

AGENDA
FINANCE AND BUDGET COMMITTEE
WEDNESDAY, JULY 20, 2016
MONARCH PASS CONFERENCE ROOM
1290 Broadway
→6:00 PM ←

1. Call to Order

CONSENT AGENDA

2. *Move to Adopt the Consent Agenda

- May 18, 2016 minutes
(Attachment A)
- A resolution authorizing the Executive Director to amend a contract with Right Click Solutions, Inc.(DBA RideAmigos Corporation) for the Way to Go program
(Attachment B) Steve Erickson, Director, Communications & Marketing

INFORMATIONAL ITEMS

3. Report on Area Agency on Aging audit
(Attachment C) Jayla Sanchez-Warren, Director, Area Agency on Aging
4. Executed Contracts Report – May/June 2016 – no contracts to report for May/June 2016

ADMINISTRATIVE ITEMS

5. Report of the Chair
6. Report of the Executive Director
7. Other Matters by Members
8. **Next Meeting – August 17, 2016**

9. Adjournment

***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.

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MINUTES
FINANCE AND BUDGET COMMITTEE
Wednesday, May 18, 2016

Present:

Bob Fifer, Chair	Arvada
Elise Jones	Boulder County
Bill Holen	Arapahoe County
Roger Partridge	Douglas County
Don Rosier	Jefferson County
Doris Truhlar	Centennial
Jackie Millet	Lone Tree
Joan Peck	Longmont
Ashley Stolzmann	Louisville
Connie Sullivan	Lyons
John Diak	Parker
Rita Dozal	Superior

Others Present: George Teal, Castle Rock; Jennifer Schaufele, Executive Director; Connie Garcia, Executive Assistant/Board Coordinator, and DRCOG staff.

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

Move to Adopt the Consent Agenda

Bill Holen **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Resolution No. 1, 2016 authorizing the Executive Director to accept funding from the State Homestead Tax program
- Resolution No. 2, 2016 regarding the deposit and investment of funds of the Denver Regional Council of Governments.

Discussion of election of Vice Chair

Director Millet nominated Director Diak for Vice Chair. The Chair and Director Diak both noted they would not be in attendance at a June meeting, due to other commitments. Director Truhlar volunteered to run the June meeting in their absence.

Jackie Millet **moved** to nominate John Diak for Vice Chair. The nomination was **seconded** and **passed** unanimously.

Elise Jones **moved** Doris Truhlar will chair the June 2016 meeting. The motion was **seconded** and **passed** unanimously.

Review of Finance and Budget Committee Guidelines

Members reviewed and discussed the committee guidelines. In the first paragraph under “Membership,” a suggestion was made to add the word “the” in front of Board, and change the word “nomination” to “recommend.” A recommendation was made to clarify the statement regarding committee member’s alternates allowed to attend meetings and vote in the absence of the member.

Members discussed the Nominating Committee’s role in recommending members for appointment to the committee. There was a comment the Nominating Committee is a “closed” committee; with no attendance allowed by non-members. It was noted that all meetings of the Nominating Committee are open and posted like all other DRCOG committees. A comment was made that perhaps the Nominating Committee should only make recommendations for appointments when more than one-fourth of the Board (the maximum number of members allowed) expresses interest in participating on the committee.

Staff will work with counsel to incorporate recommended text changes and clarification of the statement regarding attendance by alternates.

Discussion of remote participation policy

Members discussed the remote participation policy. One change to the policy was suggested. In the first sentence of the second paragraph under “Purpose” include the term “selected by DRCOG” after “...other electronic means.”

Roger Partridge **moved** to adopt the policy for remote participation in Finance and Budget Committee meetings as amended. The motion was **seconded** and **passed** unanimously.

Executed Contracts Report – No contracts reported for April 2016.

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 June 15, 2016

The meeting adjourned at 6:10 p.m.

ATTACH B

To: Chair and Members of the Finance and Budget Committee

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

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

SUBJECT

Authorization for Executive Director to amend a contract with Right Click Solutions, Inc. (DBA RideAmigos Corporation) for the Way to Go program.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to amend a contract with Right Click Solutions, Inc. (DBA RideAmigos Corporation) extending the contract for annual licensing, hosting, and maintenance of the online trip planning and rideshare matching software for one year at a cost not to exceed \$80,000 per year, renewable for two additional one-year periods.

ACTION BY OTHERS

N/A

SUMMARY

The Way to Go program provides online software to assist commuters in using other transportation options through a licensing agreement with Right Click Solutions, Inc. This software was selected through a competitive bid process and continues to meet the needs of the Way to Go program. Way to Go wishes to continue licensing the software from Right Click Solutions, Inc, which requires amending the current contract with the firm. This amendment would extend the term of the current contract for one year at a cost not to exceed \$80,000 per year, renewable for two additional one-year periods. The amendment will only extend the term of the contract. The cost and scope of work in the amended contract will be the same as in the current contract.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to amend a contract with Right Click Solutions, Inc. (DBA RideAmigos Corporation) for the Way to Go program.

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 Steve Erickson, Communications and Marketing Director, at 303-480-6716 or serickson@drcog.org

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

FINANCE & BUDGET COMMITTEE

RESOLUTION NO. _____, 2016

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND A CONTRACT WITH RIGHT CLICK SOLUTIONS, INC. (DBA RIDEAMIGOS CORPORATION) FOR THE WAY TO GO PROGRAM

WHEREAS, the DRCOG Way to Go program encourages and assists commuters driving alone to use transportation options such as carpooling, vanpooling, public transportation, bicycling and walking; and

WHEREAS, the Way to Go program provides online software to assist commuters in using other transportation options through a licensing agreement with Right Click Solutions, Inc. (DBA RideAmigos Corporation); and

WHEREAS, the Way to Go program wishes to continue providing commuters with an online experience that is technologically advanced, user-friendly, and multimodal making it more likely they will use transportation options other than driving alone; and

WHEREAS, Right Click Solutions, Inc. (DBA RideAmigos Corporation) was originally selected through a competitive bidding process and continues to meet the needs of the Way to Go program.

NOW, THEREFORE, BE IT RESOLVED, that the Finance and Budget Committee authorizes the Executive Director to amend a contract with Right Click Solutions, Inc. (DBA RideAmigos Corporation) extending the contract for annual licensing, hosting, and maintenance of the online trip planning and rideshare matching software for one year at a cost not to exceed \$80,000 per year, renewable for two additional one-year periods .

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

Bob Fifer, Chair
Finance & Budget Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH C

To: Chair and Members of the Finance and Budget Committee

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

Meeting Date	Agenda Category	Agenda Item #
July 20, 2016	Informational Item	3

SUBJECT

Results of the Area Agency on Aging (AAA) on-site evaluation conducted by the Colorado Department of Human Services, State Unit on Aging (SUA) during December 2015.

PROPOSED ACTION/RECOMMENDATIONS

No action requested, this item is for information only.

ACTION BY OTHERS

N/A

SUMMARY

The SUA conducted its annual evaluation of the AAA and its contracted service providers during December 1-16, 2015. The purpose of the audit is to (1) review AAA's programmatic oversight as well as its financial stewardship of Older Americans Act and State Funding for Senior Services (OAA SFSS) funding, and (2) ensure contractor compliance with the OAA SFSS rules and regulations.

Thirteen service providers were evaluated. The emphasis of the evaluation was on programs in the areas of nutrition, transportation, caregiver respite and homemaker services.

One compliance item pending resolution is regarding the practice of conducting "soft" background checks on transportation consumers enrolled in Douglas County's Neighbor Network (NN) program. The NN program, which operates largely through volunteers, uses these limited scope background checks as a means to help protect its more vulnerable volunteer driver base. The SUA asserts that this practice goes against the interpretation of the Older Americans Act and is currently working with NN and the AAA to reach a viable resolution. All other compliance issues have been addressed.

No issues were found with the AAA's programmatic oversight or financial stewardship of OAA SFSS funds.

The SUA issued the attached letter dated May 11, 2016 approving the AAA's response to the evaluation report with exception to the NN issue.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

Letter from the SUA to Jennifer Schaufele dated May 11, 2016.

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.



Ms. Jennifer Schaufele, Executive Director
Denver Regional Council of Governments
1290 Broadway, Suite 700
Denver, CO 80203

May 11, 2016

Dear Ms. Schaufele:

Thank you for your agency response regarding the FY 16 On-Site Evaluation Summary Report for Region 3A, Denver Regional Council of Governments (DRCOG) Area Agency on Aging. The response acknowledged the issues requiring attention, together with your plans to address those issues and bring them into compliance. The SUA agrees with and approves your implementation plan for all but one compliance issue.

The SUA agrees with striking compliance issue 3 as the assessment was entered into SAMS.

The SUA does not agree to strike compliance issue 16. This compliance issue is in regards to Neighbor Network performing "Soft Background Checks" on consumers prior to receiving transportation services. The SUA consulted the U.S. Administration for Community Living regarding this practice and was told that conducting background checks on consumers is not allowed under the Older Americans Act. The SUA will work with DRCOG, Douglas County, and Neighbor Network to identify ways to safeguard their volunteers while providing open access to services for the consumers.

If you have any questions, please contact the Monitoring, Compliance, and Evaluation Specialist, Candise Winder at 303-866-2651 or email candise.winder@state.co.us or me at 303-866-2750 or email todd.coffey@state.co.us.

Sincerely,

Todd Coffey, Manager State Unit on Aging

Cc: Jayla Sanchez-Warren, Director

