

Bob Roth, Chair  
Herb Atchison, Vice Chair  
Bob Fifer, Secretary  
John Diak, Treasurer  
Elise Jones, Immediate Past Chair  
Douglas W. Rex, Executive Director

**AGENDA**  
**FINANCE AND BUDGET COMMITTEE**  
**WEDNESDAY, NOVEMBER 15, 2017**  
**MONARCH PASS CONFERENCE ROOM**  
**1290 Broadway**  
**➔ 5:30 P.M. ➔**

1. Call to Order

**CONSENT AGENDA**

2. \*Move to Adopt the Consent Agenda
  - October 18, 2017 minutes  
(Attachment A)
  - A resolution authorizing the Executive Director to distribute 2018 Nutrition Service Incentive Program (NSIP) funds  
(Attachment B) Jayla Sanchez-Warren, Director, Area Agency on Aging

**ACTION ITEMS**

3. \*Discussion of a resolution to accept mill levy funding to purchase the developmental disabilities module of Network of Care  
(Attachment C) Jayla Sanchez-Warren, Director, Area Agency on Aging
4. \*Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with J. Cohn Marketing Group, Inc. for advertising  
(Attachment D) Steve Erickson, Director, Communications & Marketing
5. \*Discussion of a resolution authorizing the Executive Director to negotiate and execute a contract with 1001 17<sup>th</sup> Street ownership, Franklin Street Properties, for an office lease  
(Attachment E) Douglas W. Rex, Executive Director
6. \*Select member to the Nominating Committee  
(Attachment F) Douglas W. Rex, Executive Director

**\*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.



**We make life better!**



**INFORMATIONAL ITEM**

7. Presentation on Extended Transition Coordination Bank Account  
(Attachment G) Jenny Dock, Accounting Services Manager

**ADMINISTRATIVE ITEMS**

8. Executed Contracts Report – no contracts to report for October 2017
9. Report of the Chair
10. Report of the Executive Director
11. Other Matters by Members
12. **Next Meeting – December 20, 2017**
13. Adjourn

**ATTACH A**

MINUTES  
FINANCE AND BUDGET COMMITTEE  
Wednesday, October 18, 2017

Present:

John Diak, Chair  
Jeff Baker  
Elise Jones  
Bob Roth  
Roger Partridge  
Wynne Shaw  
Joan Peck  
Ashley Stolzmann  
Rita Dozal

Parker  
Arapahoe County  
Boulder County  
Aurora  
Douglas County  
Lone Tree  
Longmont  
Louisville  
Superior

Others Present: Doug Rex, Acting Executive Director, Sam DePizzol, CBRE, and DRCOG staff.

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

Move to Adopt the Consent Agenda

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

Items on the consent agenda included:

- Minutes of the September 20, 2017 Meeting

Recommend to the DRCOG Board of Directors approval of the 2018 Budget

Jenny Dock, Accounting Services Manager, noted no comments were received from members after the last meeting. Ms. Dock noted since the last meeting staff and the health insurance broker have found coverage with a different insurer for the coming year. She reported that rates for 2018 will rise approximately 9 percent, rather than the nearly 40 percent initially proposed.

Director Stolzmann **moved** to recommend to the DRCOG Board of Directors approval of the 2018 Budget. The motion was **seconded** and **passed** unanimously.

Building lease negotiation update

Doug Rex reported a letter of intent (LOI) will be signed for the office space at 1001 17<sup>th</sup> St. He noted the LOI is non-binding. Sam DePizzol noted negotiations with the building are continuing; so far, they've agreed on the rental rate, furniture, and termination options. A request was made for better recycling signage at the new location.

Executed Contracts Report – September 2017 There were no contracts to report for September 2017.

Finance and Budget Committee Minutes  
October 18, 2017  
Page 2

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 November 15, 2017

The meeting adjourned at 5:47 p.m.

**ATTACH B**

To: Chair and Members of the Finance & Budget Committee

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

Meeting Date	Agenda Category	Agenda Item #
November 15, 2017	Consent	2

<b>SUBJECT</b>
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This action is related to the distribution of FY2018 Nutrition Service Incentive Program (NSIP) funds.

<b>PROPOSED ACTION/RECOMMENDATIONS</b>
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DRCOG staff recommends that the Finance and Budget Committee authorize the Executive Director to distribute 2018 NSIP funds.

<b>ACTION BY OTHERS</b>
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N/A

<b>SUMMARY</b>
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NSIP is a federal nutrition program for the elderly authorized by the Older American Act (OAA). Through the State Unit on Aging, NSIP funds are awarded to DRCOG and other Area Agencies on Aging in proportion to the number of OAA meals served throughout the state in the previous year. The amount allocated to the DRCOG AAA is distributed to Volunteers of America (VOA), who is the sole OAA-funded nutrition provider for the area.

Neither DRCOG nor the State are aware of the exact number of dollars DRCOG will receive in 2018, however DRCOG anticipates receiving approximately \$500,000. By adopting this resolution, the Finance and Budget Committee is authorizing 2018 NSIP funds to be distributed to VOA.

<b>PREVIOUS DISCUSSIONS/ACTIONS</b>
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N/A

<b>PROPOSED MOTION</b>
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Move to approve a resolution authorizing the Executive Director to distribute 2018 NSIP funds.

<b>ATTACHMENT</b>
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Draft resolution

<b>ADDITIONAL INFORMATION</b>
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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 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 AND BUDGET COMMITTEE

RESOLUTION NO. \_\_\_\_\_, 2017

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO DISTRIBUTE 2018  
NUTRITION SERVICE INCENTIVE PROGRAM (NSIP) FUNDS.

WHEREAS, it is anticipated that Congress will authorize and appropriate NSIP funds for the nutrition program in FY2018 under the provisions of Title III of the Older Americans Act, as amended, and distribute the funds to states; and

WHEREAS, through the State Unit on Aging division of the Colorado Department of Human Services it is anticipated that 2018 NSIP funds will be allocated proportionately to the Area Agencies on Aging (AAA); and

WHEREAS, the Denver Regional Council of Governments is designated by the State to receive and distribute NSIP funds as the Area Agency on Aging for the eight-county metro region; and

WHEREAS, the Denver Regional Council of Governments will distribute the NSIP funds to Volunteers of America, the region's only Older American's Act nutrition services provider;

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to allocate approximately \$500,000 in 2018 NSIP funds to Volunteers of America.

RESOLVED, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017  
at Denver, Colorado.

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John Diak, Chair  
Finance and Budget Committee  
Denver Regional Council of Governments

ATTEST:

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Douglas W. Rex, Executive Director



**ATTACH C**

To: Chair and Members of the Finance & Budget Committee

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

Meeting Date	Agenda Category	Agenda Item #
November 15, 2017	Action	3

#### SUBJECT

This action is related to acceptance of mill levy grant funds to expand the DRCOG Area Agency on Aging's Network of Care (NOC) web site in support of adults with developmental disabilities and to offer related training and outreach.

#### PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Finance and Budget Committee authorize the Executive Director to accept funds from a Denver County mill levy grant awarded by Rocky Mountain Human Services' (RMHS) to purchase and support the developmental disabilities module of NOC.

#### ACTION BY OTHERS

N/A

#### SUMMARY

DRCOG is designated by the State as the Area Agency on Aging (AAA) for the eight-county metro region. Among its responsibilities as the AAA is to administer the Aging and Disability Resources for Colorado (ADRC) program, whose purpose is to provide a single, coordinated system of information and access to long-term services and supports for adults age 60 and over, or age 18 and over living with a disability, and their caregivers.

The ADRC offers an interactive web site known as Network of Care that provides a wide range of information relevant to older adults and their families/caregivers. DRCOG manages the local community-based content, including an extensive service directory, and works with Trilogy Software, creators of NOC, to incorporate this content with other relevant information regularly updated by Trilogy for a comprehensive, customized resource website.

In September 2017, DRCOG requested mill levy funding from RMHS to expand NOC to offer better support to those with developmental disabilities. In November 2017 DRCOG was notified by RMHS that its request was accepted and that funds would be distributed in the amount of approximately \$109,000 prior to December 31, 2017. DRCOG will use the funds over the next year to purchase additional software to enhance the developmental disabilities module of NOC and contract with Trilogy for ongoing support.

#### PREVIOUS DISCUSSIONS/ACTIONS

N/A

<b>PROPOSED MOTION</b>
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Move to approve a resolution authorizing the Executive Director to accept approximately \$109,000 of mill levy funds to expand DRCOG's Network of Care website in support of adults with developmental disabilities.

<b>ATTACHMENT</b>
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Draft resolution

<b>ADDITIONAL INFORMATION</b>
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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 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 AND BUDGET COMMITTEE

RESOLUTION NO. \_\_\_\_\_, 2017

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO RECEIVE  
APPROXIMATELY \$109,000 OF ROCKY MOUNTAIN HUMAN SERVICES (RMHS)  
MILL LEVY GRANT FUNDS TO EXPAND DRCOG'S NETWORK OF CARE WEBSITE  
IN SUPPORT OF ADULTS WITH DEVELOPMENTAL DISABILITIES.

WHEREAS, DRCOG 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 metro region; and

WHEREAS, the AAA administers the Aging and Disabilities Resources for Colorado (ADRC) program to provide information assistance and referrals to older adults, adults with disabilities, their families and caregivers; and

WHEREAS, DRCOG applied for and was awarded grant funds in the amount of approximately 109,000 from RMHS to expand its ADRC web site known as Network of Care (NOC) to better support adults with developmental disabilities; and

WHEREAS, the grant funds will be distributed prior to December 31, 2017 to be spent over the next twelve months.

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to receive approximately \$109,000 from RMHS to expand DRCOG's Network of Care website in support of adults with developmental disabilities.

RESOLVED, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017  
at Denver, Colorado.

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John Diak, Chair  
Finance and Budget Committee  
Denver Regional Council of Governments

ATTEST:

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Douglas W. Rex, Executive Director

**ATTACH D**

To: Chair and Members of the Finance and Budget Committee

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

Meeting Date	Agenda Category	Agenda Item #
November 15, 2017	Action	4

#### SUBJECT

This action authorizes the DRCOG Executive Director to negotiate and execute a contract with J. Cohn Marketing Group, Inc. for advertising and promotional campaigns.

#### PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to negotiate and execute a contract with J. Cohn Marketing Group, Inc.

#### ACTION BY OTHERS

N/A

#### SUMMARY

As part of a Memorandum of Understanding (MOU) with seven transportation management associations (TMAs), DRCOG is responsible for retaining the services of an advertising agency to plan, create and implement regional advertising campaigns that will reach commuters and employers and encourage them to participate in Way to Go programs. Way to Go is the brand name for DRCOG's regional TDM program.

Funding for the services of the advertising agency is available from \$1.8 million per year in Congestion Mitigation and Air Quality grant funding and other sources.

A request for proposals for professional advertising services was issued on September 11, 2017, and five firms responded. An evaluation team comprised of DRCOG staff and TMA staff evaluated the firms' proposals and conducted interviews to recommend a firm that will best meet the needs of the Way to Go program. The evaluation team recommends selection of J. Cohn Marketing Group, Inc.

#### PREVIOUS DISCUSSIONS/ACTIONS

N/A

#### PROPOSED MOTION

Adopt a resolution authorizing the Executive Director to negotiate and execute a contract with J. Cohn Marketing Group, Inc. to provide professional advertising and promotional services for the regional travel demand management program, with a maximum one-year budget of \$860,000, and to negotiate renewal of the contract for two additional one-year terms with maximum budgets of \$860,000 each year, upon renewal terms mutually agreed upon by the parties.

ATTACHMENT
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Draft resolution

ADDITIONAL INFORMATION
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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 Steve Erickson, Communications and Marketing Director, at 303-480-6716 or [serickson@drcog.org](mailto:serickson@drcog.org).

DENVER REGIONAL COUNCIL OF GOVERNMENTS  
STATE OF COLORADO

FINANCE & BUDGET COMMITTEE

RESOLUTION NO. \_\_\_\_\_, 2017

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH J. COHN MARKETING GROUP, INC. TO PROVIDE PROFESSIONAL ADVERTISING AND PROMOTIONAL SERVICES FOR THE REGIONAL TRAVEL DEMAND MANAGEMENT (TDM) PROGRAM (WAY TO GO)

WHEREAS, DRCOG signed a Memorandum of Understanding (MOU) with seven transportation management associations (TMAs) to carry out a comprehensive and coordinated program to mitigate traffic congestion and poor air quality by reducing vehicle trips and vehicle miles of travel via a regional TDM program, branded as Way to Go; and

WHEREAS, as part of the MOU, DRCOG is responsible for retaining the services of an advertising agency to plan, create and implement regional advertising and promotional campaigns that will reach commuters and employers and encourage them to participate in Way to Go programs; and

WHEREAS, funding for the services of the advertising agency is available from \$1.8 million per year in Congestion Mitigation and Air Quality grant funding and other sources; and

WHEREAS, a Request for Proposals for professional advertising services was issued on September 11, 2017, and five firms responded; and

WHEREAS, an evaluation team comprised of DRCOG and TMA staff reviewed the proposals and conducted interviews; and

WHEREAS, the evaluation team recommends selection of J. Cohn Marketing Group, Inc. to provide professional advertising and promotional services for the regional TDM program (Way to Go).

NOW, THEREFORE, BE IT RESOLVED that the Finance & Budget Committee authorizes the Executive Director to negotiate and execute a contract with J. Cohn Marketing Group, Inc. to provide professional advertising and promotional services for the regional travel demand management program (Way to Go), with a maximum one-year budget of \$860,000.

BE IT FURTHER RESOLVED that the Executive Director is authorized to negotiate renewal of the contract for two additional one-year terms with maximum budgets of \$860,000 each year, upon renewal terms mutually agreed to by the parties.



A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND  
EXECUTE A CONTRACT WITH J. COHN MARKETING GROUP, INC. TO PROVIDE  
PROFESSIONAL ADVERTISING AND PROMOTIONAL SERVICES FOR THE  
REGIONAL TRAVEL DEMAND MANAGEMENT (TDM) PROGRAM (WAY TO GO)

Resolution No. \_\_\_\_\_, 2017

Page 2

RESOLVED, PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2017  
at Denver, Colorado.

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John Diak, 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 Finance & 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 #
November 15, 2017	Action	5

#### SUBJECT

This item is related to lease negotiations with 1001 17<sup>th</sup> street ownership for office space.

#### PROPOSED ACTION/RECOMMENDATIONS

Staff requests approval from the Finance and Budget Committee for the Executive Director to negotiate and execute a contract with 1001 17<sup>th</sup> Street ownership, Franklin Street Properties, for a 15-year office lease commencing approximately May 2018.

#### ACTION BY OTHERS

N/A

#### SUMMARY

DRCOG is near capacity in its current office space on the 7<sup>th</sup> floor at 1290 Broadway and requires additional space due to growth in the organization.

Staff has worked closely with our real estate broker since April 2017 to secure more square footage. Various scenarios were considered at our current location (1290 Broadway) as well as options at 1225 17<sup>th</sup> Street, 1700 Lincoln and 1001 17<sup>th</sup> Street. Considerations included pricing, square footage, conference room accommodations, parking, and other operational and logistical factors pertinent to business operations.

Out of all the building options previously mentioned, 1001 17<sup>th</sup> Street has proven to be most beneficial overall. This option increases the office square footage by approximately 7,200 feet and saves DRCOG \$4,700,000\* conservatively over the life of the lease as compared to a similar renewal scenario at 1290 Broadway over the same time. Additionally, the office space at 1001 17<sup>th</sup> street affords the following:

- Generous tenant improvement allowances to cover construction, technology, furniture and relocation costs.
- Parking abatements for fleet vehicles and visitors throughout the life of the lease and additional rate concessions made in the first year of the term for staff parking.
- Free and preferential use of state of the art conference rooms.
- Enhanced tenant amenities such as restaurants, fitness center, and security detail.
- A 15-year lease term to lock in current market rates.

A Letter of Intent (LOI) to Franklin Street Properties was signed by the DRCOG Executive Director on October 18, 2017. Since that time, the Executive Director, in coordination with our real estate broker, has been in negotiations with Franklin Street Properties to finalize the LOI. Staff requests approval from the Finance and Budget Committee to negotiate and execute a 15-year lease at 1001 17<sup>th</sup> Street for approximately \$23,941,159\* commencing on or about May 1, 2018.

DRCOG's long range planning affords for the growth and capital improvements included in this opportunity.

*\*Please note that all numbers presented herein are informed estimates based on current negotiations and are subject to additional movement of +/- 5 percent. Further, the savings noted herein are predicated on a conservative assumption that DRCOG will sublease its current space at only 50% of market value through the remainder of its term (March 2021).*

#### PREVIOUS DISCUSSIONS/ACTIONS

Informational briefing by staff to Finance and Budget Committee on March 15, 2017, April 19, 2017, May 17, 2017, July 19, 2017, August 16, 2017, September 20, 2017 and October 18, 2017.

#### PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to negotiate and execute a contract with 1001 17<sup>th</sup> Street ownership, Franklin Street Properties, for a 15-year office lease at 1001 17<sup>th</sup> Street commencing on or about May 1, 2018 for approximately \$23,941,159, plus or minus 5%.

#### ATTACHMENTS

1. CBRE Analysis
2. 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 Roxie Ronsen, Administrative Officer, at 303-480-6709 or [rrosen@drcog.org](mailto:rrosen@drcog.org).

*Executive Summary*

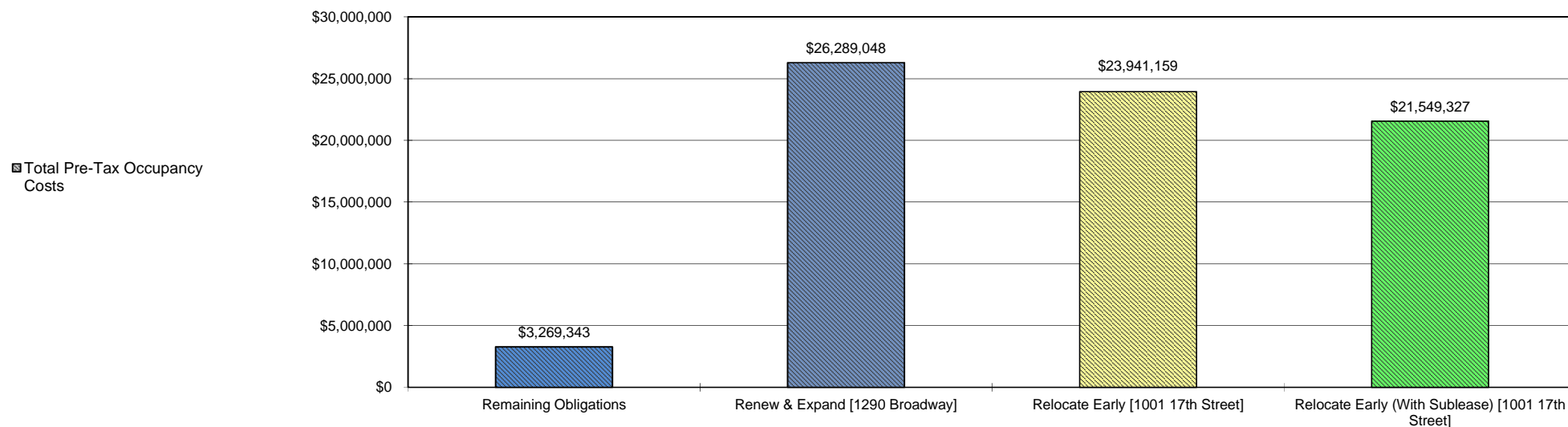
Analysis as of 6/1/17

11/6/17

Scenario	Remaining Obligations	Renew & Expand	Relocate Early	Relocate Early (With Sublease)
Building Address	1290 Broadway	1290 Broadway	1001 17th Street	1001 17th Street
Rentable Square Feet	26,334 RSF	33,229 RSF	26,000 RSF	26,000 RSF
Lease Start	6/1/2017	4/1/2021	3/1/2018	3/1/2018
Lease Expiration	3/31/2021	3/31/2036	3/31/2036	3/31/2036

**TOTAL OCCUPANCY COSTS (NON-DISCOUNTED)**

Total Capital	\$0	\$1,135,210	\$0	\$0
Total Pre-Tax Occupancy Costs	<b>\$3,269,343</b>	<b>\$26,289,048</b>	<b>\$23,941,159</b>	<b>\$21,549,327</b>
Total (Savings) / Add'l Cost Over Remaining Term***	N/A	\$799,134	\$437,169	\$246,403
Annual Average Total Occupancy Costs	\$852,872	\$1,395,879	\$1,271,212	\$1,144,212
Annual Average Total Occupancy Costs PSF	\$32.39	\$42.22	\$48.89	\$44.01



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DENVER REGIONAL COUNCIL OF GOVERNMENTS  
STATE OF COLORADO

FINANCE AND BUDGET COMMITTEE

RESOLUTION NO. \_\_\_\_\_, 2017

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH 1001 17<sup>TH</sup> STREET OWNERSHIP, FRANKLIN STREET PROPERTIES, FOR A 15-YEAR OFFICE LEASE COMMENCING ON OR ABOUT MAY 1, 2018 FOR APPROXIMATELY \$23,941,159, PLUS OR MINUS 5%.

WHEREAS, DRCOG is already at capacity in its current office space at 1290 Broadway with new positions budgeted for in 2017 and 2018; and

WHEREAS, various scenarios were looked upon to obtain more office space at both the current location as well as at 1225 17<sup>th</sup> Street, 1700 Lincoln Street, and 1001 17<sup>th</sup> Street; and

WHEREAS, considerations included pricing, square footage, conference room accommodations, parking and other operational and logistical factors pertinent to business operations; and

WHEREAS, 1001 17<sup>th</sup> Street proves to be the most beneficial option to staff in pricing, square footage, tenant allowance and amenities; and

WHEREAS, with prior authorization of the Finance and Budget Committee, a Letter of Intent was signed by the Executive Director on October 18, 2017 and is expected to be finalized soon with conditions agreeable to both parties.

NOW, THEREFORE BE IT RESOLVED that the Finance and Budget Committee authorizes the Executive Director to negotiate and execute a contract with 1001 17<sup>th</sup> Street ownership, Franklin Street Properties, for a 15-year office lease commencing on or about May 1, 2018 for approximately \$23,941,159, plus or minus 5%.

RESOLVED, PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017 at Denver, Colorado.

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John Diak, Chair  
Finance and Budget Committee  
Denver Regional Council of Governments

ATTEST:

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Douglas W. Rex, Executive Director

**ATTACH F**

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 #
November 15, 2017	Action	6

#### SUBJECT

This action is related to selection of one member of the Finance and Budget Committee to serve on the Nominating Committee.

#### PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the Finance and Budget Committee select one (1) member to serve on the Nominating Committee in accordance with the *Articles of Association*.

#### ACTION BY OTHERS

N/A

#### SUMMARY

The *Articles of Association* state that "The Nominating Committee shall be appointed in November of each year and consist of member representatives herein designated: The Immediate Past Chair of the Board (or the Vice Chair if there is no Immediate Past Chair); one Board member representing the City and County of Denver; one member selected by the Performance & Engagement Committee ...; one member selected by the Finance & Budget Committee ...; one member selected by the Board; and one member selected by the Board Chair." If more than one member expresses interest in serving, a ballot vote will be taken to select the Nominating Committee member.

At the January meeting each year, the Nominating Committee shall present to the Board nominations for officers to be elected at the February meeting.

The Board has established the following guidelines to assist in selection of members of the Nominating Committee:

- Members of the Nominating Committee are not eligible to be nominated for a position as Board officer by the committee or from the floor.
- Members of the Nominating Committee shall have served not less than one year on the Board before being eligible to serve on the Nominating Committee.
- A designated alternate may not serve on the Nominating Committee.
- In the appointment of the Nominating Committee, consideration shall be given to providing representation of a broad cross-section of the Board, taking into account community size, geographic location, the rate of growth, county and municipality, rural and suburban and other factors.

#### PREVIOUS DISCUSSIONS/ACTIONS

N/A



**PROPOSED MOTION**

Move to select one member of the Finance and Budget Committee to serve on the Nominating Committee.

**ATTACHMENTS**

List of Finance and Budget Committee members eligible to serve on the Nominating Committee

**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 Connie Garcia, Board Coordinator, at 303-480-6701 or [cgarcia@drcoq.org](mailto:cgarcia@drcoq.org).

**FINANCE AND BUDGET COMMITTEE MEMBERS  
ELIGIBLE TO SERVE ON THE NOMINATING COMMITTEE  
November 2017**

Roger Partridge  
Commissioner  
Douglas County

Connie Sullivan  
Mayor  
Lyons

Wynne Shaw  
Council Member  
Lone Tree

Joan Peck  
Council Member  
Longmont

Ashley Stolzmann  
Council Member  
Louisville

Rita Dozal  
Trustee  
Superior

**ATTACH G**

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 #
November 15, 2017	Informational	7

#### SUBJECT

The purpose of this item is to inform the committee of staff's intent to open an additional bank account to serve the clients of the Extended Transition Coordination (ETC) program in the Area Agency on Aging (AAA).

#### PROPOSED ACTION/RECOMMENDATIONS

No action requested, this item is for information only.

#### ACTION BY OTHERS

N/A

#### SUMMARY

In 2016 Colorado's department of Healthcare Policy and Finance (HCPF) asked DRCOG to offer Extended Transition Coordination with the hope of building capacity and improving outcomes for seniors wishing to transition out of long term care facilities and back into the community. Transitions case management services include the facilitation of housing, arranging of community based services, and assisting with other preparations necessary to ensure a successful transition back into the community. The Finance and Budget Committee approved the program in July 2017 and transition services commenced in August 2017.

One benefit offered to clients who qualify for the ETC program is a \$1,500 allowance granted at the time of transition to be used toward expenses related to the client's transition back into the home. Such expenses could include but are not limited to furniture, housing applications, groceries, and other household items. A DRCOG Case Manager is the steward of the \$1,500 allowance. DRCOG is reimbursed by Medicaid when the client's transition is complete.

DRCOG processes accounts payable only twice a month whereas the window for purchasing items when the client is transitioning into the community can happen within a matter of days. Therefore, DRCOG's Accounting Services Manager intends to open an additional DRCOG bank account solely dedicated to purchases for the ETC program. The bank account will be reconciled monthly in accordance with generally accepted accounting practices and will be included in the annual singular A-133 audit.

#### PREVIOUS DISCUSSIONS/ACTIONS

N/A

#### PROPOSED MOTION

N/A

#### ATTACHMENT

N/A

ADDITIONAL INFORMATION
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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, Accounting Services Manager, at 303-480-6707 or [jdock@drcog.org](mailto:jdock@drcog.org).