

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, MARCH 20, 2019**  
**RED ROCKS CONFERENCE ROOM**  
**1001 17<sup>th</sup> Street, 7th Floor**  
**➔ 6:00 P.M. ➔**

1. Call to Order

**CONSENT AGENDA**

2. Move to Adopt the Consent Agenda
  - February 20, 2019 minutes  
(Attachment A)
  - A resolution regarding the deposit and investment of funds of the Denver Regional Council of Governments and use of electronic signatures  
(Attachment B) Jenny Dock, Director, Administration & Finance

**ACTION ITEMS**

3. Election of Vice Chair  
(Attachment C)
4. Discussion of a resolution authorizing the executive director to enter into a maintenance contract with Trilogy Integrated Resources in the amount of approximately \$109,300 to support the AAA Network of Care website for the period of April 1, 2019 through June 30, 2020.  
(Attachment D) Jayla Sanchez-Warren, Director, Area Agency on Aging

**INFORMATIONAL ITEM**

5. DRCOG Investment of Funds  
(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) 480-6701.



**ADMINISTRATIVE ITEMS**

6. Executed Contracts Report  
(Attachment F)
7. Report of the Chair
8. Report of the Executive Director
9. Other Matters by Members
10. **Next Meeting – April 17, 2019**
11. Adjourn



MINUTES  
FINANCE AND BUDGET COMMITTEE  
Wednesday, February 20, 2019

Present:

Ashley Stolzmann, Chair  
Jeff Baker  
Elise Jones  
Kevin Flynn  
Roger Partridge  
Libby Szabo  
Bob Fifer  
Larry Vittum  
Larry Strock  
Wynne Shaw  
Sandie Hammerly

Louisville  
Arapahoe County  
Boulder County  
City and County of Denver  
Douglas County  
Jefferson County  
Arvada  
Bennett  
Lochbuie  
Lone Tree  
Superior

Others Present: Jenny Dock, Director, Administration and Finance; and DRCOG Staff.

Chair Stolzmann called the meeting to order at 6:00 p.m. with a quorum present.

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the January 16, 2019 Meeting

Discussion of a resolution authorizing the Executive Director to accept increased funds from the Colorado State Health Insurance Assistance Program of approximately \$258,000 from \$240,000 for one year ending May 31, 2019 to administer a regional State Health Insurance Assistance Program

Jayla Sanchez-Warren provided a brief overview of the funding increase for the SHIP program. Funding for this second year of the program was originally projected to total up to \$240,000. Since then, the actual portion of funding attributable to the program was higher than estimated, allowing for an increase in the budget to approximately \$258,000.

Director Flynn **moved** to adopt Resolution No. 3, 2019, authorizing the Executive Director to accept increased funds from the Colorado State Health Insurance Assistance Program of approximately \$258,000 from \$240,000 for one year ending May 31, 2019 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 allocate an additional \$15,372 of state funds to Senior Support Services as recommended by the ACA for the state fiscal year ending June 30, 2019

Jayla Sanchez-Warren noted the Finance and Budget Committee previously approved the allocation of excess OAA and SFSS funds to current providers. Senior Support Services has since requested an additional \$15,372 to purchase bus passes for an estimated 140 low-income clients who rely heavily on public transportation. The Advisory Committee on Aging recommends this action.

Director Hammerly **moved** to adopt Resolution No. 4, 2019 authorizing the Executive Director to allocate an additional \$15,372 of state funds to Senior Support Services as recommended by the ACA for the state fiscal year ending June 20, 2019. The motion was **seconded** and **passed** unanimously.

Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with Fehr and Peers commencing in March 2019 and continuing through September 2020 in an amount not to exceed \$150,000

Ron Papsdorf noted DRCOG released a Request for Proposals (RFP) to solicit proposals from planning consulting firms to assist in the development of safety plans, specifically in the development of regional Vision Zero Action Plans. Three submittals were received in response to the RFP. A selection panel recommends contracting with Fehr and Peers to perform the work.

Director Fifer **moved** to adopt Resolution No. 5, 2019 authorizing the Executive Director to negotiate and execute a contract with Fehr and Peers commencing in March 2019 and continuing through September 2020 in an amount not to exceed \$150,000. The motion was **seconded** and **passed** unanimously.

Executed Contracts

No contracts were reported for January 2019.

Report of Chair

No report was given.

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 March 20, 2019

The meeting adjourned at 6:06 p.m.

# ATTACH B

To: Chair and Members of the Finance and Budget Committee

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

Meeting Date	Agenda Category	Agenda Item #
March 20, 2019	Consent	2

#### SUBJECT

This item relates to the deposit and investment of funds of the Denver Regional Council of Governments and the use of electronic signatures.

#### PROPOSED ACTION/RECOMMENDATIONS

Staff recommends adoption of a resolution regarding deposit and investment of funds and use of electronic signatures as proposed.

#### ACTION BY OTHERS

N/A

#### SUMMARY

The Finance and Budget committee is authorized to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments.

When the chair of the Finance and Budget committee or other signatories change, the deposit and investment authority of DRCOG must be updated. The establishment of the Finance and Budget Committee with a new Chair necessitates such an amendment.

The resolution authorizes the Executive Director to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments and amends the deposit and investment authority to reflect new electronic signatures.

#### PREVIOUS DISCUSSIONS/ACTIONS

N/A

#### PROPOSED MOTION

Move to adopt a resolution regarding the deposit and investment of funds of the Denver Regional Council of Governments and use of electronic signatures.

#### 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](mailto:drex@drcog.org), or Jenny Dock, Director, Accounting and Finance, at 303-480-6707 or [jdock@drcog.org](mailto:jdock@drcog.org).

DENVER REGIONAL COUNCIL OF GOVERNMENTS

STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. \_\_\_\_\_, 2019

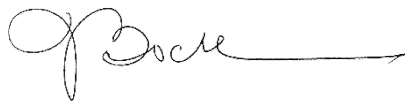
A RESOLUTION REGARDING THE DEPOSIT AND INVESTMENT OF FUNDS OF  
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

WHEREAS, the Finance and Budget Committee is authorized to establish policies regarding the deposit and investment of funds of the Denver Regional Council of Governments ("DRCOG"); and

WHEREAS, the deposit and investment authority of DRCOG must be amended when the Chairman of the Finance and Budget Committee or other signatories change;

NOW, THEREFORE, BE IT RESOLVED, by the Finance and Budget Committee of the Denver Regional Council of Governments:

1. Whenever, in the opinion of its Administration and Finance Division Director, DRCOG has funds on hand not then needed in the conduct of its affairs, such funds may be invested in any of the securities authorized in Sections 24-75-601 through 24-75-603 and in Part 7 of Article 75 of Title 24, C.R.S., as from time to time amended. The Administration and Finance Division Director of DRCOG is hereby authorized to direct the investment of DRCOG funds in such securities and the sale thereof, and to execute on behalf of DRCOG such documents as may be necessary to make such investments and sales. Any such investments may be made only upon receipt of an approval form from DRCOG, signed by its Administration and Finance Division Director, Jenny Dock, with signature as appears below:



2. The Administration and Finance Division Director may use the services of brokers or dealers in making the investments and sales of securities authorized by paragraph 1 of this resolution and may execute on behalf of DRCOG such agreements with the brokers or dealers as may be necessary to do so. Any such agreement shall conform to the requirements of this resolution.
3. Investments purchased by DRCOG shall be held in DRCOG's name and shall be retained in the custody of the authorized agent(s) of DRCOG.
4. Funds of DRCOG shall be deposited in the U.S. Bank except that funds of DRCOG may be deposited, for purposes of investment only, in any state bank or state-chartered savings and loan association, in any national bank having its principal office in this state, and in any federally chartered savings and loan association having its principal office in this state, which bank or savings and loan



A RESOLUTION REGARDING THE DEPOSIT AND INVESTMENT OF FUNDS OF  
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

Resolution No. \_\_\_\_\_, 2019

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association is approved by the Director of Administration and Finance and is an "eligible public depository" pursuant to 11-10.5-101, et seq., C.R.S., as from time to time amended. The entire deposit in the U.S. Bank and in any such approved bank or savings and loan association shall be insured by the Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance Corporation or shall be secured by eligible collateral having a market value, at all times, equal to at least 102 percent of the aggregate of the deposit not so insured. For the purposes of this resolution, with respect to banks, "eligible collateral" and "market value" shall have the meaning or context set out in Article 10.5 of Title 11, C.R.S., as from time to time amended.

5. The U.S. Bank and all banks and savings and loan associations that are approved pursuant to paragraph 4 of this resolution, are hereby authorized and directed, until otherwise directed in writing, to honor as genuine and authorized instruments of DRCOG any and all checks, drafts or other orders for the payment of money in the name of DRCOG and signed with the facsimile signatures below:



6. From time to time, DRCOG may orally request U.S. Bank to transfer funds to other banks for credit to persons or corporations designated by DRCOG. A written Wire Transfer Agreement will be executed by the Director of Administration and Finance with U.S. Bank, providing for telephone requests for the transmission of funds belonging to DRCOG upon the terms and conditions set forth in said agreement.
7. A copy of this resolution shall be provided to the U.S. Bank and to all banks and savings and loan associations that are approved pursuant to paragraph 4 of this resolution and approved brokers or dealers. By thereafter accepting or retaining funds of DRCOG, the U.S. Bank, and said banks and savings and loan associations agree to the terms of this resolution, acknowledge that the funds of DRCOG are insured or secured as required by paragraph 4 of this resolution, and agree upon request to furnish DRCOG a statement, signed under oath by an officer, certifying to DRCOG that its funds are insured or secured in the manner herein specified.
8. DRCOG employees and officials involved in the investment process shall refrain from personal business activity that could create an appearance of impropriety, that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. DRCOG employees and officials involved in the investment process shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any large personal financial/investment positions that

A RESOLUTION REGARDING THE DEPOSIT AND INVESTMENT OF FUNDS OF  
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

Resolution No. \_\_\_\_\_, 2019

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could be related to the performance of the investment portfolio. Such employees and officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of DRCOG.

RESOLVED, PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019  
at Denver, Colorado.

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Wynne Shaw, Vice Chair  
Finance and Budget Committee  
Denver Regional Council of Governments

ATTEST:

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Douglas W. Rex, Executive Director

**ATTACH C**

**DENVER REGIONAL COUNCIL OF GOVERNMENTS  
FINANCE AND BUDGET COMMITTEE  
March 2019**

Jeff Baker  
Commissioner  
Arapahoe County

Larry Strock  
Trustee  
Lochbuie

Elise Jones  
Commissioner  
Boulder County

Wynne Shaw  
Mayor Pro Tem  
Lone Tree

Kevin Flynn  
Council Member  
City & County of Denver

Joan Peck  
Council Member  
Longmont

Roger Partridge  
Commissioner  
Douglas County

Ashley Stolzmann  
Council Member  
Louisville

Libby Szabo  
Commissioner  
Jefferson County

Connie Sullivan  
Mayor  
Lyons

Bob Fifer  
Council Member  
Arvada

Sandie Hammerly  
Council Member  
Superior

Larry Vittum  
Council Member  
Bennett

Jessica Sandgren  
Council Member  
Thornton

**ATTACH D**

To: Chair and Members of the Finance and Budget Committee

From: Douglas W. Rex, Executive Director  
303-480-6701 or [drex@drco.org](mailto:drex@drco.org)

Meeting Date	Agenda Category	Agenda Item #
March 20, 2019	Action	4

#### SUBJECT

This action is related to renewal of a website vendor contract for maintenance of the DRCOG Area Agency on Aging (AAA) Network of Care website.

#### PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends adopting a resolution authorizing the Executive Director to renew its contract with Trilogy Integrated Resources (Trilogy) to provide maintenance support for the AAA's Network of Care website through June 30, 2020, with options for two one-year extensions, at an increased amount of approximately \$109,300 pursuant to recent expansion of the database.

#### ACTION BY OTHERS

N/A

#### SUMMARY

DRCOG's AAA serves as an Aging and Disabilities Resource Center (ADRC) for the Denver metro region. The primary purpose of the ADRC is to help older adults, people with disabilities, family members and caregivers by providing them with information, counseling and access assistance regarding long-term services and supports. One of the ADRC's most effective means for communicating information has been through its Network of Care (NOC) website. The NOC database currently houses over 2,000 resources and receives an average of 37,000 site visits monthly.

Trilogy has developed and provided maintenance for the DRCOG NOC Aging and Disabilities site database for the past 10 years. Over the past fifteen months, DRCOG has expanded the NOC with the purchase, along with maintenance, of three additional databases including the Developmental Disabilities, Veterans, and Public Health modules. The annual maintenance for the original Aging and Disabilities site is due for renewal in April 2019. Maintenance is typically prepaid annually for one year of service and ranges from \$15,000 to \$32,400 for each database module. At this upcoming renewal period, the maintenance periods for all four database sites will be aligned to co-terminate at the end of the next state fiscal year ending June 30, 2020. The prorated total amount of the maintenance is about \$109,300.

Apart from providing technical support and hosting services, site maintenance ensures that the NOC is updated with current links to service providers, relevant news articles, health related information, current and pending legislation at the local, regional and national levels, among other important information. The maintenance scope of services also includes direct customer support, with personal responses by phone and e-mail to site visitors' online requests for information.

#### PREVIOUS DISCUSSIONS/ACTIONS

N/A

**PROPOSED MOTION**

Move to adopt a resolution authorizing the executive director to enter into a maintenance contract with Trilogy Integrated Resources in the amount of approximately \$109,300 to support the AAA Network of Care website for the period of April 1, 2019 through June 30, 2020.

**ATTACHMENT**

Draft resolution

**ADDITIONAL INFORMATION**

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

DENVER REGIONAL COUNCIL OF GOVERNMENTS  
STATE OF COLORADO

FINANCE & BUDGET COMMITTEE

RESOLUTION NO. \_\_\_\_\_, 2019

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A  
MAINTENANCE CONTRACT WITH TRILOGY INTEGRATED RESOURCES IN THE  
AMOUNT OF APPROXIMATELY \$109,300 TO SUPPORT THE AAA NETWORK OF  
CARE WEBSITE FOR THE PERIOD OF APRIL 1, 2019 THROUGH JUNE 30, 2020.

WHEREAS, the Denver Regional Council of Governments 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 Denver metro region; and

WHEREAS, the AAA is also an Aging and Disability Resource Center (ADRC) whose purpose is to help inform and connect seniors and adults with disabilities in the region with long-term services and supports; and

WHEREAS, DRCOG has contracted with Trilogy Integrated Resources to develop and maintain the AAA's Network of Care website, an online resource of the ADRC for relevant information and service referrals that has been recently expanded with additional resource databases; and

WHEREAS, the AAA intends to align the annual maintenance periods for all four of its Network of Care databases to one termination date;

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to enter into a maintenance contract with Trilogy Integrated Resources in an amount of approximately \$109,300 for the period of April 1, 2019 through June 30, 2020, and that includes options for up to two one-year extensions, to support the AAA Network of Care website;

RESOLVED, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019 at Denver, Colorado.

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Wynne Shaw, Vice Chair  
Finance and Budget Committee  
Denver Regional Council of Governments

ATTEST:

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Douglas W. Rex, Executive Director



**ATTACHE**

To: Chair and Members of the Finance and Budget Committee

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

Meeting Date	Agenda Category	Agenda Item #
March 20, 2019	Informational	5

**SUBJECT**

This item is related to a change in the investment accounts for DRCOG general fund balance dollars.

**PROPOSED ACTION/RECOMMENDATIONS**

N/A.

**ACTION BY OTHERS**

N/A

**SUMMARY**

DRCOG currently invests general fund balance cash in two brokerage firms. Those two firms are Morgan Stanly Wealth Management and Wells Fargo Advisors. DRCOG has a long-standing history investing with both firms and has been satisfied with the amount of return on its investments. All investments are made according to governmental regulations regarding the investment of government funds and are audited annually by our external auditors to ensure compliance.

Due to a change in corporate policy, as of March 1, 2019 Morgan Stanley Wealth Management no longer provides advisement to government accounts. As a result, all funds from investments currently with Morgan Stanley Wealth Management will be transferred to Wells Fargo Advisors. The current dollar amount of assets with Morgan Stanley Wealth Advisors is approximately \$3.2 million dollars. The transfer of funds is expected to be completed in the next 30 days.

**PREVIOUS DISCUSSIONS/ACTIONS**

N/A

**PROPOSED MOTION**

N/A

**ATTACHMENT**

N/A

**ADDITIONAL INFORMATION**

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



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

Monthly Report:

Finance and Budget Committee Date

Mar-19

Feb-19



	Project Name	Vendor Name	Service Provided	Amount (\$)	Date Executed	Budget Line Item Impacted	Division Director - Name & Contact Information
1	550019	Chocolate Software	Consulting Services	\$50,830.00	2/19/2019		Jaya Sanchez Warren
2							
3							
4							
5							
6							
7							
8							
9							
10							

Contact Roberta Cole, Contracts and Budget Coordinator with additional questions at (303) 480-5620 or at [rcole@drcog.org](mailto:rcole@drcog.org).