



**AGENDA**  
**Thursday, May 23, 2013**  
**Minturn Town Center**  
**302 Pine Street**  
**Minturn, CO 81645**  
**CALL IN NUMBER: 877-594-8353**  
**PASSCODE: 23878813#**

**NWCCOG COUNCIL MEETING**

9:00 a.m.		EXECUTIVE SESSION - Executive Director Performance Review	
10:00 a.m.	1.	Call to Order & Introductions - Karn Stiegelmeier, Chair	
	2.	Roll Call and Determination of Quorum - Sherry Rogstad	
	*3.	ACTION: Minutes of March 28, 2013 Council Meeting	Pgs. 3-5
	*4.	ACTION: April 2013 Financials	Pgs. 6-14
	*5.	ACTION: Title VI Complaint Procedure per the Civil Rights Act of 1964 for CDOT/FTA requirements	Pgs. 15-21
	*6.	ACTION: Adoption of CORA policy	Pg. 22
	*7.	ACTION: Renew MOA between NWCCOG and Division of Oil & Public Safety, Conveyance Section for Elevator Inspection Program	Pgs. 23-26
	*8.	ACTION: Proposed EIP Program Assistant position	Pg. 27
	*9.	ACTION: Old Age Pension Dental Program - 4 year renewable contract	Pgs.28-31
	*10.	ACTION: Proposed IGA between Eagle County and NWCCOG for the NLF CDBG grant.	Pgs. 32-37
10:45 a.m.	*11.	ACTION: 2012 Independent Audit Report - Presented by Steve Dazzio, Dazzio & Plutt, LLC	Distributed separately
11:15 a.m.	12.	Update on the Colorado Basin Roundtable & Statewide Water Planning Process - Karn Stiegelmeier/Lane Wyatt	
11:45 a.m.	13.	Program Updates <ul style="list-style-type: none"> <li>• Regional Broadband Strategic Plan project</li> <li>• Regional Purchasing Cooperative</li> <li>• Colorado Health Benefit Exchange Assistance Hub</li> <li>• Northwest Loan Fund</li> </ul>	Pgs. 38-42
	14.	New Business	
12:00 p.m.	15.	PRESENTATION: NWCCOG Network of Care Web Site - Jean Hammes & Erin Fisher	
12:20 p.m.	*16.	Adjourn NWCCOG Meeting/Lunch	

**See next page for NWCCOG-Economic Development District Board agenda and directions.**

\* requires a vote



**AGENDA**  
**Thursday, May 23, 2013**  
**Minturn Town Center**  
**302 Pine Street**  
**Minturn, CO 81645**  
**CALL IN NUMBER: 877-594-8353**  
**PASSCODE: 23878813#**

**NWCCOG-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	
	*3.	ACTION: Minutes of January 24, 2013	Pgs. 44-45
	*4.	ACTION: April 2013 Financial Report	Pg. 46
	5.	Review Progress to date on EDA Grant Scope of Work - Rachel Lunney	Pgs. 47-53
	6.	Update from the Working Group: Proposed October 2013 Health & Wellness Sector Partnership Launch Meeting - Rachel Lunney	Pgs. 54-59
	7.	New Business	
3:00 p.m.	*8.	Adjourn	

DIRECTIONS: I-70 to Minturn exit # 171 to merge onto Highway 24 East toward Minturn. Turn right on Norman Avenue then left on Pine Street. Town Hall is located at 302 Pine Street.

\* requires a vote



**Northwest Colorado Council of Governments  
Council Conference Call Meeting  
March 28, 2013**

**Executive Committee Members Present:**

Jeff Shroll, Town of Gypsum  
Tom Clark, Town of Kremmling  
Karn Stiegelmeier, Summit County  
Dave Sturges, City of Glenwood Springs  
John Hoffman, Town of Carbondale  
Rob Ittner, Pitkin County  
Keith Montag, Eagle County

**Others Present:**

Greg Winkler, DOLA  
Liz Mullen, NWCCOG  
Sherry Rogstad, NWCCOG  
Michelle Tolar, Town of Walden

**Council Members Present:**

Steve Child, Pitkin County  
David Hook, Town of Grand Lake  
Tim Westerberg, Town of Dillon  
Jake Spears, Town of Red Cliff  
Jane Berry, Town of Walden  
Drew Nelson, Town of Winter Park

**Call To Order:**

Karn Stiegelmeier, Chair, called the council meeting to order at 10:03 a.m. Roll call was taken, there was a quorum.

**Approval of Minutes:**

*M/S/P Tom Clark/Tim Westerberg* to approve the minutes of the January 24, 2013 meeting as presented.

**Approval of December 2012 Financials:**

Liz explained the final December 2012 financials, which had been tabled until this meeting, were emailed to everyone late yesterday, 3/27/13. This final report includes all of the adjustments recommended by the auditors as a result of the 2012 audit.

*M/S/P John Hoffmann/Rob Ittner* to approve the December 2012 financials as presented.

**Approval of February 2013 Financials:**

*M/S/P Tom Clark/Tim Westerberg* to approve the February 2013 financials as presented.

**Review/Discussion of January & February List of Payments:**

Liz reported that Tom Clark has been reviewing the list of bills each month. Tom asked if the Council still approved of the list of payments report format as presented in the packet. Rob Ittner asked that the memo column be included in the future.

**CDOT Award to Regional Transportation Coordinating Council (RTCC):**

Liz reported that CDOT has awarded NWCCOG RTCC \$25,000 in grant funds, which will support projects and meeting coordination, mileage, conference call expenses and GIS services. NWCCOG staff recommends that the council accept the grant award from CDOT to fund the RTCC.

***M/S/P Tom Clark/John Hoffmann*** to approve the CDOT \$25,000 grant award for RTCC funding.

**Eagle County NWCCOG Council Representative:**

Eagle County's NWCCOG Council representative was the new Eagle County Commissioner, Jill Ryan. Keith Montag explained because of her schedule, she has come to realize she does not have the appropriate time to devote to NWCCOG. Eagle County has passed Resolution #2013-026 on 3/26/13 appointing Keith Montag, Eagle County Manager, to replace Jill Ryan as Eagle County's representative on the NWCCOG Council and Executive Committee. Sara Fisher will remain as the alternate member. NWCCOG By-laws state, (Page 1, Article II), " A Member Jurisdiction may, by resolution of its governing body and subject to the approval of the Executive Committee, appoint a senior administrative official in lieu of an elected official to be the designated voting representative to the Council."

***M/S/P John Hoffmann/Rob Ittner*** to approve Keith Montag as the Eagle County NWCCOG representative to the Council.

**Colorado Health Benefit Exchange:**

Liz referred the Council to the memo in their meeting packet and reported that the Colorado Health Benefit Exchange (COHBE or the Exchange), which will soon be named Connect for Health Colorado, has issued an RFP for Regional Assistance Hubs. Liz is asking the Council for permission to submit a proposal to COHBE for NWCCOG to become a Regional Assistance Hub for Region 12, Garfield, Moffat, Rio Blanco and Routt counties. Liz explained the RFP extended due date is 4/19/13, announcements on 5/3/13, with funding by 7/1/13, open enrollment slated for 10/1/13 and insurance to become effective on 1/1/2014. Discussion followed.

***M/S/P John Hoffmann/Tom Clark*** to authorize NWCCOG to submit the COHBE application to become a Regional Assistance Hub for Region 12, Garfield, Moffat, Rio Blanco & Routt counties.

**Program Updates:**

Liz highlighted the program updates with the following items:

- The auditors, Dazzio & Plutt, LLC, have completed their field work in the NWCCOG office in March and have provided a draft report to NWCCOG staff. The final report will be distributed to the Council in April and will be presented to the Council for acceptance at the May 23, 2013 meeting.
- Liz met with the Associated Governments of Northwest Colorado (AGNC)/ Region 11 on March 21, 2013 to give an overview of the programs NWCCOG offers.
- The 2012 Annual Report was complete and had been emailed out along with the e-News.
- The first meeting of the Regional Purchasing Consortium is scheduled for 4/10/13 in the NWCCOG conference room. She had only heard from five towns as of this date. After discussion it was suggested to re-send the invitation to all NWCCOG member town and county managers and Council members.
- The Alpine Area Agency on Aging has hired Erin Fisher as the new program specialist.
- Jean Hammes and Erin Fisher will present a BETA version of the Network of Care regional web site to the council at the May 23, 2103 meeting.
- Eagle County has agreed to serve as Lead County for the CDBG grant to recapitalize the Northwest Loan Fund. The hiring committee for the Business Loan Officer position met via telephone on March 27, 2013 to review ten applications, selecting five candidates for interviews to be held on Friday, 4/12.

- Liz has been working with Dave Sturges on the defaulted NLF loans. She reported they had found another business that is still active and is now paying off their \$6,000 debt from 10 years ago.

Discussion followed on improved oversight of the NLF and its loan officer going forward by the NWCCOG Executive Director, the NLF Loan Committee and the NWCCOG Council to ensure that all loans are being properly serviced and collections are addressed in a timely manner. Keith Montag also noted that Eagle County will be watching the operations of the NLF closely as the Lead County.

**New Business:**

In April, Karn will be sending to both the Council and the NWCCOG program directors a form requesting input on a performance review for Liz Mullen. An executive session to present the review to Liz will be scheduled at the beginning of the May 23, 2013 meeting.

**Adjournment:**

*M/S/P John Hoffmann/Tim Westerberg* to adjourn the meeting at 10:42 am.

\_\_\_\_\_  
Karn Stiegelmeier, NWCCOG Chair

\_\_\_\_\_  
Date

DRAFT

# NWCCOG

## STATEMENT OF REVENUES AND EXPENDITURES

4/30/2013

33% of the year

	2013 REVENUE BUDGET	REVENUE YTD ACTUAL	REVENUE BUDGET TO ACTUAL	2013 EXPENSE BUDGET	EXPENSES YTD ACTUAL	EXPENSES BUDGET TO ACTUAL	2013 NET BUDGET	REVENUES OVER EXPENSES ACTUAL	RESERVED PROGRAM FUNDS
<b>COG PROGRAM FUNDS</b>									
<b>Core Programs</b>									
REGIONAL BUSINESS	285,600	226,275	79%	294,130	79,800	27%	(8,530)	146,474	
GIS SERVICES	0	8,195	0%	0	6,005	0%	0	2,190	
ELEVATOR INSPECTION	460,000	156,620	34%	393,140	141,375	36%	66,860	15,246	22,500
AGE/NUTRITION (non-Grant)	0	0	0%	0	6,631	0%	0	(6,631)	19,051
AGE/NUTRITION(State FY 12/13)	348,440	88,927	26%	348,440	91,343	26%	0	(2,415)	
AGE/NUTRITION (State FY 13/14)	348,440	0	0%	348,440	0	0%	0	0	
AGE/NUTRITION TOTAL	696,880	88,927	13%	696,880	97,974	14%	0	(9,046)	0
WATERSHED SERVICES	21,400	15,729	73%	21,400	13,228	62%	0	2,501	
ECONOMIC DEVELOPMENT DIST	109,800	18,300	17%	109,800	24,273	22%	0	(5,973)	
WEATHER (non-grant)	0	44,963	0%	0	3,161	0%	0	41,802	
WEATHER (State FY12/13)	800,000	357,407	45%	800,000	487,318	61%	0	(129,911)	
WEATHER (State FY13/14)	800,000	0	0%	800,000	0	0%	0	0	
ENERGY MANAGEMENT TOTAL	1,600,000	402,370	22%	1,600,000	490,479	31%	0	(88,109)	0
REGIONAL TRANSPORTATION CC	144,391	40,019	0%	144,391	23,026	0%	0	16,993	
<b>Other COG Programs</b>									
HOMELAND SECURITY	446,790	155,225	35%	446,790	155,225	35%	0	0	
CO BARK BEETLE COOPERATIVE	23,965	9,630	40%	23,965	478	2%	0	9,152	
CARO	34,556	16,051	0%	34,556	5,966	0%	0	10,085	
CO HEALTH FOUNDATION		3,600			3,600			0	
NWCCoG FOUNDATION	105,000	0	0%	105,000	1	0%	0	(1)	
RURAL RESORT REGION	0	0	0%	0	0	0%	0	0	
<b>Total COG Program Funds</b>	<b>3,481,592</b>	<b>985,717</b>	<b>3</b>	<b>3,423,262</b>	<b>886,205</b>	<b>2</b>	<b>58,330</b>	<b>99,512</b>	<b>22,500</b>
<b>EXTERNAL PROGRAM FUNDS</b>									
WATER QUALITY/QUANTITY	155,100	153,206	99%	155,100	44,101	28%	0	109,106	\$104,966
Q/Q CWCB Grant	0	8,410	0%	0	0	0%	0	8,410	\$0
SWQC	32,000	24,171	0%	32,000	10,306	0%	0	13,865	0
SWQC-EROSION CONTROL	0	2,279	0%	0	640	0%	0	1,639	0
SWQC - EPA - EROSION	0	1,071	0%	0	0	0%	0	1,071	0
<b>Total External Program Funds</b>	<b>187,100</b>	<b>189,137</b>	<b>1</b>	<b>187,100</b>	<b>55,047</b>	<b>0</b>	<b>0</b>	<b>134,090</b>	<b>104,966</b>
<b>Total Program Funds</b>	<b>3,668,692</b>	<b>1,174,854</b>	<b>4</b>	<b>3,610,362</b>	<b>941,251</b>	<b>2</b>	<b>58,330</b>	<b>233,602</b>	<b>127,466</b>
<b>INTERNAL SERVICE FUNDS</b>									
INDIRECT	139,349	49,560	36%	139,349	45,411	33%	0	4,149	29,717
COG BUILDING FUND	75,648	24,450	32%	75,648	20,546	27%	0	3,904	(1,694.24)
COPIER POOL	18,000	4,301	24%	18,000	4,386	24%	0	(86)	(5,581)
MOTOR POOL	36,000	10,137	28%	36,000	22,785	63%	0	(12,649)	64,679
<b>Total Service Funds</b>	<b>268,997</b>	<b>88,448</b>	<b>1</b>	<b>268,997</b>	<b>93,129</b>	<b>1</b>	<b>0</b>	<b>(4,681)</b>	<b>87,121</b>
REGIONAL LOAN FUND	78,000	2,512	3%	78,000	2,578	3%	0	(65)	295,406
<b>COG FUNDS Subtotal</b>	<b>4,015,689</b>	<b>1,265,813</b>	<b>32%</b>	<b>3,957,359</b>	<b>1,036,958</b>	<b>26%</b>	<b>58,330</b>	<b>228,855</b>	<b>509,993</b>

# Northwest Colorado Council of Governments Summary Balance Sheet

As of April 30, 2013

Apr 30, 13

## ASSETS

### Current Assets

Checking/Savings	925,668.01
Accounts Receivable	360,024.35
Other Current Assets	<u>268,784.45</u>

Total Current Assets 1,554,476.81

Fixed Assets 1,128,970.00

**TOTAL ASSETS 2,683,446.81**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

Accounts Payable	17,301.23
Credit Cards	6,773.34
Other Current Liabilities	<u>513,155.89</u>

Total Current Liabilities 537,230.46

Long Term Liabilities 755,109.29

Total Liabilities 1,292,339.75

Equity 1,391,107.06

**TOTAL LIABILITIES & EQUITY 2,683,446.81**

Northwest Colorado Council of Governments

List of payments

Date	Num	Name	March through April 2013	Memo	Debit	Credit
03/01/2013	59601	BHW Associates		SPLIT - building expenses		2,575.00
03/01/2013	59602	County Health Pool		SPLIT - health insurance		22,081.04
03/01/2013	59603	Cuna Mutual Group-LTD		SPLIT - LTD insurance		1,071.09
03/01/2013	59604	Enterprise Commercial Centerl Condo Assoc		SPLIT - building expenses		1,390.57
03/01/2013	59605	Four Sprys Investments		WX		1,031.99
03/04/2013	59609	Family Support Registry		Garnishments Payable		200.00
03/04/2013	59608	East Central COG		CARO - travel reimbursement		325.23
03/04/2013	59613	EDD of Southwest Colorado		CARO - travel reimbursement		534.30
03/04/2013	59612	Region 10- League for Economic Assist		CARO - travel reimbursement		294.07
03/04/2013	59611	South Central COG		CARO - travel reimbursement		339.97
03/04/2013	59610	Upper Arkanas Area COG		CARO - travel reimbursement		174.27
03/04/2013	debit	1st Bank Checking		Credit Card fees		953.52
03/05/2013	Debit	Employee Benefits Corporation		SPLIT - Flex Spending		170.83
03/05/2013	EFT	CCOERA		SPLIT - Retirement		10,361.36
03/05/2013	EFT	CCOERA		SPLIT - Retirement		1,230.00
03/06/2013	EFTPS	US Treasury		SPLIT - payroll taxes		5,294.74
03/06/2013	EFT	Colorado Department of Revenue		SPLIT - payroll taxes		1,330.00
03/08/2013	59616	County Health Pool - Other		SPLIT - health insurance Walden pass thru		6,055.15
03/11/2013	59617	Motorola		NWAHEMR		25,316.52
03/11/2013	59618	Smiths Detection, Inc.		NWAHEMR		75,000.00
03/11/2013	59619	Pinnacol Assurance		SPLIT - workers comp		4,816.00
03/12/2013	59620	Lane Wyatt, Inc		QQ		4,701.77
03/12/2013	59621	TDS Consulting Inc		SWQC		1,216.10
03/12/2013	59622	Trout Unlimited		QQ		400.00
03/13/2013	59623	1st Bank Credit Card - COG		SPLIT		3,106.81
03/13/2013	59624	Alpine PC		SPLIT		849.95
03/13/2013	59625	Black Diamond Gourmet		QQ		375.00
03/13/2013	59626	Century Link		SPLIT		704.78
03/13/2013	59627	Christy Laney		NWAHEMR		5,182.73
03/13/2013	59628	City of Craig{vendor}		Wx		45.00
03/13/2013	59629	Colorado Senior Lobby		AAA		80.00
03/13/2013	59630	Colorado Water Congress		QQ		632.00
03/13/2013	59631	Employers Council Services Inc		HR posters		129.00
03/13/2013	59632	Federal Express{vendor}		SPLIT		139.71
03/13/2013	59633	First Call Communications		SPLIT - office phone system		192.00
03/13/2013	59634	Infinite		SPLIT - conference calls		42.24
03/13/2013	59635	Mountain States		SPLIT - subscription		721.18
03/13/2013	59636	MTECH		RB-Broadband		400.00
03/13/2013	59637	Quill Corporation		SPLIT		65.93
03/13/2013	59638	Sullivan Green Seavy, LLC		QQ		3,670.50
03/13/2013	59639	Team Clean		SPLIT - office cleaning		177.08
03/13/2013	59640	The Summit Recycler, Inc		SPLIT - office recycling		50.00
03/13/2013	59641	US Bancorp Equipment Finance, Inc.		SPLIT - copier		885.00
03/13/2013	59642	Verizon Wireless Services		SPLIT - cell phones		305.83



Northwest Colorado Council of Governments

List of payments

Date	Num	Name	March through April 2013	Memo	Debit	Credit
03/13/2013	59643	X-cel Energy		Wx		184.67
03/15/2013	DD	1st Bank Direct Deposit		SPLIT - payroll		35,730.16
03/18/2013	59645	Clerk of the Court		Garnishments Payable		390.50
03/18/2013	59646	Family Support Registry		Garnishments Payable		200.00
03/19/2013	59647	1st Bank Credit Card - WX GEO		Wx		6,157.45
03/19/2013	59648	Am Conservation Group, Inc		Wx		710.50
03/19/2013	59649	American Pride Electric, LLC		Wx		464.93
03/19/2013	59650	Black Mountain Glass		Wx		15.38
03/19/2013	59651	Elmer Glass Co of Rifle Inc		Wx		50.64
03/19/2013	59652	Mr T Hardware & Building Supply		Wx		383.64
03/19/2013	59653	Positive Energy		Wx		26.31
03/19/2013	59654	RIS - Denver		Wx		4,125.00
03/19/2013	59655	Rocky Mountain Construction Wholesale		Wx		6,135.00
03/19/2013	59656	Salida True Value		Wx		33.96
03/19/2013	59657	Samuelson Hardware -9 Craig		Wx		254.79
03/19/2013	59658	Sanders True Value		Wx		77.57
03/19/2013	59659	Valley Lumber Co		Wx		43.92
03/19/2013	59660	Westland Distributing Group		Wx		1,460.21
03/19/2013	59661	Whirlpool Contract/Retail		Wx		3,142.00
03/20/2013	Debit	Employee Benefits Corporation		SPLIT - Flex Spending		170.83
03/20/2013	EFTPS	US Treasury		SPLIT - payroll taxes		5,903.06
03/20/2013	EFT	Colorado Department of Revenue		SPLIT - payroll taxes		1,501.00
03/25/2013	59662	GLENWOOD HOT SPRINGS		EIP		225.00
03/25/2013	59663	Zuccaro PR LLC		AAA		5,911.00
03/25/2013	59664	Eagle Co Health & Human Services		AAA		4,186.00
03/25/2013	59665	Eagle Family Dentistry		AAA		65.65
03/25/2013	59666	Georgie Zinda		AAA		15.00
03/25/2013	59667	Grand County Council on Aging		AAA		350.00
03/25/2013	59668	Hagen, Betty		AAA		161.92
03/25/2013	59669	Hendershott, Melaine		AAA		710.00
03/25/2013	59670	Jackson County Council on Aging		VOID:Reissue to correct adjustments in payment by	0.00	
03/25/2013	59671	Lan Tran		AAA		400.00
03/25/2013	59672	NW Legal Services		AAA		302.54
03/25/2013	59673	Pitkin County Senior Services		AAA		3,548.40
03/25/2013	59674	Summit County Seniors Services		AAA		2,040.00
03/25/2013	59766	Jackson County Council on Aging		AAA		2,967.33
03/27/2013	59675	Town of Walden (vendor)		Wx		23.50
03/27/2013	59676	Anthony's of Frisco Inc		SPLIT - printing		85.00
03/27/2013	59677	Best Western		NWAHEMR		335.88
03/27/2013	59678	Christy Laney		NWAHEMR		3,562.60
03/27/2013	59679	Comcast		SPLIT - internet		127.44
03/27/2013	59680	Employee Benefits Corporation		SPLIT - Flex Spending		5.25
03/27/2013	59681	Flory Ventures Inc		GIS		4,000.00
03/27/2013	59682	Mid-State Consultants		Broadband		1,658.75
03/27/2013	59683	Pitney Bowes		SPLIT - postage meter		167.49

Northwest Colorado Council of Governments

List of payments

Date	Num	Name	March through April 2013	Memo	Debit	Credit
03/27/2013	59684	Quill Corporation		SPLIT - office supplies		280.12
03/27/2013	59685	Summit Bookkeeping & Payroll, Inc		SPLIT - financial services		7,815.00
03/27/2013	59686	Verizon Wireless Services		SPLIT - cell phones		147.02
03/27/2013	59687	Wex Bank		SPLIT - Fleet fuel cards		5,371.83
03/27/2013	59688	X-cel Energy		Wx		31.34
03/27/2013	59691	ZM Consulting, Inc		QQ		1,180.00
03/27/2013	3996	Summit Bookkeeping & Payroll, Inc		NLF		175.00
03/31/2013	DD	1st Bank Direct Deposit		SPLIT - payroll		34,590.32
03/31/2013	59756	Aspen's Vision Source		AAA		150.00
03/31/2013	59757	Chocolate Software, LLC		CARO		2,128.75
03/31/2013	59758	Colorado Senior Lobby		VOID:Need separate payments	0.00	
03/31/2013	59759	Consortium for Older Adult Wellness		AAA		1,930.55
03/31/2013	59760	Dr. Gregory Adair, DMD		AAA		500.00
03/31/2013	59761	Eagle Co Health & Human Services		AAA		4,878.00
03/31/2013	59762	Hagen, Betty		AAA		148.89
03/31/2013	59763	NW Legal Services		AAA		629.46
03/31/2013	59764	Older Americans Coalition		VOID:Need separate payments	0.00	
03/31/2013	59765	Summit County Seniors Services		AAA		2,420.00
03/31/2013	59767	Illene Pevec		AAA		440.00
03/31/2013	59768	Colorado Senior Lobby		AAA		375.00
03/31/2013	59769	Older Americans Coalition		AAA		120.00
03/31/2013	59770	Colorado Senior Lobby		AAA		75.00
03/31/2013	59771	Older Americans Coalition		AAA		50.00
03/31/2013				Service Charge		9.50
03/31/2013				Service Charge		93.02
04/01/2013	59689	County Health Pool		SPLIT - health insurance		20,706.88
04/01/2013	59690	Cuna Mutual Group-LTD		SPLIT - LTD insurance		1,013.78
04/01/2013	59693	BHW Associates		SPLIT - building expenses		2,575.00
04/01/2013	59694	Enterprise Commercial Center/ Condo Assoc		SPLIT - building expenses		1,390.57
04/01/2013	59695	Four Sprys Investments		WX		1,031.99
04/02/2013	59696	Century Link		Wx		170.89
04/02/2013	59697	Cottonwood Creek Electric, Inc.		Wx		110.62
04/02/2013	59698	Ferguson Enterprises Inc #109		Wx		99.66
04/02/2013	59699	Grainger		Wx		13.12
04/02/2013	59700	Grand Junction Winair Co		Wx		1,255.69
04/02/2013	59701	Hagemeyer North America Inc		Wx		637.84
04/02/2013	59702	Hylton Lumber Co		Wx		44.18
04/02/2013	59703	J&R Products, Inc.		Wx		830.00
04/02/2013	59704	Mountain Heating, Inc.		Wx		125.00
04/02/2013	59705	Mr T Hardware & Building Supply		Wx		309.47
04/02/2013	59706	Point-Five Windows, Inc.		Wx		651.33
04/02/2013	59707	Rocky Mountain Construction Wholesale		Wx		1,117.60
04/02/2013	59708	Samuelson Hardware -9 Craig		Wx		160.91
04/02/2013	59709	Sanders True Value		Wx		14.06
04/02/2013	59710	Summit Professional Services Inc		Wx		200.00

Northwest Colorado Council of Governments

List of payments

Date	Num	Name	March through April 2013	Memo	Debit	Credit
04/02/2013	59711	Tri-River, Inc.		Wx		80.93
04/02/2013	59712	Valley Lumber Co		Wx		255.70
04/02/2013	59713	Verizon Wireless Services		Wx		305.83
04/02/2013	59714	Westland Distributing Group		Wx		6,772.57
04/02/2013	59715	Whirlpool Contract/Retail		Wx		1,270.00
04/02/2013	59716	Lane Wyatt, Inc		QQ		5,166.50
04/02/2013	59739	NWCCOG		RCLS Misc items		0.03
04/02/2013	59717	TDS Consulting Inc		SWQC		3,600.00
04/02/2013	debit	1st Bank Checking		Credit Card Fees		117.93
04/03/2013	59718	Family Support Registry		Garnishments Payable		181.00
04/04/2013	Debit	CCOERA		SPLIT - retirement		1,230.00
04/04/2013	Debit	CCOERA		SPLIT - retirement		10,583.24
04/05/2013	Debit	Employee Benefits Corporation		SPLIT - flex spending		170.83
04/05/2013	EFTPS	US Treasury		SPLIT - payroll taxes		5,420.02
04/05/2013	EFTPS	Colorado Department of Revenue		SPLIT - payroll taxes		1,375.00
04/09/2013	59719	AM Locksmiths		AAA		8.20
04/09/2013	59720	Anthony's of Frisco Inc		SPLIT - printing		326.00
04/09/2013	59721	Best Western		AAA		335.88
04/09/2013	59722	CANSD		AAAA-membership dues		100.00
04/09/2013	59723	Century Link		SPLIT		532.34
04/09/2013	59724	Coley/Forrest, Inc		QQ		1,000.00
04/09/2013	59725	Colorado Gerontology Society		AAA		100.00
04/09/2013	59726	Federal Express{vendor}		SPLIT		43.90
04/09/2013	59727	Grand Junction Fire Department		NWAHEMR		9,999.90
04/09/2013	59728	Mark Gamrat		NWAHEMR		7,000.00
04/09/2013	59729	Quill Corporation		SPLIT - office supplies		318.20
04/09/2013	59730	Sullivan Green Seavy, LLC		QQ		5,008.00
04/09/2013	59731	Summit Car Clinic		SPLIT - motor pool		184.84
04/09/2013	59732	Team Clean		SPLIT - office cleaning		177.08
04/09/2013	59733	US Bancorp Equipment Finance, Inc.		copier		885.00
04/09/2013	59734	Valley Mechanical Inc		Wx		2,580.00
04/09/2013	59735	X-cel Energy		Wx		180.26
04/10/2013	59736	Colorado State Treasurer		CO State Unemployment		786.43
04/15/2013	DD	1st Bank Direct Deposit		SPLIT - payroll		36,919.93
04/16/2013	59737	Mountain Chevrolet		Wx		1,361.38
04/17/2013	59738	Family Support Registry		Garnishments Payable		181.00
04/19/2013	EFTPS	US Treasury		SPLIT - payroll taxes		5,927.78
04/19/2013	EFT	Colorado Department of Revenue		SPLIT - payroll taxes		1,509.00
04/19/2013	DEBIT	Employee Benefits Corporation		SPLIT - Flex Spending		170.83
04/22/2013	59740	1st Bank Credit Card - WX GEO		Wx		5,216.16
04/22/2013	59741	California Contractors Supplies Inc		Wx		477.60
04/22/2013	59742	Eagle Rock Supply Co		Wx		939.44
04/22/2013	59743	Ferguson Enterprises Inc #109		Wx		409.96
04/22/2013	59744	Grand Junction Winair Co		Wx		1,187.46
04/22/2013	59745	Heritage Building & Home Ctr		Wx		14.99

Northwest Colorado Council of Governments

List of payments

Date	Num	Name	March through April 2013	Memo	Debit	Credit
04/22/2013	59746	HILTI INC.		Wx		366.06
04/22/2013	59747	Mr T Hardware & Building Supply		Wx		180.51
04/22/2013	59748	Point-Five Windows, Inc.		Wx		196.55
04/22/2013	59749	Positive Energy		Wx		1,035.00
04/22/2013	59750	RIS - Denver		Wx		4,410.00
04/22/2013	59751	Samuelson Hardware -9 Craig		Wx		158.58
04/22/2013	59752	Sanders True Value		Wx		99.95
04/22/2013	59753	Valley Lumber Co		Wx		60.51
04/22/2013	59754	Westland Distributing Group		Wx		5,144.17
04/22/2013	59755	Whirlpool Contract/Retail		Wx		559.00
04/25/2013	59772	1st Bank Credit Card - COG		SPLIT		10,063.14
04/25/2013	59773	Alliance for Water Efficiency		QQ		50.00
04/25/2013	59774	Alpine PC		SPLIT		495.00
04/25/2013	59775	Basalt & Rural Fire Protection		NWAHEMR		730.72
04/25/2013	59776	Berthoud Fire Department		NWAHEMR		264.00
04/25/2013	59777	Best Western		NWAHEMR		335.88
04/25/2013	59778	Breckenridge Police Department		NWAHEMR		198.00
04/25/2013	59779	Christy Laney		NWAHEMR		6,027.21
04/25/2013	59780	Comcast		SPLIT - internet		127.44
04/25/2013	59781	Easy Permit Postage		SPLIT		2,000.00
04/25/2013	59782	Employee Benefits Corporation		SPLIT - Flex Spending		5.25
04/25/2013	59783	Infinite		VOID: Acct # IC26629 Check destroyed by Post Off	0.00	
04/25/2013	59784	Jean Hammes		AAA		43.10
04/25/2013	59785	Mid-State Consultants		Broadband		3,405.00
04/25/2013	59786	Mountain States		Subscription		895.15
04/25/2013	59787	Pitney Bowes		SPLIT - postage meter		130.00
04/25/2013	59788	Quill Corporation		SPLIT - office supplies		413.94
04/25/2013	59789	Region 9 - EDD		CARO		255.00
04/25/2013	59790	San Juan Basin AAA		AAA		50.00
04/25/2013	59791	Summit Bookkeeping & Payroll, Inc		SPLIT - financial services		7,815.00
04/25/2013	59792	The Summit Recycler, Inc		SPLIT - office recycling		50.00
04/25/2013	59793	Town of Vail{vendor}		NWAHEMR		673.82
04/25/2013	59794	UAVWF		NWAHEMR		5,842.95
04/25/2013	59795	Unleaded Software		web site		390.00
04/25/2013	59796	Vail Resorts Management Co		NWAHEMR		1,218.51
04/25/2013	59797	Verizon Wireless Services		SPLIT - cell phones		141.88
04/25/2013	59798	Wex Bank		SPLIT - Fleet fuel cards		6,203.68
04/25/2013	59799	William L. Pessemier		NWAHEMR		273.26
04/25/2013	59800	X-cel Energy		Wx		25.67
04/25/2013	59803	ZM Consulting, Inc		QQ		1,650.00
04/25/2013	59804	Zuccaro PR LLC		QQ		2,858.00
04/25/2013	3997	NWCCOG		NLF		865.63
04/25/2013	3998	Summit Bookkeeping & Payroll, Inc		NLF		175.00
04/26/2013	59805	Mountain Chevrolet		Wx		1,886.33
04/30/2013				Service Charge		94.42

**Northwest Colorado Council of Governments**  
**Balance Sheet by Class**  
 As of April 30, 2013

7:11 AM  
 05/15/2013  
 Accrual Basis

	<u>8800- Northwest Loan Fund</u>	<u>TOTAL</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1015 · NLF 1st Bank Checking	136,825.49	136,825.49
<b>Total Checking/Savings</b>	<u>136,825.49</u>	<u>136,825.49</u>
<b>Accounts Receivable</b>		
1115 · NLF Loan Receivable	221,856.83	221,856.83
<b>Total Accounts Receivable</b>	<u>221,856.83</u>	<u>221,856.83</u>
<b>Other Current Assets</b>		
1315 · NLF A/R Loan Reserve	-62,356.75	-62,356.75
<b>Total Other Current Assets</b>	<u>-62,356.75</u>	<u>-62,356.75</u>
<b>Total Current Assets</b>	<u>296,325.57</u>	<u>296,325.57</u>
<b>TOTAL ASSETS</b>	<u><u>296,325.57</u></u>	<u><u>296,325.57</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Credit Cards</b>		
2050 · COG-Firstbank Credit Card	513.80	513.80
<b>Total Credit Cards</b>	<u>513.80</u>	<u>513.80</u>
<b>Other Current Liabilities</b>		
2300 · Due to		
2350 · Due to COG From NLF	471.04	471.04
<b>Total 2300 · Due to</b>	<u>471.04</u>	<u>471.04</u>
<b>Total Other Current Liabilities</b>	<u>471.04</u>	<u>471.04</u>
<b>Total Current Liabilities</b>	<u>984.84</u>	<u>984.84</u>
<b>Total Liabilities</b>	984.84	984.84
<b>Equity</b>		
3000 · Fund Balance		
3100 · NLF Net Assets	295,406.14	295,406.14
<b>Total 3000 · Fund Balance</b>	<u>295,406.14</u>	<u>295,406.14</u>
<b>Net Income</b>	<u>-65.41</u>	<u>-65.41</u>
<b>Total Equity</b>	<u>295,340.73</u>	<u>295,340.73</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>296,325.57</u></u>	<u><u>296,325.57</u></u>

## Northwest Colorado Council of Governments Customer Balance Detail

As of April 30, 2013

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
<b>Loan #1</b>						<b>5,416.88</b>
	Payment	04/08/2013	1623	1115 · NLF Loan Receivable	-577.97	4,838.91
Loan #1					-577.97	4,838.91
<b>Loan #2</b>						<b>13,085.88</b>
	Payment	04/29/2013	1449	1115 · NLF Loan Receivable	-1,142.75	11,943.13
Loan #2					-1,142.75	11,943.13
<b>Loan #3</b>						<b>39,507.71</b>
Loan #3						39,507.71
<b>Loan #4</b>						<b>25,950.45</b>
	Payment	04/29/2013		1115 · NLF Loan Receivable	-286.47	25,663.98
Loan #4					-286.47	25,663.98
<b>Loan #5</b>						<b>4,980.61</b>
Loan #5						4,980.61
<b>Loan #6</b>						<b>96,199.02</b>
	Payment	04/16/2013	500028	1115 · NLF Loan Receivable	-340.70	95,858.32
Loan #6					-340.70	95,858.32
<b>Loan #7</b>						<b>24,211.79</b>
	Payment	04/16/2013	1556	1115 · NLF Loan Receivable	-410.88	23,800.91
Loan #7					-410.88	23,800.91
<b>Loan #8</b>						<b>3,976.35</b>
	Payment	04/29/2013	1001230225	1115 · NLF Loan Receivable	-972.66	3,003.69
Loan #8					-972.66	3,003.69
<b>Loan #9</b>						<b>6,725.82</b>
Loan #9						6,725.82
<b>Loan #10</b>						<b>6,000.00</b>
	Payment	04/08/2013	3051	1115 · NLF Loan Receivable	-466.25	5,533.75
Loan #10					-466.25	5,533.75
<b>TOTAL</b>					<b>-3,225.02</b>	<b>167,639.00</b>



# MEMORANDUM

To: NWCCOG Council  
From: Liz Mullen, Executive Director  
Date: May 15, 2013  
Re: Title VI Complaint Process

---

As a subrecipient of FTA funding, the Northwest Colorado Council of Governments (NWCCOG) must comply with the requirements of Title VI of the Civil Rights Act. Title VI is a section of the Civil Rights Act of 1964 requiring that "No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title VI does not address gender discrimination. It only covers race, color and national origin. Other Civil Rights laws prohibit gender discrimination.

Under Title VI is the requirement for subrecipients to develop Title VI complaint procedures. In order to comply, recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request. The proposed Title VI Complaint Process for NWCCOG is attached.

As subrecipients the organization must designate an individual as the Title VI Complaint Coordinator who will accept any such complaints and address them in accordance with the Title VI complaint procedure. We recommend that the NWCCOG Executive Director serve as NWCCOG's Title VI Complaint Coordinator.

In addition recipients shall prepare and maintain a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming the recipient that allege discrimination on the basis of race, color, or national origin. This list shall include the status of the investigation, lawsuit, or complaint. The Title VI Complaint Coordinator will maintain these files.

Recommended Action: The NWCCOG staff recommends that the Council adopt the proposed Title VI Complaint Process.

## **Northwest Colorado Council of Governments Title VI Civil Rights Complaint Process and Form**

The **Northwest Colorado Council of Governments** operates without regard to race, color, or national origin.

**Northwest Colorado Council of Governments** provides equal access to its programs and services to all members of the public. The following information serves to inform the public of its right to this access, and to educate members of the public so that they may understand their rights under the civil rights law which protects the receipt and benefit of services as defined by Title VI of the Civil Rights Act of 1964.

### **What is Title VI?**

Title VI is a section of the Civil Rights Act of 1964 requiring that "No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title VI does not address gender discrimination. It only covers race, color and national origin. Other Civil Rights laws prohibit gender discrimination.

For information on Title VI complaint and investigation procedures, or to fill out a Title VI complaint form, please see the following Northwest Colorado Council of Governments Title VI Complaint and Investigation Procedures and [Title VI Civil Rights Complaint Form](#). To obtain more information on Northwest Colorado Council of Governments' non-discrimination obligations, please submit a written request to: Northwest Colorado Council of Governments Attn: Executive Director-Title VI Coordinator, P.O. Box 2308, Silverthorne, CO 80498 or contact the CDOT Civil Rights & Business Resource Center, Colorado Department of Transportation, Title VI Coordinator, 4201 East Arkansas Ave. Denver, CO 80222

### **Northwest Colorado Council of Governments Title VI Complaint and Investigation Procedures**

The following procedures cover complaints filed under Title VI of the Civil Rights Act of 1964 for alleged discrimination in any program or activity administered by Northwest Colorado Council of Governments.

These procedures do not affect the right of the Complainant to file formal complaints with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and Northwest Colorado Council of Governments may be utilized for resolution. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a written complaint and send it to the following:



Executive Director-Title VI Coordinator  
Northwest Colorado Council of Governments  
P.O. Box 2308  
Silverthorne, CO 80498  
Phone: (970) 468-0295

Complaints may also be filed with the Federal Transit Administration's Office of Civil Rights no later than one-hundred eighty (180) calendar days after the date of the alleged discrimination at 12300 West Dakota Avenue, Suite 310, Lakewood, CO 80228-2583, Phone: (720) 963-3313.

The following measures will be taken to resolve Title VI complaints:

1.) A formal complaint must be filed within one-hundred eighty (180) calendar days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative, and will include the Complainant's name, address and telephone number; name of the alleged discriminating person(s), basis of complaint (race, color, national origin), and the date of the alleged act or acts. A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints. A Northwest Colorado Council of Governments Title VI Complaint Form may be requested by calling (970) 468-0295 or writing Northwest Colorado Council of Governments at the address listed below. Northwest Colorado Council of Governments encourages individuals to submit Title VI complaints in writing using this form and mailing to:

Executive Director-Title VI Coordinator  
Northwest Colorado Council of Governments  
P.O. Box 2308  
Silverthorne, CO 80498  
Phone: (970) 468-0295

2.) In the case where a Complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Executive Director, Northwest Colorado Council of Governments. Under these circumstances, the Complainant will be interviewed, and the Executive Director will assist the Complainant in converting the verbal allegations to writing.

3.) When a complaint is received, the Executive Director-Title VI Coordinator will provide written acknowledgment to the Complainant within ten (10) calendar days by registered mail.

4.) If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided sixty (60) calendar days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

5.) Within fifteen (15) calendar days from receipt of a complete complaint, Northwest Colorado Council of Governments will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) calendar days of this decision, the Executive Director or his/her authorized designee will notify the Complainant and Respondent, by registered mail, informing them of the disposition.

a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.

b. If the complaint is to be investigated, the notification shall state the grounds of Northwest Colorado Council of Governments' jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting in the investigation.

6.) When Northwest Colorado Council of Governments does not have sufficient jurisdiction, the Executive Director or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.

7.) If the complaint has investigative merit, the Executive Director or his/her authorized designee will assign an investigator. A complete investigation will be conducted, and an investigative report will be submitted to the Executive Director within sixty (60) calendar days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the investigator will notify the appropriate authorities, and an extension will be requested.

8.) The Executive Director or his/her authorized designee will issue letters of finding to the Complainant and Respondent within ninety (90) calendar days from receipt of the complaint.

9.) If the Complainant is dissatisfied with Northwest Colorado Council of Governments' resolution of the complaint, he/she has the right to file a complaint with the Departmental Office of Civil Rights, U.S. Department of Transportation, 1200 New Jersey Ave., S.E. Washington D.C. 20590, Phone: 202-366-4648

# Northwest Colorado Council of Governments

## Title VI Civil Rights Complaint Form

Instructions: To submit a Title VI complaint to Northwest Colorado Council of Governments, please print and complete the following form, sign and return to: Northwest Colorado Council of Governments, Attention: Executive Director-Title VI Coordinator, P.O. Box 2308, Silverthorne, CO 80498. For questions or a full copy of Northwest Colorado Council of Governments' Title VI policy and complaint procedures, please submit a written request to the above address, call (970)468-0295 or e-mail [mobilitymanager@nwccog.org](mailto:mobilitymanager@nwccog.org)

### Section I:

1. Name (Complainant):	
3. Home Address (Street No., City, State, Zip)	
3. Phone:	4. Email Address:
5. Accessible format requirements? (please check preference)	
<input type="checkbox"/> Large Print <input type="checkbox"/> Other (please indicate)	

### Section II:

6. Are you filing this complaint on your own behalf? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you answered "yes" to this question, please go to <b>Section III</b> .)
7. If you answered "no" to question 6, please describe your relationship to the person (Complainant) for whom you are filing and why you are filing for a third party:
8. Have you obtained permission of the aggrieved party (Complainant) to file this complaint on his or her behalf? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Section III:

9. Have you previously filed a Title VI complaint with Northwest Colorado Council of Governments? <input type="checkbox"/> Yes <input type="checkbox"/> No																
10. Have you filed this complaint with any other federal, state, or local agencies or with any federal or state court? <input type="checkbox"/> Yes <input type="checkbox"/> No																
11. If "yes," please check all that apply: <input type="checkbox"/> Federal Agency <input type="checkbox"/> Federal Court <input type="checkbox"/> State Agency <input type="checkbox"/> State Court <input type="checkbox"/> Local Agency																
12. If filed at an agency and/or court, please provide information for your point of contact at the agency/court where the complaint was filed:																
<table border="0" style="width:100%"> <tr> <td style="width:25%"><u>Agency/Court:</u></td> <td style="width:25%"><u>Contact Name:</u></td> <td style="width:25%"><u>Address:</u></td> <td style="width:25%"><u>Phone Number:</u></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	<u>Agency/Court:</u>	<u>Contact Name:</u>	<u>Address:</u>	<u>Phone Number:</u>												
<u>Agency/Court:</u>	<u>Contact Name:</u>	<u>Address:</u>	<u>Phone Number:</u>													

### Section IV:

13. Date of Incident:	14. If applicable, name of person(s) who allegedly discriminated against you:

15. Discrimination based on (please check all that apply): Race Color National Origin

16. Please provide a brief explanation of the incident and how you feel you were discriminated against, including how you feel others may have been treated differently than you. If you require additional space or have additional written material pertaining to your complaint, please attach to this form.

17. Why do you believe this event occurred?

18. How can this issue be resolved to your satisfaction?

19. Please list any person(s)/ we may contact for additional information to support or clarify your complaint:

Name:

Address:

Phone Number:

**Section V:**

Signature:

Date of filing:

**Please note: The Northwest Colorado Council of Governments cannot accept your complaint without a signature.**

Please mail your completed form to:

Executive Director-Title VI Coordinator  
Northwest Colorado Council of Governments  
P.O. Box 2308  
Silverthorne, CO 80498



# MEMORANDUM

To: NWCCOG Council  
From: Liz Mullen, Executive Director  
Date: May 15, 2013  
Re: CORA policy

---

The Colorado Energy Office – Weatherization Program has asked NWCCOG to adopt a policy regarding the Colorado Open Records Act (CORA).

Recommended Action: Council is asked to adopt the following policy statement: “It is the policy of the Northwest Colorado Council of Governments to follow all applicable federal, state, and local laws, including the Colorado Open Records Act (CORA).”

**MEMORANDUM OF AGREEMENT  
FOR LOCAL JURISDICTION REGULATION OF CONVEYANCES  
Pursuant to the Elevator and Escalator Certification Act  
Title 9 Article 5.5, Colorado Revised Statutes**

THIS MEMORANDUM OF AGREEMENT ("MOA") is entered into this \_\_\_ day of \_\_\_, 2013, between the Colorado Department of Labor and Employment, Division of Oil and Public Safety ("OPS") located at 633 17<sup>th</sup> Street, Suite 500, Denver, Colorado 80202-3610 and \_\_\_ ("Authority Having Jurisdiction" or "AHJ") located at \_\_\_ (collectively referred to as the "Parties").

**I. BACKGROUND**

The Elevator and Escalator Certification Act (the 'Act'), Title 9, Article 5.5, Sections 101 through 120, Colorado Revised Statutes (C.R.S.), declares that "in order to ensure minimum safety standards throughout Colorado, the regulation of conveyances is a matter of statewide concern". Conveyance Regulations, 7 Colorado Code of Regulations [CCR] 1101-8, have been promulgated to implement the requirements in the Act, and associated policies and guidance have been developed to further clarify requirements in regulations.

The Act allows a local authority having jurisdiction (AHJ) to enter into an MOA with OPS to regulate conveyances that are located within its territory (city, county or city and county) of authority. Following OPS's approval of the AHJ's conveyance standards and execution of this MOA, the AHJ will be considered an Approved AHJ.

Documents incorporated herein and by reference to this MOA are Appendix A, Elevator and Escalator Certification Act, and Appendix B, Conveyance Regulations.

**II. AUTHORITY AND PURPOSE**

The principle authority for this MOA is contained in §9-5.5-112 (2), C.R.S. The Parties have entered into this MOA to:

- Identify the responsibilities of each party for ensuring the safety of conveyances within the State of Colorado through compliance with the Act, regulations, and associated policies and guidance;
- Formalize the cooperative working relationships between the Parties; and
- To provide procedures for communications, exchange of information, and resolution of problems as necessary to carry out the provisions of the Act and regulations.

**III. EFFECTIVE DATE AND TERM**

This MOA shall be effective on \_\_\_\_ and will terminate on \_\_\_\_ (five years), unless terminated sooner as specified herein.

**IV. RESPONSIBILITIES OF OPS**

- A. OPS shall approve the AHJ entering into this MOA.
- B. OPS shall adopt nationally recognized conveyance safety standards.
- C. OPS shall require that all newly installed and existing conveyances in the State of Colorado are registered with OPS. This process will include the collection of a one-time registration fee from the conveyance owner.
- D. OPS shall require that all conveyance contractors, mechanics, and inspectors conducting work in the State of Colorado are licensed through OPS.

## **V. RESPONSIBILITIES OF THE AHJ**

- A. The AHJ shall operate and enforce a conveyance regulation program within its territory of authority with standards equal to or more stringent than those within current OPS statute and regulation.
- B. The AHJ shall be responsible for relaying information regarding conveyances within its territory to the OPS on an annual frequency. This information shall be submitted to OPS no later than February 28<sup>th</sup> of each calendar year and shall include information from the previous calendar year. The information and information format shall be determined by the OPS and shall be incorporated by reference herein to this MOA.
- C. The AHJ shall, in cooperation with OPS, establish a schedule for the AHJ to initially adopt standards listed in §9-5.5-112 (1), C.R.S. Following this initial adoption, the AHJ shall remain current in adoption of future standard versions within 90 days from the date at which OPS adopts the standard.
- D. The AHJ shall be responsible for ensuring that all new and existing conveyances regulated by OPS within the territory of the AHJ are registered with OPS prior to issuing a Certificate of Operation for those conveyances.
- E. The AHJ shall be responsible for ensuring that all entities described in IV. D. above are licensed with OPS prior to conducting work in its territory. Information regarding unlicensed entities shall be reported to OPS immediately in order that OPS enforcement be initiated.
- F. Within 24 hours of notification received by the AHJ, the AHJ shall notify OPS of any accident resulting in injury to an individual.
- G. If the AHJ utilizes a subcontractor in the performance of its responsibilities under this MOA, the AHJ shall ensure that the subcontractor holds all required licenses and/or certification to perform their responsibilities, and maintains adequate insurance coverage at all times while performing their responsibilities.
- H. If allowed per AHJ regulations, the AHJ shall review and make determination of approval or denial for all Alternate Materials and Methods Requests (AMMR - code variances) submitted by conveyance owners or contractors. The AHJ must notify the OPS on all AMMR determinations.

## **VI. ACCESS TO INFORMATION**

- A. To the extent allowed by law, each party shall make available to each to the other party, at no cost, information regarding conveyances within its possession. Requests for information shall not impose an unreasonable resource burden on the other party.
- B. Upon reasonable notice to the AHJ during the term of this MOA, OPS may inspect and review AHJ's records with regard to this MOA.

## **VII. TERMINATION**

The Parties may terminate this MOA for their convenience by notifying the other party in writing, as described in Section VIII C of this MOA, of their intent to terminate this MOA. Such termination shall be effective thirty (30) calendar days following notice. Notwithstanding the above, OPS may terminate this MOA immediately if the AHJ fails to satisfactorily perform its responsibilities hereunder during the term of this MOA.

## **VIII. GENERAL PROVISIONS**

### **A. Legal Authority**

The parties warrant that each possesses actual, legal authority to enter into this MOA. The parties further warrant that each has taken all actions required by its applicable law, procedures, rules, or by-laws to exercise that authority, and to lawfully authorize its undersigned signatory to execute this MOA and bind that party to its terms. The person or persons signing this MOA, or any attachments or amendments hereto, also warrant(s) that such person(s) possesses actual, legal authority to execute this MOA, and any attachments or amendments hereto, on behalf of that party.



**B. Notice of Pending Litigation**

Unless otherwise provided for in this MOA, the AHJ shall notify the OPS individuals, as listed below in C, within five (5) working days after being served with a summons, complaint, or other pleading in a case which involves any services provided under this MOA and which has been filed in any federal or state court or administrative agency.

**C. Notice Procedure**

All notices required to be given under this MOA shall be in writing and shall be deemed given when personally served or three (3) days after deposit in the United States Mail, certified mail, return receipt requested, and addressed to the following parties or to such other addressee(s) as may be designated by a notice complying with the foregoing requirements. If sent by facsimile, notice shall be deemed given at the time of completion of the transmission of the facsimile with facsimile machine confirmation of transmission to the correct facsimile number of all pages of the notice.

**For the AHJ:**

Name & Title:	
Address:	
Phone:	
Fax:	

**For OPS:**

Name & Title:	Lisa Eze, Purchasing Director
Address:	Colorado Department of Labor & Employment 633 17 <sup>th</sup> Street, Suite 1100, Denver CO 80202
Phone:	303-318-8054
Fax:	303-318-8068

**With a copy to:**

Name & Title:	Greg Johnson, Conveyance Section Manager
Address:	Colorado Department of Labor & Employment Oil & Public Safety Division 633 17 <sup>th</sup> Street, Suite 500, Denver CO 80202
Phone:	303-318-8536
Fax:	303-318-8534

**D. Independent Contractor**

Neither AHJ nor any agent or employee of AHJ shall be or shall be deemed to be an agent or employee of OPS.

**E. Third-Party Claims**

Only to the extent that indemnification is consistent with any constitutional or statutory limitations on the AHJ's ability to indemnify others, the AHJ shall indemnify and hold OPS harmless against any third party claims that may arise under this MOA as a direct result of the AHJ's performance or non-performance of its responsibilities hereunder.

**F. Adherence To Applicable Laws**

At all times during the term of this MOA, both parties shall comply with all applicable federal and state laws, regulations, rules, or procedures, as these provisions currently exist or may hereafter

be amended, all of which are incorporated herein by reference and made a part of the terms and conditions of this MOA.

**G. Venue**

The Parties agree that exclusive venue for any action related to this MOA shall be filed in the City and County of Denver, Colorado.

**H. Governmental Immunity Act**

No term or condition of this MOA shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions, of the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq., or the Federal Tort Claims Act, 28 U.S.C. 2671 et seq., as applicable, as now or hereafter amended.

**I. Entire Understanding**

This MOA is the complete integration of all understandings between the parties. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever, unless embodied herein in writing. No subsequent novation, renewal, addition, deletion, or other amendment hereto shall have any force or effect unless embodied in a written contract executed and approved by the Parties.

**IX. APPROVALS**

The Parties hereto have executed this MOA.

(AHJ)	Colorado Department of Labor and Employment Division of Oil and Public Safety
By: _____ (signator name)	By: _____ Mahesh Albuquerque, Director
Date: _____	Date: _____



# MEMORANDUM

To: NWCCOG Council  
From: Liz Mullen, Executive Director  
Date: May 15, 2013  
Re: EIP Staffing

---

One of our elevator inspectors, Don Churchill, is resigning at the end of May.

Instead of hiring another elevator inspector, Gene Morse would like to hire a program assistant who could take over the clerical and administrative parts of the program and thereby allow him to be back in the field where he can keep his own inspection skills sharp and watch over his inspectors more closely. Lately he had been spending most of his time in the office dealing with paperwork. He thinks (and I agree) that his time would be better spent in the field inspecting elevators. A clerical person would be hired and trained to do the billing, record keeping, responding to requests, scheduling changes, etc.

Recommended action: We ask the Council to approve creating a new EIP Program Assistant position and leaving the fourth inspector position vacant.

DEPARTMENT OR AGENCY NAME  
**COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT**  
**PSD-OH-OAP**

DEPARTMENT OR AGENCY NUMBER  
**FLA**

CONTRACT ROUTING NUMBER  
**14-56102**

#### CONTRACT AMENDMENT #1

This Contract Amendment is made this **8th** day of **May, 2013**, by and between the State of Colorado, acting by and through the **DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT**, whose address or principal place of business is **4300 Cherry Creek Drive South, Denver, Colorado 80246**, hereinafter referred to as the "State"; and, **NORTHWEST COLORADO COUNCIL OF GOVERNMENTS (a political subdivision of the State of Colorado)**, whose address or principal place of business is **P.O. Box 2308 Silverthorne, Colorado 80498-2308**, hereinafter referred to as the "Contractor".

#### FACTUAL RECITALS

The parties entered into a contract dated **December 26, 2012**, with contract encumbrance number **PO FLA PPG1352236**, and contract routing number **13 FLA 52236**, whereby the Contractor was to provide to the State the following:

**Provide deliverables for the Oral Health Old Age Pension (OAP) Program.**

The State promises to **increase** the amount of funds to be paid to the Contractor by **Forty Thousand Dollars, (\$40,000.00)** for the renewal term of **four years**, ending on **June 30, 2017**, in exchange for the promise of the Contractor to perform the **revised** specifications to the Scope of Work described herein.

**NOW THEREFORE**, in consideration of their mutual promises to each other, stated below, the parties hereto agree as follows:

1. Consideration for this Contract Amendment to the Original Contract consists of the payments and services that shall be made pursuant to this Contract Amendment, and promises and agreements herein set forth.
2. It is expressly agreed to by the parties that this Contract Amendment is supplemental to the original contract, contract routing number **13 FLA 52236**, referred to herein as the Original Contract, which is by this reference incorporated herein. All terms, conditions, and provisions thereof, unless specifically modified herein, are to apply to this Contract Amendment as though they were expressly rewritten, incorporated, and included herein.
3. It is expressly agreed to by the parties that the Original Contract is and shall be modified, altered, and changed in the following respects only:
  - A. This Contract Amendment is issued pursuant to paragraph **16** of the Original Contract identified by contract routing number **13 FLA 52236**. This Contract Amendment is for the **renewal term** of **July 1, 2013**, through and including **June 30, 2017**. The maximum amount payable by the State for the work to be performed by the Contractor during this **renewal term** is **Forty Thousand Dollars, (\$40,000.00)** for an amended total financial obligation of the State of **NINETY THOUSAND DOLLARS, (\$90,000.00)**. This is an **increase** of **Forty Thousand Dollars, (\$40,000.00)** of the amount payable from the previous term. The revised **Additional Provisions**

is incorporated herein by this reference and identified as "**Exhibit D**". The revised **Statement of Work** is incorporated herein by this reference and identified as "**Exhibit E**". The revised **Budget** is incorporated herein by this reference and identified as "**Exhibit F**".

The Original Contract is modified accordingly. All other terms and conditions of the Original Contract are reaffirmed.

4. The effective date of this Contract Amendment is **July 1, 2013**, or upon approval of the State Controller, or an authorized delegate thereof, whichever is later.
5. Except for the General Provisions and Special Provisions of the Original Contract, in the event of any conflict, inconsistency, variance, or contradiction between the terms and provisions of this Contract Amendment and any of the terms and provisions of the Original Contract, the terms and provisions of this Contract Amendment shall in all respects supersede, govern, and control. The Special Provisions shall always control over other provisions of the Original Contract or any subsequent amendments thereto. The representations in the Special Provisions to the Original Contract concerning the absence of personal interest of state of Colorado employees is presently reaffirmed.
6. **FINANCIAL OBLIGATIONS OF THE STATE PAYABLE AFTER THE CURRENT FISCAL YEAR ARE CONTINGENT UPON FUNDS FOR THAT PURPOSE BEING APPROPRIATED, BUDGETED, AND OTHERWISE MADE AVAILABLE.**

IN WITNESS WHEREOF, the parties hereto have executed this Contract Amendment on the day first above written.

\* Persons signing for Contractor hereby swear and affirm that they are authorized to act on Contractor's behalf and acknowledge that the State is relying on their representations to that effect.

**CONTRACTOR:**

**NORTHWEST COLORADO COUNCIL OF GOVERNMENTS (a political subdivision of the State of Colorado)**

**STATE:**

**STATE OF COLORADO  
John W. Hickenlooper, Governor**

\_\_\_\_\_  
Signature of Authorized Officer

By: \_\_\_\_\_  
For the Executive Director  
DEPARTMENT OF PUBLIC HEALTH  
AND ENVIRONMENT

\_\_\_\_\_  
Print Name of Authorized Officer

\_\_\_\_\_  
Chairperson  
Print Title of Authorized Officer

**PROGRAM APPROVAL:**

By: \_\_\_\_\_

**ALL CONTRACTS MUST BE APPROVED BY THE STATE CONTROLLER**

CRS §24-30-202 requires the State Controller to approve all State Contracts. This Contract is not valid until signed and dated below by the State Controller or delegate. Contractor is not authorized to begin performance until such time. If Contractor begins performing prior thereto, the State of Colorado is not obligated to pay Contractor for such performance or for any goods and/or services provided hereunder.

**STATE CONTROLLER  
David J. McDermott, CPA**

By: \_\_\_\_\_

Date: \_\_\_\_\_

This page left intentionally blank.

*[Faint, mirrored text from the reverse side of the page, including headers like 'STATE OF NORTH CAROLINA' and 'DEPARTMENT OF TRANSPORTATION', and various lines of text and signatures.]*

**AGREEMENT BETWEEN THE  
COUNTY OF EAGLE, STATE OF COLORADO  
and  
THE NORTHWEST COLORADO COUNCIL OF GOVERNMENTS**

This Agreement (“Agreement”) dated as of this \_\_\_\_ day of \_\_\_\_\_ 2013, is between the County of Eagle, State of Colorado, a body corporate and politic, by and through its Board of County Commissioners with a mailing address of 500 Broadway, Post Office Box 660, Eagle CO 81631 (“County”), and the Northwest Colorado Council of Governments (“NWCCOG”), with a mailing address of P.O. Box 2308, Silverthorne, CO 80498.

WHEREAS, the County is the grantee of a HUD/ Community Development Block Grant (“CDBG”) with the State of Colorado through the Department of Local Affairs (hereinafter the “State”) under contract for CDBG project #\_\_\_\_ (the “CDBG Project”) bearing an effective contract date of \_\_\_\_\_, 2013 (hereinafter the “Contract”); and

WHEREAS, the purpose of the CDBG Project is to provide a revolving business loan fund for the region through the Northwest Colorado Council of Governments (“NWCCOG”) and its Region 12 Revolving Loan Fund Corporation, a Colorado 501(c)(3) corporation, d/b/a Northwest Loan Fund(“NLF”); and

WHEREAS, the NWCCOG is an association of Colorado county and municipal governments formed pursuant to Article XIV, Section 18 of the Colorado Constitution and Sections 29-1-201. et seq., 29-1-401 and 29-1-402, Colo.Rev.Stat; and

WHEREAS, it would be appropriate and desirable to have the NWCCOG assume the County’s responsibilities under the Contract and under the Intergovernmental Agreement for Community Development Block Grant Business Loan Funds dated \_\_\_\_\_, 2013 (the “IGA”), and for the NWCCOG to administer and implement the Contract and the IGA; and

WHEREAS, it is desirable to describe in greater detail and further specify the relationships and operational procedures between the County and the NWCCOG.

**AGREEMENT**

NOW, THEREFORE, in accordance with the recitals, and for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, including the promises set forth herein, the parties agree to the following:

**1. GRANT ADMINISTRATION AND IMPLEMENTATION.**

The NWCCOG hereby agrees to become the subgrantee for the above mentioned Contract. As subgrantee, the NWCCOG assumes all responsibility of the County/grantee as allowed under the laws, rules and regulations governing HUD/CDBG programs or federal grants in general. The NWCCOG shall administer the program in accordance with the loan policy statement as found in Exhibit “A”, attached hereto and incorporated herein by this reference. The NWCCOG agrees to



provide all the necessary services to meet the requirements of the State including the provisions of business loans and other assistance to businesses. The responsible official shall be the Executive Director of the NWCCOG (the “NWCCOG Administrator”).

## 2. GRANT COMPLIANCE.

The NWCCOG shall comply with all the conditions of the Contract as found in Exhibit “B”, attached hereto and incorporated herein by this reference, including, but not limited to, the scope of services which is attached as part of said Contract. The NWCCOG shall also comply with all the laws, rules, and regulations governing HUD/CDBG programs and federal grants in general that may be applicable under this Contract.

## 3. SUPPORT SERVICES AND CONTRIBUTIONS.

The County hereby agrees to provide the following services to the NWCCOG for this program:

1. Provide for the accounting of all CDBG grant funds in accordance with the Single Audit concept and other State grant requirements, specifically documenting the pass through of CDBG funds.
2. From time to time, the NLF, through the NWCCOG Administrator, will apply to the State to draw grant funds as part of this Contract. As those requests for funds are approved by the State, funds will be transferred to the County, as the lead county under the Contract, and it is herein agreed that all funds so received by the County will be immediately transferred to the NLF in order to be disbursed and/or held for disbursement by the NLF. The County staff person responsible for the immediate dispersal of funds to the NLF shall be the County Fiscal Officer.
3. The County shall execute all necessary documents required by the State and HUD/CDBG related to the application and receipt of the Contract funds.
4. No additional services other than listed in this Agreement shall be required of the County.

## 4. ENVIRONMENTAL REVIEW.

The NWCCOG agrees to prepare the preliminary environmental review for the HUD/CDBG Economic Development and Infrastructure program as a whole, as well as, individual environmental reviews for specific business loans under the Contract. The NWCCOG will also prepare the necessary public notices known as Finding of No Significant Impact (“FONSI”), Notice of Request for Release of Funds (“NORROF”) and the Request for Release of Funds (“RRLOF”) as appropriate. These and other communications regarding the environmental reviews under the Contract shall be kept in a formal file for public access known as the Environmental Review Record. The Environmental Compliance Officer shall be the Executive Director of the NWCCOG.

## 5. REPORTS AND SIGNATURES.

The NWCCOG Administrator shall sign as the Certifying Official for environmental reviews under the Contract. The NWCCOG shall also prepare the quarterly progress reports required by the Contract within thirty (30) days following the end of each quarter under the Contract. The NWCCOG Administrator shall also be authorized to sign the Requests for Advance or

Reimbursement, the Financial Status Reports and the Appropriate Determinations under the Contract.

6. PROGRAM RECORDS AND ACCESS.

The NWCCOG shall maintain all public records related to the Contract and this HUD/CDBG Project at their corporate offices and provide public access to these records during normal business hours. Personal financial records and other confidential information concerning individual borrowers under the program shall be held confidential and with limited access as identified in the loan policy statement. Actual loan documents including the amount and terms of the loan and other contracts with individual businesses shall be made available upon request. The County shall have unlimited access to all records pertaining to the Contract and this Project. The County shall maintain copies of the Grant Application, Contracts with all participating counties and agreements with NWCCOG and NLF, Requests for Reimbursement and all other reports requiring the signature of the Chairman of the Board of the Eagle County Commissioners.

7. MISCELLANEOUS INCOME.

As outlined in the Contract, the NLF shall retain in a separate account all forms of miscellaneous income relating to the Contract. Upon dissolution of the NLF, these funds shall be returned first to the State, or if the State agrees, to such organization agreed upon by the County which shall continue this CDBG Project.

8. MISCELLANEOUS.

The NWCCOG shall develop all the necessary Promissory Notes, Loan Agreements, Security Agreements under the Contract and this Project and enforce loan security interests as necessary and able, including repossession and foreclosure on real or personal property under the Contract and this CDBG Project.

The NWCCOG shall have sole responsibility for monitoring the performance of the personnel hired with funds from the Contract.

The NWCCOG and the NLF shall adopt and follow the NWCCOG's personnel, organizational and program policies which are in compliance with the requirements of the HUD/CDBG program.

9. TERMINATION CLAUSE.

This Agreement may be terminated by either party upon ninety (90) days written notice subject to written approval of the State. In addition, if for any reason, NWCCOG shall fail to substantially perform the services required by this Agreement, or fails to ensure the performance of the services called for herein with such diligence as will ensure its completion, or materially fails to comply with any of the terms, conditions or provisions of this Agreement which shall constitute a violation or breach of this Agreement, and shall fail to cure the violation or breach within fifteen (15) days following notice thereof by the County, the County may terminate this Agreement by giving written notice to NWCCOG. In addition to the other remedies available to it, in the event the County terminates this Agreement due to NWCCOG's failure to cure any violation or breach as provided above, or due to NWCCOG's breach of or violation of any

covenant, agreement or assurance herein, the County retains the right and may, at its option, make written demand for the delivery of, and NWCCOG shall immediately upon receipt of such demand of the County: (a) transfer to a County designated third party all sums received by NWCCOG/NLF from the County under this Agreement as of the date of such demand, net of loan disbursements pursuant to this Agreement; (b) all Program Records and other documents prepared by NWCCOG pursuant to the terms of this Agreement; and (c) all expenses incurred by the County, including reasonable attorneys' fees, incurred in recovering said sums and records. Termination of this Agreement will have no effect of all pre-existing loans generated under the Contract. Upon the termination of this Agreement, NWCCOG/NLF shall transfer to the County designated third party all funds, Promissory Notes, Loan Agreements, Security Agreements and other Program Documents prepared in administration of the Contract which are in existence at the time of termination. NWCCOG shall also immediately notify the County of all pending loans or other commitments of NWCCOG/NLF under the Contract which are outstanding on the termination date and shall take such action with respect thereto as the parties hereto shall mutually determine.

#### 10. INDEMNIFICATION.

NWCCOG and NLF shall each, to the fullest extent permitted by law, indemnify, hold harmless and defend County and its officials, boards, officers, principals and employees from all losses, costs, claims, damages and liabilities, including reasonable attorney's fees and expenses for which County or any of its officials, boards, officers, principals and employees may become subject to, insofar as any such losses, claims, damages or liabilities arise out of, directly or indirectly, this Agreement or are based upon any performance or nonperformance by NWCCOG and/or NLF and NWCCOG and NLF shall reimburse County for any and all legal and other expenses incurred by it in connection with investigating or defending any such loss, claim, damage, liability or action. Nothing herein shall be construed as a waiver of defenses or immunities available to the County under the Governmental Immunity Act.

#### 11. INSURANCE.

NWCCOG shall maintain in full force and effect commercial general liability insurance in the amount of at least \$1,000,000 per occurrence and \$2,000,000 aggregate at its own expense during the term of this Agreement, which shall afford coverage for all claims for bodily injury, including death, and all claims for destruction or damage to property and personal injury arising out of or in connection with any operations or services performed under this Agreement. NWCCOG shall also maintain fidelity insurance coverage in an amount not less than \$1,000,000 under the terms and conditions set forth hereafter. The County shall be an additional insured under this policy and NWCCOG shall furnish the County Attorney's Office with certificates of insurance giving evidence of such coverage and containing a provision that the County shall be given thirty (30) days written notice of cancellation or material change of coverage. These certificates shall be delivered to County within ten (10) days following execution of this Agreement. Additionally, County, upon its written request, shall be given copies of these policies within thirty (30) days of such request. NWCCOG shall maintain in full force and effect worker's compensation insurance with the Colorado statutory limits as required by law. Any volunteers used by NWCCOG in the performance of this Agreement must be covered under NWCCOG's worker's compensation insurance or under a medical, accident, death or dismemberment policy with limits of not less than \$25,000. NWCCOG shall furnish the County

Attorney's Office with certificates of insurance giving evidence of such coverage and containing a provision that the County shall be given thirty (30) days written notice of cancellation or material change of coverage. These certificates shall be delivered to County within ten (10) days following execution of this Agreement.

12. INDEPENDENT CONTRACTOR.

With respect to the provision of NWCCOG's services hereunder, NWCCOG acknowledges that it is an independent contractor. Nothing in this Agreement shall be deemed to make NWCCOG or the NLF an agent, employee, partner or representative of the County. NWCCOG shall not have the authority to, and will not make any commitments or enter into any agreement with any party on behalf of County without the written consent of the Board of County Commissioners. NWCCOG and its employees are not entitled to workers' compensation benefits through the County. NWCCOG is solely responsible for necessary and adequate workers' compensation insurance and shall be responsible for withholding and paying all federal and state taxes. NWCCOG and its employees are not entitled to unemployment insurance benefits unless unemployment compensation coverage is provided by an entity other than the County. NWCCOG hereby acknowledges full and complete liability for and timely payment of all local, state and federal taxes imposed including, without limitation, tax on self-employment income, unemployment taxes and income taxes.

13. AMENDMENTS.

This Agreement may be modified or changed at any time by written agreement of the parties.

14. ASSIGNMENT.

NWCCOG may not assign its responsibilities under this Agreement without the prior written consent of the County, which consent may be withheld in the County's sole discretion. The County shall be entitled to assign its rights, in whole or in part, under this Agreement upon written notice of such assignment to NWCCOG.

15. GOVERNING LAW.

This Agreement shall be governed by the laws of the State of Colorado. Jurisdiction and venue for any suit, right or cause of action arising under, or in connection with this Agreement shall be exclusively in Eagle County, Colorado.

16. THIRD PARTY BENEFICIARIES.

This Agreement does not, and shall not be deemed or construed to confer upon or grant to any third party or parties any right to claim damages or to bring any suit, action or other proceeding against either NWCCOG or the County because of any breach hereof or because of any of the terms, covenants, agreements and conditions hereof.

17. BOARD ADOPTION.

Both the County and the NWCCOG pledge their good faith efforts and cooperation to further the economic development of Planning and Management Region XII and Garfield, Moffat, Rio Blanco and Routt Counties by witness to their signatures for the approval and adoption of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the day first above written.

**EAGLE COUNTY**

By: \_\_\_\_\_  
Jon Stavney, Chairman  
Eagle County Board of County  
Commissioners

Attest:

\_\_\_\_\_  
Eagle County  
Clerk and Recorder

**NORTHWEST COLORADO COUNCIL  
OF GOVERNMENTS**

By: \_\_\_\_\_  
Karn Steigelmeier, Chairman  
Northwest Colorado Council of  
Government

Attest:

\_\_\_\_\_  
Liz Mullen, Executive Director  
Northwest Colorado Council of  
Governments



# PROGRAM UPDATES

**To:** NWCCOG Council  
**From:** NWCCOG Staff  
**Date:** May 15, 2013  
**Re:** May 2013 Program Updates

---

The following are the events of note that have occurred since the March 28, 2013 NWCCOG meeting.

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

- **Regional Broadband Project** - The Department of Local Affairs (DOLA) has awarded a grant through the Energy and Mineral Impact Assistance Fund (EIAF) to NWCCOG for the development of an eight-county strategic plan to improve broadband capacity across the region. Through a competitive selection process, NWCCOG has selected Mid-State Consultants, Inc. as the technical consultant to prepare the plan and otherwise assist NWCCOG to fulfill the intent of its grant. The participating jurisdictions include Eagle, Grand, Jackson, Moffat, Pitkin, Rio Blanco, Routt and Summit counties plus the City of Glenwood Springs and the Town of Carbondale. A steering committee made up of one representative from each of the eight participating counties will be guiding this strategic planning process. Steering committee members include IT directors, county commissioners, and a chamber of commerce executive director. The steering committee met on April 11th in Glenwood Springs for a planning seminar with Mid-State Consultants to kick off this project. During the planning seminar, the steering committee discussed each project deliverable in detail to assure that all of the participants are in agreement that the expectations are clear and reasonable. The end result will be a regional plan and will specifically include recommended actions steps for the NWCCOG Council to consider as next steps in improving the broadband capacity for the region. Surveys and workshops during the summer months will be part of the data collection and education components of the project. Mid-State Consultants staff are now working to collect information for a regional asset map through existing data and interviews with vendors in the region. The goal is to present a draft strategic plan to the NWCCOG Council at the September 26th strategic planning session in Glenwood Springs.  
NWCCOG is a sponsor for the 2013 Rural Broadband Mountain Connect conference on June 16 & 17, 2013 in Breckenridge. Registration information and the agenda are available at [www.mountainconnect.org](http://www.mountainconnect.org)
- **Regional Purchasing group** – A group of purchasing representatives from 10 NWCCOG jurisdictions met on April 10<sup>th</sup> to discuss the value of developing a regional cooperative purchasing program based on the MAPO (Multiple Assembly of Procurement Officials) model. The group decided that interested entities should join the 45 MAPO members and strengthen the existing organization rather than try to recreate a smaller version of the same.

- *COHBE Assistance Hub Application* – NWCCOG submitted an application to the Colorado Health Benefit Exchange (COHBE), now called the Connect for Health Colorado Assistance Network, proposing that NWCCOG become a Regional Assistance Hub for Region 12 and Garfield, Moffat, Rio Blanco and Routt Counties. Decisions regarding the successful applications for Assistance Sites and Regional Hubs are expected on May 20<sup>th</sup>.

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

#### **Senior Awards Ceremony**

The 25<sup>th</sup> Annual Senior Awards Ceremony was held on May 8 at the Summit County Community & Senior Center, Frisco. This year's event was attended by nearly 100 persons joining in the recognition and celebration of the 17 award recipients for 2013.

Region 12 holds its annual Senior Awards Ceremony in May in conjunction with Older Americans Month. The Older Americans Month theme for this year is *Unleash the Power of Age*. To view items related to Older Americans Month visit the website:

[www.olderamericansmonth.acl.gov](http://www.olderamericansmonth.acl.gov)



#### **Annual Caregiver Conference**

The 5th Annual Caregiver conference will be held Thursday, June 13, from 8:30 am-1:00 pm at the Glenwood Springs High School. At this year's event, there will be workshop presentations with titles such as: "Caring for a Loved One Who Isn't So Loveable", "Save Your Back", and "Knowing Your Limits". There will also be a resource fair, caregiver pampering, and breakfast. This event is 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](mailto:jumartin@garfield-county.com).

#### **Renewal of Old Age Pension Dental Program**

The Old Age Pension Dental Program has been renewed for 2013. The Alpine Area Agency on Aging has completed its four-year Scope of Work, fiscal year 2014 budget, and list of providers/subcontractors anticipated for the coming year for the administration of the Old Age Pension Dental program. The approximate amount of annual funding is \$40,000. The NWCCOG Council will be asked to approve a multi-year contract going forward. Once the multi-year contract is executed it will be amended each year through a grant-fund-change letter dependent on recommendations from the Dental Advisory Committee, and it will be based upon determined need around the state as well as previous compliance and contract monitoring findings. Individuals interested in receiving Old Age Pension Dental assistance should contact their local county social services department to determine if they are eligible and for a referral to the program.

#### **Region 12 Network of Care**

Erin Fisher is working on the compilation of the regional resources for the Region 12 Network of Care website. A beta site has been developed which will allow a small group of aging network providers, key stakeholders and consumers to test the system prior to the launch to review for accuracy and identify any common issues or questions that could be addressed for all users. The Network of Care beta site will be previewed at the May NWCCOG council meeting. The anticipated launch of the live website is in the fall.

### **Economic Development District** – Rachel Lunney, Communications and Research Manager **Communications**

May eNews was sent out on May 1<sup>st</sup>. The website has been updated as follows: RTCC button added to homepage; Northwest Loan Fund page was updated; Economic Development District page was expanded.

### **Economic Development**

The NWCCOG EDD webpage has been expanded to include pages on resources, events bulletins, partners, information on board and working group meetings, regional and economic data (coming soon!).

The NWCCOG EDD working group met on April 24<sup>th</sup>. NWCCOG EDD is planning for launching a sector partnership in the health and wellness industry sector. Colorado Workforce Development Council is providing technical assistance and support to the regions across the state for this initiative. The Region 12 core team participated in a day-long convenor training on May 1<sup>st</sup>, provided by national sector partnership experts. The core team will have a call on May 15<sup>th</sup> to discuss next steps such as developing a list of health and wellness employers to invite, identifying potential private sector champions, looking at potential date and meeting location.

The May resources and events bulletin was sent out on May 8<sup>th</sup>. Rachel participated in a small business resource event held on April 25<sup>th</sup> which was organized by the NW Small Business Development Center. Rachel is now serving on the Rural Resort Region Workforce Investment Board representing the region in the economic development category. Rachel attended the High Performance Workforce Board training in Pueblo May 2 and 3; this training was for all WIB board members of the Colorado Rural Workforce Consortium (all regions across the state except for the Denver Metro Region).

The next NWCCOG EDD working group meeting will be held on June 26<sup>th</sup> from 10 am – 2 pm at the Eagle County Courthouse.

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

The Colorado Division of Oil & Public Safety – Conveyance Section (OPS) will conduct an audit of NWCCOG's EIP from June 11 – 14, 2013. NWCCOG's MOA with OPS expires on June 30, 2013. The proposed renewed MOA is included in the meeting packet for the Council's review.

Elevator Inspector Don Churchill will be resigning at the end of May to accept another position in the Front Range area. We will be re-evaluating the EIP staffing needs before deciding how best to fill this vacancy.

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

In April the Weatherization staff of Northwest Colorado Council of Governments (NWCCOG) attended training on sealing air leaks in a home. This training was unique in that instead of our staff traveling to Denver to be trained in a classroom or on mock work sites in a training facility, this time the trainer came to us and we worked on real houses already being weatherized in our region.

In July 2012 the Department of Energy (DOE) began requiring that every home weatherized must adopt a ventilation strategy, which in nearly every case requires the installation of a ventilation (exhaust) fan to ensure adequate fresh air to the occupants. DOE has presented this ventilation strategy as being necessary for the Health and Safety of the occupants, but admits that there will be an energy penalty for both the electricity to run the fan, and also to heat incoming 'fresh' air that replaces the 'stale' air exhausted outside. NWCCOG's response was to attempt to nullify this energy penalty by increasing the amount of energy saved at each home. NWCCOG's renewed focus on air leakage savings reversed decade-old directions from the State of Colorado to intentionally leave houses a little leaky, both to provide ventilation



air, and also because the price of natural gas in Colorado was very low at the time. NWCCOG installers have received technical information and training in-house since last summer on where and how to better air-seal the homes on which we're working. The training subcontractor hired by CEO re-emphasized and reinforced the same techniques and measures already in use by NWCCOG, and also presented some materials and tools with which not all installers were familiar. In 2012 NWCCOG had instituted a contest where the crew from each location (Silverthorne and New Castle) that achieves the best air leakage reduction in each calendar quarter receives recognition at a monthly staff meeting for their accomplishment. Our Weatherization team members were enthusiastic about receiving this training because it will help them achieve additional energy savings for our clients.

**Northwest All Hazards Emergency Management Region (NWAHEMR)** – Christy Laney, Homeland Security Coordinator

The next meeting of the NWAHEMR is scheduled for Wednesday, May 22 in Glenwood Springs. No information is available regarding a 2013 grant at this time. The group continues to work to complete the remaining projects.

**Northwest Loan Fund (NLF)** - Anita Cameron, Business Loan Officer

The CDBG application and IGA between Eagle County, State of Colorado and NWCCOG are nearly ready for approval of the other 8 counties.

Anita Cameron joined NWCCOG on May 1 as the Business Loan Officer. Anita has a long history of bank business lending and consulting in Denver & nearby counties (including Grand and Summit). She holds a degree from the Colorado Graduate School of Banking.

May 1 - 3, Liz and Anita attended the Business Loan Fund Conference in Grand Junction. Bob Todd, Manager of the CBDG Business Programs and most of the Colorado Region Loan Officers were in attendance. The conference was a showcase of the Business Incubator, the synergy of those who office there and those who house businesses there (including the commercial kitchen). Speakers included many business owners who had benefited from CDBG loans.

Rachael introduced Anita to Lindsey Stapay, Coordinator of the Northwest SBDC. Lindsey will be a major source of referrals for loan requests. Anita will be introduced to the SBDC Consultant/Trainer Network on a conference call on May 28 and has been listed on the OEDIT website as the Northwest Loan contact. The NWCCOG website has been updated to include the Loan Fund and contact info.

A payoff of \$5,333.75 was received from Wolverine Publishing (Silt), increasing the Revolved Fund. Anita has made contact with two prospects; one in Craig and one in Eagle & Garfield Counties.

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

The Request for Proposal (RFP) for the One Call-One Click call center software is still in process. As noted at the last NWCCOG Council meeting ECO Transit has requested that the Regional Transportation Coordinating Council (RTCC) and ECO Transit submit a joint proposal to CDOT. Roaring Fork Transportation Authority (RFTA) has also expressed interest; however, they are several months behind the other two groups on the receipt of their grant so they could be a future option. ECO Transit has hired a consultant to ensure that the RFP meets federal guidelines and the consultant is also looking at a piggy back option with another project in the country. Kelley Collier with ECO Transit indicated a timeline of June or July for the awarding of the project. The RTCC members indicated this was acceptable

At the end of May CDOT will announce the availability for funding for FTA 5310 Mobility Manager grants for FY2014–2015 with the application deadline 45 days after the announcement. This will provide continued funding for the Mobility Manager position. The NWCCOG will submit an application for these funds. This is great news that CDOT will be funding the Mobility Manager positions for another 2 years.

This month the final invoice for the 2011-2012 LCC grant was submitted. This purchase order was for the amount of \$10,000. All funds have now been spent.

The RTCC has formed a Policy and Procedure Committee to review policies for the One Call/One Click Call Center once it is in operation. Judy Martin, Garfield HHS; Tom Clark, Mayor of Kremmling; John Hoffman, Carbondale Town Council; and Jim Cartwright, from Fraser are serving on the committee. Meetings of this subcommittee have been held on March 29 and April 29. The first draft of the new Policy & Procedure manual has been disseminated to Committee members for review.

The Regional Transportation Coordinating Council (RTCC) is collaborating with the Veterans Transportation Task Force (VTTF) on a statewide survey of transportation providers to determine transportation gaps for veterans in Colorado. The Colorado Association of State Transit Agencies (CASTA) has distributed the survey to their members. The RTCC/NWCCOG is gathering the data for the VTTF through Survey Monkey for analysis by the VTTF.

Susan Juergensmeier applied for and received a scholarship to attend the Mobility Manager training May 14 and 15 at the Colorado Association of Transit Agencies (CASTA) in Black Hawk. The award will cover the four day conference registration fee and lodging.

Due to scheduling conflicts for the June 5 meeting, the next Regional Transportation Coordinating Council (RTCC) meeting will be held on May 29 at the ECO Transit office in Gypsum at 10:00 a.m.

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

Lane Wyatt, Matt Sugar and Shanna Koenig, Co-Directors

As you are no doubt aware the legislative session ended on May 8. Over 600 bills were addressed one way or another this session. Governor Hickenlooper has 30 days following the session to sign, veto or allow bills to become law without his signature.

Components of SB-019, a bill promoting water conservation sponsored by Sen. Schwartz and Rep. Fischer passed both houses and been sent to the Governor for final action. The Interim Water Committee has committed to work on other components of the original bill over the summer to further agricultural water conservation efforts.

You may recall at the very beginning of the session HJR-1004 a resolution concerning Opposing Forest Service Water Permit Requirements was introduced. Ski areas were very supportive of the language the resolution offered. As you are aware resolutions are statements of position and not legally binding. The resolution failed but is sure to be a hot topic over the summer.

Introduction of Oil and Gas legislation was minimal compared to what was expected this session, only a few were contentious ( HB-1269 – concerning Conflicts of Interest and “Fostering” language) ultimately died. Rep. Mitsch-Bush bill regarding Oil Spill Notification passed and was signed in to law by the Governor.



## WATER QUALITY / QUANTITY COMMITTEE (QQ)

Post Office Box 2308 • Silverthorne, Colorado 80498  
970-468-0295 • Fax 970-468-1208 • email: [qqwater@nwccog.org](mailto:qqwater@nwccog.org)

April 16, 2013

Hannah Schechter  
BLM, Kremmling Field Office  
PO Box 68  
Kremmling, CO 80459  
Via email at: [hschechter@blm.gov](mailto:hschechter@blm.gov)

Dear Ms. Schechter:

I am writing this letter on behalf of the Northwest Colorado Council of Governments Water Quality/Quantity Committee (NWCCOG). NWCCOG is an organization of over 50 local governments including nearly all the county, municipal and water and sanitation districts in the Upper Colorado River headwater region.

NWCCOG members strongly support efforts to protect and enhance water based recreational opportunities. On behalf of NWCCOG, I have reviewed BLM's proposal to construct a new boat launch at the Radium Recreation site. We fully support this proposal and endorse BLM's efforts to control erosion and invasive plant species that may result from surface disturbance during construction.

Thank you for the opportunity to comment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lane Wyatt", is written over the printed name.

Lane Wyatt  
[qqlane@nwccog.org](mailto:qqlane@nwccog.org)

cc: NWCCOG Board of Directors



**Northwest Colorado Council of Governments (NWCCOG)  
Economic Development District (EDD) Board Meeting Minutes  
Buffalo Mountain Room, Frisco Commons, Frisco, CO  
January 24, 2013**

**Presiding:**

Karn Stiegelmeier, Summit Cty. Commissioner

**EDD Board Members Present:**

Jill Ryan, Eagle County

James Newberry, Grand County

Jeff Shroll, Town of Gypsum

Tom Clark, Town of Kremmling

Kelli McDonald, Town of Vail ED Director

Tim Westerberg, Town of Dillon

Frank Lilly, Copy Copy (private sector)

John Rich, Richland Propane (private sector)

Catherine Ross, Winter Park/Fraser Valley

Chamber of Commerce (stakeholder)

Susan Philp, Town of Basalt (via telephone)

Debbie Braun, Aspen Chamber (stakeholder, via telephone)

**Others Present:**

Jim Murphy, Jackson County Commissioner

John Hoffmann, Town of Carbondale

Dick Blodgett, Interim Kremmling Town Mgr.

Mark Campbell, Kremmling Town Manager

Lana Gallegos, Town of Gypsum

Diane Butler, Grand County Econ. Development

Merrit Linke, Grand Cty. Commissioner

Rachel Lunney, NWCCOG

Liz Mullen, NWCCOG

Jean Hammes, NWCCOG

Sherry Rogstad, NWCCOG

**Call to Order:**

Because Peter Runyon, the previous NWCCOG-EDD Chair was term limited and therefore not in attendance, and Rob Ittner, the previous NWCCOG-EDD Vice Chair and Jill Boyle, the Secretary/Treasurer were not able to attend; Karn Stiegelmeier, NWCCOG Chair called the meeting to order at 1:42 pm. Rachel Lunney took roll call, there was a quorum present.

**Approval of Minutes:**

***M/S/P Tom Clark/Kelli McDonald*** to approve the minutes of the October 27, 2011 meeting as presented.

**Ratify NWCCOG-EDD Articles of Association & NWCCOG-EDD Board Bylaws:**

At this time Liz reviewed the NWCCOG-EDD Articles and Bylaws, making sure the NWCCOG-EDD Board understood since NWCCOG-EDD has received district designation, the NWCCOG-EDD board will operate as a second, independent board with separate EIN and DUNS numbers for grants.

***M/S/P Tom Clark/Jeff Shroll*** to ratify the NWCCOG-EDD Articles and Bylaws.

**Review/Discussion 2012 Progress Report/2013 Scope of Work/2013 Meeting Schedule:**

Next Rachel reviewed NWCCOG-EDD's progress in the past year and explained how the staff will be carrying out the scope of work for 2013 as submitted in the NWCCOG-EDD planning partnership grant application to the EDA.

She pointed out the next NWCCOG-EDD working group meeting is scheduled for February 27 in Edwards at the CMC. She also explained that there is a NWCCOG-EDD working group meeting scheduled every other month, the 4<sup>th</sup> Wednesday of that month.

Rachel also reported that NWCCOG-EDD has been awarded a Smart Growth America free technical assistance workshop on Planning for Fiscal & Economic Health, which is now scheduled for June 27-28 at the Eagle County Courthouse.

Liz asked if there was anything missing or if anyone had comments on the work plan. There were none.

It was also decided to add two NWCCOG-EDD Board meetings to the schedule so that the NWCCOG-EDD Board can meet quarterly.

**Election of Officers**

At this time Karn Stiegelmeier reported that Rob Ittner, Pitkin County Commissioner, expressed interest in continuing his role as NWCCOG-EDD Vice Chair. She asked Tom Clark & John Rich if they would be interested in a board capacity. They both agreed they would.

*M/S/P James Newberry/Susan Philp* to nominate Rob Ittner to NWCCOG-EDD Chair and to close nominations.

*M/S/P James Newberry/Jeff Shroll* to nominate John Rich to NWCCOG-EDD Vice Chair and to close nominations.

*M/S/P James Newberry/Jeff Shroll* to nominate Tom Clark to NWCCOG-EDD Secretary/Treasurer and to close nominations.

**Elections Results:**

NWCCOG-EDD Chair: Rob Ittner

NWCCOG-EDD Vice Chair: John Rich

NWCCOG-EDD Secretary/Treasurer: Tom Clark

**New Business:**

None

**Adjournment:**

Karn Stiegelmeier adjourned the NWCCOG-EDD meeting at 2:18 pm.

---

Karn Stiegelmeier, Acting Chair

---

Date

NWCCOG Economic Development District

January - April 2013

Budget vs. Actual

	<u>Jan - Apr 13</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000 - Grant Income</b>			
4100 - Federal Grant Income	0.00	54,900.00	0.0%
<b>Total 4000 - Grant Income</b>	<u>0.00</u>	<u>54,900.00</u>	<u>0.0%</u>
<b>4510 - Local Funding</b>			
4630 - NWCCOG Matching	18,300.00		
4660 - Matching Funds	0.00	54,900.00	0.0%
<b>Total 4510 - Local Funding</b>	<u>18,300.00</u>	<u>54,900.00</u>	<u>33.33%</u>
<b>Total Income</b>	<u>18,300.00</u>	<u>109,800.00</u>	<u>16.67%</u>
<b>Gross Profit</b>	18,300.00	109,800.00	16.67%
<b>Expense</b>			
<b>6100 - Payroll Expenses</b>			
6110 - Executive Director	8,346.86	27,748.00	30.08%
6121 - Program Staff	8,599.61	33,600.00	25.59%
6210 - Taxes & Benefits	1,369.53	18,496.00	7.4%
<b>Total 6100 - Payroll Expenses</b>	<u>18,316.00</u>	<u>79,844.00</u>	<u>22.94%</u>
<b>6520 - Outside Contract</b>			
6510 - Contractor	192.50		
<b>Total 6520 - Outside Contract</b>	<u>192.50</u>		
6610 - Office Supplies	0.00	250.00	0.0%
6640 - Postage	57.54	250.00	23.02%
6650 - Printing & Publications	0.00	1,718.00	0.0%
6670 - Internet /Website Expense	390.00	3,000.00	13.0%
6680 - Dues & Subscriptions	2,280.00	2,000.00	114.0%
6690 - Copier Expense	210.69	2,000.00	10.54%
6720 - Rent & Utilities	1,452.32	4,357.00	33.33%
7130 - Travel & Meeting	1,374.41	10,881.00	12.63%
7150 - Training & Technical Assistance	0.00	5,500.00	0.0%
<b>Total Expense</b>	<u>24,273.46</u>	<u>109,800.00</u>	<u>22.11%</u>
<b>Net Ordinary Income</b>	<u>-5,973.46</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><b>-5,973.46</b></u>	<u><b>0.00</b></u>	<u><b>100.0%</b></u>

**Northwest Colorado Council of Governments  
Economic Development District  
SCOPE OF WORK 2013**

**Progress Report: May 2013**

**1. Build a Business Friendly Environment**

- A. Develop a system for gathering, organizing, presenting and disseminating economic indicator data for business decision makers; coordinate federal, state, regional and local resources to accomplish this.
- NWCCOG EDD website has been expanded/enhanced to provide a page for economic data and business resource data. Staff worked with OEDIT data analyst to develop economic overviews for the region, as well as for each county. These reports are posted on the NWCCOG EDD website. Staff will be working on a quarterly economic indicators bulletin to include stats such as number of jobs in key industries (i.e. job growth in these industries over the last year), unemployment rates, labor force, real estate activities, etc. All bulletins will be sent out to stakeholders as well as posted on the NWCCOG website. Data will come from both OEDIT and CDLE sources.
  - Attended Colorado InSITE training on March 21st to learn about OEDIT's new statewide database of available properties (vacant land, vacant office rental space, buildings) for prospective businesses coming into the state. NWCCOG EDD is exploring the possibility of putting a portal for Region 12 on the NWCCOG EDD website.
- B. Assist businesses with direct technical assistance and referral to local development organizations, Colorado Mountain College and Small Business Resource Centers as appropriate.
- Provided technical assistance for businesses including creation of a monthly economic development resources bulletin. This bulletin provides information on a broad range of economic development resources including offerings at Colorado Mountain College (CMC), tools for small businesses, workshops in the area, websites providing technical assistance, reports and studies, etc. It is sent to a broad range of stakeholders, including chambers of commerce, business associations, and other economic development groups, and those groups are encouraged to forward it to their membership.
  - In 2013, NWCCOG re-established a working relationship with the Northwest Small Business Development Center located at the CMC Dillon Campus. EDD staff introduced the Business Loan Officer of the Northwest Loan Fund to the SBDC Coordinator on March 7<sup>th</sup>. NWCCOG and SDBD will work collaboratively with businesses on developing business plans and obtaining financing through the Northwest Loan Fund.
  - Participated in two Grand County Economic Summit meetings, whereby businesses in Grand County were introduced to the many business resources available to them at the federal, state, regional and local level. These two events were held on March 6<sup>th</sup> and April 18<sup>th</sup>.
  - Participated in Summit County Small Business Resources day – this event was held on April 25<sup>th</sup> and was organized by the NW Small Business Development Center. NWCCOG EDD was present to provide small businesses with information on NWCCOG EDD's services including the monthly resources bulletin, economic data, and Northwest Loan Fund.

## 2. Retain, Grow and Recruit Businesses

- NWCCOG has worked closely with the Colorado Office of Economic Development and International Trade (OEDIT) throughout 2012 in their Colorado Blueprint planning process. The Colorado Blueprint will serve as the statewide economic development planning document, and will be used by the state OEDIT to retain, grow and recruit businesses to the state and to each particular region. Each region was asked to convene a group of stakeholders to work with OEDIT to develop a strategic summary. NWCCOG served as the coordinator and lead champion on this planning process. A Region 12 Strategic Summary was developed for incorporation into the Colorado Blueprint.

Through our work with OEDIT, a NWCCOG Economic Development Working Group has formed, which is made up of a broad range of stakeholders from throughout the region including government officials, education, workforce, chambers of commerce, as well as key industries in the region. This group will meet every other month in order to guide NWCCOG in carrying out the scope of work for 2013.

- A. Work with the Colorado Office of Economic Development and International Trade (OEDIT) in their data management program to provide data and information to businesses to maximize economic growth opportunities and enhance local business and industry retention and expansion.
  - Staff has developed a working relationship with OEDIT data analyst to create economic overviews from the data system OEDIT has invested in. NWCCOG EDD staff will continue to build on this valuable relationship with OEDIT staff in order to obtain valuable economic indicator data for the region. NWCCOG EDD will receive a customized quarterly indicators report from OEDIT. This data will be incorporated into the quarterly indicators bulletin that is being created, and will be available on the website.
- B. Assist counties, municipalities and their ED organizations in identifying the technical and financial resources necessary to facilitate economic and community development activities.
  - NWCCOG EDD staff participated in a training session on the new OEDIT database system for identifying existing vacant land/buildings for prospective businesses called Colorado InSITE. This tool is available to all towns, counties, ED organizations throughout the region. NWCCOG EDD staff will ensure all stakeholders are aware of this tool, and are connected with the resources to utilize it.
  - NWCCOG EDD serves as a clearinghouse for technical and financial resources available from the many partners in the region. We disseminate this information through our monthly resources bulletin, as well as on our website.
  - NWCCOG EDD provides the forum for exchange of ideas, needs, etc. at its bi-monthly working group meetings. The working group has met 2 times thus far in 2013:
    - February 27 –this was an OEDIT “road show” whereby staff members from the various programs offered by OEDIT gave presentations on their programs and services, and also did a round table to provide info and more one-on-one info on the services provides.
    - April 24 – presentations were made by Janet Rowland from Colorado Mesa University on the Center for Local Government and its economic development programs as well as by Monisha Merchant, Senior Advisor on Business Affairs with Senator Bennet’s Office.



- C. Explore the feasibility of developing new programs to help support and grow existing businesses including an economic gardening program.
- NWCCOG EDD staff is in the process of researching programs to help support and grow existing businesses including an economic gardening program.
- D. Explore the development of an entrepreneur's network program for home-based businesses.
- NWCCOG EDD staff is in the process of researching these types of programs.

### 3. Increase Access to Capital

- A. Explore sources of capital including recapitalizing the Northwest Loan Fund (through CDBG funds), developing an EDA-funded revolving loan fund, and research other sources of funds to develop small business loan programs. Work towards implementation of those funding sources that are most relevant, effective, etc.
  - NWCCOG is well on its way to submitting its CDBG grant application to OEDIT to recapitalize the Northwest Loan Fund (NLF), NWCCOG's small business revolving loan fund. The application is for \$300,000 in funds, and NWCCOG plans to have the final application submitted within the next 2 months. In the meantime, the NLF has \$100,000 in funds currently, and is marketing the program to build the pipeline. The Northwest Loan Fund has hired a Business Loan Officer; NWCCOG EDD facilitated a meeting between BLO and NW Small Business Development Center Coordinator on May 7<sup>th</sup>.
  - NWCCOG EDD staff and the business loan officer are in the process of researching the other sources of funding available including the EDA funded RLF and USDS RD programs. We will further explore and possibly pursue those that are appropriate.
- B. Research sources of grant funding available from both government and non-government sources; send out monthly funding opportunities bulletin to towns and counties, non-profits, other economic development stakeholders; maintain a page on the website with funding opportunities.
  - NWCCOG has created a monthly Funding Opportunities Bulletin, which provides information on federal, state, and private foundation funding opportunities – i.e. "capital" for our towns, counties, non-profits. There is also a Funding Opportunities page on the website.
- C. Participate in training on funding sources, grant writing, etc. Provide workshops on these topics as appropriate.
  - Staff participated in a webinar on financing programs through Colorado Housing and Finance Authority on May 9<sup>th</sup>.
- D. Explore, and where appropriate establish, alternative financing modes, e.g., equity financing, loan guarantees, local incentives.
  - Many sources of alternative financing modes are being researched, and information is being passed along to businesses in the monthly resources bulletin.

#### **4. Focus on Projects that Bolster Tourism (Create and Market a Stronger Colorado Brand)**

- A. Encourage the expansion of the tourism/recreation and service industries.
- Tourism and Outdoor Recreation has been identified as THE key industry in NWCCOG EDD's region. It is likely that NWCCOG EDD will explore launching a sector partnership in this industry in 2014.
- B. Support area tourism businesses and agencies with their activities.
- NWCCOG EDD has created a page on its website with information promoting the region's assets. A listing of all chambers of commerce, destination marketing organizations, and economic development groups with links to each is posted on this page. Staff will build on this page as a promotional piece for the region. Also posted on this page is the Region 12 Strategic Summary, which highlight's the region's assets and serves as a marketing tool for the region.
- C. Support and encourage programs that serve to preserve, protect and enhance the natural environment, the region's most basic asset for health, vitality and the tourism industry.
- The monthly funding opportunities bulletin provides municipal and county governments with funding opportunities to support environmental assets in the region including parks, open space, trails, wildlife preservation, etc.

#### **5. Educate and Train the Future Workforce**

- One initiative not originally included on this scope of work, but one that has presented itself as a valuable project, is the Sector Partnership work the NWCCOG EDD has embarked on. Sector Partnerships coordinate the collective efforts between education, workforce development, economic development, and industry. NWCCOG EDD is serving as regional convener of this initiative. Work began when NWCCOG EDD invited a core team of 10 people in the areas of economic development, workforce, and education to attend the Sectors Summit in January organized by the Colorado Workforce Development Council. NWCCOG EDD will focus on the Health and Wellness Industry sector in 2013 and is working towards planning for a launch meeting the fall of 2013.
- A. Partner with organizations/agencies to bring educational workshops to the region. Such organizations/agencies may include Colorado Mountain College, Colorado Workforce Center, and other economic development organizations, educational organizations, and non-profits throughout the region.
- NWCCOG EDD has provided information about educational workshops being offered by CMC, Colorado Mesa University, and the workforce center, Small Business Development Center, and Small Business Administration to businesses in the region through the monthly "Resources & Events" bulletin.
- B. Staff to participate on the Colorado Workforce Board for this region.
- Rachel Lunney is serving on the Colorado WIB for the Rural Resort Region. The benefits of WIB membership include having a seat at the table to represent the key industries in our

region's workforce needs; network with business and community leaders; be part of the creation of a system of services that will benefit the region; stay up to date on what's going on and new programs and services offered by the Workforce Center in the region; learn about new and/or pending legislation affecting businesses and communities; and have a seat at the table to represent the region with respect to workforce issues.

- She attended the recent conference for Colorado Rural Workforce Consortium WIB members: Workforce Works! High Performance Workforce Board Summit – May 2 & 3 in Pueblo. This conference was designed to educate workforce investment board members on their role in how the public workforce system plays a critical role in making sure a region's talent development process happens by choice and not by accident. The end goal of human talent development are individuals with the skills, knowledge and resources they need to find and retain quality employment, and businesses with the talent they need to sustainably and competitively grow. This happens in four steps: (1) Educate; (2) Prepare/train; (3) Match; and (4) Retain.
- C. Participate in training offered by various professional organizations including but not limited to National Association for Development Organizations (NADO), Economic Development Council of Colorado (EDCC), Colorado Municipal League (CML), Colorado Counties, Inc. (CCI).
- Rachel Lunney will be attending the Basic Economic Development Course, offered by the International Economic Development Council (organized by the EDCC) June 10-14<sup>th</sup> in Denver. She has received a scholarship from the EDCC to take this course.

## **6. Cultivate Innovation and Technology**

- A. Assess rural broadband needs in the region; Explore ways to improve rural broadband in the region including forming a local technology planning team, working with the State Office of Information Technology, working with providers, exploring funding sources. Improvement of rural broadband (i.e. making it abundant, redundant, and affordable) will help businesses in the region be more equipped to expand and compete in the global economy.
- The Department of Local Affairs (DOLA) has awarded a grant through the Energy and Mineral Impact Assistance Fund (EIAF) to NWCCOG for the development of an eight-county strategic plan to improve broadband capacity across the region. Through a competitive selection process, NWCCOG has selected Mid-State Consultants, Inc. as the technical consultant to prepare the plan and otherwise assist NWCCOG to fulfill the intent of its grant. The participating jurisdictions include Eagle, Grand, Jackson, Moffat, Pitkin, Rio Blanco, Routt and Summit counties plus the City of Glenwood Springs and the Town of Carbondale. A steering committee made up of one representative from each of the eight participating counties will be guiding this strategic planning process. Steering committee members include IT directors, county commissioners, and a chamber of commerce executive director. The steering committee met on April 11th in Glenwood Springs for a planning seminar with Mid-State Consultants to kick off this project. During the planning seminar, the steering committee discussed each project deliverable in detail to assure that all of the participants are in agreement that the expectations are clear and reasonable. The end result will be a regional plan and will specifically include recommended actions steps for the NWCCOG Council to consider as next steps in improving the broadband capacity for the region. Surveys and workshops during the summer months will be part of the data collection and education components of the project. Mid-State Consultants are now working to collect

information for a regional asset map through existing data and interviews with vendors in the region. The goal is to present a draft strategic plan to the NWCCOG Council at the September 26th strategic planning session in Glenwood Springs.

- B. Explore developing programs to encourage innovative new businesses.
  - NWCCOG was asked to convene a meeting of all organizations in the region (as well as staff from towns and counties) whose mission is to promote renewable energy, energy efficiency, green building, resource conservation, and environmental preservation to see if there are any opportunities for regional collaboration and/or coordination in developing programs to encourage innovative new businesses in this industry sector. There was interest expressed by participants to consider opportunities for collaboration in the context of economic development, and the exploration of innovative ideas for developing and growing the clean/green energy sector in our region. A meeting was held on Jan. 22<sup>nd</sup>. Although no action items came out of that meeting initially, NWCCOG EDD has created a page on its website to post ideas, resources, etc. The conversation may continue, and NWCCOG EDD stands ready to facilitate any future discussions on possible opportunities for collocation.

#### **7. Strengthen the Capacity of the Region's Communities to Work Together in Developing and Implementing an Economic Development Strategy for the Region that Strategically Builds on the Current and Emerging Economic Strengths of the Region**

- A. Hold Smart Growth America Technical Assistance Workshop and Planning Session: Planning for Economic and Fiscal Health.
  - NWCCOG submitted an application in November 2012 and has been selected to receive a free workshop in 2013 as part of Smart Growth America's free technical assistance program. Smart Growth America is committed to providing the tools and training to help community leaders keep their cities and towns livable, sustainable and economically prosperous places. This program is funded through a grant from the U.S. Environmental Protection Agency's Office of Sustainable Communities under its Building Blocks for Sustainable Communities Program. NWCCOG's workshop will be on the tool: Planning for Economic and Fiscal Health. This workshop will draw on successful private and public sector lessons to help local leaders foster smart growth communities that cost taxpayers less to build, run and maintain. It will provide the latest lessons in how smart growth saves money for local governments, makes money for businesses, and is integral for the long-term fiscal and economic health of the community. The workshop will be held on the evening of Thurs. August 8th and all day on Friday, August 9th at the Eagle County Courthouse.
- B. Provide Technical Assistance and a forum for information sharing.
  - NWCCOG will convene the ED Working Group six times in 2013 (the 4th Wednesday of every other month beginning February 2013). The working group has met twice thus far, on February 27<sup>th</sup> and April 24<sup>th</sup>. The meetings provide a forum for information sharing, collaboration, and regional capacity building among the region's economic development organizations, towns, counties, workforce sector, education sector, key industries, as well as the State Office of Economic Development and International Trade (OEDIT) and Department of Labor and Employment (CDLE).

- C. Distribute monthly newsletters providing a wide scope of economic development resources including information on new programs, funding opportunities, educational opportunities, workshops, etc.
- Monthly Resources and Events bulletins are sent out providing a wide scope of economic development resources including information on new programs, funding opportunities, educational opportunities, webinars, workshops and trainings, technical assistance, etc.
  - Monthly Funding Opportunities bulletins are sent out
- D. Convene EDD board and stakeholders with OEDIT to work on Colorado Blueprint progress.
- OEDIT staff has been present at each EDD working group meeting thus far. At the April 24<sup>th</sup> meeting, there was an in-depth discussion on progress made on the action items set forth in the Region 12 strategic summary that is part of the Colorado Blueprint.
- E. Provide a forum for intergovernmental cooperation on economic development issues.
- Monthly working group meetings provide this forum. Working group meetings have been very well attended thus far in 2013, and include representatives from town and county government, state government, federal government, as well as education, workforce, chambers of commerce, and health & human services.
- F. Serve as a resource for data to assist local governments and economic development organizations with their economic development activities.
- Economic and demographic information is provided through quarterly bulletins as well as on the NWCCOG EDD website. NWCCOG EDD staff serves as a resource to direct local governments and stakeholders in the region to appropriate federal, state, regional and local resources.



# MEMORANDUM

To: NWCCOG Economic Development District Board of Directors  
From: Rachel Lunney  
Date: May 13, 2013  
Re: Proposed October 2013 Health & Wellness Sector Partnership Launch Meeting

---

## **Background:**

Today, more than half the nation's states are exploring or implementing sector strategies, making the model the most consistently adopted approach for effectively meeting businesses' needs for skilled workers and workers' needs for good jobs. Colorado is one of those states, and the Colorado Workforce Development Council (CWDC), in partnership with the Office of Economic Development and International Trade (OEDIT) is providing support and technical assistance to the 14 regions across Colorado to launch sector partnerships in key industries in each region. As a state, we are on the forefront of creating an economic development ecosystem that will ensure that Colorado businesses have what they need to be competitive, including a talented workforce. This will not happen without efficient, effective, and elegant alignment of services at the state level and within all regions.

In working towards progress on this objective, OEDIT, in partnership with The Colorado Workforce Development Council (CWDC) convened the 2013 Sectors Summit ("the Summit") in January to broaden and deepen collective efforts between education, workforce development, economic development, and industry.

## **What is a Sector Partnership?**

Sector partnerships are partnerships of companies, from the same industry, with education, workforce development, economic development and community organizations that focus on key issues related to the target industry in their natural labor market region. Traditionally, sector partnerships have been driven out of the workforce development system, but today's sector partnerships take on issues related to economic development too. They are employer-driven; they are regional; they are convened by a credible third-party; they act as a coordinating body across multiple education, workforce development, economic development programs and other programs; they create highly customized responses to a target industry's needs, and therefore highly accurate.

## **How can a Region Benefit from a Sector Partnership?**

Over the past four years, Colorado's workforce areas and their partners (championed by the Colorado Workforce Development Council and CDLE) have used the sector partnership approach to better meet the workforce needs of key industries. From 2007-2009, Colorado was a member of a National Governors Association Policy Academy and Learning Network focused on Sector Strategies. They quickly became a leader for using workforce investment funding to train local areas and incent the development

of sector partnerships. Traditionally, nationally and internationally, sector partnerships have focused on workforce issues. This is still the case in many places. But the landscape of sector strategies is changing, and expanding. Today education and economic development are, ideally, much more engaged as partners, and bring with them goals of using sector partnerships to meet industry's long term education pipeline goals and larger economic development needs. This initiative directly relates to two core objectives in NWCCOG EDD's scope of work for 2013: #2: Retain, Grow and Recruit Businesses and #5: Educate and Train the Future Workforce

#### **Sector Partnerships: What's in it for...**

- *Companies* – a place to solve major talent issues, a place to address other issues related to their shared competitiveness; a single table at which to work with public entities; an opportunity to share costs related to needed solutions.
- *Educators* – a venue for faster understanding of changing industry needs; a vehicle to identify, build and refine curriculum, programs and credentials; the only way to truly create industry-driven career pathway systems.
- *Workforce Developers* – a way to strategically focus time and resources toward high impact solutions for industry and workers; a wholesale vs. a retail approach to serving employers; a way to create highly customized and therefore highly accurate training solutions for employers that give workers the right training at the right time for jobs that exist now.
- *Economic Developers* – a place for focused work with existing key industries on talent and other questions related to competitiveness; a meaningful venue for working with workforce development and education; a framework for organizing the strategies needed to support critical industries; and a tool to truly understand the strengths and opportunities of existing industry in a region that can inform retention, growth and attraction strategies.

#### **Health and Wellness Sector Partnership in 2013**

Each of the 14 regions across Colorado was invited to bring a core team of up to 10 people from education, economic development, and workforce, to attend the 2-day Sector Summit held Jan. 30 – Feb. 1<sup>st</sup> 2013. NWCCOG EDD assembled the following core team to represent Region 12 and to attend the Sectors Summit:

Economic Development (one from each county in Region 12):

Chris Romer, Executive Director – Vail Valley Partnership (Eagle County)

DiAnn Butler, Director of Economic Development – Grand County

John Rich, Owner – Richland Propone LLC. (former County Commissioner)(Jackson County)

Jason Haber, Councilmember, Town of Snowmass Village (Pitkin County)

Susan Fairweather, Economic Development Director, Town of Dillon (Summit County)

Lindsey Stapay, Coordinator – NW Small Business Development Center

Rachel Lunney, Manager – NWCCOG Economic Development District (EDD)

Education:

Suzanne Price, Director of Customized Business Services – Colorado Mountain College

Margaret Maxwell, Instructional Chair – Colorado Mountain College, Aspen Campus

Mark Rydberg, Director of Finance – Summit School District

**Workforce:**

Jack Taylor, Employment Specialist – Colorado Workforce Center

Based on data from OEDIT and CDLE, and based on the 14 key industry definitions developed by OEDIT, NWCCOG's top 5 industries are as follows:

- Tourism and Outdoor Recreation
- Health & Wellness
- Creative Industries
- Financial Services
- Infrastructure & Engineering

The core team identified the first three listed above to consider launching a sector partnerships, and identified Health and Wellness as the focus for 2013.

**NWCCOG EDD's Role**

Sector partnerships must have an active convener, and NWCCOG EDD has been identified as the convener for Region 12 as it fits in directly with our scope of work. The CWDC has offered a great deal of on-going support to regions for launching sector partnerships, including peer learning/networking calls, regional team calls, and a full day convener training which was held on May 1<sup>st</sup> and attended by 10 Region 12 core team members.

**Next Steps:**

The core team is working on identifying key employers to be champions, and to those to invite to be employer-participants, for a launch meeting. We are working on a potential date and location for the launch meeting, to be held sometime early fall 2013. Attached to this memo are a sample invite letter for non-employer partners; a sample invite letter for employer-participants, and a sample launch meeting agenda. We will be providing more information on the launch meeting once the logistics have been set. The core team has a conference call to discuss logistics on May 15<sup>th</sup>.



## SAMPLE SECTOR PARTNERSHIP LAUNCH INVITATION- NON-EMPLOYER PARTNERS

Dear Sector Strategy Partners,

As you know, as a result of the teamwork at the CO Sectors Summit in January this year, we are **targeting manufacturing, healthcare and tourism/hospitality for new sector partnerships in 2013**. Now that we have Energy already up and running, it's time to tackle our next target industry. That will be manufacturing. Thanks to all of you who have already given us input and commitments to make this launch a success.

Lisa McCabe, Gary Kellogg, Ed Roe and I have worked out a plan for **May 9th at the Springfield Valley Chamber to launch the new Advanced Manufacturing Partnership**. We have arranged for Gary and Ed to make opening remarks, including presenting some key (but short) data related to the strength of manufacturing in our region, and including an overview of what a sector partnership is and can be for our region's manufacturing. Lisa will facilitate the meeting, and will help make sure that employers in the room do most of the talking. This partnership is about their needs.

The time for the **Launch meeting will be 2-5:00 pm**. I've attached a draft invite to company partners that we are using to recruit participants, and that we hope you can use (feel free to tweak) to help us out.

**We need your support to make this successful.** A number of CEO's have been contacted already including Rick Carter (Valley View), Alex Villa (WARMC), Dana Ellerby (HRMC) and Brian Turney (KRMC). These individuals will help identify and recruit other companies to participate. We have also created lists of companies in our area to contact based on the NAICS codes we are using to define advanced manufacturing in our area. We'll need your help to do outreach and issue invitations. Our goal is to issue 50 invitations, and have 25 confirmed participants by April 25th. Lisa and I will follow up with you individually to ask for help with specific companies and to find out which companies you already have in your rolodex.

**Your role at the Launch meeting will be 1) to represent your program and organization, simply by being there; and 2) to listen.** This meeting, and the ongoing meetings and activities of the partnership, will be employer-driven. Our goal will also be to encourage employers to be active partners going forward. Our collective role as non-employer partners will be to listen and understand the biggest growth opportunities for advanced manufacturing in our region, and coordinate to tackle strategy areas that will yield the highest impact for companies and workers. This partnership is not a one-time deal; it is intended to be a long-term approach to working with our manufacturers.

Please let me know if you would like to discuss further, and if you can attend. I can be reached at (234) 765-9876 or [jen.dorrey@cityofspringfield.gov](mailto:jen.dorrey@cityofspringfield.gov). I look forward to hearing from you regarding Springfield Valley AMP participation.

Warm regards,  
Jen

## SAMPLE SECTOR PARTNERSHIP LAUNCH INVITATION- EMPLOYER PARTNERS

Dear Brian,

This is a follow up to the message I left earlier about the launch meeting of our new Springfield Valley Advanced Manufacturing Partnership. The AMP is being co-sponsored by a collaborative group of private and public organizations that have joined together to facilitate the growth of our region's manufacturing industry. Here are some details about the agenda and outcomes.

The May 9th meeting is intended to "launch" a public-private partnership focused on manufacturing for Springfield, Jones and Macomb Counties. This stems from the realization that manufacturing in our area is a critical driver of our economy. Manufacturing provides X jobs to our community, shows considerable staying power based on past and projected growth, and a relatively high concentration of firms than other areas around the country. We want to explore this, and find ways to collaboratively leverage the growth opportunities for your industry.

We are modeling our partnership after successful sector partnerships around the State and across the country. Sector partnerships can be a place for companies to collectively address issues related to competitiveness and growth; a single table at which to work with multiple public programs; and an opportunity to help create solutions to pressing issues. They are among the few initiatives with evidence showing benefits to companies and firms, as well as workers and jobseekers. Companies report increased networking power within their cluster, increased productivity, reduced turnover, and even new product lines or innovative business ideas. These partnerships often focus on workforce development issues, and where that happens workers tend to benefit from accurate training for the job, increased attachment to jobs, and better earnings.

The anticipated outcome for the launch is to come away with industry-determined priorities for action and formation of teams to pursue these priorities with community partners. Industry leaders will determine the priorities and champion the teams. Community partners such as workforce development, education, economic development, and others will be there too. They will be in "listening" mode. I know they will appreciate hearing and better understanding the growth opportunities, and needed actions to leverage those opportunities, directly from you.

This partnership will be all about action. We anticipate that workforce issues may be targeted, but also expect an array of other priorities related to business growth to emerge. We expect to come out of the meeting with an industry-stakeholder team ready to collaborate on next steps. None of this can happen without industry input.

The May 9th meeting will be a 3-hour commitment, from 2:00 to 5:00 at the Springfield Chamber. We realize this is a big ask. We think this is a big opportunity. We hope you join us.

Please let me know if you would like to discuss further, and if you can attend. I can be reached at (234) 765-9876 or [jen.dorrey@cityofspringfield.gov](mailto:jen.dorrey@cityofspringfield.gov). I look forward to hearing from you regarding Springfield Valley AMP participation.

Warm regards,  
Jen

## SAMPLE AGENDA FOR LAUNCH MEETING

Please use this sample agenda exactly as is, or just for inspiration! Don't be nervous about asking employers to roll up their sleeves! This exercise is pretty refreshing and engaging to them.

- 5 minutes WELCOME**
- Name your facilitator
  - Thank everyone for being here and having a certain "tolerance for ambiguity"
  - Round of introductions
- 5-10 minutes BRIEFLY DESCRIBE WHAT YOU'RE UPTO**
- You are launching a sector partnership in this industry, in our region because this industry really matters to our regional economy... (Use your "Sector Partnership Primer" from your Summit materials for talking points)
  - Important talking points  
*This only happens with industry engagement!*  
*We can only focus on your industry with your help to drive and champion the agenda, and to implement the strategies developed collectively to support the growth of your industry.*
- 30-60 minutes TALKING ABOUT OPPORTUNITIES**
- What are the big opportunities for your industry?
  - Push the conversation to what are the big opportunities "in our region specifically", i.e. what are the big opportunities for this specific industry (sector) here in our region.
  - Discuss openly, energetically for 10 minutes, then start writing them down.
  - Your Choice (you will need markers):  
*Write for all to see on flip chart; or*  
*Have participants write their big opportunities on a 1/2 sheet or whole sheet of paper and actually stick them up on a wall (you can use a giant piece of parachute fabric sprayed with adhesive spray and tape to the wall- it's very useful). As the papers go up on the wall, cluster together the ones that are similar. You'll end up with 4-5 clusters of big opportunities.*
- 30-60 minutes TALKING ABOUT REQUIREMENTS-** What is it that we need to collectively tackle to leverage these opportunities? What would matter most? What would warrant our collective action? What can we do?
- Discuss openly for 10 minutes, and then start getting them in writing.
  - Write requirements down! Flip chart these or write on paper and post to the sticky wall. Ask them to come up with 2-3 or more if they can. Cluster the similar requirements together again. You'll end up with 4-5 strategy areas.
  - 10 minutes- Discussion about the strategy areas
- 30 minutes THEN MOVE INTO COMMITMENTS-** Use big sticky notes for this and one person at a time
- Ask them to stick their names on strategy areas that they can "champion"-i.e. help drive what happens in that area. They can choose more than one!
  - Then with a different color sticky note, ask them to list out peers, other companies, names of people that should definitely be involved that aren't here today-stick those up on the wall. This is about getting them to help with recruitment.  
*You may end up with a strategy area with no names, no commitments. This is telling! It means it's not a priority right now. It may come back later, but right now this is not an area to be championed and prioritized. This is a good thing! This is a way to naturally prioritize and cull the initial workload.*
- 10 minutes WRAP-UP, NEXT STEPS & THANK YOU (BE EXCITED!)**
- Next steps
- Those whose names are on strategy areas should get together, discuss a course of action, and present it back at the next meeting*
- Send invitations to those missing from the table*
- Set a date for next meeting*