

AGENDA
ADMINISTRATIVE COMMITTEE
WEDNESDAY, NOVEMBER 12, 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 August 20, 2014
(Attachment A)
- A resolution authorizing the Executive Director to approve the Area Agency on Aging 2015-2017 Funding Cycle Procedures as recommended by the ACA
(Attachment B) Jayla Sanchez-Warren, Director, Area Agency on Aging
- A resolution authorizing the Executive Director to distribute 2015 NSIP funds
(Attachment C) Jayla Sanchez-Warren, Director, Area Agency on Aging
- A resolution authorizing the Executive Director to negotiate and execute a contract with Kucera International, Inc. for the procurement of planimetric data for the Denver region and to collect payment from all participating parties for this service
(Attachment D) Ashley Summers, Information Systems Manager, Accounting & Finance
- A resolution authorizing the executive director to negotiate and execute a contract with ETC Institute to begin work on the Front Range Travel Counts Commercial Vehicle Survey in the Colorado front range area
(Attachment E) Teri Whitmore, Director, Regional Planning & Operations
- A resolution authorizing the Executive Director to negotiate and execute non-project specific contract(s) with the recommended consulting firm(s) or consulting team(s) to provide technical support for DRCOG's travel and land use models through 2016
(Attachment F) Teri Whitmore, Director, Regional Planning & Operations
- A resolution authorizing the Executive Director to approve 2015-2017 Visually Impaired Service Definitions and to contract with Visually Impaired Service Providers as will be recommended by the ACA for the period January 1, 2015 to June 30, 2017
(Attachment G) Jayla Sanchez-Warren, Director, Area Agency on Aging

***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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CONSENT AGENDA (cont.)

- Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with a firm 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 annual budgets of \$860,000 each year, upon renewal terms mutually agreed upon by the parties
(Attachment H) Steve Erickson, Director, Communications & Marketing

ACTION ITEMS

3. *Move to recommend to the DRCOG Board of Directors approval of the 2015 Budget
(Attachment I) Roxie Ronsen, Administrative Officer, Administration & Finance
4. *Move to select two members of the Administrative Committee to serve on the Nominating Committee
(Attachment J) Flo Raitano, Acting Senior Managing Director
5. *Move to open the process to solicit nominations for the fortieth annual John V. Christensen Memorial Award
(Attachment K) Flo Raitano, Acting Senior Managing Director

ADMINISTRATIVE ITEMS

6. Report of the Chair
7. Report of the Executive Director
8. Other Matters by Members
9. **Next Meeting – December 17, 2014**
10. Adjournment

MINUTES
ADMINISTRATIVE COMMITTEE
Wednesday, August 20, 2014

Present:

Jackie Millet, Chair	Lone Tree
Bill Holen	Arapahoe County
Bob Roth	Aurora
Sue Horn	Bennett
Elise Jones	Boulder County
Cathy Noon	Centennial
Chris Nevitt	Denver
Roger Partridge	Douglas County
Ron Rakowsky	Greenwood Village
Don Rosier	Jefferson County
Tom Quinn	Lakewood
Joyce Downing	Northglenn

Others Present: Flo Raitano, Acting Senior Managing Director; Connie Garcia, Executive Assistant/Board Coordinator; George Teal, Castle Rock, John Diak, Parker; and DRCOG staff.

Chair Jackie Millet called the meeting to order at 6:02 p.m. with a quorum present.

Motion to Adopt the Consent Agenda

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

- Minutes of July 16, 2014
- Resolution No.14, 2014, authorizing the Executive Director to expand the scope of service and amend the contract with University of Colorado, Denver to conduct additional research for the OAKS study and to provide an Affordable Housing Preservation and Creation Study for the Sustainable Communities Initiative Gold Corridor.

Move to elect Chair and Vice Chair

Sue Horn **moved** to nominate Elise Jones as Chair of the Administrative Committee and Doug Tisdale as Vice Chair. The motion was **seconded** and **passed** unanimously.

Elise Jones assumed the Chair at this point.

Move to appoint two members to the Nominating Committee

Elise Jones reported that as a result of the remaining officers moving up to fill the Board Officer vacancies, this creates a vacancy for the Treasurer. The remaining Board Officers have opted to appoint a Nominating Committee to select a candidate to serve out the remaining term of Treasurer.

Sue Horn **moved** to nominate Chris Nevitt and Don Rosier as the Administrative Committee appointees to the Nominating Committee. The motion was **seconded** and **passed** unanimously.

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

With the election of a new Chair for the Administrative Committee, it is necessary to update the signatures for Accounts Payable actions for DRCOG.

Bill Holen **moved** to adopt a resolution regarding the deposit and investment of funds of the Denver Regional Council of Governments. The motion was **seconded** and **passed** unanimously.

Report of the Chair

No report was provided.

Report of the Executive Director

Flo Raitano reported that the Board Officers have requested advance information about the DRCOG 2015 Budget be provided prior to Administrative Committee action in October.

Other Matters by Members

No other matters were discussed.

Next Meeting

The next meeting is scheduled for September 17, 2014

The meeting adjourned at 6:08 p.m.

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Flo Raitano, Acting Senior Managing Director

ATTACH B

To: Chair and Members of the Administrative Committee

From: Flo Raitano, Acting Senior Managing Director
303-480-6789 or fraitano@drcog.org

Meeting Date	Agenda Category	Agenda Item #
November 12, 2014	Consent Agenda	2

SUBJECT

This action is related to approval of the Area Agency on Aging 2015-2017 Funding Cycle Procedures as recommended by the Advisory Committee on Aging (ACA).

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends approval of the recommendations made by the ACA as presented.

ACTION BY OTHERS

N/A

SUMMARY

- DRCOG is designated as the Area Agency on Aging (AAA) for eight counties within the region and as such, receives State and Federal funds to implement programs mandated by the Older Americans Act (OAA). The majority of these dollars are contracted to local service providers to assist in funding vital services such as home delivered meals, homemaker and personal care assistance as well as transportation services for seniors.
- The ACA is charged with making recommendations to this committee on which community service organizations to fund and the procedures by which funding is awarded.
- No changes are recommended to the method for distributing funds.
- Minor changes are recommended within the service categories for which DRCOG will solicit proposals, including the addition of services under the category of State Part E, State General Fund Care Giver (SGFCG).
- A Request for Proposal (RFP) for the 2015-2017 contract cycle will likely be released in early December 2014.
- In advance of the release of that RFP, the ACA recommends:
 - The attached list of service categories for which DRCOG will solicit proposals; and
 - The attached method for distributing funds received.

PREVIOUS DISCUSSIONS/ACTIONS

October 17, 2012: The Administrative Committee approved 2013-2015 funding cycle procedures.

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to approve the Area Agency on Aging 2015-2017 Funding Cycle Procedures as recommended by the ACA.

ATTACHMENTS

- Draft Resolution
- 2015-2017 Service Category Definitions
- DRCOG AAA Process for Distributing Funds

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director, at 303-480-6789, or fraitano@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 APPROVE THE AREA AGENCY ON AGING 2015-2017 FUNDING CYCLE PROCEDURES AS RECOMMENDED BY THE ADVISORY COMMITTEE ON AGING.

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, the Advisory Committee on Aging is charged with making recommendations to the Administrative Committee on which community service organizations to fund and the procedures by which funding is awarded; and

WHEREAS, the Request for Proposal for the 2015-2017 Area Agency on Aging contract cycle will likely be released in early December 2014; and

WHEREAS, the DRCOG Advisory Committee on Aging recommends the 2015-2017 Funding Procedures, including Service Category Definitions and DRCOG Area Agency on Aging Process for Distributing Funds; and

NOW, THEREFORE BE IT RESOLVED that the Administrative Committee authorizes the Executive Director to approve the Area Agency on Aging 2015-2017 Funding Procedures as recommended by the Advisory Committee on Aging.

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

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Flo Raitano, Acting Senior Managing Director

2015-2017 Service Definitions

Funding Source	Service	SAMS Data Entry Type	NAPIS
State	Adult Day Care	Registered/Individual	Adult Day Care/Adult Day Health (1 Hour) – Personal care for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health.
B/State	Chore	Registered/Individual	Chore (1 Hour) -- Assistance such as heavy housework, yard work or sidewalk maintenance for a person.
C1/State	Congregate Meals	Registered/Individual	Congregate Meal (1 Meal) – A meal provided to a qualified individual in a congregate or group setting. The meal as served meets all of the requirements of the Older Americans Act and State/Local laws.
B/State	Counseling	Non-Registered/Aggregate	Counseling --(1 Session Per Participant) Counseling to assist in making decisions and solving problems relating to living independently. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families).
B/State	Education	Non-Registered/Aggregate	Education -- (1 Session Per Participant) A supportive service designed to assist older individuals to better cope with their economic, health, and personal needs through services such as consumer education, continuing education, health education, pre-retirement education, financial planning, and other education and training services which advances the objectives of the Older Americans Act.
B/C1/C2/D/State	Evidence Based - Health Promotion	Non-Registered/Aggregate	Health Promotion -- (1 Hour) Programs that promote health and well-being, such as programs for multigenerational participation that may include art therapy, dance therapy, music therapy, dental, hearing, immunization, medication management screening and education, insurance counseling, physical fitness, and vision. The term “evidence-based intervention” refers to a program that closely replicates a specific intervention that has been tested through randomly controlled experiments with results that have been published in peer-reviewed journals.
B/C1/C2/State	Health Promotion	Non-Registered/Aggregate	Health Promotion -- (1 Hour) Programs that promote health and well-being, such as programs for multigenerational participation that may include art therapy, dance therapy, music therapy, dental, hearing, immunization, medication management screening and education, insurance counseling, physical fitness, and vision.
C2/State	Home Delivered Meals	Registered/Individual	Home-Delivered Meal (1 Meal)-- A meal provided to a qualified individual in his/her place of residence. The meal is served in a program administered by SUAs and/or AAAs and meets all of the requirements of the Older Americans Act and State/Local laws.
B/State	Homemaker	Registered/Individual	Homemaker (1 Hour) -- Assistance such as preparing meals, shopping for personal items, managing money, using the telephone or doing light housework.

2015-2017 Service Definitions

Funding Source	Service	SAMS Data Entry Type	NAPIS
Non-Compensated	Information & Assistance	Non-Registered/Aggregate	Information and Assistance (1 Contact) -- A service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site "hits" are to be counted only if information is requested and supplied.
B/State	Legal Assistance	Non-Registered/Aggregate	Legal Assistance (1 Hour) -- Legal advice, counseling and representation by an attorney or other person acting under the supervision of an attorney.
B/State	Material Aid	Registered/Individual	Material Aid -- (1 Contact) Aid in the form of goods or food such as direct distribution of commodities, surplus food, and distribution of clothing, smoke detectors, eyeglasses, hearing aids, dentures, security devices, and medication reminder boxes. May also include labor associated with the installation of such items as smoke detectors and other security devices. For instance; repairs, maintenance, renovation, adaptations, and modification or improvements in the older individuals home setting and are necessary to ensure the health, welfare, and safety of the individual; and, enable the older individual to function with greater independence in his or her home; and, prevent institutionalization of the older individual. These may not include: major repairs of houses and/or furnishings to include replacement of a furnace, roof, floor or foundation, or installation of central air conditioning; remodeling of bare rooms; or construction of a second ramp if a first ramp is available, safe and usable.
E	NFCSP - Caregiver Training	Registered/Individual	Counseling --(1 Session Per Participant) Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families).
E	NFCSP - Individual Counseling	Registered/Individual	Counseling --(1 Session Per Participant) Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families).
E	NFCSP - Information & Assistance	Non-Registered/Aggregate	Information and Assistance (1 Contact) -- A service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site "hits" are to be counted only if information is requested and supplied.
Non - Compensated	NFCSP - Outreach	Non-Registered/Aggregate	Outreach (1 Contact) – Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services and benefits.

2015-2017 Service Definitions

Funding Source	Service	SAMS Data Entry Type	NAPIS
Non - Compensated	NFCSP - Public Information	Non-Registered/Aggregate	Outreach (1 Contact) – Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their care givers) and encouraging their use of existing services and benefits.
E	NFCSP - Support Groups	Registered/Individual	Counseling --(1 Session Per Participant) Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families).
E	NFCSP (Respite) - Monitoring	Registered/Individual	Respite Care --(1 Hour) Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite Care includes: (1) In-home respite (personal care, homemaker, and other in-home respite); (2) respite provided by attendance of the care recipient at a senior center or other nonresidential program; 3) institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver; and (for grandparents caring for children) summer camps. If the specific service units purchased via a direct payment (cash or voucher) can be tracked or estimated, report those service unit hours. If not, a unit of service in a direct payment is one payment.
E	NFCSP (Respite) - Adult Day Care/Health	Registered/Individual	Adult Day Care/Adult Day Health (1 Hour) – Personal care for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health.
State	SGFCG - Caregiver Training	Registered/Individual	Counseling --(1 Session Per Participant) Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families).
State	SGFCG - Individual Counseling	Registered/Individual	Counseling --(1 Session Per Participant) Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families).
State	SGFCG - Information & Assistance	Non-Registered/Aggregate	Information and Assistance (1 Contact) -- A service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site “hits” are to be counted only if information is requested and supplied.

2015-2017 Service Definitions

Funding Source	Service	SAMS Data Entry Type	NAPIS
Non-Compensated	SGFCG - Outreach	Non-Registered/Aggregate	Outreach (1 Contact) – Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their caregivers) and encouraging their use of existing services and benefits.
Non-Compensated	SGFCG - Public Information	Non-Registered/Aggregate	Outreach (1 Contact) – Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their care givers) and encouraging their use of existing services and benefits.
State	SGFCG - Support Groups	Registered/Individual	Counseling --(1 Session Per Participant) Counseling to caregivers to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals, support groups, and caregiver training (of individual caregivers and families).
State	SGFCG (Respite) - Monitoring	Registered/Individual	Respite Care --(1 Hour) Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for caregivers. Respite Care includes: (1) In-home respite (personal care, homemaker, and other in-home respite); (2) respite provided by attendance of the care recipient at a senior center or other nonresidential program; 3) institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver; and (for grandparents caring for children) summer camps. If the specific service units purchased via a direct payment (cash or voucher) can be tracked or estimated, report those service unit hours. If not, a unit of service in a direct payment is one payment.
State	SGFCG (Respite) - Adult Day Care/Health	Registered/Individual	Adult Day Care/Adult Day Health (1 Hour) – Personal care for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health.
Non-Compensated	Nutrition Counseling	Registered/Individual	Nutrition Counseling (1 session per participant) -- Individualized guidance to individuals who are at nutritional risk because of their health or nutrition history, dietary intake, chronic illnesses, or medications use, or to caregivers. Counseling is provided one-on-one by a registered dietician, and addresses the options and methods for improving nutrition status.
Non-Compensated	Nutrition Education	Non-Registered/Aggregate	Nutrition Education (1 session per participant) -- A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants and caregivers in a group or individual setting overseen by a dietician or individual of comparable expertise.
Non-Compensated	Outreach	Non-Registered/Aggregate	Outreach (1 Contact) – Intervention with individuals initiated by an agency or organization for the purpose of identifying potential clients (or their care givers) and encouraging their use of existing services and benefits.

2015-2017 Service Definitions

Funding Source	Service	SAMS Data Entry Type	NAPIS
B/State	Personal Care	Registered/Individual	Personal Care (1 Hour) -- Personal assistance, stand-by assistance, supervision or cues.
B/State	Screening/Evaluation	Non-Registered/Aggregate	Access/Care Coordination (1 Contact) —Includes such responsibilities as outreach, screening, assessment, information and referral.
B/State	Transportation	Non-Registered/Aggregate	Transportation (1 One Way Trip) – Transportation from one location to another. Does not include any other activity.

**DRCOG Area Agency on Aging
Process for
Distributing Funds
(Anticipated Approval by ACA/DRCOG Board by Oct. 2014)**

The DRCOG Advisory Committee on Aging (ACA) establishes the following process to be used while distributing Federal Older Americans Act (OAA) funds as well as State Funding for Senior Services (SFSS) dollars allocated to DRCOG each fiscal year. This process shall also be used should any previously awarded funds be unexpended, become unencumbered or should any additional funds become available to DRCOG following the start of a funding cycle.

Distribution Method for OAA/SFSS Funds

1. Fund all state- and/or federally-mandated areas to (at least) the minimum amount required in regulation (shown by % of funding requirements below) where applicable.
 - Access Services – 25% of Title III, Part B funds (P&P – 701C, B, 1) and includes the following categories:
 - Transportation
 - Outreach (this is a non-compensated service all contractors must provide)
 - Information and Assistance (this is a non-compensated service all contractors must provide and we fund it internally as well)
 - Assisted Transportation
 - Case Management
 - In-home Services – 15% of Title III, Part B funds (P&P – 701C, B, 2) and includes the following categories:
 - Homemaker
 - Chore
 - Personal Care
 - Home Repair
 - Legal Assistance Services – 3% of Title III, Part B funds (P&P – 701C, B, 3)
 - Legal Counseling and Representation
 - Community Education on Legal Matters
 - Information and Assistance on Legal Matters
 - Congregate Meal Services – Title III, Part C1 funds (P&P – 411)
 - 40% of funds may be transferred into Part C2 (Volume 10 – 10.305 C)

- Home Delivered Meal Services – Title III, Part C2 funds (P&P – 412)
- Long Term Care Ombudsman Program and Elder Abuse Prevention Program – Title III, Part B funds/Title VII funds (P&P – Exhibit A, Section M and Volume 10 – 10.402)
- National Family Caregiver Programs – Title III, Part E funds (P&P – 420 and Exhibits A and J) and includes the following categories:
 - Information and Assistance
 - Counseling
 - Respite Care
- Health Promotion Services – Title III, Part D (P&P – 406)
- Outreach activities for Native American Elders and their caregivers
 - Shall be funded if 5% or more of the State’s 60 and over Native American population resides within the PSA. (Volume 10 – 10.413.2, B., 3)

2. Identify need of service in the region and prioritize funding based on need (see below – ACA Hierarchy of Needs). To assist in this, the bottom three tiers of Maslow’s Hierarchy of Needs serve as a guide (see chart) for fund investment as well as results from each County Council on Aging (CCOA) survey, conducted every other year.



ACA - Hierarchy of Needs

- Basic needs (Includes such things as hunger, thirst, bodily comforts, physical needs)
 - Nutrition Services (home-delivered and congregate meals)
 - Transportation Services
 - In-home Services (homemaker and personal care services)
- Safety (Comprises being secure and out of danger.)
 - Material Aid
 - Chore/Home Repair Services
 - Legal Assistance
 - Ombudsman/Elder Abuse Prevention
 - Care management
 - Screening/Evaluation Services
 - Information and Assistance
 - Caregiver Support Services (respite care, support groups, etc.)

- Psychological (The need to be affiliated with others. In the absence of this, many people become susceptible to loneliness, social anxiety, and depression.)
 - Counseling Services
 - Health Promotion/Education Services
 - Outreach and Public Information
3. Consider other factors such as experience, performance and capability of delivering service, cost of service and geographic service area.
- Identify un-served and underserved areas and populations.
 - Identify any services/products not provided under current investments.

Distribution Method for Unexpended/Unencumbered Funds

- ✓ Due to time constraints, use only existing contractors (do not issue an RFP).
- ✓ Fund all state- and/or federally-mandated service areas first and to the amount required in regulation.
- ✓ Identify which providers can expend funds in accordance with any time constraints.
- ✓ Invest funds according to service category prioritization detailed in number two above.
- ✓ Invest funds to reduce waiting lists, continue service in the event that originally contracted funds have been exhausted and/or expand existing level of service (i.e., how many more consumers could be served with funds).
- ✓ If any unserved or underserved populations/ geographic areas were identified during the original fund investment, attempt to invest funds into those populations/geographic areas first.
- ✓ If any services/products were identified as “lacking” during the original fund investment, attempt to invest funds into those services/products.
- ✓ Consider amount originally requested by providers, if provider(s) received fewer funds than requested, attempt to invest funds with that provider(s). If provider (s) were funded at the amount request, seek information on why additional funds are needed.

ATTACH C

To: Chair and Members of the Board of Directors

From: Flo Raitano, Acting Senior Managing Director
303-480-6789 or fraitano@drcog.org

Meeting Date	Agenda Category	Agenda Item #
November 12, 2014	Consent Agenda	2

SUBJECT

This action is related to the distribution of 2015 Nutrition Service Incentive Program (NSIP) funds.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee authorize the Executive Director to distribute 2015 NSIP funds.

ACTION BY OTHERS

N/A

SUMMARY

- The Denver Regional Council of Governments is designated by the State to receive and administer Older Americans Act (OAA) funds for the region as the Area Agency on Aging.
- The State Unit on Aging awards NSIP funds to the DRCOG Area Agency on Aging in proportion to the total number of previous year OAA meals served in the state.
- DRCOG receives these NSIP funds and distributes them to Volunteers of America, the region's only OAA funded nutrition provider.
- Neither DRCOG nor the State are aware of the exact number of dollars DRCOG will receive in 2015, however DRCOG anticipates receiving approximately \$500,000.
- By adopting this resolution the Administrative Committee is authorizing 2015 NSIP funds to be distributed to Volunteers of America.

PREVIOUS DISCUSSIONS/ACTIONS

November 20, 2013: Adopted a resolution authorizing 2014 NSIP funds to be distributed to Volunteers of America.

PROPOSED MOTION

Move to approve a resolution authorizing the Executive Director to distribute 2015 NSIP funds.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director, at 303-480-6789, or fraitano@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 DISTRIBUTE 2015
NUTRITION SERVICE INCENTIVE PROGRAM (NSIP) FUNDS.

WHEREAS, it is anticipated that Congress will authorize and appropriate NSIP funds for the nutrition program in 2015 under the provisions of Title III of the Older Americans Act of 1965, as amended; and

WHEREAS, these NSIP funds are allocated among states, and in Colorado, it is anticipated that the Department of Human Services will allocate the NSIP funds among several substate areas in 2015; and

WHEREAS, the Denver Regional Council of Governments is designated by the State to receive and distribute NSIP funds for the region as the Area Agency on Aging; 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 Administrative Committee authorizes the Executive Director to allocate approximately \$500,000 in 2015 NSIP funds to the Volunteers of America.

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

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Flo Raitano, Acting Senior Managing Director

ATTACH D

To: Chair and Members of the Administrative Committee

From: Flo Raitano, Acting Senior Managing Director
303-480-6789 or fraitano@drcog.org

Meeting Date	Agenda Category	Agenda Item #
November 12, 2014	Consent	2

SUBJECT

This action facilitates the purchase of planimetric data on behalf of the Denver Regional Aerial Photography Project (DRAPP) partners to contribute to their local planning efforts.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends executing a contract with Kucera International, Inc. for the procurement of planimetric data created from the 2014 DRAPP imagery.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG has been facilitating the joint purchase of imagery and passing on time and cost savings to participating member governments for over a decade. Based on this experience and its success, DRAPP partners have requested that DRCOG facilitate a subsequent project that utilizes the DRAPP imagery to create other datasets useful for local planning.

DRCOG requested quotes for this type of work in the DRAPP Imagery RFP. Kucera International, Inc., who was selected as the imagery acquisition vendor, responded to this request. Due to this vendor's familiarity with our imagery and our region, and their competitive pricing, we are recommending them for this additional work.

Procurement of these services is expected not to exceed \$850,000 and will be funded by 20 DRAPP participants that will total \$451,092. DRCOG would like to contribute \$250,000 to the effort with an additional \$100,000 coming from approved TIP funds.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with Kucera International, Inc. for the procurement of planimetric data for the Denver Region and to collect payment from all participating parties for this service.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director at 303-480-6789 or fraitano@drcog.org, or Ashley Summers, Information Systems Manager, at 303-480-6746 or asummers@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 KUCERA INTERNATIONAL, INC. FOR THE PROCUREMENT OF PLANIMETRIC DATA FOR THE DENVER REGION.

WHEREAS, the Denver Regional Council of Governments, participating members, and regional partners desire to acquire planimetric data the Denver region; and

WHEREAS, this consortium of interested parties has successfully completed similar joint procurements (including imagery and elevation data) since 2002; and

WHEREAS, this consortium of interested parties wishes DRCOG to again serve as contracting agent in the procurement of data in 2015; and

WHEREAS, Kucera International, Inc. has been selected as the vendor for the project.

NOW, THEREFORE, BE IT RESOLVED that the Administrative Committee authorizes the Executive Director to contract with Kucera International, Inc. in an amount not to exceed \$850,000 for the production of planimetric data. Approximately \$451,092 will come from DRAPP participants, \$250,000 from DRCOG and \$100,000 from TIP money.

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

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Flo Raitano, Acting Senior Managing Director

ATTACHE

To: Chair and Members of the Administrative Committee

From: Flo Raitano, Acting Senior Managing Director
303-480-6789 or fraitano@drcog.org

Meeting Date	Agenda Category	Agenda Item #
November 12, 2014	Consent Agenda	2

SUBJECT

This action is related to approval for the Executive Director to negotiate and enter into a contract with ETC Institute to conduct a Commercial Vehicle Travel Survey in the Colorado Front Range area, to include the following four MPOs -DRCOG, North Front Range MPO (NFRMPO), Pikes Peak Area Council of Governments (PPACG), and Pueblo Area Council of Governments (PACOG), in the amount of \$850,000.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG, on behalf of the Front Range Travel Count Working Group consisting of representatives of four MPOs, recommends that the Administrative Committee authorize the Executive Director to negotiate and execute a contract with ETC Institute to begin work on conducting surveys and data collection for the data development and modeling work in the Colorado Front Range area.

ACTION BY OTHERS

N/A

SUMMARY

The Commercial Vehicle Travel Survey consultant team will work with the partners on developing the methodology and survey instruments, direction on conducting the survey, and the key information they need to prepare for each partner on the survey.

The Commercial Vehicle Travel Survey intends to investigate the current and future needs of business and government operations, and helps to develop data that supports, updates, and validates existing commercial vehicle travel demand models in use by each MPO.

The consulting firms will investigate, recommend, and conduct the survey methods needed to support the existing travel models for each MPO partner, along with information that could support the possible development of new tour-based commercial vehicle model implementations.

Contract(s) would be effective immediately and be termed through December 2015, with a potential extension through 2016 if granted a CDOT funds extension. We anticipate negotiating with ETC Institute, with a total contract amount not-to-exceed \$850,000.

PROPOSED MOTION

Move to approve a resolution authorizing the executive director to negotiate and execute a contract with ETC Institute to begin work on the Front Range Travel Counts Commercial Vehicle Survey in the Colorado Front Range area.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director, at 303-480-6789 or fraitano@drcog.org, or Teri Whitmore, Director, Regional Planning and Operations at 303-480-6763 or twhitmore@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 ETC INSTITUTE TO BEGIN WORK ON THE FRONT RANGE TRAVEL COUNTS COMMERCIAL VEHICLE SURVEY IN THE COLORADO FRONT RANGE AREA

WHEREAS, the Colorado Front Range area, consisting of four Metropolitan Planning Organizations (MPOs) and Council of Governments (COGs) including Denver Regional Council of Governments (DRCOG), North Front Range MPO (NFRMPO), Pikes Peak Area Council of Governments (PPACG), and Pueblo Area Council of Governments (PACOG); and

WHEREAS, the Commercial Vehicle Travel Survey will provide services that include developing the methodology and survey instruments, conducting the survey, and preparing the survey results for use by each MPO and other agencies in the area; and

WHEREAS, the Front Range Travel Count Working Group consisting of representatives of the aforementioned MPOs, has budgeted a maximum of \$850,000 toward effecting the Front Range Travel Counts Commercial Vehicle Survey in the Front Range area.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate and execute a contract with ETC Institute, to begin work on the Front Range Travel Counts Commercial Vehicle Survey in the Colorado Front Range area to include: DRCOG, NFRMPO, PPACG, and PACOG, for an amount not to exceed \$850,000.

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

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Flo Raitano, Acting Senior Managing Director

To: Chair and Members of the Administrative Committee

From: Flo Raitano, Acting Senior Managing Director
303-480-6789 or fraitano@drcog.org

Meeting Date	Agenda Category	Agenda Item #
November 12, 2014	Consent Agenda	2

SUBJECT

This agenda item concerns contracting with additional consulting firms or teams to provide modeling support on DRCOG's travel and land use models. The first solicitation for the modeling non- project specific RFP was issued in June 2013, with one firm selected.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to negotiate and execute additional contracts with the recommended consulting firm(s) or consulting team(s) to provide technical support to the modeling non-project specific.

ACTION BY OTHERS

N/A

SUMMARY

From time to time, additional temporary support is needed to help manage the workload associated with the highly technical DRCOG modeling activities. This additional support may be deployed to address non-routine, highly specific technical expertise; mundane but rapid, and accurate data development or input; temporary upswings in the workload; or unplanned changes in personnel and schedules.

In addition to this current model non-project specific RFP, the submittal of Cambridge Systematics was previously approved in the first non-project specific RFP and DRCOG contracted with Cambridge Systematics in August 2013, Cambridge Systematics still serves as a consulting firm for the modeling non-specific project.

The consultant firm(s) or team(s) will support DRCOG's modeling team as staff extension to provide modeling services as needed in for modeling associated with updating the Metro Vision and Regional Transportation plans.

Contract(s) will be termed through 2016. We anticipate negotiating with up to seven (7) firms with contracts ranging in size, but not to exceed \$800,000 in total across all contracts.

Staff would like to set up modeling non-specific project's additional contracts with AECOM, Caliper, Fehr and Peers, HDR, Felsburg Holt & Ullevig, pCapacity, and Synthicity. These contracts would be effective immediately and would continue through 2016.

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute non-project specific contract(s) with the recommended consulting firm(s) or consulting team(s) to provide technical support for DRCOG's travel and land use models through 2016.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director, at 303-480-6789 or fraitano@drcog.org, or Teri Whitmore, Director, Regional Planning and Operations at 303-480-6763 or twhitmore@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 NON-PROJECT SPECIFIC CONTRACT(S) WITH THE RECOMMENDED CONSULTING FIRM(S) OR CONSULTING TEAM(S) TO PROVIDE TECHNICAL SUPPORT FOR DRCOG'S TRAVEL AND LAND USE MODELS THROUGH 2016

WHEREAS, DRCOG completed an initial version of its new activity-based travel model (FOCUS) in 2010 for use in official transportation planning activities; and

WHEREAS, DRCOG contracted with Cambridge Systematics in 2013, following the first RFP solicitation for model support; and,

WHEREAS, DRCOG implemented its new UrbanSim parcel-based land use model in the Summer of 2014, allowing for the data integration with the FOCUS travel demand model; and,

WHEREAS, it has been DRCOG's intention to work with a number of consultant experts to both manage and enhance the technical aspects of these next generation models; and

WHEREAS, DRCOG has budgeted a maximum of \$800,000 toward technical support, enhancement, and integration of these models.

NOW, THEREFORE, BE IT RESOLVED, that the Administrative Committee authorizes the Executive Director to negotiate and execute non-project specific contracts with additional consulting firms or consulting teams, to supplement the current Cambridge Systematics NPS contract, to provide technical support for DRCOG's travel and land use models through 2016, for an amount not to exceed \$800,000.

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

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Flo Raitano, Acting Senior Managing Director

ATTACH G

To: Chair and Members of the Board of Directors

From: Flo Raitano, Acting Senior Managing Director
303-480-67891 or fraitano@drcog.org

Meeting Date	Agenda Category	Agenda Item #
November 12, 2014	Consent Agenda	2

SUBJECT

This action is related to the receipt and distribution of funding for Visually Impaired Services.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee authorize 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 local service providers for Visually Impaired Services for January 1, 2015 to June 30, 2017, in an amount not to exceed \$215,517 for the period of January 1, 2015 to June 30, 2015.

ACTION BY OTHERS

N/A

SUMMARY

DRCOG 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 SFSS funding that has been allocated to DRCOG for Visually Impaired Services for this fiscal year, July 1, 2014 to June 30, 2015, is \$215,517.

A Request for Proposals (RFP) was distributed on October 14, 2014 to solicit proposals from local community service providers to provide Visually Impaired Services throughout the upcoming two and one-half year contract cycle of January 1, 2015 to June 30, 2017. Those proposals will be vetted by the Advisory Committee on Aging (ACA) in November 2014, which includes utilizing the attached list of service categories for which DRCOG will solicit proposals.

The ACA's recommendations for funding for the first fiscal year (January 1, 2015 to June 30, 2015) is anticipated to be made in November 2014.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to approve 2015-2017 Visually Impaired Service Definitions and to contract with Visually Impaired Service Providers as will be recommended by the ACA for the period January 1, 2015 to June 30, 2017.

ATTACHMENTS

Draft Resolution
2015-2017 Visually Impaired Service Category Definitions

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director at 303-480-6789 or fraitano@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

MOVE TO ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE 2015-2017 VISUALLY IMPAIRED SERVICE DEFINITIONS AND TO CONTRACT WITH VISUALLY IMPAIRED SERVICE PROVIDERS AS WILL BE RECOMMENDED BY THE ACA FOR THE PERIOD JANUARY 1, 2015 TO JUNE 30, 2017

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, the Advisory Committee on Aging is charged with making recommendations to the Administrative Committee on which community service organizations to fund and the procedures by which funding is awarded; and

WHEREAS, the Request for Proposal for the Area Agency on Aging contract cycle of January 1, 2015 to June 30, 2017 for Visually Impaired Services was released on October 14, 2014; and

WHEREAS, it is anticipated in November 2014 that the DRCOG Advisory Committee on Aging will: a) make recommendations for funding for the first fiscal year (January 1, 2015 to June 30, 2015) to vendors to be determined, and in an amount not to exceed \$215,517; and b) recommend the 2015-2017 Visually Impaired Service Category Definitions; and

NOW, THEREFORE BE IT RESOLVED that the Administrative Committee authorizes the Executive Director to approve the Area Agency on Aging contracts with Visually Impaired Service providers, and the 2015-2017 Visually Impaired Service Category Definitions, as to be recommended by the Advisory Committee on Aging.

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

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Flo Raitano, Acting Senior Managing Director

Visually Impaired 2015-2017 Service Definitions

Funding Source: State

Material Aid (1 contact) - Aid in the form of goods, smoke detectors, eyeglasses, hearing aids dentures, security devices, adaptive equipment and assistive devices. May also include labor and materials associated with home modifications, repairs, maintenance in the home that are necessary to improve health, wellness, or safety; help older adults with visual impairments function with greater independence and prevent institutionalization. These may not include major repairs of houses and or furnishings including: replacement of furnace, roof, floor or foundation, installation of central air conditioning, remodeling of care rooms, and installation of a second ramp if a first ramp is available, safe and usable.

Counseling (1 session per participant) - Counseling to assist a visually impaired person in making decisions, solving problems, or to deal with the loss of vision. This includes counseling to individuals, support groups and caregiver training.

Transportation (1 one way trip) – Transportation service includes one location to another.

Education (1 session per participant) - Training to blind and low vision older adults that teaches safe, efficient, and effective travel skills. Educating visually impaired older adults to know where they are and where they want to go, including whether they are moving from one room to another or walking downtown for a shopping trip. Training that teaches the ability to move safely, efficiently, and effectively from one place to another, such as being able to walk without tripping or falling, cross streets, and use public transportation.

Information and Assistance - Non-compensated (1 contact) – A service that provides individuals with information on services available in the community that links individuals with visual impairment to services and opportunities and provides follow-up to the maximum extent possible.

Outreach – Non-compensated (1 contact) – Intervention with individuals initiated by an agency or organization for the purpose of identifying potential visually impaired clients (or their care givers) and encouraging their use of existing services and benefits.

ATTACH H

To: Chair and Members of the Administrative Committee

From: Flo Raitano, Acting Senior Managing Director
303-480-6789 or fraitano@drcog.org

Meeting Date	Agenda Category	Agenda Item #
November 12, 2014	Consent	2

SUBJECT

This action permits DRCOG to retain the services of an advertising agency to plan, create and implement regional advertising campaigns targeting employers and commuters as part of a comprehensive and coordinated program to mitigate traffic congestion and vehicle miles of travel by encouraging employers and commuters to participate in regional travel demand management (TDM) efforts.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends authorizing the Executive Director to negotiate and execute a contract with the selected firm.

ACTION BY OTHERS

N/A

SUMMARY

As part of a Memorandum of Understanding (MOU) with seven transportation management agencies (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 advertising agency is available from the \$1.8 million per year DRCOG Regional TDM Program contract and other sources.

A request for proposals for professional advertising services was issued on September 15, 2014, and seven firms responded. An evaluation team comprised of DRCOG staff and TMA staff evaluated the firms' proposals and the results of oral interviews to recommend a firm that will best meet DRCOG's needs.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to adopt a resolution authorizing the Executive Director to negotiate and execute a contract with a firm 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 annual budgets of \$860,000 each year, upon renewal terms mutually agreed upon by the parties.

ATTACHMENT

Draft resolution

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director at 303-480-6789 or fraitano@drcog.org, or Steve Erickson, Communications and Marketing Director, at 303-480-6716 or serickson@drcog.org.

DENVER REGIONAL COUNCIL OF GOVERNMENTS
STATE OF COLORADO

ADMINISTRATIVE COMMITTEE

RESOLUTION NO. _____, 2014

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH A FIRM (TO BE DETERMINED) 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 agencies (TMAs) for the purpose of carrying 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 campaigns that will reach commuters and employers and encourage them to participate in Way to Go programs; and

WHEREAS, funding for the advertising agency is available from the \$1.8 million per year DRCOG Regional TDM Program contract and other sources; and

WHEREAS, a Request for Proposals for professional advertising services was issued on September 15, 2014, and seven firms responded; and

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

NOW, THEREFORE, BE IT RESOLVED that the Administrative Committee authorizes the Executive Director to negotiate and execute a contract with a firm (TBD) to provide professional advertising and promotional services for the Regional Travel Demand Management Program, 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 annual budgets of \$860,000 each year, upon renewal terms mutually agreed to by the parties.

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

Elise Jones, Chair
Administrative Committee
Denver Regional Council of Governments

ATTEST:

Flo Raitano, Acting Senior Managing Director

ATTACH I

To: Chair and Members of the Administrative Committee

From: Flo Raitano, Acting Senior Managing Director
303-480-6789 or fraitano@drcog.org

Meeting Date	Agenda Category	Agenda Item #
November 12, 2014		3

SUBJECT

The budget is a fiscal guide for the operation of DRCOG beginning January 1 – December 31, 2015. The budget highlights work activities in the DRCOG Metropolitan Planning Organization's Unified Planning Work Program (UPWP), the Area Agency on Aging (AAA), The Communications and Marketing Division, Executive Offices and Administration and Finance.

PROPOSED ACTION/RECOMMENDATIONS

DRCOG staff recommends that the Administrative Committee recommend approval of the 2015 Budget to the Board of Directors.

ACTION BY OTHERS

N/A

SUMMARY

Each year the Administrative Committee reviews and recommends approval of a proposed budget to the Board of Directors for the coming year.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to recommend to the DRCOG Board of Directors approval of the 2015 Budget.

LINK

[2015 Budget](#)

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director, at 303-480-6789 or fraitano@drcog.org or Roxie Ronsen, Administrative Officer, at 303-480-6709 or rrosen@drcog.org.

To: Chair and Members of the Administrative Committee

From: Flo Raitano, Acting Senior Managing Director
303-480-6789 or fraitano@drcog.org

Meeting Date	Agenda Category	Agenda Item #
November 12, 2014	Action	5

SUBJECT

This action is related to selection of two members of the Administrative Committee to serve on the Nominating Committee.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the Administrative Committee select two (2) members 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 “A nominating committee of six (6) member representatives shall be appointed in November of each year; the Administrative Committee shall appoint two (2), the Chair of the Board shall appoint two (2) and the Board shall appoint two (2).”

At the January meeting each year, the Nominating Committee shall present to the Board nominations for officers and for three (3) additional Administrative Committee members provided for in Article VIII, A.4 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.
- Board members will be surveyed regarding their interest in being nominated as a Board officer or to serve on the Administrative Committee.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to select two members of the Administrative Committee to serve on the Nominating Committee.

ATTACHMENTS

Board-adopted Nominating Committee description
List of current Administrative Committee members

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director at 303-480-6789 or fraitano@drcog.org, or Connie Garcia, Board Coordinator, at 303-480-6701 or cgarcia@drcog.org

Nominating Committee

Type: Standing Committee

Authority: Articles of Association

MEMBERSHIP

The Nominating Committee will consist of six Board members who shall be appointed in November of each year. The Administrative Committee, DRCOG Board and the DRCOG Chair shall each appoint two members. Care will be taken to ensure that appointees represent a broad cross-section of the membership including community size, geographic location and gender.

VOTING

Any candidate for Chair, Treasurer, Secretary, Vice Chair or Administrative Committee who receives a majority or a tie vote shall be presented to the Board for consideration.

RESPONSIBILITIES

- The Nominating Committee will meet at a time(s) convenient for all members in November. In January the Committee will present to the Board nominations for Treasurer, Secretary and Vice Chair and for the three Administrative Committee members. The election will take place at the February Board meeting. The incumbent holding the position of Vice Chair automatically becomes the Chair. In the event the incumbent Vice Chair does not assume the position of Chair or in the event of a vacancy in the position of Chair, the provision hereof shall be followed for any Nominating Committee presentation of nominees to the DRCOG Board.
- With the goal of encouraging broad participation from the DRCOG Board, the Nominating Committee will consider interested Board members for the positions of Treasurer and Secretary to serve one-year terms without regard to an individual's term limit or length of term with their respective jurisdiction board. For the position of Vice Chair, the Nominating Committee will ascertain the ability of the individual nominated for Vice Chair to serve as Chair without interruption due to term limits or elections.
- The Nominating Committee will request a short written statement from all interested Board members stating why he/she wishes to serve as a DRCOG Board officer and why the nominating committee should favorably consider them.
- The Nominating Committee will consider the following criteria when evaluating Board members for the positions of Treasurer, Secretary, Vice Chair, and if applicable Chair:
 - commitment to DRCOG's vision and mission,
 - substantive experience with DRCOG,
 - strong willingness to serve, and
 - capacity to be "ambassadors" for DRCOG and represent the organization as needed and desirable.
- For the position of Vice Chair, the Nominating Committee will consider and present a Board member with substantive past experience as a member of the DRCOG Board that includes serving in the position of Treasurer or Secretary or membership for at least one year on either the Administrative Committee, or the Metro Vision Issues

Committee. Participation as a member of another standing committee or ad hoc committee also may constitute substantive past experience.

- In the event that a Nominating Committee is appointed per Article VII. D. 2 to fill a vacancy of one of the officers, the Nominating Committee will follow the procedures outlined above.

**DENVER REGIONAL COUNCIL OF GOVERNMENTS
ADMINISTRATIVE COMMITTEE
November 2014**

Eva Henry (P)
Commissioner
Adams County

Ron Rakowsky (A)
Mayor
Greenwood Village

Bill Holen (P)
Commissioner
Arapahoe County

Don Rosier (P)
Commissioner
Jefferson County

Bob Roth (P)
Council Member
Aurora

Tom Quinn (P)
Council Member
Lakewood

Sue Horn (O)
Mayor
Bennett

Jackie Millet (O)
Mayor Pro Tem
Lone Tree

Suzanne Jones (A)
Council Member
Boulder

Gabe Santos (A)
Council Member
Longmont

Elise Jones (O)
Commissioner
Boulder County

Joyce Downing (A)
Mayor
Northglenn

Cathy Noon (A)
Mayor
Centennial

Val Vigil (P)
Council Member
Thornton

Doug Tisdale (O)
Mayor
Cherry Hills Village

Chris Nevitt (P)
Council Member
City & County of Denver

P = Permanent
O = Officer
A = Appoint

Crissy Fanganello (P)
Mayor's Representative
City & County of Denver

Roger Partridge (P)
Commissioner
Douglas County

To: Chair and Members of the Administrative Committee

From: Flo Raitano, Acting Senior Managing Director
303-480-6789 or fraitano@drcog.org

Meeting Date	Agenda Category	Agenda Item #
November 12, 2014	Action	5

SUBJECT

This action is related to opening the nomination period for the John V. Christensen Memorial Award.

PROPOSED ACTION/RECOMMENDATIONS

Staff recommends the Administrative Committee open the process to solicit nominations for the fortieth annual John V. Christensen Memorial Award.

ACTION BY OTHERS

N/A

SUMMARY

The John V. Christensen (JVC) Memorial Award is presented to an individual making substantial contributions to regionalism, either during the past year or over a longer period of time.

Residents of the nine-county Denver Regional Council of Governments (DRCOG) region are eligible. Nominees from 2012 are also eligible.

Excluded are DRCOG staff members and current Administrative Committee members. The recipient is selected by the Administrative Committee in February and remains anonymous until honored at the subsequent awards event.

Once again this year, nomination will be accepted online at:

<http://www3.drcog.org/AnnualAwards/Page/Christensen>

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

Move to open the process to solicit nominations for the thirty-ninth annual John V. Christensen Memorial Award.

ATTACHMENT

Criteria for selection and nomination form
List of past recipients
Nominations submitted for 2014

ADDITIONAL INFORMATION

If you need additional information, please contact Flo Raitano, Acting Senior Managing Director, at 303-480-6789 or fraitano@drcog.org, or Connie Garcia, Board Coordinator, at 303-480-6701 or cgarcia@drcog.org.

CRITERIA FOR SELECTION JOHN V. CHRISTENSEN MEMORIAL AWARD

In October 1972, the Denver Regional Council of Governments created the *John V. Christensen Memorial Award* to be presented to the person, or persons, most exemplifying the tradition of John V. Christensen in promoting and working for good, strong, representative local government and regionalism in solving mutual problems.

Eligible Are:

- ✓ Any elected official or private individual, excluding DRCOG staff members and DRCOG Administrative Committee members.
- ✓ Residents of Adams, Arapahoe, Boulder, Clear Creek, Douglas, Gilpin, Jefferson, or Weld counties, the City & County of Broomfield and the City & County of Denver.
- ✓ Individuals making substantial contributions to the Philosophy of Regionalism, either during the past year or over a longer period of time.
- ✓ Nominees whose names have been submitted for consideration the previous two years.

The Nominee(s) must have demonstrated dedication to regionalism by:

- ✓ Promotion of coordination and cooperation among citizens and local elected officials in a continuing effort to solve regional problems.
- ✓ Recognizing that jurisdictional boundaries are not barriers to the solution of such problems.
- ✓ Providing leadership to, or support for, the concept that strong local government representation is the basis for regional accomplishment.

Nomination Process:

- ✓ Nominations must include a description of the achievement, accompanied by an explanation of the nominee's (nominees') philosophy of regionalism. The narrative should be in sufficient detail to assist the Administrative Committee in its selection.
- ✓ Nominations must be mailed to the DRCOG Administrative Committee at 1290 Broadway, Suite 700, Denver, 80203-5606 by January 30, 2015 for judging by the Administrative Committee at its February meeting.
- ✓ If the Administrative Committee determines that no nominee fully meets established criteria, no award will be made.
- ✓ Announcement of the winner and presentation of the award will be made at the DRCOG Awards Dinner.

If you have any questions concerning the nomination process, or the criteria for selection, please contact Connie Garcia, Board Coordinator, at 303-480-6701 or cgarcia@drcog.org

NOMINATION FORM

THIRTY-NINTH JOHN V. CHRISTENSEN MEMORIAL AWARD

I hereby nominate _____
(Name and Address - Please PRINT OR TYPE)

for receipt of the *Thirty-Ninth John V. Christensen Memorial Award*.

My nominee has made the following contributions to good, strong, representative local government, and regionalism:

Your Name - Address – Phone – Email: _____

RETURN TO: DRCOG Administrative Committee, c/o Denver Regional Council of Governments, 1290 Broadway, Suite 700, Denver, CO 80203-5606

NOMINATIONS MUST BE RECEIVED **NO LATER THAN JANUARY 30, 2015.**

John V. Christensen Memorial Award Recipients

At the awards event, the recipient of DRCOG's highest accolade, the John V. Christensen Award, is announced and recognized. Previous recipients include the following regionalists.

2014 Jim Taylor	1998 D.L. "Don" Parsons	1985 Vesta H. Miller
2012 Kathy Novak	1997 Peter Kenney	1984 William Thornton
2010 Lorraine Anderson	1996 Robert L. Tonsing	1983 Milton E. Senti
2008 John Parr	1995 Linda Morton	1982 Robert F. Clement
2007 Federico Peña	1994 Elsie A. Lacy	1981 Norman A. Smith
2006 Norma Anderson	1993 Neva Windbigler	1980 Jack L. Trezise
2005 Mary Blue	1992 John C. Buechner	1979 James L. Ogilvie
2004 Joe Rice	1991 William H. "Bill" Miller	1978 Don DeDecker
2003 Pat Pascoe	1990 Thomas R. Eggert	1977 Ben Bezoff
2002 Polly Page	1989 T.J. "Ted" Hackworth	1976 John P. Murphy
2001 Thomas J. Burns	1988 Paul Powers	1975 Irving S. Hook
2000 Margaret Carpenter	1987 George M. Wallace	1974 Guy R. Sanders
1999 Leona Stoecker	1986 Jon Colt	1973 Hilbert B. Meyer

Previous John V. Christensen Nominees eligible for reconsideration:

2014:

Barry Gore, Adams County Economic Development