



Mountainland Association of Governments
Executive Council Meeting

Clyde Companies
730 North 1500 West
Orem, UT

Thursday, May 25, 2017

7:00 p.m.

MINUTES

Attending:

Mayor J.H. Hadfield
Council Member Glenn Wright
Council Member Lon Lott
Council Member Danny Goode
Council Member Michele Weeks
Mayor Howard Anderson
Mayor Kirk Hunsaker
Mayor Wilford Clyde
Mayor pro tem Eric Jensen
Mayor Lew Marchant
Mayor Sheldon Wimmer
Mayor Randy Farnworth
Mayor Jeff Acerson
Mayor Celeni Richins
Mayor Mark Thompson
Julie Fullmer

Representing:

American Fork
Wasatch County
Alpine
Wasatch County
Draper
Cedar Fort
Santaquin
Springville
Pleasant Grove
Kamas
Alpine
Vineyard
Lindon
Wallsburg
Highland City
Vineyard

Excused:

Mayor Brian Wall	Mayor Chris Pengra	Mayor Gary Gygi
Mayor Mike Daniels	Mayor Bert Wilson	Mayor Wade Woolstenhulme
Council Member Spencer Park	Council Member Glen Wright	Council Member Kendall Crittenden

Staff:

Andrew Jackson	Michelle Carroll	Melanie Haws
Heidi DeMarco	Shawn Seager	Steve Johnson
Scott McBeth		

Mayor J.H. Hadfield called the meeting to order at 7:00 p.m., listing the excused Council Members. An email was sent to the Council Members on May 24, 2017 asking for proxy votes for the action items. Taking into consideration those who are excused, there is an adequate number of Council Members attending the meeting to form a quorum.

Approve meeting minutes for April 27, 2017

Mayor Lew Marchant moved to approve the April 27, 2017 meeting minutes. Mayor Sheldon Wimmer seconded the motion. The motion passed unanimously.

MAG Department Budget Presentation

Administration – Andrew Jackson

Totals <1% of FY2018 MAG Budget and includes central administration, personnel management, purchasing, public relations, network administration, reception, general accounting, and fiscal management.

Accomplishments: Secured legislative and Transportation Commission support for local transportation needs in Utah and Wasatch counties; acquired additional funding for Aging Services; reviewed accounting and fiscal management policies of the Association to assure they are in compliance with current audit standards and procedures of GASB 54; and continuing efforts to lower health insurance costs.

Priorities: Pursue objectives of the MAG Strategic Plan; work with the Steering Committee to review internal administrative policies, procedures and practices; support Aging Department in maintaining client database to meet federal, state and departmental reporting needs.

Technology Services – Andrew Jackson

In 2017, MAG will incorporate technology initiatives that will improve network security, data integrity, and employee productivity.

Network Security: As of yet, MAG has not been a victim of any major hacks, viruses or ransomware attacks, and will upgrade antivirus protection on our computers to provide continuous protection. All computers and systems have the latest software patches and security updates.

Data Integrity: MAG will implement a new back-up system and file server to ensure employee access to all the data when needed.

Employee Productivity: New technology is available to help employees manage documents, improve print and fax services, and telephone systems to help all MAG employees work more efficiently. The overall goal is to help staff be more responsive to data and document requests to ensure they are more available and accessible to the city staff, elected officials and citizens.

Aging & Family Services Department – Heidi DeMarco

FY2018 budget totals \$6,061,866, and is divided among several programs.

In-home and Community Based Services: The largest program in the Aging Department has served 425 individuals through in-home programs, in addition to launching the REACH program that supports caregivers with one-on-one intervention.

Nutrition Program: Provided 80,893 meals to 2,962 seniors at 15 congregate sites, 114,165 home-delivered meals to 1,189 homebound clients, that of which 55% are delivered by volunteers in Utah County.

Support Services: Funding is used to pilot the HomeMeds program, expand marketing and outreach, and continued advocacy at State and Federal level for needed funding. 5310 funding was received to support implementation of Utah Valley Ride Connect.

Long-term Care Ombudsman: Documented 510 complaint investigations, a 68% increase from last year, and will expand advocacy to include all residents of long-term care facilities in our region.

HEAT Program: Processed 3,542 applications that paid \$1.1M on behalf of low-income families and individuals for utility assistance with an approval rate of ≈83%. The program will continue to expand community outreach, and provide education and resources for Crisis Program applicants.

Retired and Senior Volunteer Program: 585 volunteers donated 64,211 hours in various capacities, and tutored 257 students in Alpine and Nebo school districts.

Community Development Block Grants – Michelle Carroll

Utah County Community Development Block Grant (CDBG): \$1.2M is available for eligible Utah County jurisdictions, non-profits, and other organizations for economic development projects. About half of the funding is going to water and sewer projects, and the remaining distributed between city planning, housing, senior centers, ADA and public services.

Wasatch and Summit CDBG: Is a small cities program for eligible Wasatch and Summit County jurisdictions, non-profits, and other organizations for community and economic development projects. All funding went to water projects.

Mountainland Economic Development District: Covers Utah, Wasatch and Summit counties. MAG is charged with developing a 5-year Comprehensive Economic Development Strategy (CEDS) with annual updates as required by EDA. EDA grant funding is based upon the needs and objectives identified in the CEDS. The Economic Development Roundtable started last year and will be held June 26, 2017 to provide an opportunity for MAG staff, cities and counties to discuss projects, priorities and strategies.

Revolving Loan Fund: Revolving Loan Fund provides \$10,000-\$100,000 loans to existing and start-up businesses in Utah, Wasatch and Summit counties with the exception of Provo, Orem and Lehi. The Microloan Program provides \$500-\$10,000 loans to existing and start-up businesses in every city in Utah, Wasatch and Summit counties.

Regional Planning – Shawn Seager

Regional Planning FY2018 budget increased \$12M due to the addition of \$9.4M Federal Exchange for State Funds Pass Through and \$2.6M Unified Planning Work Program.

Federal Exchange for State Funds Program Project Management: MAG and UDOT has agreed to exchange Federal STP funds for state transportation funds, for state transportation funds. The agreement amounts to ≈\$8-9M annually. MAG staff will now manage the projects funded through this program including: develop inter-local agreements with project sponsors, monitor project scope, design and construction, and reimburse project eligible costs.

Metropolitan Planning Organization: Unified Planning Work Program monies are down 3% from the previous year due to a decrease in studies. \$1.8M of the budget is used to staff 12 full-time employees in areas including: Transportation Planning, Transit Planner, Air Quality Specialist, Bike/pedestrian Planner, Transportation/Land Use Modeler, GIS/Cartography, GIS Analysis, GIS Intern, Land Use Planner, and Hazard Mitigation.

Local Planning Assistance: Provides technical assistance to all communities on an as needed basis. Coordinated Pre-Disaster Hazard Mitigation Grant assistance for the three county MAG region in cooperation with FEMA and UDHS; aided multiple communities with housing plans; assisted communities with their GIS and mapping needs; and managed the development of the Summit County Active Transportation Plan.

Wasatch Rural (Transportation) Planning Organization: A Rural Planning Organization (RPO) is a transportation planning organization in a rural setting (population <50,000), similar to a Metropolitan Planning Organization in an urban area. RPO has managed the project selection process for the corridor of regional significance, updated the Active Transportation trail brochure for Wasatch County, and participated in the Heber UDOT Commission meeting tour.

Public Meeting for Comments on the FY-2018 MAG Budget – Andrew Jackson

Mayor Hadfield opened the public meeting on the FY-2018 MAG Budget for comments. No Comments were given. Mayor Hadfield closed the public comment portion of the meeting.

Andrew Jackson stated that the mission of MAG is to be good stewards over the resources that MAG has, and to do our core tasks well. MAG is a service agency and strives to deliver more service at a lower cost each year.

A natural expansion of services is taking place as the population continues to grow. MAG hires and retains employees with the understanding that great employees cost less overall when paid appropriately.

Revenue is up, but budgeted amounts have increased from \$12M to \$20.1M. Total salaries are up 6% due to temp employees, and increases that have been budgeted. Health insurance is up .01%, and Utah State Retirement is flat. This budget cycle we have used the same formula as previous years, \$.25 per capita for the General Assessment, with a minimum of \$200 for towns and \$500 for cities.

Challenges that MAG faces are keeping core employees, and fairly compensating dedicated staff. Other challenges include ongoing federal funding, continued aging funding and succession planning.

Andrew Jackson noted that there is a scrivener error in the FY-2018 MAG Budget on page 8. The text box on the graph for the Exchange Program reads 10.7% and should read 9.4%.

Council Member Danny Goode moved to approve the Fiscal Year 2017-2018 MAG Budget. Mayor Randy Farnworth seconded the motion. Proxy votes via email: Mayor Wade Woolstenhulme, Mayor Gary Gygi, Council Member Kendall Crittenden, Mayor John Curtis, Mayor Spencer Park, Mayor Lisa Simpkins, Commissioner Greg Graves and Commissioner Bill Lee. Mayor Rick Moore called Mayor Hadfield to vote yes on all action items.

Commissioner Bill Lee sent the following reply in his proxy email vote: "For the title XX and other senior services I am an aye vote. For the budget I am a nay vote unless we are under 4 percent for salary increases. Would you express my opinion before we call for a vote."

Commissioner Greg Graves sent the following reply in his email proxy vote: "I vote no on the budget with the current salary increases. If they remove the total increase and only raise based on CPI, I would feel better. That is my only major concern on the budget."

The motion passed unanimously by those present and with the proxy email votes, with the exception of two proxy email votes who voted nay.

Public Meeting for Comments on the Area Agency on Aging Four Year Plan, 3rd Year of Plan – Mayor Hadfield

The Federal Government requires, under the Older American Act (OAA), that the Aging and Family Services Department prepare a four-year plan covering all OAA programs administered by the Aging Department. The plan was submitted to the Aging Advisory Council on May 11, 2017 and was approved unanimously.

Heidi DeMarco reported that the plan doesn't cover all services provided by the Aging Department, but those funded under the OAA. This is the 3rd year of the plan and is updated and reapproved annually. In the initial phase, the plan lists what the agency hopes to accomplish in the four years, identifies accomplishments in prior years, in addition to goals for the Aging Department and how they will be implemented.

Priority for next year is to provide more wrap-around services to expand in-home assessment process. Piloting with the HomeMeds Medication Safety Program, Home Safety Program, and Nutrition Counseling with the goal is to keep vulnerable people living at home safely.

Programs funded under OAA: III-B Supported Services which include: Case Management, Transportation, Legal Assistance, Information and Assistance, Outreach; Congregate Meal Program; Home Delivered Meal Program;

Preventative Health; Title IIIE-Caregiver Support; Home Community Based Alternatives; and Medicaid Aging Waiver Program.

Mayor Hadfield opened the public meeting on the Area Agency on Aging Four Year Plan, 3rd Year of Plan for comments. No Comments were given. Mayor Hadfield closed the public comment portion of the meeting.

Approve the Area Agency on Aging Four Year Plan, 3rd Year of Plan – Mayor Hadfield, Heidi DeMarco Council Member Glenn Wright motioned to approve the Area Agency on Aging Four Year Plan, 3rd Year, FY2018, and authorize the Chair to sign the Plan document. Mayor Sheldon Wimmer seconded the motion. The motion passed unanimously.

Title XX: Social Services Block Grant Allocation Recommendation for FY2018 – Mayor Hadfield, Scott McBeth Mountainland Aging and Family Services Department administers Title XX Social Services Block Grant Funds for Summit, Utah and Wasatch counties. These are federal monies that are channeled through the State of Utah. The funding is discretionary for social service programs in the Mountainland service area.

FY2018 allocations are \$210,966, a \$2,306 increase from the previous year. No new applications were received this year. Service allocations remain close to the target of 70% for senior services, and 30% for community services.

FY2018 Allocations:

Community Services Funding

Family Support Treatment Center	\$ 8,640	
Wasatch Mental Health	\$ 7,846	
Utah Alcoholism Foundation	\$17,103	
Wasatch County Family Clinic	\$ 7,921	
Center for Women and Children in Crisis	<u>\$14,157</u>	
	\$55,667	28.8%

Senior Services

Foster Grandparents Program	\$ 10,762	
Retired and Senior Volunteer Program	\$ 10,503	
United Way-Transportation	\$ 29,832	
MAG (MOW, IH Services, Ombudsman)	\$ 75,440	
Senior Companion Program	<u>\$ 10,762</u>	
	\$137,299	71.2%

Mayor Randy Farnworth motioned to accept the recommendation for MAG’s Title XX committee to allocate FY2018 funding to provider organizations as presented to the Executive Council. Council Member Michele Weeks seconded the motion. The motion passed unanimously.

Other Business

a. Andrew Jackson reported that state law changed this last legislative session to address issues with the E911 Committee. Each Association of Governments is now required to create a sub-committee of ambulance, police, fire department, etc. to oversee E911 Communications Network.

Handouts were provided that included: a letter from Director of Public Safety and Chief of Police, Chief J. Scott Finlayson, requesting that MAG appoint members to a regional advisory committee, and an application for the Utah Communications Authority (UCA) Regional Advisory Committee.

Because there will not be an Executive Council meeting held during the summer, an email may be sent to the Council Members asking for consent to join the committee. When the Executive Council meets again in August, the consent to join the committee will be ratified to stay in compliance with state law.

b. The next Executive Council meeting will be held on Thursday, August 24, 2017 at the Kamas City Council Chamber, 170 North Main, Kamas, UT

c. Mayor Hadfield announced that the Executive Council Summer Social will be held on either June 22 or 23, 2017 depending on availability of tickets for the Lehi Round-Up Rodeo. He is coordinating the event with Mayor Wilson and will announce the date when it is confirmed.

The meeting adjourned at 8:00 p.m.

****Meeting minutes are recorded with a digital recorder. A hard copy of the attendees, a brief summary, and all motions made during the meeting will be approved at the next meeting. A CD of the entire meeting is available upon request, or as an audio file at www.mountainland.org***