Ron Rakowsky	Greenwood Village
Jackie Millet	Lone Tree
Ashley Stolzmann	Louisville
Colleen Whitlow	Mead
Herb Atchison	Westminster

Others Present: Anthony Graves, Denver; Phil Cernanec, Littleton; Jennifer Schaufele, Executive Director; Connie Garcia, Executive Assistant/Board Coordinator, and DRCOG staff.

Chair Elise Jones called the meeting to order at 5:30 p.m. with a quorum present.

Move to Adopt the Consent Agenda

Bob Roth **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Minutes of February 17, 2016

Move to elect Chair and Vice Chair

Bob Fifer **moved** to table agenda items 3 and 4, as this is the second to last meeting of the Administrative Committee. The motion to table was **seconded** and **passed** unanimously.

A resolution regarding the deposit and investment of funds of the Denver Regional Council of Governments and use of electronic signatures

See action for previous item.

Diversification of Funding Sources

Jenny Dock reported staff is proceeding with exploring fee for service opportunities. Members spoke in support of the concept. A request was made that if a service currently provided to member governments becomes a fee for service in the future that members be made aware before the change takes effect. Staff noted regular updates on the program will be provided.

Executed Contracts Report – One contract for \$75,000 was reported; for federal lobbyist services.

Report of the Chair

No report was provided.

Report of the Executive Director

No report was provided.

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for April 20, 2016.

The meeting adjourned at 5:53 p.m.

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH B

To: Chair and Members of the Administrative Committee

From: Jennifer Schaufele, Executive Director
303-480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 20, 2016	Consent	2

SUBJECT

This action is related to the acceptance of additional funds for the DRCOG program serving refugee elders, from the Colorado Department of Human Services (CDHS), in conjunction with the Colorado Refugee Services Program (CRSP).

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee authorize the Executive Director to accept an amended purchase order from CDHS, increasing the amount of funding from \$90,250 to \$106,875, and extending the ending date of services to 9/30/16.

ACTION BY OTHERS

N/A

SUMMARY

In September 2012 CRSP, in partnership with the Area Agency on Aging (AAA), received funds from the Office of Refugee Resettlement (ORR) to provide education and assistance to refugees over 60 years old thus improving their access to health care and community based services. In 2013 DRCOG hired a Community Resource Specialist to support this program and has offered resource counseling and navigation services to participants in the program since that time.

In November 2015 the Administrative Committee approved funding for the Older Adult Refugee Program in the amount of \$90,250 with a contract termination date of 6/30/16. To ensure the seamless continuation of services to refugee elders, a contract extension is now being offered by CDHS to grantees through 9/30/16 with additional funding in the amount of \$16,625.00. This brings the total amount of funding for the Older Adult Refugee Program to \$106,875.00.

PREVIOUS DISCUSSIONS/ACTIONS

Resolution November 18, 2015.

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to accept additional funding for the Area Agency on Aging from CDHS, in conjunction with CRSP, in the amount of \$16,625, which will increase funding from \$90,250 to \$106,875 and extend the time period of services to 9/30/16.

ATTACHMENT

Draft Resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@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

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2016

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ACCEPT ADDITIONAL FUNDING FOR THE AREA AGENCY ON AGING FROM THE COLORADO DEPARTMENT OF HUMAN SERVICES, IN CONJUNCTION WITH THE COLORADO REFUGEE SERVICES PROGRAM, IN THE AMOUNT OF \$16,625 FOR SERVICES TO OLDER ADULT REFUGEES, WHICH WILL INCREASE THE FUNDING AMOUNT FROM \$90,250 TO \$106,875 AND EXTEND THE TIME PERIOD OF SERVICES TO 9/30/16.

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

WHEREAS, in June 2012 a proposal was submitted by the Colorado Refugee Services Program (CRSP) in conjunction with the Colorado Department of Human Services (CDHS) for Office of Refugee Resettlement (ORR) funds that included a partnership with the DRCOG AAA to provide education and assistance to refugees over 60 years old; and

WHEREAS, in November 2015 the Administrative Committee approved funding for the Older Adult Refugee Program in the amount of \$90,250 with a contract termination date of 6/30/16; and

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to accept additional funding from CDHS/CRSP, in the amount of \$16,625 for the seamless continuation of services to refugees increasing the total funding amount from \$90,250 to \$106,875 and extending the time period of services to 9/30/16.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2016 at Denver, Colorado.

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH C

To: Chair and Members of the Administrative Committee

From: Jennifer Schaufele, Executive Director
303-480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 20, 2016	Action Item	3

SUBJECT

This action is related to the Firefighter Intraregional Recruitment and Employment (FIRE) Program which was established by the DRCOG Board of Directors approximately 30 years ago.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff and the participating Fire Chiefs recommend the DRCOG Administrative Committee approve an orderly shutdown of the FIRE program by December 31, 2016.

ACTION BY OTHERS

N/A

SUMMARY

The FIRE Program has been a service element for DRCOG since its inception in the mid-1980s. DRCOG has provided semi-annual testing and recruitment services for member fire departments and districts in the region and maintained an active data base of potential firefighter applicants. More recently, private sector companies have developed similar and more robust services that are capable of providing the service in a cost-effective and efficient manner. There is also an emerging trend for smaller departments and districts to merge or consolidate with larger districts, further decreasing the benefits and relevance of the FIRE Program. Recognizing all these factors, the FIRE Advisory Committee and DRCOG staff recommend DRCOG begin the necessary steps to conclude the program and transition any residual data, information or expressions of interest from potential testing applicants, to the designated vendor(s) for the member districts, as those vendor(s) are identified.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to recommend to the Board of Directors approval of the conclusion of the FIRE Program by December 31, 2016 with direction to staff to effect an orderly transition to whatever option may be identified by the FIRE Advisory Committee and member districts.

ATTACHMENT

Letter from Fire Chiefs

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcog.org or Flo Raitano, Director of Partnership Development and Innovation, at 303-480-6789 or fraitano@drcog.org

FIRE Advisory Committee

March 9, 2016

Denver Regional Council of Governments
1290 Broadway, Suite 100
Denver, CO 80203-5606

RE: DISSOLUTION OF THE DRCOG FIRE TEST

Dear DRCOG Board of Directors,

The FIRE Test Program has been an invaluable tool for the FIRE Partner Agencies. It has provided us with access to a large candidate pool, and opportunities to share our knowledge, experience, and practices with each other; not to mention the advantages it has provided to the many applicants who have tested and been hired over the years.

We thank DRCOG for having collaborated with us on this important program for over 30 years. The membership in the FIRE Program has ebbed and flowed, and currently stands at 13 Fire Departments/Districts. We estimate that over 7,000 individuals have taken the test, with hundreds of them having been successfully hired. This program has been a huge success, and one that could not have occurred without the help of DRCOG and staff.

However, the FIRE Test Advisory Committee has spent the past few months evaluating ways to improve our firefighter testing processes, and we have concluded that working directly with private industry will expand our options and provide a better value. Therefore, after the April 4, 2016 FIRE Test, our agencies will begin working directly with private contractors for our firefighter testing.

Although we are moving on, we take with us the proof that working together is more effective and efficient than working alone. Thank you for your partnership and for helping us establish an environment of collaboration that has extended beyond just firefighter testing.

Sincerely,



Dave Maikranz (On Behalf of the FIRE Partner Agencies)
Chairman
FIRE Advisory Committee

Cc: Flo Raitano, Adams County, Boulder, Clear Creek, Cunningham, Federal Heights, Lafayette, Littleton, Longmont, Louisville, Mountain View, North Metro, Thornton, Westminster



ATTACH D

To: Chair and Members of the Administrative Committee

From: Jennifer Schaufele, Executive Director
303-480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 20, 2016	Administrative	4

SUBJECT

Presentation of the DRCOG 2015 Audit.

PROPOSED ACTION/RECOMMENDATIONS

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

ACTION BY OTHERS

N/A

SUMMARY

A presentation of the 2015 audit will be made by Plutt Rogers & Company PC, 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.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

LINK

[2015 DRCOG Audit](#)

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 at jschaufele@drcog.org or Jenny Dock, Accounting Services Manager at jdock@drcog.org.

ATTACHE

To: Chair and Members of the Administrative Committee

From: Jennifer Schaufele, Executive Director
(303) 480-6701 or jschaufele@drcog.org

Meeting Date	Agenda Category	Agenda Item #
April 20, 2016	Informational	5

SUBJECT

This item provides a brief overview of a proposed grant application to the Centers for Medicare and Medicaid Services Center for Medicare and Medicaid Innovation. This is a \$4.51million grant that would last 5 years.

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

The goal of the subject grant is to realign the referral process of clinical patients that are determined to need assistance with the social determinants of health to community-based organizations that help with those issues. This is the first attempt by the Centers for Medicare and Medicaid to gather data on the direct health effects of the work that the AAA and its contractors have on our community.

If successful in applying for this opportunity, DRCOG would be the lead organization with several healthcare providers in our service area. Currently, we have committed partnerships from Denver Health and the Centura Health system. The UC Health system is strongly considering joining our application as well. Per the grant, we have secured partnership from the Colorado Department of Healthcare Policy and Financing (HCPF) as well as multiple community providers.

This grant will lay the groundwork for the future direction of seamless integration of medical and community care services for at-risk seniors, people with disabilities and underserved populations. DRCOG would be responsible for managing the grant requirements, analyzing the data that is generated, and facilitating the creation of a new process for patient referral between clinical and community care providers.

PREVIOUS DISCUSSIONS/ACTIONS

As discussed at the September 2015 Board of Directors meeting, a successful application would provide opportunities for DRCOG to provide streamlined services and integrated services to the region's residents during the grant period.

PROPOSED MOTION

N/A

ATTACHMENT

N/A

ADDITIONAL INFORMATION

If you need additional information on this subject, please contact Jennifer Schaufele, Executive Director, at 304-480-6701 or jschaufele@drcog.org; or Jayla Sanchez-Warren, Director, Area Agency on Aging, at 303-480-6735 or jswarren@drcog.org.