

MINUTES

EXECUTIVE COMMITTEE MEETING

June 9, 2010

Kanab, Utah

MEMBERS IN ATTENDANCE

Commissioner Lois Bulloch, Chair
Commissioner Denny Drake
Commissioner Chad Johnson
Commissioner Clare Ramsay for
Commissioner Maloy Dodds
Commissioner Douglas Heaton

REPRESENTING

Iron County Commissioner Representative
Washington County Commissioner Representative
Beaver County Commissioner Representative
Garfield County Commissioner Representative

Kane County Commissioner Representative

OTHERS IN ATTENDANCE

Commissioner Mark Habbeshaw
Kenneth Sizemore
Diane Lamoreaux

Kane County Commission
Five County Association of Governments
Five County Association of Governments

I. WELCOME AND APPROVAL OF FEBRUARY 10, 2010 MINUTES

Commissioner Lois Bulloch, Chair, called the meeting to order and noted that a quorum was present. Commissioner Clare Ramsay is representing Commissioner Maloy Dodds as the Garfield County Commissioner Representative. Minutes of the April 21, 2010 Executive Committee meeting were presented for consideration.

MOTION WAS MADE BY COMMISSIONER DENNY DRAKE, SECONDED BY COMMISSIONER CHAD JOHNSON, TO APPROVE MINUTES OF THE APRIL 21, 2010 EXECUTIVE COMMITTEE MEETING AS PRESENTED. MOTION CARRIED.

II. FY 2010 SUGGESTED BUDGET REVISIONS

Mr. Ken Sizemore referenced proposed budget revisions beginning on page 13 of the packet and summarized revisions for each of the cost centers as follows: **1) Administration--** Indirect cost allocations from all contracts and \$24,000 in local contributions from counties. Reflects decrease in travel and printing costs and increased rent and telephone costs for the AOG offices in Fiddlers Canyon; **2) Aging Waiver Administration--** Because of Beth Cottam's impending departure from the organization, Carrie Schonlaw is billing more time to Area Agency on Aging programs reflecting a slight decrease in the director's salary and health insurance costs. Tracy HeavyRunner has assumed Case Management Coordination which requires increased funding for this administration; **3) HOME Program--** Minor adjustments in health insurance, unemployment insurance, travel and rent; **4) Aging Waiver Services--** No adjustments; **5) Community and Economic Development--** Additional postage to cover costs associated with mailing the AOG newsletter; **6) Special Contracts--** Contracts for programs which may provide one-time funding and/or additional funds to programs including respite, a new chronic

disease program, and welcome center operations; **7) Area Agency on Aging--** Reflects additional funds in the amount of \$15,762 from a Department of Aging state contract; **8) Weatherization--** Additional funds in the amount of \$77,423 from a Department of Energy state contract. Another four member crew will assist with installation of furnaces and lead based paint compliance. Mr. Sizemore explained that is easier to train full-time staff to perform these functions rather than to contract out services. Employees are appraised that this is time limited employment through September 2012; **9) Retired and Senior Volunteer Program (RSVP)--** Reflects \$8,542 in additional funds from a HIPP state contract; **10) Human Services--** Decrease of \$1,900 from the director's salary to provide additional funding for travel, printing, postage and equipment; **11) Volunteer Center of Iron County--** No changes; **12) Home Energy Target Assistance (HEAT)--** No adjustments; **13) Nutrition--** Additional funds injection from the Department of Aging state contract in the amount of \$166,556. Increased funding is provided to counties to purchase food commodities for congregate and home delivered meals as well as to purchase new equipment for senior citizen centers throughout the region; **14) Child Care Resource & Referral--** Minor adjustments to cover office supplies and postage; **15) Housing Counseling--** A housing counseling program affiliated with the Cedar City Housing Authority which rents office space in the St. George office. Members pointed out a typographic error in the FY 2009 budget amount; **16) Volunteer Center of Washington County--** Mr. Sizemore explained that anticipated funding from AmeriCorps did not materialize which decreased the budget amount \$20,000. Other minor adjustments were required for worker's compensation, unemployment insurance, printing and equipment; **17) Foster Grandparent Program--** Substantial shifts in funding are required to cover costs of coordinators, accounting tech, stipends, health insurance, FICA, and indirect costs; **18) United Way--** A tenant in the St. George Office building. Five County also administers payroll for this organization which requires shifting funds from professional fees; **19) Transportation Planning--** Additional funding in the amount of \$11,113 from a state UDOT contract; **20) Human Services Transportation Planning--** Minor adjustments were made to cover health insurance costs; **21) Senior Companion Program--** Additional contract revenue was anticipated which did not materialize. The administration is challenged to come up with \$23,713 to balance the budget and will consider changes to move the coordinator from full-time status to part-time status in the upcoming fiscal year. Tighter control of stipends will also be required in FY 2011; **22) Volunteer Center of Kane County--** Mr. Sizemore explained that adjustments are required to cover staff costs. When the volunteer center was established, Terra Sue Honey negotiated local participation costs with Kane County (\$15,000) and Kanab City (\$15,000) to be provided on an annual basis. However, Kanab City did not pay the entire amount for the first two years of operation. This has necessitated utilizing carry over funds and has also resulted in a deficit of \$12,000. It was noted that formal contracts have not been executed, but funds are collected through an invoice process. Local fund participation was negotiated verbally by Terra Sue Honey; **23) ARRA Weatherization--** A separate cost center was established for stimulus funds. A few minor adjustments have been made to cover costs associated with the coordinator as well as printing and equipment; **24) New Choices Waiver--** Additional funds from a state contract in the amount of \$14,215 mainly covers costs associated with health care providers and assisted living centers; **25) Utah Department of Transportation, UDOT--** Affiliate organization renting office space at the St. George office. Additional funds were required to cover printing and telephone costs; **26) Habitat for Humanity--** Another affiliate organization renting space at the St. George office; **27) Community Services Contract**

Management-- No adjustments; **28) Rural Planning Organization, RPO--** No adjustments; and **29) St. George Down Payment Assistance--** Five County AOG staff administers this program for St. George City utilizing funds appropriated from the City's Community Development Block Grant program.

Commissioner Chad Johnson questioned why the Association of Governments allowed Kanab City to pay only one-half of their local participation for two years. This should have been addressed earlier instead of letting the problem continue to perpetuate. In addition, there should be no verbal agreements for any type of local participation. Mr. Sizemore indicated that Kanab City paid \$7,500 for the first and \$7,500 for the second year and then provided the full \$15,000 for the third year of operation. This left a shortfall of \$15,000 but some carry over funds have been utilized to cover some of the expenses. It was noted that Kane County operates their Local Law Enforcement LIC through the volunteer center as part of the network which was established by Terra Sue. Mark Habbeshaw pointed out that \$30,000 was provided by Kane County and Kanab City to support the entire volunteer center package. Mr. Sizemore noted that Beaver, Garfield and Iron counties share the Volunteer Center in Cedar City utilizing satellite services from that central location. Executive Committee members instructed AOG staff to negotiate with Kanab City to determine if any additional funds can be provided to cover these expenditures. Staff was also instructed that in moving forward executed contracts must be in place for all local participation amounts.

MOTION WAS MADE BY COMMISSIONER DENNY DRAKE, SECONDED BY COMMISSIONER CHAD JOHNSON, TO APPROVE FY 2010 SUGGESTED BUDGET REVISIONS AS PRESENTED, WITH THE AGREEMENT THAT AOG STAFF NEGOTIATE WITH KANAB CITY TO COLLECT PREVIOUSLY AGREED FUNDS AND MOVE FORWARD WITH WRITTEN CONTRACT AGREEMENTS FOR ALL FUTURE LOCAL PARTICIPATION FUNDS. MOTION CARRIED.

Discussion followed in regard to the funding shortfall of \$23,000 in the Senior Companion Program. Commissioner Chad Johnson expressed concern with including contracts in the fiscal year budget that do not actually exist. Because funds are earmarked for specific programs, it is not possible to transfer monies from other fund sources into this program. This needs to be addressed in the FY 2011 proposed budget and amounts must be backed out for contracts that are not in place. Mr. Sizemore responded that he would make appropriate adjustments in presenting the budget to the Steering Committee.

III. KANE COUNTY VOLUNTEER CENTER OPERATIONS - FINAL RESOLUTION

Commissioner Doug Heaton expressed excitement in terms of the Volunteer Center fulfilling the needs of Kane County. The Kane County Commission feels that Terra Sue Honey is very efficient and operates the Kane County Volunteer Center in a manner which generates tremendous results. In order to retain this important service in Kane County, he presented two options for committee consideration: **1) Option 1--** Continue present operation, but Kane County assumes control of Terra Sue Honey; or **2) Option 2--** Kane County assume operation of the Volunteer Center with Five County contributing the fund shortfall of \$12,000. It is his understanding that the first option is not possible because the program does not allow Five County to subcontract funds. Kane County will assume control

of the Volunteer Center but is requesting that the Association of Governments provide \$12,000 in funding. Mr. Sizemore once again stressed that Senior Corps programs do not allow Five County to subcontract funds for services and it would be difficult to provide \$12,000 to cover funding shortfalls.

Commissioner Habbeshaw explained that Kane County is proposing that RSVP funding allocated to Kane County be reallocated to the other four counties and other local funds be utilized to reimburse Kane County for Volunteer Center operations. Kane County's desire is to be considered as a service center and the commissioners feel that this is a workable proposal. Commissioner Chad Johnson pointed out that for the past two years this service has been subsidized in Kane County in the amount of \$15,000. If the committee was to consider Kane County's suggestion, consideration would need to be given that Five County be made whole for the \$15,000 shortfall over the past several years. Commissioner Denny Drake asked for an estimated amount that Kane County receives from the RSVP program that would be redirected to the other four counties. Mr. Sizemore indicated that approximately \$24,000 in RSVP funds are directed to Kane County. It was noted that the only way to cover funding to Kane County would be through local county participation dollars. Commissioner Lois Bulloch expressed concern in moving funds from line items in the budget. It was also noted that this type of transfer would still require reports from Terra Sue to Five County. Commissioner Habbeshaw indicated that Kane County is trying to find a solution that would still allow the RSVP program to continue while moving supervision of employees to their control. The Kane County commissioners believe that the personality clash between Terra Sue Honey and Ken Sizemore cannot be resolved. The only other solution would be for Kane County to assume full responsibility of the RSVP program and withdraw those services from Five County. This would require Kane County to contact Patrick Covington to address this issue and to pursue future funding from the Corporation for National and Community Service. Commissioner Denny Drake stated that there is no clear cut solution to handle this situation.

IV. POTENTIAL GRIEVANCE HEARING OR REPORT ON GRIEVANCE FINDINGS

Commissioner Lois Bulloch reported that a lot of hours have been expended to address this situation with her entire Memorial Day weekend being spent on findings for this grievance. It does not make sense why reason cannot prevail with all parties working together to resolve issues. She noted that it is difficult to provide findings without some type of documentation being submitted with the grievance. However, a report of findings has been submitted and Terra Sue Honey has filed an appeal to those findings. At this point, the Executive Committee has the option to hear the grievance or select an independent grievance committee.

MOTION WAS MADE BY COMMISSIONER DENNY DRAKE, SECONDED BY COMMISSIONER DOUG HEATON, TO ENTER INTO A CLOSED MEETING TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL(S). MOTION CARRIED UNANIMOUSLY. Commissioner Chad Johnson, Aye; Commissioner Clare Ramsay, Aye; Commissioner Lois Bulloch, Aye; Commissioner Doug Heaton, Aye; and Commissioner Denny Drake, Aye.

The regular Executive Committee meeting session resumed at 12:05 p.m. Commissioner Lois Bulloch, Chair, reported that for the record the Executive Committee decided to appoint an independent grievance committee to consider the appeal submitted by Terra Sue Honey. Four individuals have been recommended to serve on this committee as follows: **1) Michele Mitchell--** Washington County Attorney's Office; **2) Collette Eppley--** Iron County Human Resource Director; **3) Commissioner Donald Willden--** Beaver County Commissioner; and **4) Camille Moore--** Garfield County Clerk/Auditor. The abovementioned individuals will be contacted to determine their willingness to serve in this capacity. Names of committee members will be presented to the Steering Committee at their next meeting for approval.

Commissioner Mark Habbeshaw indicated that Kane County will take formal action and will provide a letter to Five County and the Corporation for National and Community Service outlining their intent to sever RSVP services provided by the Five County Association of Governments to Kane County. Kane County will assume the RSVP program and responsibility for employees Terra Sue Honey and Joretta Stewart beginning July 1, 2010. Kane County is under the assumption that the HIIP and other programs not associated with the RSVP contract will continue status quo in Kane County. This will necessitate a new Memorandum of Understanding for those particular activities.

Because the Steering Committee does not meet during the month of July, it is suggested that a special meeting be scheduled for June 14, 2010 to approve the grievance committee and allow this process to continue. This meeting can be accomplished with conference call capabilities and required open meeting posting compliance. Information will be provided outlining the process for participating in the conference call. The Five County Association of Governments office will be the anchor location for this special meeting.

MOTION TO ADJOURN WAS MADE BY COMMISSIONER DOUG HEATON.

Meeting adjourned at 12:15 p.m.