

Board Officers

Jack Hilbert, Chair
Jackie Miller, Vice Chair
Elise Jones, Secretary
Doug Tisdale, Treasurer
Sue Horn, Immediate Past Chair
Jennifer Schaufele, Executive Director

**PLEASE NOTE THE ADMINISTRATIVE COMMITTEE MEETING WILL BEGIN
AT 5:30 P.M. TO CONTINUE WORK ON THE EXECUTIVE POLICIES**

AGENDA
ADMINISTRATIVE COMMITTEE
WEDNESDAY, MAY 21, 2014
1st Floor Monarch Pass Conference Room
1290 Broadway
➔ 5:30 P.M. ➔

1. Call to Order

CONSENT AGENDA

2. *Move to Adopt the Consent Agenda

- Minutes of April 16, 2014
(Attachment A)
- A resolution authorizing the Executive Director to continue to contract with the Colorado Department of Human Services for the DRCOG AAA and to distribute the funds according to the requirements set forth in the contract including contracting with local service providers
(Attachment B) Jayla Sanchez-Warren, Director, Area Agency on Aging
- Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with Toole Design Group, LLC, to provide a First/Final Mile Bicycle/Pedestrian Access Study for the Northwest Corridor.
(Attachment C) Paul Aldretti, SCI Coordinator, Regional Planning & Operations
- A resolution authorizing the Executive Director to negotiate and execute a contract with Torti Gallas, Inc. to begin work on the SCI Northwest Corridor catalytic project at the Westminster Station
(Attachment D) Paul Aldretti, SCI Coordinator, Regional Planning & Operations
- A resolution authorizing the Executive Director to negotiate and execute a contract with Economic & Planning Systems, Inc., to provide a Market Readiness Study for the Sustainable Communities Initiative Gold Corridor
(Attachment E) Paul Aldretti, SCI Coordinator, Regional Planning & Operations
- A resolution authorizing the Executive Director to negotiate and execute a contract with Economic & Planning Systems, Inc., to provide a Market Readiness Study for the Sustainable Communities Initiative East Corridor
(Attachment F) Paul Aldretti, SCI Coordinator, Regional Planning & Operations

***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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ADMINISTRATIVE ITEMS

3. Results of Area Agency on Aging Audit
(Attachment G) Jayla Sanchez-Warren, Director, Area Agency on Aging
4. Report of the Chair
5. Report of the Executive Director
6. Review and Refine Executive Policies
(Attachment H) Jerry Stigall, Director, Organizational Development
7. Other Matters by Members
8. **Next Meeting – JUNE 11, 2014**
9. Adjournment

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, April 16, 2014

Present:

Elise Jones, Vice Chair	Boulder County
Eva Henry	Adams County
Doug Tisdale	Cherry Hills Village
Chris Nevitt	Denver
Crissy Fanganello	Denver
Ron Rakowsky	Greenwood Village
Tom Quinn	Lakewood
Joyce Downing	Northglenn
Val Vigil	Thornton

Others Present: Anthony Graves, Denver; Shakti, Lakewood; John Diak, Parker; Jennifer Schaufele, Executive Director; Connie Garcia, Executive Assistant/Board Coordinator, Steve Dazzio, Dazzio & Plutt; and DRCOG staff.

Vice chair Elise Jones called the meeting to order at 5:35 p.m. with a quorum present.

Motion to Adopt the Consent Agenda

Doug Tisdale **moved** to adopt the consent agenda. The motion was **seconded** and **passed unanimously**. Items on the consent agenda included:

- Minutes of March 19, 2014
- Resolution No. 6, 2014 authorizing the Executive Director to negotiate and execute a contract with FHU to provide planning services for the SCI Gold Corridor Catalytic Project at the Wheat Ridge – Ward Road Station on the Gold Corridor Rail Line.

Presentation of 2013 Audit

Steve Dazzio, Dazzio & Plutt, provided an overview of the 2013 Audit. It was noted that the audit was clean, with no compliance issues noted.

Report of the Chair

No report was provided.

Report of the Executive Director

Jennifer Schaufele reported that the Colorado Department of Human Services recently completed an audit of the Area Agency on Aging. No compliance issues were noted in the audit.

Review and Refine Executive Policies

Jerry Stigall, DRCOG staff, provided an overview of the agenda material. Members noted several revisions to the policies, and directed staff to bring a revised version back to them at the next meeting.

Administrative Committee Minutes
April 16, 2014
Page 2

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for May 21, 2014

The meeting adjourned at 6:26 p.m.

Elise Jones, Vice Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH B

To: Chair and Members of the Board of Directors

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

Meeting Date	Agenda Category	Agenda Item #
May 21, 2014	Consent Agenda	2

SUBJECT

This action is related to continuing to contract with Colorado Department of Human Services (CDHS) for the DRCOG Area Agency on Aging and to continue to contract with service providers.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends authorizing the Executive Director to continue to contract with the CDHS for the DRCOG Area Agency on Aging and to distribute the funds according to the requirements set forth in the contract, including contracting with the local service providers.

ACTION BY OTHERS

At its May 2014 meeting, the Advisory Committee on Aging (ACA) will make recommendations for allocations to service providers based on: (a) level funding to all service providers in the second year of their two-year contracts with DRCOG; plus (b) additional amounts to service providers based on the Board and ACA approved process.

SUMMARY

The Denver Regional Council of Governments is designated by the State as the Area Agency on Aging (AAA) to receive and administer federal Older Americans Act (OAA) and State Funding for Senior Services (SFSS) monies to provide services to older adults and their caregivers throughout the region. The amount of the funding anticipated for the upcoming fiscal year, July 1, 2014 – June 30, 2015, is approximately \$13,850,000. This amount represents an anticipated increase in OAA funding from the current fiscal year of \$337,000 (nearly \$308,000 in service dollars and approximately \$29,000 in administrative funds for DRCOG) and a statewide increase in SFSS of \$4.5 million (approximately \$1.95 million for DRCOG).

Successful respondents to a request for proposals, distributed in late December 2012, entered into a two-year contract with DRCOG's AAA beginning July 1, 2013 and ending June 30, 2015 with the understanding that funding levels would be determined on an annual basis according to the State Fiscal Year calendar, and dependent upon funds being made available to DRCOG.

PREVIOUS DISCUSSIONS/ACTIONS

May 15, 2013 – Administrative Committee action to contract with the Colorado Dept. of Human Services for the DRCOG Area Agency on Aging and to contract with service providers.

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to continue to contract with the Colorado Department of Human Services (CDHS) for the DRCOG Area Agency

on Aging and to distribute the funds according to the requirements set forth in the contract including contracting with the local service providers.

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. _____, 2014

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO CONTINUE TO CONTRACT WITH THE COLORADO DEPARTMENT OF HUMAN SERVICES (CDHS) FOR THE DRCOG AREA AGENCY ON AGING AND TO DISTRIBUTE THE FUNDS ACCORDING TO THE REQUIREMENTS SET FORTH IN THE CONTRACT INCLUDING CONTRACTING WITH THE LOCAL SERVICE PROVIDERS.

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

WHEREAS, beginning July 1, 2006 the CDHS required that the state's AAAs use a formal contractual process rather than a Letter Notice of Grant Award (NOGA); and

WHEREAS, CDHS has notified DRCOG the combined federal and state funds anticipated for the state fiscal year July 1, 2014 through June 30, 2015 is approximately \$13,850,000; and

WHEREAS, according to the state and federal requirements specified in the contract, DRCOG must allot these funds to specific service categories; and

WHEREAS, DRCOG must allot a certain portion of these funds to local service provider agencies; and

WHEREAS, the DRCOG Advisory Committee on Aging recommends the allotment of these federal and state funds; and

NOW, THEREFORE BE IT RESOLVED that the Administrative Committee authorizes the Executive Director to continue for SFY15 the contract with the Colorado Department of Human Services for Aging and to enter into contracts with service providers.

RESOLVED, PASSED AND ADOPTED this ____ day of _____, 2014 at Denver, Colorado.

Jackie Millet, 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 #
May 21, 2014	Consent Agenda	2

SUBJECT

This action is related to approval for the Executive Director to negotiate and enter into a contract with Toole Design Group, LLC, for consulting services related to a First/Final Mile Bicycle/Pedestrian Access Study for the Northwest Corridor.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee authorize the Executive Director to negotiate and execute a contract with Toole Design Group, LLC, to begin work on a First/Final Mile Bicycle/Pedestrian Access Study for the Northwest Corridor.

ACTION BY OTHERS

N/A

SUMMARY

As part of the Sustainable Communities Initiative funded by a grant received from the U.S. Department of Housing and Urban Development, DRCOG is providing Technical Assistance funding for planning related to strategic corridor-wide issues in each of the three Eagle P3 commuter rail corridors in which work is occurring through the grant (East, Gold and Northwest).

The Technical Assistance will provide guidance in planning related to accessibility to transit and other topics of interest and concern in transit corridors and throughout the region.

The Northwest Corridor Working group, consisting of representatives of the jurisdictions, agencies, and other organizations along the Northwest Commuter Rail Line and U.S. 36 BRT Line selected to use these funds in the development of a First/Final Mile Bicycle/Pedestrian Access Study to develop strategies for improving accessibility by alternative access options to transit stations in the Corridor. Timing is critical because all work must be completed by December 31, 2014, to meet the grant deadline.

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with Toole Design Group, LLC, to provide a First/Final Mile Bicycle/Pedestrian Access Study for the Northwest Corridor.

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 Paul Aldretti, SCI Coordinator, at 303-480-6752, paldretti@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2014

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND
EXECUTE A CONTRACT WITH TOOLE DESIGN GROUP, LLC, TO BEGIN WORK ON A
FIRST/FINAL MILE BICYCLE/PEDESTRIAN ACCESS STUDY FOR THE NORTHWEST
CORRIDOR

WHEREAS, the Sustainable Communities Initiative, funded by a grant received from the U.S. Department of Housing and Urban Development is providing funding for Technical Assistance in each of the three Eagle P3 commuter rail corridors in which work is occurring through the grant (East, Gold and Northwest); and

WHEREAS, the First/Final Mile Bicycle/Pedestrian Study will serve to enhance access to stations along the Northwest Corridor Commuter Rail Line, U.S. 36 BRT Line and associated Transit Oriented Development (TOD) sites, and serve as a model for similar development in other transit corridors and throughout the region; and

WHEREAS, the Northwest Corridor Working Group, consisting of representatives of the jurisdictions, agencies, and other organizations along the Northwest Commuter Rail Line and U.S. 36 BRT Line selected Toole Design Group, LLC, through a competitive process to assist in the development of a First/Final Mile Bicycle/Pedestrian Study for additional consultant expertise and planning; and

WHEREAS, DRCOG will negotiate a contract with Toole Design Group, LLC, to provide consulting services related to planning and advice on improved First/Final Mile Bicycle/Pedestrian access in the Northwest Corridor; and,

WHEREAS, there is a maximum budget of \$250,000 toward this First/Final Mile Bicycle/Pedestrian Study.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate a scope of service and execute a contract with Toole Design Group, LLC, to begin work on the Northwest Corridor First/Final Mile Bicycle/Pedestrian Study, for an amount not to exceed \$250,000.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2014
at Denver, Colorado.

Jackie Millet, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

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 #
May 21, 2014	Consent Agenda	2

SUBJECT

This action is related to approval for the Executive Director to negotiate and execute a contract with Torti Gallas and Partners, Inc. for consulting services related to planning for the SCI Northwest Corridor Catalytic Project at the Westminster Station.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee authorize the Executive Director to negotiate and execute a contract to begin work on the SCI Northwest Corridor Catalytic Project at the Westminster Station.

ACTION BY OTHERS

N/A

SUMMARY

As part of the Sustainable Communities Initiative funded by a grant received from the U.S. Department of Housing and Urban Development, DRCOG is providing funding for the planning of a Catalytic Project in each of the three Eagle Public Private Partnership commuter rail corridors (East, Gold and Northwest). The Catalytic Projects will serve to enhance development at these sites and serve as models for similar development in these and other transit corridors and throughout the region.

The Northwest Corridor Working group, consisting of representatives of the jurisdictions, agencies, and other organizations along the Northwest Commuter Rail Line and U.S. 36 BRT Line selected the Westminster Station as the Catalytic Site in the Northwest Corridor.

Planning work will include recommendations for development of property owned by Adams County Housing Authority to enhance housing and economic development opportunities. Timing is critical because all work must be completed by December 31, 2014, to meet the grant deadline.

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with Torti Gallas and Partners, Inc. to begin work on the SCI Northwest Corridor Catalytic Project at the Westminster Station.

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 Paul Aldretti, SCI Coordinator, at 303-480-6752, paldretti@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2014

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND
EXECUTE A CONTRACT WITH TORTI GALLAS AND PARTNERS, INC. TO BEGIN
WORK ON THE SCI NORTHWEST CORRIDOR CATALYTIC PROJECT AT THE
WESTMINSTER STATION

WHEREAS, the Sustainable Communities Initiative, funded by a grant received from the U.S. Department of Housing and Urban Development, is providing funding for the planning of a Catalytic Project in each of the three Eagle P3 commuter rail corridors in which planning is occurring through the grant (East, Gold and Northwest); and

WHEREAS, the Northwest Corridor Catalytic Project will serve to enhance development along the Northwest Commuter Rail Line and U.S. 36 BRT Line and associated Transit Oriented Development (TOD) sites, and serve as a model for similar development in other transit corridors and throughout the region; and

WHEREAS, the Northwest Corridor Working group, consisting of representatives of the jurisdictions, agencies, and other organizations along the Northwest Commuter Rail Line and U.S. 36 BRT Line selected the Westminster Station as the Catalytic Site in the Northwest Corridor to benefit from additional consultant expertise and planning; and

WHEREAS, DRCOG will negotiate a contract to provide consulting services related to planning and advice on key specialty areas for the Northwest Corridor Catalytic Project; and,

WHEREAS, there is a maximum budget of \$200,000 toward the Northwest Corridor Catalytic Site Project at Westminster Station.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate and execute a contract with Torti Gallas, Inc. to begin work on the SCI Northwest Corridor Catalytic Project at the Westminster Station, for an amount not to exceed \$200,000.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2014 at Denver, Colorado.

Jackie Millet, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

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 #
May 21, 2014	Consent Agenda	2

SUBJECT

This action is related to approval for the Executive Director to negotiate and execute a contract with Economic & Planning Systems, Inc., for consulting services related to a Market Readiness Study for the Gold Corridor.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee authorize the Executive Director to negotiate and execute a contract with Economic & Planning Systems, Inc., to begin work on a Market Readiness Study for the SCI Gold Corridor.

ACTION BY OTHERS

N/A

SUMMARY

As part of the Sustainable Communities Initiative funded by a grant received from the U.S. Department of Housing and Urban Development, DRCOG is providing Technical Assistance funding for planning related to strategic corridor-wide issues in each of the three Eagle P3 commuter rail corridors in which work is occurring through the grant (Gold, Gold and Northwest).

The Technical Assistance will provide guidance in planning related to housing, economic development and other topics of interest and concern in transit corridors and throughout the region.

The Gold Corridor Working Group, consisting of representatives of the jurisdictions, agencies, and other organizations along the Gold Rail Line selected to use these funds in the development of a Market Readiness Study to enhance economic planning in this corridor including identification of business development opportunities, job retention and creation, and attraction of needed services for residents in the corridors. Timing is critical because all work must be completed by December 31, 2014, to meet the grant deadline.

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with Economic & Planning Systems, Inc., to provide a Market Readiness Study for the SCI Gold Corridor.

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 Paul Aldretti, SCI Coordinator, at 303-480-6752, paldretti@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2014

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND
EXECUTE A CONTRACT WITH ECONOMIC & PLANNING SYSTEMS, INC., TO PROVIDE
A MARKET READINESS STUDY FOR THE SCI GOLD CORRIDOR

WHEREAS, the Sustainable Communities Initiative, funded by a grant received from the U.S. Department of Housing and Urban Development is providing funding for Technical Assistance in each of the three Eagle P3 commuter rail corridors in which work is occurring through the grant (East, Gold and Northwest); and

WHEREAS, the Market Readiness Study will serve to enhance development along the Gold Rail Line and associated Transit Oriented Development (TOD) sites, and serve as a model for similar development in other transit corridors and throughout the region; and

WHEREAS, the Gold Corridor Working Group, consisting of representatives of the jurisdictions, agencies, and other organizations along the Gold Rail Line selected the development of a Market Readiness Study for additional consultant expertise and planning; and

WHEREAS, DRCOG will negotiate a contract to provide consulting services related to planning and advice on key economic development areas for the Gold Corridor; and,

WHEREAS, there is a maximum budget of \$150,000 toward this Corridor Market Readiness Study.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate a scope of service and execute a contract with Economic & Planning Systems, Inc., to begin work on the Gold Corridor Market Readiness Study, for an amount not to exceed \$150,000.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2014 at Denver, Colorado.

Jackie Millet, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

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 #
May 21, 2014	Consent Agenda	2

SUBJECT

This action is related to approval for the Executive Director to negotiate execute a contract with Economic & Planning Systems, Inc., for consulting services related to a Market Readiness Study for the East Corridor.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee authorize the Executive Director to negotiate and execute a contract with Economic & Planning Systems, Inc., to begin work on a Market Readiness Study for the SCI East Corridor.

ACTION BY OTHERS

N/A

SUMMARY

As part of the Sustainable Communities Initiative funded by a grant received from the U.S. Department of Housing and Urban Development, DRCOG is providing Technical Assistance funding for planning related to strategic corridor-wide issues in each of the three Eagle P3 commuter rail corridors in which work is occurring through the grant (East, Gold and Northwest).

The Technical Assistance will provide guidance in planning related to housing, economic development and other topics of interest and concern in transit corridors and throughout the region.

The East Corridor Working Group, consisting of representatives of the jurisdictions, agencies, and other organizations along the East Rail Lines selected to use these funds in the development of a Market Readiness Study to enhance economic planning in this corridor including identification of business development opportunities, job retention and creation, and attraction of needed services for residents in the corridor. Timing is critical because all work must be completed by December 31, 2014, to meet the grant deadline.

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with Economic & Planning Systems, Inc., to provide a Market Readiness Study for the SCI East Corridor.

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 Paul Aldretti, SCI Coordinator, at 303-480-6752, paldretti@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2014

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND
EXECUTE A CONTRACT WITH ECONOMIC & PLANNING SYSTEMS, INC., TO PROVIDE
A MARKET READINESS STUDY FOR THE SCI EAST CORRIDOR

WHEREAS, the Sustainable Communities Initiative, funded by a grant received from the U.S. Department of Housing and Urban Development is providing funding for Technical Assistance in each of the three Eagle P3 commuter rail corridors in which work is occurring through the grant (East, Gold and Northwest); and

WHEREAS, a Market Readiness Study will serve to enhance development along the East Rail Line and associated Transit Oriented Development (TOD) sites, and serve as a model for similar development in other transit corridors and throughout the region; and

WHEREAS, the East Corridor Working Group, consisting of representatives of the jurisdictions, agencies, and other organizations along the East Rail Line selected the development of a Market Readiness Study for additional consultant expertise and planning; and

WHEREAS, DRCOG will negotiate a contract with Economic & Planning Systems, Inc., to provide consulting services related to planning and advice on key economic development areas for the East Corridors; and,

WHEREAS, there is a maximum budget of \$150,000 toward this Corridor Market Readiness Study.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate a scope of service and execute a contract with Economic & Planning Systems, Inc., to provide an East Corridor Market Readiness Study, for an amount not to exceed \$150,000.

RESOLVED, PASSED AND ADOPTED this _____ day of _____, 2014 at Denver, Colorado.

Jackie Millet, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Jennifer Schaufele, Executive Director

ATTACH G

To: Chair and Members of the Board of Directors

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

Meeting Date	Agenda Category	Agenda Item #
May 21, 2014	Informational Item	

SUBJECT

This item reports the results of the Area Agency on Aging (AAA) on-site evaluation conducted by the Colorado Division of Aging and Adult Services, State Unit on Aging (SUA) from March 10-14, 2014.

PROPOSED ACTION/RECOMMENDATIONS

No action requested, this item is for information only.

ACTION BY OTHERS

N/A

SUMMARY

The SUA conducted an on-site evaluation during March 10-14, 2014 of the Older Americans Act and State Funding for Senior Services programs operated by or under contract to the DRCOG AAA. No compliance issues were identified during the on-site evaluation. All past compliance issues from DRCOG's FY 13 Desk Evaluation have been satisfactorily addressed and resolved.

Program strengths and best practices are identified in the attached report, including dedicated staff, support from DRCOG, the Leadership Institute for N4A, the advisory committee/staff meetings, and improvement in monitoring and assessment of providers.

One area of concern noted was the City and County of Broomfield over-reported \$530.00 in donations. The SUA requests to be informed when Broomfield has new software to track donations and that the problem is fully resolved.

Three programs highlighted for excellence in the attached report are the African-American Caregiver Program of Lutheran Family Services, the Colorado Refugee Program, and HealthSET's Health Promotion Clinics.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

Letter and report from the SUA dated April 8, 2014.

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.

STATE OF COLORADO



Colorado Department of Human Services
people who help people



OFFICE OF COMMUNITY ACCESS AND INDEPENDENCE
Viki Manley, Office Director

DIVISION OF AGING AND ADULT SERVICES
1575 Sherman Street, 10th Floor
Denver, Colorado 80203-1714
Phone: 303-866-2800
TDD 303-866-2550
FAX 303-866-2696
www.colorado.gov/cdhs

John W. Hickenlooper
Governor

Reggie Bicha
Executive Director

April 8, 2014

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

Dear Ms. Schaufele:

The Division of Aging and Adult Services, State Unit on Aging (SUA) conducted an on-site evaluation during March 10 - 14, 2014 of the Older Americans Act and State Funding for Senior Services programs operated by or under contract to Region 3A Denver Regional Council of Governments Area Agency on Aging.


Additional information that had been requested was reviewed and incorporated into this report. The attached report provides a summary of the on-site evaluation including strengths, best practices, an area of concern, and resolved issues. During State Fiscal Year 2014, the State Unit on Aging incorporated a change where some issues that would have been compliance issues were allowed to be resolved during a ten working day period. Any resolved issues that reappear during future on-site or desk evaluations will become compliance issues.

Congratulations! No compliance issues were identified during the on-site evaluation. As a result, DRCOG AAA will only need to submit a list of best practices for the SFY 2015 desk evaluation. There is no need for a written response from your agency to this report.

If you have any questions, please contact Todd Swanson at 303-866-2651 or todd.swanson@state.co.us.

Thank you for your cooperation and hospitality during our evaluation process.

Sincerely,


Todd Coffey, Acting Director
Aging and Adult Services

cc: Jayla Sanchez-Warren, AAA Director
Hendrik Kopperl, Financial Compliance Coordinator
Todd Swanson, Monitoring, Compliance, and Evaluation, State Unit on Aging / Master File

Evaluation Summary

Region 3A – Denver Regional Council of Governments Area Agency on Aging

An on-site evaluation was conducted during a five day period between Monday, March 10, 2014 and Friday, March 14, 2014 of DRCOG AAA and twenty-four programs subcontracted under DRCOG. During the on-site eighteen venues were visited.

STRENGTHS

- DRCOG AAA has a dedicated staff willing to go above and beyond. The AAA receives strong support from DRCOG including lobby support, demographic and mapping support. Customer service is prioritized and staff meetings are topic based. DRCOG has hired an organizational developer. There has been a full internal reorganization of DRCOG AAA.
- DRCOG AAA has partnered with the Leadership Institute for N4A. Meetings are held every six weeks.
- DRCOG AAA has changed advisory committee and staff meetings with a focus on what is working and why it is working.
- DRCOG AAA continues to improve monitoring and assessment of providers. DRCOG AAA provides quarterly trainings to providers.

BEST PRACTICES (in alphabetical order by name of agency)

25 Best Practices observed during the desk evaluation include:

- Arapahoe County staffed the Aurora Disaster Recovery Center for a week to provide resources and support to older adults during the September 2013 Front Range Flood.
- Broomfield Transportation offers excellent customer service: *We are in the business of saying “yes.”*
- Catholic Charities’ caregiver support program partners with the Denver Indian Center. There are both adult and teen groups. Some families have tribal affiliation and some invite participants in the group. Catholic Charities offers child care at each group.
- The Colorado Refugee Services program, the Aurora Center for Active Adults, and DRCOG has created a gathering place for refugee elders at the Aurora Center for Active Adults.
- DRCOG AAA continues excellent work in ongoing demographic studies as a background for program improvement and implementation. DRCOG’s advocacy is a significant voice that informs and educates opinion leaders on the strengths and needs of older adults within the Denver Metro region and Colorado. DRCOG, in partnership with several area hospitals, received a grant from the Centers for Medicare and Medicaid Services to provide care transitions services to fee-for-service Medicare beneficiaries at risk for readmission.

- First Ride created a “My Ride Home Card” that informs medical providers that clients have scheduled transportation service for their medical appointments. This has been extremely beneficial in decreasing wait times for rides home for consumers. First Ride does an exceptional job of safety and customer service.
- HealthSet has created an excellent outcome-based survey and assessment tool. It would be beneficial if HealthSet shares its expertise in this area with other providers across the state.
- Jefferson Center for Mental Health Senior Reach therapists ask clients “*did you receive what you were hoping for?*” This simple question is an extraordinary device to ensure that therapeutic outcomes are client centered.
- The TriCounty Health Department’s Matter of Balance “Suggested Donations” information sheet clearly informs consumers.
- Providers that include self-addressed stamped envelopes with their request for donations include VNA and VOA.
- The Visiting Nurse Association’s “In Home Services Program Referral” assessment form is an excellent in-home prioritization worksheet.
- VNA is moving to electronic health records to improve medical care for its clients.
- VOA’s Market Meals program continues its expansion into communities and effectively targets low income areas for programs.
- VOA’s Handyman Program’s suggested donation handout is a best practice for clearly informing consumers.

PAST COMPLIANCE ISSUES

All past compliance issues from DRCOG’s SFY2012-2013 Desk Evaluation have been satisfactorily addressed and resolved.

REVIEW OF AGENCY SUMMARY REPORTS

During the month of January 2014, 2,589 clients received services from DRCOG providers. The evaluator reviewed 293 case files. Only 6.4% (19 case files) contained errors in the six month timing of assessments. DRCOG’s providers are congratulated on the low percentage of errors on reassessments.

AREA(S) OF CONCERN

Broomfield Health and Human Services’ Easy Ride reported to Hendrik Kopperl, DRCOG Financial Compliance Coordinator, on February 24, 2014 that “it was discovered that there is a computer glitch in the reporting of the donation and the amount reported has been higher than the amount Easy Ride actually received in donations...The net impact is \$530.00 that was over-reported in donations.” The City and County of Broomfield is

currently manually tracking the donations in an Excel Spreadsheet. The City and County of Broomfield has received 5310 funding to procure software. SUA requests DRCOG to inform us when the software is in place and the problem fully resolved.

RESOLVED ISSUES

During State Fiscal Year 2014 the State Unit on Aging is allowing AAAs to resolve some issues in ten business days that in the past would have been compliance issues. In the future, if these issues re-appear at any DRCOG AAA program, they will become a compliance issue. DRCOG resolved the following issues:

1. The complaint process and suggested donations are not posted on Broomfield or SRC buses. As requested, DRCOG AAA forwarded pictures of the placement of these two items. DRCOG sent an email to all transportation providers that stated all buses that transport Title III clients must have this information posted; and
2. Consumer confidentiality of donations must be respected by the appropriate placement of donation boxes. DRCOG AAA forwarded pictures of the appropriate placement of donation boxes at Lutheran Family Services' African American Caregiver Support program. DRCOG AAA sent an email to all providers stating the regulation on proper placement of donation boxes.

COMPLIANCE ISSUES

1. Congratulations! No compliance issues were detected during the SFY2014 On-Site evaluation.

HIGHLIGHTED PROGRAMS

DRCOG is to be commended for funding programs of excellence that serve marginalized, underserved populations. Three programs that impressed the evaluator in the above regard are the African-American Caregiver Program of Lutheran Family Services, the Colorado Refugee Program, and HealthSet.

- The African American Caregiver Support Program of Lutheran Family Services provides information and assistance, individual counseling, support groups, caregiver training and respite care to the African American community in Denver, Arapahoe, and Douglas counties. As a result of centuries of institutionalized racism within the United States, this community has been traditionally underserved. This program represents an effective best practice to provide necessary services.
- The Colorado Refugee Program seeks to ensure effective resettlement of officially designated refugees and to promote refugee self-sufficiency and integration.
- Health Set's Health Promotion Clinics serve marginalized clients in 19 Denver Housing Authority low income housing sites. This significantly helps these populations to stay in line with health outcomes, reduce social isolation, and connect residents to health resources.

COMPLIANCE ISSUES – Since DRCOG AAA has no compliance issues, this corrective action form does not need to be filled out or returned to the State Unit on Aging.

Priority	Relevant Reference	Compliance Issue	Agency Response	Date Implemented

PRIORITY 1	Where a Priority 1 deficiency is present, immediate action is required: Priority 1 deficiencies will be communicated to the AAA Director during the exit interview and corrective action shall begin Immediately. A Corrective action plan shall be developed and implemented by the AAA within ten (10) working days of the exit interview.			
PRIORITY 1.1	Where a Priority 1.1 deficiency is present, immediate action is required: Priority 1.1 deficiencies will be communicated to the AAA Director during the exit interview and corrective action shall begin immediately. A Corrective action plan including timeline for implementation shall be developed by the AAA within ten (10) working days of electronic receipt of the summary of compliance issues from the SUA.			
PRIORITY 2	Where a Priority 2 deficiency is present, action is required. A corrective action plan, including a timeline for implementation, shall be developed by the AAA within thirty (30) calendar days of electronic receipt of the onsite evaluation report.			

ATTACH H

To: Chair and Members of the Board of Directors

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

Meeting Date	Agenda Category	Agenda Item #
May 21, 2014	Administrative Items	

SUBJECT

This action is related to work on the Executive Policies by the DRCOG Administrative Committee.

PROPOSED ACTION/RECOMMENDATIONS

The Administrative Committee has been authorized by the Board of Directors to develop Executive Policies, the Board's guidance to the Executive Director. The Governance Policy group appointed by the Board Chair will review the draft Executive Policies to assure they are in synch with proposed Policy Governance Principles. Additionally, DRCOG's legal counsel will review the Executive Policies. All three parties – the Administrative Committee, the Governance Policy group and DRCOG's legal counsel will work together as necessary to finalize the Executive Policies before the recommending them to the full Board for adoption.

ACTION BY OTHERS

March 19, 2014 – Board of Directors action to designate the Administrative Committee as the group to revise the Executive Policies

April 16, 2014 – In the first meeting, Administrative Committee reviewed and revised Executive Policies and made recommendations for staff revisions.

SUMMARY

The revised Executive Policies document is attached with changes highlighted. All draft policies have been edited from the original language (negative) to positive. Administrative committee members reviewed the Executive Policies draft document at the April 16 meeting and suggested revisions.

- Changes were made to include 'shall' vs. will, should, etc. for relevant policies.
- Policy **1. General Executive Director Constraint** was accepted as written.
- Agencies and Jurisdictions were added to section **2. - Treatment of citizens, taxpayers, staff and volunteers.**
- A draft policy was deleted and replaced with the actual DRCOG policy for the **4. Financial Planning and Budget** section pertaining to fund balance.
- A new draft policy is noted in section **5. Fiscal Management and Controls** that pertains to signature requirements when the Executive Director is unavailable.
- A draft policy in section **5. Fiscal Management and Controls** concerning Elected Official expenditures was deleted due to the new policy.

- Section **6. Protection of Assets** was accepted with one revision to one policy – bullet 3 – moved ‘only’ to front of sentence.
- Section **7. Immediate Succession** is being reviewed and revised by the Executive Director.
- Section **8. Communication with and Support of the Board** was not reviewed during the meeting.

At this meeting, members are requested to review, revise, and/or accept the following sections:

- General Executive Director Constraint
- Treatment of citizens, taxpayers, staff and volunteers
- Compensation, Benefits, Employment
- Financial Planning and Budget

At the next meeting, members will review, revise and/or accept the following sections:

- Fiscal Management and Controls
- Protection of Assets
- Immediate Succession
- Communications with and Support of the Board

The final draft of Executive Policies that are being reviewed and revised by the Administrative Committee will go to the Governance group for review before presenting to the full Board. The final draft of the Governance Process will be reviewed by the Governance group before presenting to the full Board.

PREVIOUS DISCUSSIONS/ACTIONS

The initial review and discussion on the Executive Policies by DRCOG Board members occurred at the 2014 DRCOG Board Workshop.

PROPOSED MOTION

N/A

ATTACHMENT

Attachment: Executive Policies draft # 2

ADDITIONAL INFORMATION

If you need additional information, please contact Jennifer Schaufele, Executive Director, at 303-480-6701 or jschaufele@drcoq.org or Jerry Stigall at 303-480-6780 or jstigall@drcoq.org.

Executive Policies - Edited

(See additional content on the next page)

Executive policies – limitations of the Executive Director and staff in accomplishing ends/results of the Board. Violation of Board expectations is not permitted in the pursuit of organizational results.

The following list of Executive Policies has been adapted from *The Policy Governance ModelTM* – John and Miriam Carver. (See the following pages for detail on each Executive Policy)

1. GENERAL EXECUTIVE DIRECTOR CONSTRAINT
2. TREATMENT OF CITIZENS, TAXPAYERS, STAFF AND VOLUNTEERS
3. COMPENSATION, BENEFITS, EMPLOYMENT
4. FINANCIAL PLANNING AND BUDGET
5. FISCAL MANAGEMENT AND CONTROLS
6. PROTECTION OF ASSETS
7. IMMEDIATE SUCCESSION
8. COMMUNICATIONS WITH AND SUPPORT OF THE BOARD

Executive Policies - Edited

Executive policies provide the necessary guidance for the Executive Director to effectively lead the organization toward progressing the goals and priorities of DRCOG. Executive policies state the actions that **cannot** be taken (limitations) in order to achieve organizational goals and priorities. The logic behind Executive Policies is that it's easier to establish the "fence around the power station" than to prescribe what shall be done. The goals of the organization are the ends to achieve. The Executive Policies prevent the goals from being achieved through means that create liabilities for the organization.

The following list of Executive Policies has been adapted from *The Policy Governance Model™* – John and Miriam Carver.

1. GENERAL EXECUTIVE DIRECTOR CONSTRAINT

Within the scope of authority delegated to him/her by the Board, the Executive Director shall ensure that any practice, activity, decision or organizational circumstance is lawful and prudent and adheres to commonly accepted business and professional ethics. The Executive Director shall ensure that conditions are safe, fair, honest, respectful and dignified.

2. TREATMENT OF CITIZENS, TAXPAYERS, STAFF AND VOLUNTEERS

The success of DRCOG depends upon the partnership between agencies, jurisdictions, citizens, taxpayers, elected officials and DRCOG employees.

The Executive Director shall ensure:

- Community opinion/input on relevant issues is obtained when decisions materially affect a community.
- Communities are informed on a timely basis about relevant decision-making processes and decisions.
- Interactions with the community are organized and clear.
- Relevant problems raised by the community are addressed in a timely manner.
- Staff is competent, respectful and effective in interactions with Board, public, etc.
- Confidential information is protected from unauthorized disclosure.

Accordingly, pertaining to paid staff and volunteers within the scope of his/her authority, the Executive Director shall ensure:

- Written personnel policies and/or procedures, approved by legal counsel, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions are in effect.
- Staff and volunteers are acquainted with their rights upon and during their work/time with DRCOG.
- Non-disruptive internal expressions of dissent are acceptable and shall not lead to retaliation.
- Established grievance and/or due process procedures are readily available and accessible to staff.
- Grievances can be brought to the Board when internal grievance procedures have been exhausted or it's alleged that a Board policy has been violated.

3. COMPENSATION, BENEFITS, EMPLOYMENT

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Executive Director shall ensure:

- The fiscal integrity of DRCOG.

Accordingly, the Executive Director shall ensure:

- His/her own compensation is approved by the Administrative Committee according to adopted procedures.
- Compensation and benefits are consistent with wage data compiled in DRCOG's regular independent salary survey and approved in the annual budget.
- Adherence to appropriate employment law practices.
- Deferred or long-term compensation and benefits are not established.

4. FINANCIAL PLANNING AND BUDGET

With respect to strategic planning for projects, services and activities with a fiscal impact, the Executive Director shall ensure:

- The programmatic and fiscal integrity of DRCOG is maintained.

Accordingly, the Executive Director shall ensure:

- Budgets and financial planning are aligned to Board goals and priorities.
- Financial solvency is maintained by projecting in two to five year increments and is consistent with any applicable statutory requirements.
- Adherence to Board-stated priorities in its allocation among competing budgetary needs.
- Adequate information is available to enable credible projections of revenues and expenses; Separation of capital and operational items; cash flow projections; audit trails; identification of reserves, designations and undesignated fund balances; and disclosure of planning assumptions.
- During any fiscal year, plans for expenditures match plans for revenues.
- ~~Designated working capital (or revenue shortfall) is at least 10% of operating expenditures.~~
- Maintain at a minimum of 30 percent of annual expenditures, excluding amounts for In-Kind and Pass-Through expense.
- A budget Contingency Plan is capable of responding to significant shortfalls with the DRCOG budget.
- No risks are present based on situations described in the Fiscal Management and Controls Policy.
- Board activities during the year have been adequately funded.
- Reserves and designations are available according to the requirements of the law and "Generally Accepted Accounting Principles" consistently applied.

5. FISCAL MANAGEMENT AND CONTROLS

With respect to the actual, ongoing financial condition of DRCOG, the Executive Director shall ensure:

- Board established priorities are adhered to and financial controls prevent fiscal jeopardy.
- Funds for expenditures are available during each fiscal year.
- DRCOG obligations are paid in a timely manner and within the ordinary course of business.
- Prudent protection is given against conflicts of interest and purchasing practices and is consistent with the law and DRCOG purchasing procedures.
- Funds are used for their intended purpose.
- Competitive purchasing policies and procedures are in effect to ensure openness and accessibility to contract opportunities.
- Executive Director purchases, contracts, obligations are \$60,000 or less.
- **In the absence of the Executive Director, the Administrative Officer signs on behalf of the Executive Director. If the Executive Director and the Administrative Officer are unavailable for a signature, the division director where the expense originates and the Board Chair or the Board Treasurer provide authorizing signatures when the expenditure is above.....(???)**
- ~~Allow any other appointed or elected official to make any purchase or contract, or obligate DRCOG for any amount over \$25,000.~~ **(New Policy? see above addition in yellow highlights)**
- Adequate internal controls over receipts and disbursements prevent the material dissipation of assets.
- Board's audit is independent and external monitoring or advice is readily accepted and available.
- Revenue sources are consistent with Board goals and current operations are financed without incurring debt.
- Reserved, designated and undesignated fund balances are at adequate levels to mitigate the risk of current and future revenue shortfalls or unanticipated expenditures.
- Creditworthiness and financial position are maintained from unforeseen emergencies.

6. PROTECTION OF ASSETS

Within the scope of his/her authority in the Executive Director and given available resources, the Executive Director shall ensure:

- Assets are protected and adequately maintained against unnecessary risk.
- A risk management program exists to insure against: property loss, liability losses to the Board, staff, and DRCOG to the amount legally obligated to pay; to be insured against theft and casualty losses, liability to Board members, staff, the organization itself in an amount equal to or greater than the average for comparable organizations, and against employee theft and dishonesty.
- Only Bonded personnel have access to material amounts of funds, and the organization is insured against employee dishonesty and theft.
- Facilities and/or equipment is used properly and maintained (except normal deterioration and financial conditions beyond the Executive Director's control.)
- Practices and policies are in place for DRCOG, Board and staff to minimize or prevent liability claims.
- Protection from loss or significant damage of intellectual property (including intellectual property developed using DRCOG resources), information, files.
- Internal control standards for the receipt, processing and disbursements of funds are at adequate levels to satisfy generally accepted accounting/auditing standards and costs for internal controls shall be consistent with the benefits expected.

Document # 2

- DRCOG's public image, credibility, and its ability to accomplish Board goals are upheld.
- Adequate planning is done for short and long-term capital or facility needs.
- Board auditors or other external monitors or advisors are independent from internal influence.
- When engaging parties as consultants and advisors, they are separate from those already chosen by the Board.

7. IMMEDIATE SUCCESSION

To protect the Board from sudden loss of Executive Director services, the Executive Director shall have at least one other member of the management team familiar with Board and DRCOG issues and processes as their immediate successor. **(Under review and revision by Exec Dir.)**

8. COMMUNICATIONS WITH AND SUPPORT OF THE BOARD

The Executive Director shall ensure:

- The Board is informed and supported in their work.
- The Board is provided complete, clear information for the accomplishment of its job.
- The Board is informed in a timely manner about relevant events and issues regardless of reporting/monitoring schedule.
- Required reports to the Board are submitted in a timely, accurate, and understandable fashion.
- The Board is aware of actual or anticipated non-compliance with Goals or Executive Policies.
- The Board is provided decision information it requests, information on relevant trends, or other points of view, issues and options for well-informed Board decisions.
- The Board is aware of incidental information it requires, including anticipated adverse media coverage, threatened or pending lawsuits, or material external and internal/organizational changes. Notification of planned non-personnel-related internal changes is provided in advance when feasible.
- The Administrative Committee is informed on any and all matters related to actual or perceived sexual harassment; hostile workplace conditions; or discrimination on the basis of race, color, religion, national origin, gender, age, military status, sexual orientation, and marital status, or physical or mental disability.
- The Board is informed when the Board is not in compliance with its own policies, particularly in the case of the Board behavior that is detrimental to the work relationship between the Board and the Executive Director.
- Information provided to the Board is not overly complex or lengthy.