



AGENDA
Thursday, May 22, 2014
 Garden Level Classroom
 Eagle County Admin Building
 500 Broadway, Eagle, CO
CALL IN NUMBER: 877-594-8353
PASSCODE: 23878813#

NWCCOG COUNCIL MEETING

10:00 a.m.	1.	Call to Order and Introductions- Karn Stiegelmeier, Chair	
	2.	Roll Call and Determination of Quorum - Sherry Rogstad	
	*3.	ACTION: Minutes of March 27, 2014 Council Meeting	Pgs. 2-5
	*4.	ACTION: April 2014 Financials	Pgs. 6-17
	*5.	ACTION: 2013 Independent Audit - Steve Plutt, Dazzio & Plutt, LLC	
	*6.	ACTION: Updated procurement policies - Liz Mullen	Pgs. 18-26
	*7.	ACTION: Updated Employee Handbook - Liz Mullen	Pgs. 27-48
	8.	Program Updates	Pgs. 49-56
	9.	Member Updates	
	10.	Adjourn	
12:00 p.m.	11.	Lunch & CIRSA Training: Liability for Elected Officials (or NWCCOG Council Members)	

ECONOMIC DEVELOPMENT DISTRICT BOARD MEETING

1:00 p.m.	1.	Call to Order - Rob Ittner, Chair	
	2.	Roll Call and Determination of Quorum - Rachel Lunney, EDD Director	
	*3.	ACTION: Minutes of January 23, 2014 EDD Board Meeting	Pgs. 57-58
	*4.	ACTION: April 2014 EDD Financials	Pg. 59
	5.	Program Update - Rachel Lunney, EDD Director	Pgs. 51-52
	6.	Member Updates	
	7.	New Business	
3:00 p.m.	*8.	Adjourn	



**Northwest Colorado Council of Governments
Council Conference Call Meeting
March 27, 2014**

Council Members Present:

Jeff Shroll, Town of Gypsum
Tom Clark, Town of Kremmling
James Newberry, Grand County
Karn Stiegelmeier, Summit County
Keith Montag, Eagle County
Stuart Richardson, Town of Silverthorne
Rob Ittner, Pitkin County
David Hook, Town of Grand Lake
Lanny Weddle, Jackson County

Others Present:

Phylis Mattice, Pitkin County
Liz Mullen, NWCCOG
Kristen Reese, Congressman Scott Tipton's office
Sherry Rogstad, NWCCOG

Call To Order:

Karn Stiegelmeier, Chair, called the NWCCOG Council meeting to order at 10:20 a.m. A quorum was present.

Approval of Minutes:

M/S/P Tom Clark/Keith Montag to approve the minutes of the January 23, 2014 meeting minutes.

Karn thanked Congressman Scott Tipton's office for their help in passing the PILT payment legislation. Kristen reported they are presently working on a longer term solution. Karn asked if this would be a stand-alone bill. Kristen said she was not sure yet, that it's still in process.

Approval of Final December 2013 Financials:

Liz Mullen reviewed the December 2013 revenues & expenditures report. These results reflect any adjustments made by the auditors during their field work in early March. The final audit report will be presented at the May meeting. Liz reported the auditors complimented both Amy Lange and Mike Kurth for being well organized and efficient. The auditors also recognized both Steve Getz and Jean Hammes for their good work in managing their grants. No significant findings are expected.

M/S/P Tom Clark/Stuart Richardson to approve the final December 2013 financials as presented.

Approval of February 2014 Financials:

Liz reviewed the February financial reports. She noted that all 27 members have paid their dues. Both Breckenridge and Avon joined QQ only for 2014, but Avon has indicated they may be interested in joining NWCCOG again in 2015.

Keith Montag assured the council that NWCCOG has the Eagle County Commissioners' support in regards to the current NWCCOG dues structure and they no longer feel that a review of the process is necessary at this time.

M/S/P Tom Clark/Keith Montag to approve the February 2014 financials as presented.

Ratify Email Vote to Approve Communications & Marketing Contract:

On January 28, 2014 Liz sent an email message to the NWCCOG council requesting a vote via email to authorize the NWCCOG Executive Director to offer a contract, beginning on 2/1/14 & expiring on 12/31/14, to North Star Consulting Group "not to exceed \$20,000 without Council approval". Via e-mail, 19 members voted "yes", the remaining 8 members did not vote.

M/S/P Karn Stiegelmeier/Stuart Richardson to ratify this email vote to approve the Communications & Marketing contract as presented.

Proposed Updates to NWCCOG Salary Ranges:

Liz reported that the current salary ranges were last approved by the Council in October, 2011. Since 2011, NWCCOG has added six new positions. The proposed updated salary ranges were provided in the meeting packet and include top ends for the six new positions. Liz is also proposing an increase in the Elevator Inspection Program salary ranges in order to stay competitive. She is not proposing an increase in the Weatherization Program director salary because that person is at their salary cap after being employed by NWCCOG for 25 years and Liz believes the existing cap is sufficient for that position. Discussion followed. James Newberry questioned the top of the range for the Elevator Inspection Program Director position; stating that he felt it was too high.

M/S/P Stuart Richardson/Tom Clark to approve the revised salary ranges as presented. James Newberry was in opposition.

CIRSA Public Officials Training:

Liz explained that during the CIRSA audit each year NWCCOG earns points; the more points earned, the lower the premium paid. One audit requirement is to ensure that the Council members complete Public Officials Liability Training. If the Council feels they receive this training already through their respective jurisdictions, they may choose to pass a motion to forego this training. After some discussion, the Council agreed that this training would be beneficial and would like it added to the May 22, 2014 meeting agenda.

M/S/P Tom Clark/Jeff Shroll to watch the CIRSA Public Officials Liability training video during lunch at the May 22, 2014 Council meeting.

Regional Broadband Coordinator Position:

Liz reviewed the direction from the Council at the September 26, 2013 meeting to apply for DOLA Energy Mineral Impact Assistance Funds to hire a Regional Broadband Coordinator. This was to be a contract position. Since then, NWCCOG has been awarded DOLA funding for this

purpose. NWCCOG has issued two rounds of RFP's in the past three months to find a contractor who will meet the needs of the region. Despite the Regional Broadband Committee's outreach efforts, they have only received two proposals, from the same two individuals, for each round. The Steering Committee is unanimous that neither of these individuals, although both are extremely knowledgeable, will be able to provide the tangible results the region seeks as we begin to implement our strategic plan. The Steering Committee agrees that changing the position to an employee position will attract a different type of professional who could be more results oriented and better positioned to develop positive working relationships with both the public and private sectors. Public/private partnerships are key to the success of NWCCOG's regional strategic plan. NWCCOG has DOLA's permission to change the position in the EIAF grant #7338 Scope of Work from a contractor to a term limited employee, which means that the position ends when the funding ends. Staff is now asking for the Council's permission to change the position from a contractor to a term limited employee position.

M/S/P James Newberry/Keith Montag to hire a term limited employee for the Regional Broadband Coordinator position.

Rob Ittner requested that copies of the two RFPs and the draft job description be sent to the Council for input before the position is advertised.

Program Updates:

Liz reported that all 27 members have paid their 2014 NWCCOG dues.

The auditors, Dazzio & Plutt, LLC, were in the NWCCOG office the first week of March and completed their field work. The final report will be presented to the Council at the May meeting.

The Broadband Steering Committee has contracted with Torie Jarvis to help track telecommunications and broadband legislation. Presently there is a package of five telecom bills before the Legislature. Torie has been tracking and summarizing the bills for the Steering Committee. Torie does not lobby for the Steering Committee; she only provides information.

NWCCOG submitted a letter of interest to the FCC for the New Generation Network Experiment program. We hope to receive an invitation to submit a proposal. If successful, NWCCOG would be awarded funding to expand broadband to the region.

Economic Development is working closely with the Small Business Development Center (SBDC) to recruit business consultants to work with new businesses.

Homeland Security is holding a three day Nuclear Weapon Accident Incident Exercise next week in Grand Junction. This exercise is being funded through a grant. Their 2014 funding level is about the same as 2013, just under \$200,000.

The Regional Transportation Coordinating Council (RTCC) is making great progress. They are currently working with RouteMatch, the chosen software company, who was in the office last week.

Karn Stieglemeir asked how AAAA was selected for a single audit by the auditors, and about desk evaluations. Liz explained NWCCOG is required to have single audits done as part of the annual independent audit process (A-133). Usually the auditors select the biggest program(s) to focus on and ask for additional information. The desk evaluations are the State Unit on Aging doing their due diligence auditing the AAA's.

James Newberry talked about the recent QQ incident regarding their lobbying efforts. He asked that if members do not agree with QQ's stand on a certain issue to please speak up and let your position be known or contact the QQ committee to discuss and talk to each other about it first before getting an attorney involved.

New Business:

None.

Adjournment:

M/S/P Tom Clark/Stuart Richardson to adjourn the Council meeting at 11:18 a.m.

Karn Stiegelmeier, NWCCOG Chair

Date

NWCCOG

STATEMENT OF REVENUES AND EXPENDITURES

4-30-14

33.33% of the year

	2014 REVENUE BUDGET	REVENUE YTD ACTUAL	REVENUE BUDGET TO ACTUAL	2014 EXPENSE BUDGET	EXPENSES YTD ACTUAL	EXPENSES BUDGET TO ACTUAL	2013 NET BUDGET	REVENUES OVER EXPENSES ACTUAL	RESERVED PROGRAM FUNDS
COG PROGRAM FUNDS									
Core Programs									
REGIONAL BUSINESS	315,691	244,229	77%	318,130	86,621	27%	(2,439)	157,607	
Regional HUB	50,000	15,018	30%	50,000	28,092	56%	0	(13,074)	
ELEVATOR INSPECTION	460,000	164,995	36%	378,054	124,896	33%	81,946	40,099	22,500
AGE/NUTRITION (non-Grant)	0	0		0	0		0	0	11,158
AGE/NUTRITION(State FY 12/13)	297,503	0	0%	297,503	0	0%	0	0	
AGE/NUTRITION (State FY 13/14)	370,020	128,691	35%	370,020	142,988	39%	0	(14,297)	
AGE/NUTRITION TOTAL	667,523	128,691	17%	667,523	142,988	21%	0	(14,297)	0
WATERSHED SERVICES	49,314	31,676	64%	49,314	8,664	18%	0	23,012	
ECONOMIC DEVELOPMENT DIST	109,800	67,228	61%	109,800	44,943	41%	0	22,285	
WEATHER (non-grant)	0	33,093		0	150		0	32,943	
WEATHER (State FY12/13)	800,000	0	0%	800,000	0	0%	0	0	
WEATHER (State FY13/14)	800,000	499,588	62%	800,000	503,864	63%	0	(4,276)	
ENERGY MANAGEMENT TOTAL	1,600,000	532,681	31%	1,600,000	504,014	32%	0	28,667	0
REGIONAL TRANSPORTATION CC	206,891	163,346	79%	206,891	140,331	68%	0	23,014	
Other COG Programs									
HOMELAND SECURITY	446,790	112,908	25%	446,790	114,851	26%	0	(1,942)	
CO BARK BEETLE COOPERATIVE	23,965	7,918	33%	23,965	1,650	7%	0	6,268	
CARO	34,556	4,968	14%	34,556	4,968	14%	0	0	
CO HEALTH FOUNDATION	0	7,654		0	7,696		0	(41)	
NWCCoG FOUNDATION	105,000	515	0%	105,000	536	1%	0	(21)	
Total COG Program Funds	4,069,530	1,481,827	36%	3,990,023	1,210,249	30%	79,507	271,578	22,500
EXTERNAL PROGRAM FUNDS									
WATER QUALITY/QUANTITY	163,510	152,782	93%	163,510	53,180	33%	0	99,602	\$124,930
Q/Q CW/CB Grant	0	8,410		0	0		0	8,410	\$0
SWQC	56,170	29,454	52%	56,170	11,160	20%	0	18,294	0
Total External Program Funds	219,680	190,646	87%	219,680	64,340	29%	0	126,306	124,930
Total Program Funds	4,289,210	1,672,473	39%	4,209,703	1,274,589	30%	79,507	397,884	147,430
INTERNAL SERVICE FUNDS									
INDIRECT	139,349	48,220	35%	139,349	44,772	32%	0	3,447	4,041
COG BUILDING FUND	75,648	25,216	33%	75,648	22,121	29%	0	3,095	8,828
COPIER POOL	18,000	4,522	25%	18,000	4,626	26%	0	(104)	(4,488)
MOTOR POOL	36,000	13,083	36%	36,000	5,962	17%	0	7,121	40,571
Total Service Funds	268,997	91,041	34%	268,997	77,481	29%	0	13,560	48,952
REGIONAL LOAN FUND	583,730	2,682	0%	583,730	29,276	5%	0	(26,594)	247,927
COG FUNDS Subtotal	5,141,937	1,766,196	34%	5,062,430	1,381,346	27%	79,507	384,850	444,309

Northwest Colorado Council of Governments
Balance Sheet
As of April 30, 2014

	Apr 30, 14
ASSETS	
Current Assets	
Checking/Savings	1,303,755.65
Accounts Receivable	668,042.38
Other Current Assets	723,891.35
Total Current Assets	2,695,689.38
Fixed Assets	1,037,622.00
TOTAL ASSETS	3,733,311.38
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	114,446.96
Credit Cards	6,321.12
Other Current Liabilities	1,258,796.54
Total Current Liabilities	1,379,564.62
Long Term Liabilities	748,139.23
Total Liabilities	2,127,703.85
Equity	1,605,607.53
TOTAL LIABILITIES & EQUITY	3,733,311.38

Date	Num	Name	Memo	Credit
03/01/2014	60882	BHW Associates	Split building expenses	2,575.00
03/01/2014	60883	Enterprise Commercial Centerl Condo Assoc	Split building expenses	1,390.57
03/01/2014	60884	Four Sprys Investments	WX	926.48
03/03/2014	60880	County Health Pool	Split health insurance	25,637.18
03/03/2014	60881	Cuna Mutual Group-LTD	Split LTD insurance	1,149.97
03/03/2014	debit	1st Bank Checking	Credit Card Fees	84.95
03/04/2014	60885	Family Support Registry	Garnishments payable	181.00
03/04/2014	60886	Lane Wyatt, Inc	QQ	5,551.15
03/05/2014	EFT	Colorado Department of Revenue	Split payroll taxes	1,654.00
03/05/2014	EFTPS	US Treasury	Split payroll taxes	6,685.24
03/05/2014	Debit	Employee Benefits Corporation	Split flex spending	397.33
03/05/2014	ETF	CCOERA	Split retirement	12,237.28
03/05/2014	ETF	CCOERA	Split retirement	1,908.32
03/05/2014	4011	NWCCOG	NLF	12,615.52
03/12/2014	60887	Mountain Heating, Inc.	WX	3,500.00
03/12/2014	60888	Pinnacol Assurance	Split workers comp insurance	4,822.00
03/13/2014	60889	Best Western	WX	332.00
03/13/2014	60890	Blue Moon Bakery	CBBC	320.00
03/13/2014	60891	Century Link	WX	175.31
03/13/2014	60892	Erin Fisher-vendor	Travel	146.33
03/13/2014	60893	Federal Express{vendor}	Split	64.15
03/13/2014	60894	Infinite	Split conference calls	81.30
03/13/2014	60895	Language Line Services	NOA	5.81
03/13/2014	60896	North Star Consulting Group	RB	1,460.00
03/13/2014	60897	Quill Corporation	Split office supplies	553.12
03/13/2014	60898	Roaring Fork Business Resource Center	EDD	210.00
03/13/2014	60899	Roberta Traverso Mooney	QQ	500.00
03/13/2014	60900	Sullivan Green Seavy, LLC	QQ	3,650.00
03/13/2014	60901	Summit Bookkeeping & Payroll, Inc	Split financial services	182.66
03/13/2014	60902	Summit Car Clinic	Split motor pool	91.45
03/13/2014	60903	Susan Juergensmeier (vendor)	Travel expenses	161.28
03/13/2014	60904	Team Clean	Split office cleaning	177.08
03/13/2014	60905	The Summit Recycler, Inc	Split office recycling	50.00
03/13/2014	60906	US Bancorp Equipment Finance, Inc.	Split copier	946.95
03/13/2014	60907	Verizon Wireless Services	Split cell phones	295.11
03/13/2014	60908	X-cel Energy	WX	216.84
03/14/2014	60909	American Pride Electric, LLC	WX	131.75
03/14/2014	60910	Bacharach Inc	WX	255.00
03/14/2014	60911	Columbia Industries, Inc.	WX	375.35
03/14/2014	60912	Eagle Rock Supply Co	WX	1,206.00
03/14/2014	60913	Ferguson Enterprises Inc #109	WX	129.92
03/14/2014	60914	Hylton Lumber Co	WX	44.34
03/14/2014	60915	Masterworks Mechanical Inc	WX	42.50
03/14/2014	60916	Mr T Hardware & Building Supply	WX	15.59
03/14/2014	60917	Positive Energy	WX	310.26

03/14/2014	60918	Samuelson Hardware -2 Meeker	WX	40.12
03/14/2014	60919	Samuelson Hardware -9 Craig	WX	165.28
03/14/2014	60920	Sanders True Value	WX	31.57
03/14/2014	60921	Sundance Plumbing & Heating, LLC	WX	432.74
03/14/2014	60922	Tool & Anchor Supply Inc.	WX	510.07
03/14/2014	60923	Whirlpool Contract/Retail	WX	1,554.00
03/15/2014	DD	1st Bank Direct Deposit	Split payroll	41,079.66
03/18/2014	60924	Family Support Registry	Garnishments payable	181.00
03/20/2014	Debit	Employee Benefits Corporation	Split flex spending	397.33
03/21/2014	EFTPS	US Treasury	Split payroll taxes	6,785.08
03/21/2014	EFT	Colorado Department of Revenue	Split payroll taxes	1,676.00
03/21/2014	60925	Consortium for Older Adult Wellness	AAAA	417.00
03/21/2014	60926	Grand County Council on Aging	AAAA	2,511.70
03/21/2014	60927	Grand County Government	AAAA	1,529.00
03/21/2014	60928	Grand County Rural Health Network	AAAA	1,350.00
03/21/2014	60929	Hagen, Betty	AAAA	125.00
03/21/2014	60930	Hendershott, Melaine	AAAA	470.00
03/21/2014	60931	Jackson County Council on Aging	AAAA	2,582.65
03/21/2014	60932	Marge Spruit	AAAA	50.00
03/21/2014	60933	Mitch Ringquist	AAAA	100.00
03/21/2014	60934	NW Legal Services	AAAA	886.30
03/21/2014	60935	Pitkin County Senior Services	AAAA	8,618.67
03/21/2014	60936	Summit County Seniors Services	AAAA	2,265.00
03/21/2014	60937	Tina Wells	AAAA	119.85
03/21/2014	60938	Eagle Co Health & Human Services	AAAA	7,505.69
03/21/2014	60939	Eagle Co Health & Human Services	AAAA	4,273.08
03/26/2014	60940	1st Bank Credit Card - COG	Split	2,600.06
03/26/2014	60942	1st Bank Credit Card - WX GEO	WX	7,011.46
03/27/2014	60943	Alpine PC	Split	619.85
03/27/2014	60944	Anthony's of Frisco Inc	Split printing services	158.00
03/27/2014	60945	Black Diamond Gourmet	Split cater	928.00
03/27/2014	60946	Century Link	Split	490.70
03/27/2014	60947	CML	RB	375.00
03/27/2014	60948	Colorado Humanities	QQ	1,500.00
03/27/2014	60949	Comcast	WX	130.63
03/27/2014	60950	Employee Benefits Corporation	Split flex spending	31.50
03/27/2014	60951	First Call Communications	WX	96.00
03/27/2014	60952	Independent Business Specialists	EDA	835.50
03/27/2014	60953	Motus Design Group, LLC	EDA	525.00
03/27/2014	60956	OHLvey	RB - Broadband	910.00
03/27/2014	60957	Pikes Peak Area Council of Govt.	CARO	1,342.71
03/27/2014	60958	Pitney Bowes	Split postage meter	130.00
03/27/2014	60959	Quill Corporation	Split office supplies	95.13
03/27/2014	60960	Roaring Fork Business Resource Center	EDD	227.50
03/27/2014	60961	Summit Bookkeeping & Payroll, Inc	Split financial services	6,206.33
03/27/2014	60962	Summit Car Clinic	Split motor pool/WX	68.00
03/27/2014	60963	Unleaded Software	EDA	195.00

03/27/2014	60964	Verizon Wireless Services	Split cell phones	214.50
03/27/2014	60965	Victoria Jarvis	QQ	5,496.50
03/27/2014	60966	Wex Bank	Split fleet fuel cards	5,083.41
03/27/2014	60967	X-cel Energy	WX	22.48
03/27/2014	60970	City of Leadville-vendor	WX	66.20
03/27/2014	60971	NWCCOG Foundation{vendor}	EDD	2,500.00
03/27/2014	60999	George T Sanders	WX	16.14
03/28/2014	60972	Columbia Industries, Inc.	WX	382.10
03/28/2014	60973	Denver Winair Co	WX	1,457.14
03/28/2014	60974	Eagle Rock Supply Co	WX	2,287.56
03/28/2014	60975	EFI	WX	584.64
03/28/2014	60976	Elmer Glass Co of Rifle Inc	WX	124.66
03/28/2014	60977	Ferguson Enterprises Inc #109	WX	84.55
03/28/2014	60978	George T Sanders	WX	26.49
03/28/2014	60980	Hagemeyer North America Inc	WX	704.41
03/28/2014	60981	HILTI INC.	WX	441.42
03/28/2014	60982	J&R Products, Inc.	WX	1,034.00
03/28/2014	60983	MD Electric Services, Inc.	WX	755.00
03/28/2014	60984	Mountain Heating, Inc.	WX	125.00
03/28/2014	60985	Mr T Hardware & Building Supply	WX	301.37
03/28/2014	60986	New Electric Inc.	WX	308.00
03/28/2014	60987	Positive Energy	WX	711.43
03/28/2014	60988	RIS - Denver	WX	8,400.00
03/28/2014	60989	Samuelson Hardware -9 Craig	WX	271.13
03/28/2014	60990	Sanders True Value	WX	97.68
03/28/2014	60991	Valley Lumber Co	WX	146.40
03/28/2014	60992	Verizon Wireless Services	WX	295.16
03/28/2014	60993	Westland Distributing Group	WX	1,715.95
03/28/2014	60994	Whirlpool Contract/Retail	WX	716.00
03/28/2014	60995	Whole Energy & Hardware	WX	1,244.16
03/31/2014	DD	1st Bank Direct Deposit	Split payroll	43,562.99
03/31/2014			Service Charge	106.46

Date	Num	Name	Memo	Credit
04/01/2014	60968	County Health Pool	Split health insurance	25,637.18
04/01/2014	60969	Cuna Mutual Group-LTD	Split LTD insurance	1,126.40
04/01/2014	60996	BHW Associates	Split building expenses	2,575.00
04/01/2014	60997	Enterprise Commercial Centerl Condo Assoc	Split building expenses	1,390.57
04/01/2014	60998	Four Sprys Investments	WX	926.48
04/01/2014	Debit	Employee Benefits Corporation	Split flex spending	24.79
04/02/2014	61000	Lane Wyatt, Inc	QQ	6,865.74
04/02/2014	61001	TDS Consulting Inc	QQ	622.40
04/02/2014	61002	Family Support Registry	Garnishments Payable	181.00
04/02/2014	DEbit	CCOERA	Split retirement	12,721.04
04/02/2014	DEbit	CCOERA	Split retirement	2,197.79
04/02/2014	DEbit	CCOERA	Split retirement	200.00
04/03/2014	61003	Internal Revenue Service	NLF	850.00
04/03/2014	Debit	Employee Benefits Corporation	Split flex spending	21.60
04/04/2014	DEbit	Employee Benefits Corporation	Split flex spending	397.33
04/04/2014	EFT	Colorado Department of Revenue	Split payroll taxes	1,811.00
04/04/2014	EFTPS	US Treasury	Split payroll taxes	7,273.12
04/04/2014	61004	Costco	AAAA	150.00
04/04/2014	61005	Gilchrist Catering, Inc	AAAA	500.00
04/10/2014	61006	City of Craig{vendor}	WX	44.85
04/10/2014	61007	Town of Meeker	WX	50.00
04/10/2014	61008	Airgas	NWAHEMR	20,768.00
04/10/2014	61009	Candlewood Suites	NWAHEMR	8,232.00
04/10/2014	61010	Century Link	Split telephone	662.65
04/10/2014	61011	Colorado Mtn News Media{vendor}	C4HCO Hub	443.26
04/10/2014	61012	Cowboy and the Rose Catering LLC	NWAHEMR	5,844.00
04/10/2014	61013	Division of Oil & Public Safety	EIP	175.00
04/10/2014	61014	Erin Fisher-vendor	Travel expenses	49.62
04/10/2014	61015	Federal Express{vendor}	Split	14.19
04/10/2014	61016	Grand Junction Fire Department	NWAHEMR	20,565.66
04/10/2014	61017	Joe's Lock & Key	NLF repair file cabinet locks	100.81
04/10/2014	61018	North Star Consulting Group	RB	1,741.00
04/10/2014	61019	Quill Corporation	Split office supplies	188.95
04/10/2014	61020	Sherry Rogstad	Travel expenses	7.50
04/10/2014	61021	Sullivan Green Seavy, LLC	QQ	4,502.50
04/10/2014	61022	Summit Car Clinic	Split motor pool	65.50
04/10/2014	61023	Team Clean	Split office cleaning	177.08
04/10/2014	61024	Town of Vail{vendor}	NWAHEMR	28,733.00
04/10/2014	61025	US Bancorp Equipment Finance, Inc.	Split copier	946.95
04/10/2014	61026	X-cel Energy	WX	166.72
04/10/2014	61028	ZM Consulting, Inc	QQ	1,350.00
04/14/2014	4012	NWCCOG	NLF	6,913.79
04/15/2014	61029	Town of Silt{vendor}	WX	57.32
04/15/2014	DD	1st Bank Direct Deposit	Split payroll	43,764.77
04/16/2014	61030	1st Bank Credit Card - WX GEO	WX	13,423.39

04/16/2014	61031	American Pride Electric, LLC	WX	79.00
04/16/2014	61032	California Contractors Supplies Inc	WX	4,146.20
04/16/2014	61033	Colorado Hazard Control	WX	3,469.00
04/16/2014	61034	Columbia Industries, Inc.	WX	112.50
04/16/2014	61035	Denver Winair Co	WX	94.02
04/16/2014	61036	Division 7	WX	40.00
04/16/2014	61037	Eagle Rock Supply Co	WX	733.00
04/16/2014	61038	Ferguson Enterprises Inc #109	WX	2,843.37
04/16/2014	61039	George T Sanders	WX	16.77
04/16/2014	61040	Grand Junction Winair Co	WX	1,311.53
04/16/2014	61041	Greer's Appliance Center	WX	309.00
04/16/2014	61042	Hagemeyer North America Inc	WX	82.22
04/16/2014	61043	Heritage Building & Home Ctr	WX	123.00
04/16/2014	61044	Hylton Lumber Co	WX	175.25
04/16/2014	61045	MD Electric Services, Inc.	WX	320.00
04/16/2014	61046	Moffat County Building Department	WX	70.50
04/16/2014	61047	Mr T Hardware & Building Supply	WX	137.57
04/16/2014	61048	New Electric Inc.	WX	472.10
04/16/2014	61049	Positive Energy	WX	414.33
04/16/2014	61050	Sanders True Value	WX	24.27
04/16/2014	61051	Valley Lumber Co	WX	6.74
04/16/2014	61052	Westland Distributing Group	WX	3,931.83
04/16/2014	61053	Whirlpool Contract/Retail	WX	1,966.00
04/17/2014	61054	Family Support Registry	Garnishments Payable	181.00
04/18/2014	Debit	Employee Benefits Corporation	Split flex spending	397.33
04/18/2014	EFTPS	US Treasury	Split payroll taxes	7,247.60
04/18/2014	ETF	Colorado Department of Revenue	Split payroll taxes	1,799.00
04/22/2014	61055	Eagle Co Health & Human Services	AAAA	5,039.63
04/22/2014	61056	Eagle Family Dentistry	AAAA	449.00
04/22/2014	61057	Erin Fisher-vendor	Travel expenses	38.19
04/22/2014	61058	Foods of Vail-Home Catering Inc	AAAA RAC Catering	258.75
04/22/2014	61059	Geni Garcia	AAAA	560.00
04/22/2014	61060	Grand County Council on Aging	AAAA	2,551.67
04/22/2014	61061	Grand County Government	AAAA	6,210.00
04/22/2014	61062	Grand County Rural Health Network	AAAA	350.00
04/22/2014	61063	Hagen, Betty	AAAA	120.68
04/22/2014	61064	Hendershott, Melaine	AAAA	540.00
04/22/2014	61065	Jackson County Council on Aging	AAAA	4,388.00
04/22/2014	61066	Jean Hammes	Travel expenses	196.13
04/22/2014	61067	LeeAnna Salazar	AAAA	400.00
04/22/2014	61068	Nolan, Pat	AAAA	1,200.00
04/22/2014	61069	NW Legal Services	AAAA	1,179.50
04/22/2014	61070	Pitkin County Senior Services	AAAA	5,967.00
04/22/2014	61071	Sharon Randoph	AAAA	1,000.00
04/22/2014	61072	Snowmass Village Dental	AAAA	500.00
04/22/2014	61073	Summit County Seniors Services	AAAA	2,445.00
04/23/2014	61074	Colorado Department of Revenue	Split payroll taxes	84.00

04/24/2014	61076	1st Bank Credit Card - COG	Split	5,245.87
04/24/2014	61077	Anita Cameron - vendor	NLF	709.66
04/24/2014	61078	Bornholdt, Chris	NWAHEMR	86.67
04/24/2014	61079	Employee Benefits Corporation	Split flex spending	31.50
04/24/2014	61080	First Call Communications	Split telephone	202.04
04/24/2014	61081	Flory Ventures Inc	GIS	4,000.00
04/24/2014	61082	Garfield County SO	NWAHEMR	196.00
04/24/2014	61083	Heritage Title Company, Inc.	NLF	30.00
04/24/2014	61084	Independent Business Specialists	EDA	962.25
04/24/2014	61085	Infinite	Split conference calls	79.19
04/24/2014	61086	Lunney, Rachel	EDD	150.93
04/24/2014	61087	Mesa County	NWAHEMR	233.79
04/24/2014	61088	Motus Design Group, LLC	EDA	540.75
04/24/2014	61089	Mountain States	RB	179.00
04/24/2014	61090	Pikes Peak Area Council of Govt.	CARO	1,395.75
04/24/2014	61091	Pitney Bowes	Split postage meter	130.00
04/24/2014	61092	Quill Corporation	Split office supplies	503.25
04/24/2014	61093	RouteMatch Software	RTCC	2,968.58
04/24/2014	61094	Summit Bookkeeping & Payroll, Inc	Split financial services	6,206.33
04/24/2014	61095	Sundance Plumbing & Heating, LLC	NWCCOG Building	625.87
04/24/2014	61096	Susan Juergensmeier (vendor)	Travel expenses	99.00
04/24/2014	61097	The Summit Recycler, Inc	Split office recycling	50.00
04/24/2014	61098	TJ Dufresne- Vendor	Travel expenses	27.04
04/24/2014	61099	Verizon Wireless Services	Split cell phones	217.81
04/24/2014	61100	Victoria Jarvis	QQ	5,284.50
04/24/2014	61101	Wex Bank	Split fleet fuel cards	6,667.09
04/24/2014	61102	X-cel Energy	WX	20.50
04/24/2014	EFT	Pitney Bowes	Split postage meter	1,000.00
04/30/2014	eft	Colorado State Treasurer	Split Unemployment	891.80
04/30/2014	61108	1st Class Auto Glass LLC	WX	440.00
04/30/2014	61109	Anthony's of Frisco Inc	WX	611.00
04/30/2014	61110	C.R. Laurence	WX	1,486.79
04/30/2014	61111	Century Link	WX	175.69
04/30/2014	61112	Columbia Industries, Inc.	WX	509.60
04/30/2014	61113	Ferguson Enterprises Inc #109	WX	132.22
04/30/2014	61114	Grand Junction Winair Co	WX	2,336.45
04/30/2014	61115	Greer's Appliance Center	WX	309.00
04/30/2014	61116	Hylton Lumber Co	WX	10.74
04/30/2014	61117	J&R Products, Inc.	WX	1,166.00
04/30/2014	61118	MD Electric Services, Inc.	WX	360.00
04/30/2014	61119	Mountain Heating, Inc.	WX	2,427.30
04/30/2014	61120	Mr T Hardware & Building Supply	WX	255.89
04/30/2014	61121	Sanders True Value	WX	8.14
04/30/2014	61122	Summit Car Clinic	WX	165.49
04/30/2014	61123	Valley Lumber Co	WX	174.18
04/30/2014	61124	Verizon Wireless Services	WX	295.29
04/30/2014	61125	Westland Distributing Group	WX	1,548.94

04/30/2014	61126	Whirlpool Contract/Retail	WX	740.00
04/30/2014	61127	First Call Communications	Split telephone	96.00
04/30/2014	DD	1st Bank Direct Deposit	Split payroll	42,576.32

	Loan Date	Original Amount	Current Balance	Original Term	Payment Plan	Last Paid Date	Principle Reduction - Last Pmt	Maturity	Rate	Personal Guaranty	Collateral	Comments	Grade	ALL Reserve %	ALL Reserve Amount
1	9/18/2007	\$30,000	\$34	60 mo. \$1,136.97	\$1200 mo	1/10/14	\$2,292	9/15/2012	5.25%	Megan & Corey	Small Kitchen Equip. & 2000 Volvo No title in file	\$33.78 to pay off.	Satisfactory	1%	\$0.34
2	11/25/2010	\$20,000	\$22,127	60 mo.	\$400 mo.	4/21/14	\$302	7/10/2016	5.25%	Dina & Stacy	2nd DOT behind \$160k	Pay regularly. Note says \$397.21.	Satisfactory	1%	\$221.27
3	6/7/2002	\$15,000	\$4,102*	invoice \$500 mo.	\$500 mo.	1/6/14	\$350		6.75%		None	Pays randomly. Business closed. No Note or Security Agmt. in file. Oct. 2012 asked to be invoiced \$500 mo.	Substandard	30%	\$1,230.63
4	9/15/2008	\$100,000	\$32,035	60 mo \$1933/mo	\$600 mo.	4/21/14	\$10,450	8/15/2013	6.00%	Dan and Jim	2nd on Business Assets and 2nd DOT behind \$340k	2014 to pay \$10k/mo. to payout (apx. Aug.), then fully bankable. A Success! UCC recorded behind Centennial Bank LOC. Have \$350k LOC at CO Biz Bank.	Satisfactory	1%	\$320.35
5	4/9/2008	\$25,000	\$23,214	24 mo. \$1259.86	\$300 mo.	1/23/14	\$178	3/15/2010	6.25%	January & Anthony	2000 Subaru, 2002 Dodge pledged but no titles	Pays regularly. Construction related business hit hard by recession. Owner has survived cancer/working full time and biz beginning to come back.	Substandard	30%	\$6,964.06
			\$81,511												\$8,737

**Northwest Colorado Council of Governments
Budget vs Actual - 8800 - Northwest Loan Fund**

April 2014

	Apr 14	Budget	% of Budget	Jan - Apr 14	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
4770 · Loan Recovery	322.16	0.00	100.0%	644.32	0.00	100.0%	0.00
4000 · Grant Income							
4200 · State Grant Income	0.00	41,566.67	0.0%	0.00	166,266.64	0.0%	498,800.00
Total 4000 · Grant Income	0.00	41,566.67	0.0%	0.00	166,266.64	0.0%	498,800.00
4710 · Interest Earnings	0.00	0.00	0.0%	17.68	0.00	100.0%	0.00
4720 · Revolved Interest							
4721 · Loans made prior to 12/31/13	370.42			2,020.20			
4720 · Revolved Interest - Other	0.00	1,458.33	0.0%	0.00	5,833.36	0.0%	17,500.00
Total 4720 · Revolved Interest	370.42	1,458.33	25.4%	2,020.20	5,833.36	34.6%	17,500.00
4730 · Origination Fee	0.00	583.33	0.0%	0.00	2,333.36	0.0%	7,000.00
Total Income	692.58	43,608.33	1.6%	2,682.20	174,433.36	1.5%	523,300.00
Gross Profit	692.58	43,608.33	1.6%	2,682.20	174,433.36	1.5%	523,300.00
Expense							
6940 · Closing Costs	41.00			41.00			
6100 · Payroll Expenses							
6112 · Program Director	4,524.00	5,083.33	89.0%	18,096.00	20,333.36	89.0%	61,000.00
6210 · Taxes & Benefits	1,062.97	1,103.50	96.3%	4,244.68	4,414.00	96.2%	13,242.00
Total 6100 · Payroll Expenses	5,586.97	6,186.83	90.3%	22,340.68	24,747.36	90.3%	74,242.00
6520 · Outside Contract							
6421 · Fiscal Assistant Expense	175.00	166.67	105.0%	700.00	666.64	105.0%	2,000.00
6510 · Contractor	0.00	0.00	0.0%	225.00	0.00	100.0%	0.00
Total 6520 · Outside Contract	175.00	166.67	105.0%	925.00	666.64	138.8%	2,000.00
6610 · Office Supplies	74.17	62.50	118.7%	307.07	250.00	122.8%	750.00
6620 · Bank Charges	0.00	4.17	0.0%	0.00	16.64	0.0%	50.00
6640 · Postage	9.12	12.50	73.0%	11.23	50.00	22.5%	150.00
6650 · Printing & Publications	0.00	8.33	0.0%	0.00	33.36	0.0%	100.00
6680 · Dues & Subscriptions	954.99	0.00	100.0%	1,301.96	0.00	100.0%	0.00
6690 · Copier Expense	15.25	62.50	24.4%	183.34	250.00	73.3%	750.00
6720 · Rent & Utilities	195.36	181.50	107.6%	781.44	726.00	107.6%	2,178.00
6730 · Telephone Expense	59.40	70.83	83.9%	243.70	283.36	86.0%	850.00
6740 · Repair & Maintenance	100.81			100.81			
7130 · Travel & Meeting	1,098.74	696.42	157.8%	1,915.95	2,785.64	68.8%	8,357.00
7150 · Training & Technical Assistance	0.00	41.67	0.0%	0.00	166.64	0.0%	500.00
7320 · Pass-Through Funds	0.00	35,833.33	0.0%	0.00	143,333.36	0.0%	430,000.00
7910 · Indirect Cost Allocation	281.05	281.08	100.0%	1,124.20	1,124.36	100.0%	3,373.00
Total Expense	8,591.86	43,608.33	19.7%	29,276.38	174,433.36	16.8%	523,300.00
Net Ordinary Income	-7,899.28	0.00	100.0%	-26,594.18	0.00	100.0%	0.00
Net Income	-7,899.28	0.00	100.0%	-26,594.18	0.00	100.0%	0.00

Northwest Colorado Council of Governments
Balance Sheet by Class -8800- Northwest Loan Fund
As of April 30, 2014

	<u>8800- Northwest Loan Fund</u>	<u>TOTAL</u>
ASSETS		
Current Assets		
Checking/Savings		
1015 · NLF 1st Bank Checking	158,008.87	158,008.87
Total Checking/Savings	<u>158,008.87</u>	<u>158,008.87</u>
Accounts Receivable		
1115 · NLF Loan Receivable	81,510.92	81,510.92
Total Accounts Receivable	<u>81,510.92</u>	<u>81,510.92</u>
Other Current Assets		
1315 · NLF - Allowance for Loan Loss	-9,595.00	-9,595.00
Total Other Current Assets	<u>-9,595.00</u>	<u>-9,595.00</u>
Total Current Assets	<u>229,924.79</u>	<u>229,924.79</u>
TOTAL ASSETS	<u>229,924.79</u>	<u>229,924.79</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities	8,591.86	8,591.86
Total Liabilities	<u>8,591.86</u>	<u>8,591.86</u>
Equity		
3000 · Fund Balance	290,863.49	290,863.49
3900 · Retained Earnings	-42,936.38	-42,936.38
Net Income	-26,594.18	-26,594.18
Total Equity	<u>221,332.93</u>	<u>221,332.93</u>
TOTAL LIABILITIES & EQUITY	<u>229,924.79</u>	<u>229,924.79</u>



POLICIES AND PROCEDURES

DESCRIPTION: Purchasing Policy

Date Adopted: October 27, 2011

Date Revised:

Author:

PSC

Revision Number:

01

POLICY:

This policy shall govern purchasing for all NWCCOG programs where the NWCCOG is the fiscal agent, unless the granting or donor authority requires the use of a more restrictive policy, which shall prevail.

GENERAL APPROACH

- The Northwest Colorado Council of Governments (NWCCOG) shall act with good judgment, complying with the purchasing-related laws
- The NWCCOG shall fulfill its agreements with suppliers and other business partners in good faith when purchasing.
- The NWCCOG understands the significance of information it obtains through trade and keeps such information confidential.
- The NWCCOG shall perform purchasing using fair, open, transparent and simple procedures.
- NWCCOG may renew service contracts annually for up to three years without repeating the bidding process if the vendor is agreeable to maintaining their rate for each renewal.

PURCHASING GUIDELINES AND LIMITS

- Whenever possible, verbal quotes should be gotten from several vendors for purchases.
- For purchases over \$5,000, written quotations must be received.
- For purchases over \$20,000, written Requests of Proposals or Bids must be used.

- The use of one of the Colorado State Purchasing Contracts may be used in place of quotes or written specifications.

Sole Source Basis

NWCCOG reserves the right to award purchase orders, consultant agreements, or project contracts on a sole source basis when there is a predominate capability, significant prior knowledge of NWCCOG's programs and program philosophy, having completed similar assignments successfully and timely. A written justification will be prepared and kept on file for any sole source procurement.

CONFLICT OF INTEREST

NWCCOG requires full and open disclosure when dealing with procurement. As such, NWCCOG employees and members of the Council must avoid strictly any conflict of interest or the appearance of a conflict of interest. NWCCOG employees and the Board of Directors must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. If there is the slightest doubt as to the propriety of a procurement action, then the Executive Director should be contacted immediately.

Formal Solicitation

A formal solicitation must be conducted for each procurement greater than (or equal to) \$20,000. This solicitation will be performed in accordance with the following steps:

1. Bidders' List. NWCCOG will prepare and maintain an up-to-date list of qualified and capable individuals and contractors throughout Region. The bidders' list is maintained in the NWCCOG main office and will be updated on a frequent and regular basis as additional firms submit qualifications and expressions of interest.
2. Prepare Request for Proposals (RFPs): Upon approval by the Board of Directors, the Executive Director shall prepare RFPs in consultation with the appropriate NWCCOG Committee and the Project Team. Each RFP will contain the following information:
 - brief statement of purpose or intent
 - clear statement of the products or services required in sufficient detail to allow the preparation of a responsive bid
 - clear statement that the contracting agency will be NWCCOG;
 - date and time by which proposals must be returned;
 - evaluation criteria; and
 - any other information which it may be necessary or desirable to provide
3. Distribute RFP's: All RFP's shall be placed on the NWCCOG website. It shall be at the discretion of the Executive Director as to whether to distribute the RFP's to a known bidder's list or to advertise to the general public in a newspaper(s) of general circulation.

4. Evaluation of Responses: Evaluation and vendor selection shall be made the Executive Director or his designee. Documentation of the evaluation shall be maintained with the RFP documents for the period designated.
5. Contract or Purchase Agreement shall be completed upon acceptance of terms and conditions by both the successful Vendor and NWCCOG.

NWCCOG WEATHERIZATION PURCHASING POLICY

THIS DOCUMENT WILL DESCRIBE THE NWCCOG WEATHERIZATION PROGRAM'S PURCHASING AND PROCUREMENT POLICY.

Appropriate procurement methods shall be used for the purchase or procurement of all goods and services used in the Weatherization Program. These methods shall comply with NWCCOG, Colorado, and federal requirements. The NWCCOG Employee Handbook Conflict of Interest policy provides standards of conduct for all employees that shall be followed at all times.

All subcontractors to the Weatherization Program will sign written contracts with NWCCOG. Contracts will describe the terms and conditions of performance, and include all necessary laws and regulations. Contracts shall be reviewed and modified by NWCCOG's attorney every three (3) years, or more often if conditions or laws change that require contract revisions or updates. All subcontractor work must pass NWCCOG inspection before payment is made. Proof of applicable insurance(s) shall be obtained from the subcontractor prior to being assigned any work.

NWCCOG may renew service contracts annually for up to three years without repeating the bidding process if the vendor is agreeable to maintaining their rate for each renewal.

Vendor Agreement Letters will be used for purchase of materials or goods where a formal written procurement process was utilized, effective July 1, 2010. Vendor agreement letters shall set forth the terms and conditions covering purchases from the vendor by NWCCOG, and shall include the agreed upon price(s) for item(s) accepted for purchase by NWCCOG.

1. GUIDELINES FOR TYPES OF PROCUREMENTS

A. For any purchase made through a vendor on the State of Colorado Division of Purchasing's list of "Current Price Agreements" (a.k.a. 'State Bid List') or the Western States Contracting Alliance (WSCA), no other quotes or bids are required. Purchases may be initiated, following approval by the Energy Management Director, upon finding the goods or services available through the Division of Purchasing or WSCA. All vehicle purchases must also receive prior written approval from the Colorado Governor's Energy Office (GEO). Vehicle purchases must also receive prior approval from the United States Department of Energy (DOE), either by inclusion in NWCCOG's annual proposal to GEO and receiving subsequent approval via their inclusion in the DOE-approved Colorado State Plan, or via specific written authorization from DOE if the vehicle was not included and approved in NWCCOG's proposal and the Colorado State Plan.

- B. For purchases not meeting the requirements of A. above, written quotes are not required for purchases of less than \$20,000. Informal quotes may be obtained but must be documented by NWCCOG, and a copy of all such documentation shall be kept as part of the procurement records for that program fiscal year. Documentation such as the document ‘Telephone Quotation’ shall be used by NWCCOG personnel receiving quotations; alternate forms of documentation may be utilized at the direction of the Energy Management Director.
- C. For purchases of goods or services more than \$20,000, a formal bidding process including written bids shall be followed. At the discretion of the Energy Management Director, purchases of goods or services less than \$20,000 may also follow a formal bidding process including written bids if, in the determination of the Energy Management Director, such process will increase NWCCOG’s efficiency or result in cost savings that would not be possible in the absence of a formal bidding process.
- D. Noncompetitive, or ‘sole source’ bidding, is only allowable upon the approval of the NWCCOG Executive Director. Sole Source bidding is defined as occurring when only one source is solicited for goods or services; receipt of only one bid or one responsive bid in response to a solicitation shall not be defined as sole source unless only one source was solicited. A responsive bidder is defined as a bidder who meets all the requirements identified in the bid package. Sole source bidding is utilized in circumstances including, but not limited to: when the product or service is only available from a single source; emergency situations; product or fleet compatibility; awarding agency authorized sole source procurement.
- E. For small purchases (generally up to \$500), Weatherization personnel are authorized and required to initiate said small purchases following the guidelines issued in the document entitled “Small Purchase Policy,” included as a part of this policy. The Small Purchase Policy details what types of purchases are covered, and where and how to initiate covered purchases, and includes guidelines and specifications that must be adhered to by the initiator of a small purchase.

2. PROCEDURES FOR PROCUREMENTS

- A. All purchases meeting the guidelines of A. above, shall be made via a Purchase Order to the vendor. Purchases shall only be made after the approval (written or verbal) of the Energy Management Director.
- B. Purchases meeting the requirements of B. above shall be initiated via a Purchase Order, following the approval (written or verbal) of the Energy Management Director.

C. For purchases meeting the requirements of C. above, no purchases shall be made or initiated unless and until a formal bidding process has been completed. In a formal bidding process, the Energy Management Director (or their designee familiar with an item being procured) shall prepare bidding documents that all bidders must use to submit their pricing proposals. Bidding documents will describe the scope of work, and list any required specifications for materials or services to be obtained. All bidding documents shall be reviewed at least annually for appropriateness, compliance with current GEO program regulations and standards, and current market conditions. Bidding documents shall describe the goods or services desired for purchase, and list payment procedures that the vendor will experience. Bidding documents shall clearly display the due date for the receipt of all bids/proposals. Bidding documents shall include pertinent information such as Davis-Bacon requirements, applicable GEO regulations, local/state/federal law, etc. An appeals process shall be available, and shall be described in each formal solicitation for goods or services.

Awards shall generally be made to the lowest cost responsive bidder, including all factors such as minimum purchase required, freight costs, and delivery schedules.

Free and open competition will be utilized to the maximum extent possible. Bidding documents shall be made available as widely as practicable, using information to identify prospective bidders such as: past bidders; yellow pages; newspaper advertising; trade publications and journals; building department lists of licensed contractors; media events or articles designed to increase exposure and competition; referrals; internet searches; lists maintained of entities indicating their interest in bidding during off-cycles; other methods as identified by NWCCOG (not all methods will necessarily be utilized for every bid).

All bids shall be kept in a secure location *in the NWCCOG Silverthorne office* until the time and date of opening. *Following the bid opening, all bids shall be stored in a secure location in the NWCCOG Silverthorne office.* All records shall be stored and maintained by NWCCOG for a period of *six (6)* years after the date NWCCOG's final fiscal report for the fiscal year in which any purchases occur is accepted by GEO.

Bids will be opened and logged in by a committee consisting of the Energy Management Director and one additional member of the Weatherization staff to ensure accuracy and that all bids and prices are accurately and properly recorded on scoring spreadsheets. The NWCCOG Executive Director shall make all decisions regarding acceptance of winning bids or proposals, notwithstanding that the Executive Director may seek technical support or information from the Weatherization Field Supervisor, the Energy Management Director, other members of the Weatherization staff, or others.

All vendors and contractors shall be selected by the NWCCOG Executive Director. Successful vendors shall be notified, and shall sign a written subcontract or Vendor Agreement Letter as appropriate with NWCCOG prior to being assigned any purchase orders, work orders, or monies.

- D. Noncompetitive or sole source purchases are rare, and require the approval of the NWCCOG Executive Director. When conducting sole source purchases, the Energy Management Director (or their designee familiar with an item being procured) shall obtain bids or quotations in accordance with the Weatherization Purchasing Policy. The specific method or style of procurement will be determined through an analysis of the resulting cost of the goods or services. The procurement method corresponding to the resulting cost of the goods or services shall be the procurement method selected for the noncompetitive sole source procurement. All sole source procurements exceeding \$25,000 must also receive prior written approval from GEO.
- E. Procedures to be followed by installers or staff under the Small Purchase Policy are detailed in the NWCCOG Small Purchase Policy.

3. APPEALS PROCESS

- A. NWCCOG shall offer an appeals process for all formal written bid packages. The following text describes the NWCCOG appeals process, and shall be included in all written bid packages or solicitations:

An appeals process is available. All appeals must be in writing and addressed to: NWCCOG Executive Director, PO Box 2308, Silverthorne CO 80498. Appeals must be made within 15 days of NWCCOG's decision being appealed. The NWCCOG Executive Director will issue a decision in written form within 30 days; all appeal decisions made by the Executive Director will be final.

4. ATTACHMENTS / ADDITIONAL DOCUMENTS

The following documents or policies are used in certain purchasing situations and are included herein for reference:

- A. Small Purchase Policy:

**Small Purchase Policy
NWCCOG Weatherization Program**

In the course of Weatherization work, installers must purchase some materials locally, due to lack of inventory stock, special items that are not inventoried, unusual houses or circumstances, etc. In most communities, there is only one lumberyard or hardware store. In these cases NWCCOG buys from the only available local vendor, as a roundtrip journey to a larger town with more selection or perhaps lower prices would outweigh any cost savings that might be realized.

In cases where more than one lumberyard exists in a community, such as in Steamboat Springs, our installers learn historically which lumberyard has the best prices on which items. Installers are authorized to purchase the balance of materials called for by the work order/auditor at the location that can offer the lowest overall prices. If items must be bought that are

only available at one store, installers try to purchase all the required materials at that same store, to save on the time and costs of travelling to two or three stores, writing P.O.'s at each one, the associated office and bookkeeping expenses, etc. In this way NWCCOG can get the best price for the quality, spend the minimum amount of money on materials and staff time to purchase them, and NWCCOG can get the best cost arrangement possible.

Installers are authorized to purchase items such as roof vents, crawlspace vents, vapor retarder material, fasteners of all types, small inexpensive tools, special sealants as required by the job/auditor/E\$P Standards/etc., paints or stains, and all other materials that are not maintained in NWCCOG inventory, but are necessary to complete the weatherization work at a unit. If costs will be over \$500, or if installers are not sure which vendor carries which items or which vendor can offer the best cost arrangement, they call the office for advice and to discuss how to obtain the best cost arrangement available given the circumstances of each individual situation. Installers must have prior approval (written or verbal) from the Energy Management Director to purchase over \$500 of materials on one purchase order or to purchase tools over \$100; installers must have prior written approval from the Energy Management Director to place an order for any inventory materials.



Employee Handbook

Adopted by the NWCCOG council on _____.

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IMPORTANT

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH NORTHWEST COLORADO COUNCIL OF GOVERNMENTS (NWCCOG) AND PROVIDE YOU WITH INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.

EMPLOYMENT WITH NWCCOG IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS PLEASE TALK WITH YOUR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, NWCCOG THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

I UNDERSTAND THAT NO REPRESENTATIVE OF NWCCOG, OTHER THAN THE EXECUTIVE DIRECTOR, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR.

THIS EDITION SUPERSEDES ALL PREVIOUS EDITIONS.

Equal Employment Opportunity / Unlawful Harassment

NWCCOG is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, veteran status, sexual orientation, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, NWCCOG believes it warrants separate emphasis.

NWCCOG strongly opposes sexual harassment and inappropriate sexual conduct.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- ◆ Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- ◆ Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- ◆ Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- ◆ Written form, such as cartoons, posters, calendars, notes, letters, E-mail;
- ◆ Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates;
- ◆ Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

ADA and Religious Accommodation

NWCCOG will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the organization or cause a direct threat to health and safety. Employees needing such accommodation are instructed to contact their supervisor or Human Resources immediately.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. NWCCOG expects employees to make a timely complaint to enable NWCCOG to investigate and correct any behavior which may be in violation of this policy.

Report the incident to the Executive Director or Council Chair who will investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as practicable.

If NWCCOG determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

NWCCOG prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for

making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

Anti-Violence

Employees must not engage in intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage, bullying, or any other act which in management's opinion is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

NWCCOG prohibits the possession or use of unconcealed weapons and the use of concealed weapons on Organization property, regardless of whether or not the person is licensed to carry the weapon. This guideline applies to all Organization employees, contract and temporary employees, visitors (exception: municipal, county, state or federal law enforcement officials) and customers on Organization property, regardless of whether or not they are licensed to carry a concealed weapon.

"Organization property" covered by this policy includes all Organization-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the Organization's ownership or control. This policy also applies to all Organization-owned or leased vehicles and all vehicles that come onto Organization property.

"Dangerous weapons" include, but are not limited to, handguns, firearms, explosives, and knives. If employees have a question regarding whether an item is covered by this policy, they should call the Executive Director. Employees have the responsibility to make sure that any item not specifically listed above that is possessed by the employee is not prohibited by this policy.

NWCCOG reserves the right at any time and at its discretion to search all NWCCOG owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in

violation of this policy. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives. Any employee failing or refusing to promptly permit a search under this policy will be subject to discipline up to and including a discharge.

Any behavior listed above should be immediately reported to a supervisor or Human Resources representative. Complaints will receive attention and the situation will be investigated. Based on the results of the inquiry, action will be taken which management believes is appropriate. Employees are expected to report any prohibited conduct to management. Employees should directly contact law enforcement personnel if they believe there is an imminent threat to the safety and health of employees or property.

Employee Status

Full-Time Employee:

An employee who is normally scheduled to work at least 40 hours per week. Full-time employees are currently eligible for organization benefits as outlined in this handbook.

Part-Time Employee

An employee who is normally scheduled to work less than 40 hours per week. Part-time employees are currently eligible for a level of benefits proportional to their degree of employment as follows:

0-23.9 hours a week

Retirement program participation and disability insurance.

24+ hours a week

Retirement, health, life, dental, vision, Flexible Spending Account (FSA), and disability insurance.

Temporary Employee

An employee who is hired in a job established for a temporary period, for an assignment, or for a group of assignments. Temporary employees are not eligible for participation in NWCCOG benefits other than Colorado County Officials and Employees Retirement Association (CCOERA) and those required by law.

Exempt Employee

An employee who is not eligible for overtime compensation.

Non-exempt Employee

An employee that is eligible for overtime compensation. Non-exempt employees are eligible for paid overtime at one and on-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

DRAFT

EMPLOYEE BENEFITS

Holidays

NWCCOG observes 12 holidays as days off with pay. The 12 holidays are as follows:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Colorado Day	First Monday in August
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Floating Holiday	Any day, at the discretion of the employee, with their supervisor's approval.

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is the paid day off.

Work on Holiday time is compensated at one and one-half times for non-exempt employees. Part-time employees receive holiday hours pro-rated based on the part-time hours worked.

Non-exempt employees shall not work on NWCCOG observed holidays without prior approval of their supervisor.

Annual Leave

Annual Leave can be used for vacation leave and/or sick leave. Full-time employees accrue annual leave based on the following schedule:

Annual Leave Earned Per Year	Length of Service
128 hours @ 5.34 hours per pay period	Commencing on the date of employment, continuing to the fifth anniversary of the date of employment
168 hours @ 7 hours per pay period	Commencing on the fifth anniversary of the date of employment, continuing to the tenth anniversary of the date of employment
208 hours @ 8.67 hours per pay period	Commencing on the tenth anniversary of the date of employment, continuing to the fifteenth anniversary of the date of employment
240 hours @ 10 hours per pay period	Commencing on the fifteenth anniversary of the date of employment, continuing through the remainder of employment

Use of annual leave must be scheduled in order to minimize interruptions to organizational operations and with the written authorization of your supervisor. Annual leave time will not be advanced.

Employees must give their supervisor as much advance notice as possible when they are unable to report for work due to illness. Employees are required to speak directly with their supervisor when reporting an absence due to illness. If their supervisor is not available, employees may contact the Office Manager or another Program Director in an attempt to speak to a person directly.

An employee is not eligible to have more than 240 hours of accrued annual leave at any one time. Once an employee reaches this maximum, the employee ceases accruing additional annual leave. If the employee later uses enough annual leave to fall below the maximum, the employee resumes accruing annual leave from that date forward until again reaching the maximum.

Upon termination, employees receive pay for earned unused annual leave.

Group Insurance Benefits

After 30 days of employment, full time and part time (24 hours/week minimum) employees are eligible to participate in group medical, dental, vision, life and disability insurance coverage programs beginning on the first day of the following month.

Employees are encouraged to familiarize themselves with the benefits offered by these programs. All employees receiving insurance benefits through NWCCOG will contribute a designated percentage toward the payment of their premium.

Also, NWCCOG does not pay any amount towards the insurance of an employee's spouse if their spouse is covered by insurance at their place of employment.

For further information and plan details describing insurance coverage, please contact a Human Resources representative.

LEAVES OF ABSENCE

Bereavement Leave

If there is a death in your immediate family, you are granted three paid workdays to arrange for or attend funeral services. Immediate family includes your spouse, parents, children, sisters, brothers, grandparents, grandchildren, and your mother or father-in-law.

In the event of a death of a near relative, you are allowed one paid workday to attend a funeral. Near relatives include your aunts, uncles, nieces and nephews and your spouse's grandparents, brother and sisters and other close relatives.

If you need more time off than provided through this policy, you may apply for use of annual leave.

Jury Duty

NWCCOG recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly. Employees receive regular pay for the first three days of

jury duty if they were scheduled to work and a juror service certificate is submitted. Beginning the fourth day and thereafter employees as jurors are paid \$50.00 per day by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of 10 days (80 hours). Jury duty leave beyond this time is without pay from the Company.

Family and Medical Leave Act (FMLA)

As a public sector or governmental employer, NWCCOG is covered by the federal Family Medical Leave Act (FMLA). For this reason, NWCCOG has posted an FMLA notice to employees. However, to be eligible to take FMLA leave, an employee must work at a work site with at least 50 employees within 75 miles. Because NWCCOG does not have at least 50 employees, employees are not eligible to take FMLA leave. NWCCOG does, however provide medical leave to employees as is described below.

Leave Of Absence - Medical

Requests for medical leave for an employee's illness, injury, or pregnancy disability may be considered for full-time employees providing the request is accompanied by a statement from a medical provider recommending the leave. Such certification must include the start date and anticipated return date. It is the employee's responsibility to obtain approval for a medical leave from his or her supervisor and the Executive Director.

Medical leave of absence cannot exceed the length of time equal to your service with NWCCOG, or six weeks, whichever is less. Employees who do not return from leave of absence at the expiration of their authorized leave normally will be terminated. If the employee's failure to return is due to a disability under the Americans with Disabilities Act or other law, additional accommodations may be provided. Employees must supply sufficient information from their medical provider indicating that they have a covered disability and when they can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to the employer.

Potential accommodations will be determined in an interactive process between the employee and NWCCOG.

Employees, who are on approved medical leave, currently retain their eligibility to continue participation in NWCCOG benefit programs as long as the employee continues to pay the employee's portion of the premium.

Employees who are on approved medical leave may be reinstated to a position of like status and pay if such position is available and they are qualified. However, there is no job guarantee.

All earned vacation and sick leave must be used at the beginning of the leave of absence. Vacation, sick leave, and seniority accrual is suspended until the employee returns from leave. Holidays, funeral pay, or employer's jury duty pay will not be granted during the leave.

Employees returning from medical leave are expected to provide their supervisor with a medical provider's statement attesting to the employee's fitness for work; at its option, NWCCOG may require an examination by a NWCCOG-appointed medical provider.

Part time employees are not eligible for medical leave except as required for a disability.

Military Leave

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's re-employment rights.

Voting

Voting is an important responsibility we all assume as citizens. NWCCOG encourages its employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for you to arrive late or leave work early to vote in any election, you should make arrangements with your supervisor no later than the day prior to the Election Day.

Personal Leaves of Absence

Normally, personal leaves of absence are not granted. If, on rare occasions, management deems the circumstances warrant approval, an unpaid leave for non-medical reasons would be granted for not more than 30 days.

GENERAL

Drug Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, the organization prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during organizational time or on organizational premises or at other work sites. Rational behavior is required for the safe and adequate performance of job duties. Therefore, employees are prohibited from reporting to work or being at work unfit to perform their job duties because of the apparent use of illegal drugs, controlled substances, or alcohol.

Marijuana

To prevent confusion about the use of marijuana in the State of Colorado and how it relates to your employment, NWCCOG has issued this informational guideline.

Colorado law permits properly registered patients to use marijuana for medicinal purposes without fear of criminal prosecution, so long as they abide by the State's medical marijuana laws. As a result of the 2012 General Election in November 2012, Colorado also permits adults to possess and use marijuana. Nevertheless, marijuana remains a Schedule I controlled substance under the Controlled Substances Act of 1970. As such, any use of marijuana – medical or otherwise – is against federal law.

Under NWCCOG drug policy, virtually any conduct involving illegal drugs or controlled substances, as defined by state *or* federal law, can result in disciplinary measures up to and including termination. Accordingly, an employee who tests positive for marijuana is in violation of NWCCOG's drug policy, even if the employee is exempt from criminal prosecution under Colorado law. Colorado's marijuana laws—medical and otherwise—provide employers with the right to have and enforce their drug policies with respect to marijuana.

Be advised that a positive drug test for marijuana constitutes a violation of NWCCOG drug and alcohol policy and may lead to your termination.

Inspection

NWCCOG may conduct searches after notice is given and with the employee's consent of employees' personal effects. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

We may conduct searches of the above items without employee consent if we have a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by NWCCOG and copies of those keys are kept by NWCCOG.

A Company-initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule.¹

Attendance and Punctuality

Regardless of what position you hold on our staff, your punctuality and regular attendance are essential for efficient operation of the business.

If you know in advance you are going to be unavoidably late or absent, notify your supervisor so other arrangements can be made. If you are absent without prior notice

advise your supervisor by calling their cell phone and/or their office phone as soon as possible. If their supervisor is not available, employees should contact the front office staff during business hours at 970-468-0295 or another Program Director. Employees are expected to make every effort to speak with a person directly and should leave a message only when all other alternatives have been exhausted.

If an employee fails to report to work for two consecutive days without notification to their supervisor, they will be terminated.

Discipline and Discharge

Occasionally performance or conduct falls short of our standards and/or expectations. When performance or professional conduct has been compromised, management will take appropriate action.

Disciplinary actions can range from a formal discussion with an employee about the matter to immediate discharge. Action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

Problem Solving

Employees who disagree or are dissatisfied with a NWCCOG practice should promptly discuss the matter with their immediate supervisor, where appropriate. Please use the following system for communicating concerns:

1. Discuss the situation with your supervisor within 3-5 business days.
2. If a resolution is not reached with your supervisor or if it is inappropriate to go to your supervisor, discuss the situation with your program director.
3. If the situation is not resolved, communicate the problem directly to the Executive Director.
4. If the situation is still not resolved, you may communicate the problem to the NWCCOG Executive Board. Once the situation is reviewed you will be informed of the action taken. The decision of the Executive Committee is final.

Conflict of Interest

Unless approved by Executive Committee, no employee shall engage in any activity or enterprise that is incompatible with the duties and responsibilities of the NWCCOG employment. The following are examples of activities that are a conflict of interest with NWCCOG employment:

- Any employment, activity or enterprise which involves the use of NWCCOG time, facilities, equipment, work products, supplies, prestige or influence for private gain.
- Receipt or acceptance by an employee of any money or other consideration from anyone other than NWCCOG for performance of an act or function which the employee is required or expected to render as a regular course of employment.
- If employees have any questions about this policy or possible conflicts of interest, discuss the situation with the Executive Director.

Dress

Employees are allowed freedom in selecting their work attire. However, it is very important that employees choose appropriate attire for their jobs. Dress should be consistent with good hygiene, safety and public relations.

Overtime

From time to time, your supervisor may require you to work overtime. In these instances, you are given as much advance notice as possible.

Non-exempt employees are eligible to be paid at the rate of one and one-half (1-1/2) times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday.

For purposes of calculating overtime payments, hours paid for holidays are counted as hours worked. Paid time off for jury duty, funeral leave and annual leave are not considered as hours worked. Non-exempt employees must receive the approval of their supervisor before working overtime. Working unauthorized overtime is prohibited.

Nonexempt Employees:

Compensatory time is available in lieu of paid overtime and must be approved by your supervisor. Compensatory time will accrue at one and one-half (1-1/2) hours for every one (1) hour over 40 hours worked in a work week. Nonexempt employees may accrue up to 16 hours of compensatory time off and must arrange to take compensatory time off with the approval of their supervisor. Upon termination, compensatory time is paid.

Exempt Employees:

Exempt employees are not eligible for compensatory time but may accrue up to 40 hours of administrative exchange time at any point. Administrative exchange time for an exempt employee is earned on a one-to-one (1-1) ratio for every one (1) hour worked in excess of a normal workweek. Upon termination, all Administrative Exchange time is forfeited. Under no circumstances will Administrative Exchange time be paid.

Paydays

Paydays are on the 5th and 20th of each month. If the regular payday occurs on a holiday or weekend you are paid on the last working day prior to the regular payday. On each payday, you receive a statement showing gross pay, deductions, and net pay. Automatic deductions such as additional tax withholding, contributions to voluntary plans and individual savings plans may be arranged through the fiscal office. Payroll is made through electronic transfer (direct deposit) of funds into the employee's designated qualified account (unless otherwise directed by the employee).

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. NWCCOG is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper

deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will promptly be reimbursed.

References

NWCCOG does not furnish open letters of recommendation addressed "To Whom It May Concern." If employees receive a call inquiring about a former employee, please refer it to a Human Resources representative.

Safety

NWCCOG is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor. If employees are injured on the job, no matter how minor, they must immediately report this fact to their supervisor. If medical treatment for an on-the-job injury is needed, it must be obtained from one of the NWCCOG's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

Driving

Drivers are responsible for adhering to all safe-driving-related federal, state, and local laws and ordinances. Radar detectors are prohibited in all NWCCOG vehicles. Seatbelts are required for driver and passenger(s) at all times.

Drivers shall submit copies of all roadside inspections and citations for moving violations to management within 24 hours.

Drivers exceeding the speed limit will be disciplined, even if a federal or state citation is not issued on the road.

Drivers not complying with safe-driving-related regulations and policies shall be subjected to disciplinary action (full range of disciplinary options up to and including termination) in accordance with NWCCOG policies and the NWCCOG Employee Handbook.

Smoking

It is our objective to provide a smoke-free environment within NWCCOG. Smoking is prohibited in all areas of the NWCCOG offices, within NWCCOG vehicles, on NWCCOG owned or leased property and at NWCCOG work sites. This policy applies to all employees and visitors at all times, including non-business hours.

Separation of Employment

We request that employees who wish to resign their positions notify NWCCOG of their anticipated departure date and go over the "check out" procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with a Human Resources representative.

Time Records

Employees must record time worked on a daily basis. Time sheets are used for calculating your pay. Include the total hours worked excluding meal periods. Also indicate paid days off, such as annual leave. You are responsible for submitting and signing your time sheet to your supervisor no later than the 1st and 16th of each month for approval.

E Mail

Because NWCCOG provides the e-mail system to employees to help them with the performance of their job, it should be used for official NWCCOG business. Incidental and occasional personal use of e-mail is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice. Also, employees cannot control where their messages will ultimately end up. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, e-mails that were deleted are stored elsewhere on the system.

Public sector employers in Colorado are subject to the Colorado Open Records Act. Employees' correspondence on E-mail may be a public record under the public records law and may be subject to public inspection. (C.R.S. 24-72-204.5)

Voice Mail

NWCCOG utilizes systems where employees receive and send messages through voice mail. The communication systems are intended solely for business use. Although employees are able to use personal access codes, the employer maintains the ability to access any messages left on or transmitted over the systems. Employees should not assume that messages are confidential or that access by the employer or its designated representative will not occur.

NWCCOG Issued Credit Cards

The NWCCOG issued credit cards are for job related use only. Use for personal purchases will not be tolerated. Under no circumstances will the purchase of alcoholic beverages be allowed on NWCCOG issued credit cards.

Hours of Work

NWCCOG is normally open for business Monday through Friday, from 8:30 a.m. to 5:00 p.m. The starting and ending times of your shift may vary according to the needs of your department or change from time to time according to the needs of the Company. You may be required to work overtime. For purposes of calculating overtime, the workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday.

ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED MAY 2014. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

FURTHER, I UNDERSTAND:

- EMPLOYMENT WITH NWCCOG IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.
- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.
- NO REPRESENTATIVE OF NWCCOG, OTHER THAN THE EXECUTIVE DIRECTOR, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR.

Employee Signature

Date

Employee Printed Name



PROGRAM UPDATES

To: NWCCOG Council
From: NWCCOG Staff
Date: May 14, 2014
Re: May 2014 Program Updates

The following are the events of note that have occurred since the March 27, 2014 NWCCOG meeting.

Administration/Regional Business – *Liz Mullen, Executive Director*

- The final 2013 independent audit report was e-mailed to the Council on May 8 and will be reviewed at the May 22 Council meeting.
- NWCCOG purchased a third general motor pool vehicle, a 2011 Ford Fusion, in early May. This is an approved expense in the 2014 budget.
- NWCCOG has hired Nate Walowitz as the Regional Broadband Coordinator. Nate began his new position on April 28, 2014 and has been traveling around the region to meet key stakeholders and local service providers, and to become familiar with the broadband situation in NW Colorado.

Alpine Area Agency on Aging – *Jean Hammes, Director*

REGIONAL ADVISORY COUNCIL (RAC)

At its April 9th meeting, held at the Golden Eagle Center (Eagle), the following actions were completed:

- Determination of RAC priorities and budget for SFY'14-15. Per the Older Americans Act each Area Agency on Aging is required to develop an advisory council (Section 306 and Section 1321.57). The RAC approved \$15,431 for SFY'14-'15 to support the following RAC priorities: RAC meetings, attending Senior Day at the Capitol and Western Slope Legislative Summit, Senior Awards Ceremony, and membership to Colorado Senior Lobby for the receipt of their newsletter and bill status reports.
- Approved the subcontracted provider s' renewal service funding at their full contract amounts for SFY 2014-2015.
- Distributed and completed the Annual RAC-Alpine AAA Evaluation Assessment for completion. A summary will be presented at the next RAC meeting.
- Approved distribution of the additional funds to Region 12 included in and received through an appropriation in the Long Bill for the state funds for senior services. Thank you to the members of the Joint Budget Committee who indicated their understanding of the

importance of services to older adults, cost effectiveness of the programs, and the impact that the rapidly growing older adult population is having on the aging network.

Senior Awards Ceremony. At the time of this report, the planning efforts and logistics are finalized for the 26th annual Senior Awards Ceremony on May 21 at the Summit County/Community Center in Frisco. Region 12 holds its annual Senior Awards Ceremony in May in conjunction with Older Americans Month to celebrate the contributions of seniors and friends of the seniors across the region.

LEGISLATION/ADVOCACY EFFORTS

Senior Day at the Capitol. The seniors from Jackson County, who were representing Region 12 this year, were not able to attend the April 2 event due to the weather conditions the day before that precluded them from traveling to Denver .

PROGRAM OPERATIONS

Strategic Plan. On April 11, a strategic planning session for the Community Living Services was held. The technical assistance for this plan development was provided by the staff of the Administration for Community Living Region VIII office. In addition, staff from n4a also attended to help with the business acumen development. The strategic plan document is being developed by the staff, and will be presented at the NWCCOG Council's September planning session. As reported in previous reports, the plan is focused on developing the business acumen and setting the future direction for the Alpine AAA and for Community Living Services. The approved strategic plan will also be used to align the organizational and community resources to the upcoming four-year area plan.

Region 12 Desk Evaluation. The Division of Aging and Adult Services, State Unit on Aging (SUA) has completed its review of the desk audit of the Older Americans Act and State Funding for Senior Services programs operated by or under contract to Region 12 Alpine Area Agency on Aging. The draft report of the review of Region 12's desk evaluation has identified several strengths and best practices, and one compliance item: not completing the required six month re-assessments of consumers receiving in-home and nutrition services to determine continued eligibility. The issues identified are to be resolved to the SUA's satisfaction no later than May 23.

Annual Caregiver Conference. The 6th Annual Caregiver conference will be held Thursday, June 12, from 8:30 am-1:00 pm at the Glenwood Springs High School. This year's event will focus on general caregiving and caregiving for individuals with chronic conditions. There will also be a resource fair, caregiver pampering, and breakfast. This event is again being jointly planned by the NW Options for Long Term Care, Garfield County Senior Programs, and the Alpine Area Agency on Aging. The event is free, but registration is required to attend. The registration deadline is May 31; to register contact Judy Martin at 970-945-9191 x.3061 or email jumartin@garfield-county.com.

Mandatory Reporting of Elder Abuse. A new state law goes into effect July 1, 2014, requiring certain professionals (paid or unpaid) to report suspected abuse or exploitation of at-risk elders (age 70 and older) to law enforcement. Below is a partial list of professions impacted by this new law:

care facilities staff and consultants, chiropractors, clergy, court appointed guardians and conservators, dentists, emergency medical service providers, fire personnel, home care placement agencies staff and consultants, home health provides staff and consultants, hospital and long-term care facility personnel, law enforcement, mental health professionals, nurses, personnel of banks and similar financial institutions, pharmacists, physical and occupational therapists, physicians, social work practitioners.

Beginning July 1, 2014, those having this statutory mandatory duty must report abuse, caretaker neglect, or exploitation of anyone 70 years of age or older to local law enforcement within 24 hours (thank you to Boulder County Aging Services for putting together this summary announcement).

Everyone continues to be *urged* to report abuse, caretaker neglect, exploitation, and self-neglect of anyone age 18 or older to their respective county Adult Protective Services. If you would like more specific or additional information please contact directly your county's Adult Protective Services department.

Economic Development District (EDD) – Rachel Lunney, Director

Health & Wellness Sector Partnership – Development of the Region 12 Health and Wellness Sector Partnership is moving forward. There was a presentation on the Statewide Strategic Plan for the Health and Wellness Industry on Wednesday, March 19 in Vail. NWCCOG EDD partnered with the Vail Valley Partnership to bring this presentation to the region. Next step: the Colorado Workforce Development Council is providing regions that are engaged in forming sector partnerships, including NWCCOG's region, travel scholarships to attend the Sectors Summit II being held May 19 – 21 in Denver. NWCCOG has assembled a regional team of education, economic development, and workforce representatives to attend the summit. The summit will have time on the agenda for regional teams to meet to further their sector partnership work. We have also invited health and wellness businesses from the region to attend the summit. NWCCOG EDD will be a sponsor of the SBDC Health and Wellness Business Resource Conference being held on August 14 at CMC Breckenridge.

EDD Working Group – The second Working Group meeting of 2014 was held on April 23 at CMC Dillon. At that meeting, Angela Baber from the Colorado Legacy Foundation gave a presentation on the Colorado STEM (Science, Technology, Education, Math) Education Roadmap. This statewide project is in line with the NWCCOG EDD's Core Objective #5: Educate and Train the Future Workforce. NWCCOG EDD is exploring ways in which we can build the capacity of our region's STEM programs such that we as a region can work towards ensuring the students in our region have access to STEM instruction and experiences. This will help support a highly skilled workforce as well as support entrepreneurs. The next EDD working group meeting will be held on Wednesday, June 25 from 1 – 4 pm at CMC Edwards Campus. The speaker at that meeting will be Paul Bergman from the U.S. Department of Commerce to talk about costs and benefits of Foreign Trade Zones, and the various resources available to assist businesses with exporting.

Brownfields Workshop –NWCCOG EDD hosted at Brownfields Workshop on April 24 at Gypsum Town Hall. The workshop was presented by Kansas State University's Technical Assistance for Brownfields program. Representatives from multiple agencies gave presentations on the federal,

state, and local resources available for brownfields redevelopment including the EPA, EDA, USDA Rural Development, Colorado Department of Public Health & Environment, Colorado Division of Oil and Public Safety, and Colorado Department of Local Affairs. Over 25 people attended from throughout the region. Information on the resources available was included in the May resources bulletin and is also posted on the EDD website under “Resource Center”.

NW Colorado Small Business Development Center– Rachel participated in a Business Resources event organized by the NWCOSBDC on May 7 at CMC Breckenridge. She provided information about the services provided by the EDD and the Northwest Loan Fund. Rachel is assisting the NWCOSBDC Director with the recruiting process for an Office Administrator for the Center. Rachel will be attending a SBDC Host Meeting on Friday, May 23. We are in the process of brainstorming ideas for expanding consulting services throughout the region.

Rachel attended the Economic Development Council of Colorado Springs Conference on April 30 – May 2 in Grand Junction. The March 2014 Economic Update is posted on the EDD website. Two Economic Development Resources Bulletins have been sent out since the last program update– on 4/11/14 and 5/7/14.

Elevator Inspection Program (EIP) – *Gene Morse, Director*

In the first four months of 2014, the inspectors have completed 582 annual inspections and processed 35 permits for new or modified units (12 commercial, 11 residential, 12 modifications).

Energy Management (Weatherization) – *Steve Getz, Director*

On April 25th, Steve Getz traveled to Denver to attend the Department of Energy’s (DOE) Public Hearing for the Weatherization Assistance Program grant to the State of Colorado. Steve testified on behalf of NWCCOG, and thanked DOE and the State office for our many decades of successful partnerships in meeting the energy-efficiency needs of eligible households in our region. Steve stressed:

- the value of Weatherization to our local economy (lower utility bills means less dollars exported out of our communities to far-off utility companies);
- the value to our clients of having safer, warmer, more energy-efficient and comfortable homes that make it easier for workers to stay in our region;
- the benefits to the tourism industry and the tax dollars generated when they have a strong local workforce;
- the environmental benefits of weatherized houses that use less fuel and cause less pollution, helping our beautiful region to continue to be a beautiful destination for our guests to visit;
- and the value to all Americans in the energy-efficiency innovations that the Weatherization program has pioneered as America’s leading home performance proving grounds for many decades.

Steve also attended an Asbestos Building Inspector refresher course approved by the EPA, and passed his annual Asbestos re-certification exam at the Colorado Department of Public Health and Environment (CDPHE). The Colorado Energy Office requires at least one CDPHE-certified Asbestos

Building Inspector at each Colorado weatherization agency, and this will keep NWCCOG in compliance through May 2015.

Network of Care (NOC) - *Erin Fisher, Program Manager*

ARCH Name Change –Effective March 2014, the ARCH Network changed its name to Aging and Disability Resources for Colorado (ADRC). This change was made to better reflect the mission of the ADRC of streamlined access to long-term services and supports to older adults and people with disabilities in Colorado. A new logo was created to reflect this change.



Milestone for Colorado Health Foundation –The Request for Proposal (RFP) for the Region 12 ADRC facilitator will be released in June. The use of a facilitator to aid in the formation and development of the Region 12 ADRC business plan is one final milestone to complete the Colorado Health Foundation grant. Once released, the RFP will be posted on the NWCCOG website.

Northwest All Hazards Emergency Management Region (NWAHEMR)

NWCCOG and the NWAHEMR continue to manage the 2011, 2012, and 2013 State Homeland Security Grants (SHSG). Unspent 2011, 2012, and 2013 SHSG funds have been reallocated to purchase a credentialing system for each of the ten counties that will align with the State’s new credentialing system. This will be the final project for the 2011 grant. The final project for the 2012 SHSG is purchasing IT equipment for the Vail Emergency Operations Center. The 2013 SHSG projects include a mobile generator for Kremmling (completed), fire shelters for the public works departments (completed), a regional Nuclear Weapon Accident Incident Exercise (NUWAIX) exercise that took place on April 1 – 3, 2014 in Grand Junction (completed), and air monitors for Mesa County (completed).

The NWAHEMR has submitted a 2014 SHSG application in the amount of \$249,730 to complete the credentialing system project and to purchase HDMI switching equipment for the Eagle County Emergency Operations Center. The grant applications were due on May 12, 2014.

Northwest Loan Fund (NLF) - *Anita Cameron, Director*

Loan documents have been created. One loan has closed but will not fund for 90 days, another is tentatively scheduled to close on May 14, and a third will also close soon. Watch for stories via press releases on two of these success stories in the near future.

Anita spoke at the Agriculture and Business Summit in Meeker on April 26, and is scheduled to speak at the Rural Entrepreneur Marketplace on June 13 and the Winter Park Rotary Club in June under the title: **Insider Tips for Business Funding.**

Calls of inquiry are increasing with several applications on the way.

The new domain name (Northwest Loan Fund.org) and email (anita@ Northwest Loan Fund.org) is operating. New business cards include marketing on the back. The message is to “Call Anita”. With this, Anita can determine whether there is a fit for the NLF or if other funding sources should be suggested. Success stories will include ‘Assisting Business Owners to realize their best funding options.’

NW Regional Assistance Hub – Connect for Health Colorado- *TJ Dufresne, Coordinator*

As the Connect for Health Colorado open enrollment period drew to an end, we held many enrollment events throughout the Northwest region. We found that there was a correlation with advertising in print and radio media, and attendees. Each of the enrollment events had community partners working with our Assistance Sites. The partners included Health and Human Services staff, local insurance agents and brokers, community groups, and Health Coverage Guides from other areas.

Northwest Colorado saw the much expected surge in enrollments at the end of the open enrollment period March 31st as did the rest of Colorado and the nation. Much of April was spent finishing up enrollments that were started during the enrollment period.

Connect for Health Colorado Individual Enrollment for Northwest Colorado April 22, 2014

Eagle	1,653	Garfield	1,057	Grand	614
Jackson	44	Moffat	189	Pitkin	1,599
Rio Blanco	72	Routt	1,389	Summit	1,106

We have entered what we call the down time – between enrollment push periods. We are in the process of evaluation. We have already identified key areas of strength and areas for improvement in all facets of the implementation. Based on the feedback already received, methods of operation have already been changed or tweaked. Some of the specific areas we are looking at include: communication flows and messaging both internal and external, Health Coverage Guide best practices, training needs, website evaluation to create a consumer friendly experience, outreach efforts and marketing, effectiveness of the customer service and Health Coverage Guide partnership, target populations and strategies to engage them, community education, and brand awareness. There continues to be improvements with our technology to prepare for the next open enrollment period - both the PEAK eligibility determinations system as well as the Connect for Health Colorado website.

There will be an Assistance Site/Health Coverage Guide conference in June. The focus will be on management skills for Site Managers, and best practices and consistency in service delivery and enrollment best practices. HUB Coordinators and the Assistance Network at Connect for Health Colorado are planning and hosting the conference.

Last week the Division of Insurance conducted a community survey to help determine if the State of Colorado would propose new health insurance rating zones. Public comments weighed heavily to recommend the consolidation of the insurance rating zones for both the eastern and western regions of Colorado. If the new zones are approved, it will create larger insurance pools with lower

premium costs for some areas and higher costs in others areas. The insurance companies will have a shorter time period to provide Connect for Health Colorado insurance plans than was expected.

Regional Transportation Coordinating Council (RTCC) – *Susan Juergensmeier, Mobility Manager*

On April 7 NWCCOG received approval from the Colorado Department of Health Care Policy and Finance to proceed with our plan for the regional Non-Emergent Medical Transportation (NEMT) Medicaid billing project. Douglas van Hee with HCPF indicated that the Department saw no reason to prohibit NWCCOG from proceeding with the proposal. He noted that is contingent upon our organization meeting all current state and federal regulations concerning NEMT. Following this approval, Memorandums of Understanding were sent to the Summit County Department of Health & Human Services, Grand County Department Social Services (including Jackson County) and the Routt County Department of Human Services. All are in the process of approval with County Officials.

The website for the One Call/One click Call Center is under development. A website domain has been obtained and name for the Call Center selected by the RTCC – Mountain Ride. This website will link with the RouteMatch software.

On April 14 the Memorandum of Understanding was signed with ECO Transit to partner directly with the NWCCOG on the One Click/One Call Center project through the coordination module.

Susan Juergensmeier and Laurie Patterson attended the Mobility Management one day seminar at the Colorado Association of Transit Agencies (CASTA) conference on May 14. They received scholarships from the Rural **Transit Assistance Program** (RTAP) to attend.

The next Regional Transportation Coordinating Council (RTCC) meeting will be held on June 4 at 10:00 a.m.

Watershed Services and Water Quality and Quantity Committee (QQ) –

Lane Wyatt and Torie Jarvis, Co-Directors

QQ is currently participating in the rule making process for water quality standards in the Upper Colorado River. QQ comments on any proposal from other parties for changes to water quality standards and classifications on behalf of our members. QQ has also proposed, along with Grand County and Northern, to address changes in the clarity standard for Grand Lake. The final hearing for the new water quality rules and standards will take place in Glenwood Springs on Monday, June 9.

QQ lobbied on water issues in the Colorado Legislative Session, which ended May 7. Bills which QQ supported and which passed the legislature include bills that:

- require the phase out of the sale of inefficient indoor plumbing fixtures;
- allow for water saved through agricultural efficiency improvements to remain in the stream as an in stream flow;
- define and strengthen public involvement in the Colorado Water Plan formulation; and

- allow the Colorado New Energy Improvement District to arrange financing for water conservation fixtures.

QQ continues to participate in the formulation of the first-ever Colorado Water Plan. Governor Hickenlooper issued an Executive Order directing State agencies and statewide water leaders to begin work on drafting the first Colorado Water Plan, aimed at outlining future water supply needs for future growth as well as recreation and the environment. QQ continues to advocate for the interests of headwaters local governments and communities in the process. We have attended numerous meetings and submitted extensive comments on draft documents and have paid particular attention to portion of the Plan linking water quality and quantity.

QQ hosted a Land Use Water Conservation Workshop on May 7. A group of about 40 planners and water providers gathered together to discuss how local land use planning and regulation further water conservation objectives and protect healthy streams in the face of increased development pressure. We will develop a summary document of lessons learned in this workshop. The next QQ Board meeting will be held on Thursday, June 26.



**Northwest Colorado Council of Governments (NWCCOG)
Economic Development District (EDD) Board Meeting Minutes
Silverthorne Library/Blue River Room, Silverthorne, CO
January 23, 2014**

Presiding:

John Rich, Richland Propane, (private sector)

EDD Board Members Present:

Lana Gallegos, Town of Gypsum

Karn Stiegelmeier, Summit County

Tom Clark, Town of Kremmling

Chris Romer, Vail Valley Partnership

Frank Lilly, CopyCopy (private sector)

James Newberry, Grand County

Kelli McDonald, Town of Vail

Tom Clark, Town of Kremmling

Others Present:

Stuart Richardson, Town of Silverthorne

John Hoffmann, Town of Carbondale

Dave Sturges, City of Glenwood Springs

Lindsay Stapay, Small Business Development Center (SBDC)

Jack Taylor, Colorado Workforce

Liz Mullen, NWCCOG

Rachel Lunney, NWCCOG

Anita Cameron, NWCCOG-NLF

Sherry Rogstad, NWCCOG

Call To Order:

John Rich, Vice Chair, called the Northwest Colorado Council of Governments Economic Development District (NWCCOG EDD) Board meeting to order at 12:33 p.m. Rachel Lunney took roll call, there was a quorum.

Approval of Minutes:

M/S/P Tom Clark/Chris Romer to approve the minutes of the September 26, 2013 meeting as presented.

Approval of Financials:

Rachel gave a brief explanation of the financials.

M/S/P Kelli McDonald/Chris Romer to approve the financials as presented.

Review of 2013 Scope of Work and Progress Update:

Rachel reviewed the highlights of the 2013 scope of work and the progress made. She pointed out NWCCOG EDD was in their second year of their 3-year grant.

Rachel reviewed the five priority action items identified by EDD members at the September 26, 2013 strategic planning meeting for 2014. The first priority identified was the development of the EDD website. NWCCOG EDD is currently implementing the new stand-alone website which will also connect with NWCCOG's website. They are currently working with Firebird Design Works for this project.

Another 2014 project is the opportunity to host a “Brownfields 101” workshop slated for April 24 at the Gypsum Town Hall.

Another priority item identified is to launch the Health & Wellness Sector Partnership which was done on November 4, 2013 in Summit County hosted by Centura Health. Rachel reported they will be meeting again in the next month to bring the group face to face with John Melville, the facilitator, to focus on the wellness industry and how it impacts businesses.

NWCCOG Foundation is hosting the Northwest Small Business Development Center (NWSBDC) in 2014. The NWSBDC and the NWCCOG EDD are currently working together on a wellness business conference to be held in May 2014.

Rachel passed out the 2014 EDD Board of Directors and EDD Working Group meeting schedules, which are also available on the website.

Lindsay Stapay, the NW Small Business Development Center (SBDC) director, gave a presentation regarding their organization’s future projects and goals.

Board Members Economic Development Updates:

At this time the EDD Board members present gave a brief update of their respective organizations and jurisdictions.

New Business:

Lana Gallegos, Town of Gypsum, thanked Rachel for the opportunity to attend the three-day workshop, Community Builders Leadership Institute, hosted by the Sonoran Institute recently in Glenwood Springs.

Adjournment:

M/S/P Tom Clark/Chris Romer to adjourn the EDD meeting at 2:20 p.m.

John Rich, NWCCOG EDD Vice Chair

Date

Northwest Colorado Council of Governments
Budget vs Actual - 3810 - Economic Development Planning
April 2014

	Apr 14	Budget	% of Budget	Jan - Apr 14	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
4000 · Grant Income							
4100 · Federal Grant Income	15,250.00	5,083.33	300.0%	30,500.00	20,333.36	150.0%	61,000.00
Total 4000 · Grant Income	15,250.00	5,083.33	300.0%	30,500.00	20,333.36	150.0%	61,000.00
4510 · Local Funding							
4630 · NWCCOG Matching	5,083.33	5,083.33	100.0%	20,333.32	20,333.36	100.0%	61,000.00
Total 4510 · Local Funding	5,083.33	5,083.33	100.0%	20,333.32	20,333.36	100.0%	61,000.00
4640 · Carryover Revenue	0.00	0.00	0.0%	16,395.11	10,000.00	164.0%	10,000.00
Total Income	20,333.33	10,166.66	200.0%	67,228.43	50,666.72	132.7%	132,000.00
Gross Profit	20,333.33	10,166.66	200.0%	67,228.43	50,666.72	132.7%	132,000.00
Expense							
6100 · Payroll Expenses							
6110 · Executive Director	2,285.47	1,865.33	122.5%	8,200.61	7,461.36	109.9%	22,384.00
6121 · Gen Program Staff	4,571.66	4,571.67	100.0%	18,286.63	18,286.64	100.0%	54,860.00
6210 · Taxes & Benefits	2,247.15	2,175.67	103.3%	8,742.55	8,702.64	100.5%	26,108.00
Total 6100 · Payroll Expenses	9,104.28	8,612.67	105.7%	35,229.79	34,450.64	102.3%	103,352.00
6410 · Contract Staff	0.00	183.33	0.0%	0.00	733.36	0.0%	2,200.00
6520 · Outside Contract							
6510 · Contractor	90.00	1,091.67	8.2%	154.95	4,366.64	3.5%	13,100.00
Total 6520 · Outside Contract	90.00	1,091.67	8.2%	154.95	4,366.64	3.5%	13,100.00
6550 · Consultant	625.50			6,065.50			
6610 · Office Supplies	0.00	8.33	0.0%	262.50	33.36	786.9%	100.00
6640 · Postage	5.87	8.33	70.5%	26.75	33.36	80.2%	100.00
6660 · Advertising Expense	0.00	279.75	0.0%	0.00	1,119.00	0.0%	3,357.00
6670 · Internet /Website Expense	0.00	199.00	0.0%	315.50	796.00	39.6%	2,388.00
6680 · Dues & Subscriptions	0.00	22.92	0.0%	334.00	91.64	364.5%	275.00
6690 · Copier Expense	27.80	25.00	111.2%	113.34	100.00	113.3%	300.00
6720 · Rent & Utilities	181.54	181.50	100.0%	726.16	726.00	100.0%	2,178.00
7110 · Program Supplies	0.00	20.83	0.0%	0.00	83.36	0.0%	250.00
7130 · Travel & Meeting	811.22	250.00	324.5%	1,714.67	1,000.00	171.5%	3,000.00
7150 · Training & Technical Assistance	0.00	116.67	0.0%	0.00	466.64	0.0%	1,400.00
Total Expense	10,846.21	11,000.00	98.6%	44,943.16	44,000.00	102.1%	132,000.00
Net Ordinary Income	9,487.12	-833.34	-1,138.4%	22,285.27	6,666.72	334.3%	0.00
Net Income	<u>9,487.12</u>	<u>-833.34</u>	<u>-1,138.4%</u>	<u>22,285.27</u>	<u>6,666.72</u>	<u>334.3%</u>	<u>0.00</u>