Five County Association of Governments

1070 West 1600 South, Building B
St. George, Utah 84770

Fax (435) 673-3540

SOUTHWEST UTAH

Post Office Box 1550
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**** M E M O R A N D U M ****

TO: EXECUTIVE COMMITTEE MEMBERS

FROM: COMMISSIONER JAMES MATSON, CHAIR

DATE: AUGUST 7, 2013

SUBJECT: EXECUTIVE COMMITTEE MEETING

The Executive Committee meeting will be held on Wednesday, August 14, 2013 at the Garfield County Courthouse, Upstairs Conference Room, located at 55 South Main Street, Panguitch, Utah.

The attached materials are provided to assist you in preparing for our meeting. Please review the materials and address any questions or concerns to Bryan D. Thiriot. This will allow time to research your questions or concerns prior to the Executive Committee meeting.

I look forward to meeting with you at 10:00 a.m. for Executive Committee meeting in Panguitch on Wednesday, August 14, 2013.

BDT:dl
Enclosures

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** AGENDA **

EXECUTIVE COMMITTEE MEETING, AUGUST 14, 2013
GARFIELD COUNTY COURTHOUSE, UPSTAIRS CONFERENCE ROOM
55 SOUTH MAIN STREET; PANGUITCH, UT - 10:00 A.M.

PLEDGE OF ALLEGIANCE

I. WELCOME & CALL TO ORDER

II. MINUTES JUNE 12, 2013 MEETING - REVIEW AND APPROVE

III. NATURAL RESOURCES COORDINATION AND COOPERATING AGENCY TRAINING COURSE - FOLLOW-UP

IV. OPTIONS COUNSELING PROGRAM UPDATE & DISCUSSION

V. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - FY 2014 REGIONAL PRIORITIES

VI. NATURAL RESOURCES CONSERVATION SERVICE (NRCS) - POST FIRE MITIGATION

VII. FOREST SERVICE - FUTURE MEETINGS AND ACTIVITIES WITH THE REGIONAL FORESTER AND FOREST SUPERVISOR

VIII. EXECUTIVE COMMITTEE AND STAFF BUSINESS

IX. CLOSED SESSION:

- **Discussing an individual's character, professional competence, or physical or mental health;**
- **Strategy sessions to discuss collective bargaining, pending or reasonably imminent litigation, or the purchase, exchange lease or sale of real property;**
- **Discussions regarding security personnel, devices, or systems; or**
- **Investigative proceedings regarding allegations of criminal misconduct.**

X. ADJOURN

Notice of Special Accommodations: In compliance with the Americans with Disabilities Act, individuals needing special accommodations, including auxiliary communicative aids and services, during this meeting should notify Bryan Thiriot, Executive Director, Five County Association of Governments: 1070 West 1600 South, Building B, St. George, Utah; Work # 1.435. 673.3548, extension 121; Fax # 1.435.673.3540; or e-mail bthiriot@fivecounty.utah.gov at least three working days prior to the meeting.

Notice of Electronic or Telephone Participation: While board members are encouraged to attend in person, any Board member that is unable to attend in person may participate this morning via a telephone conference call. To participate via telephone, Board members may dial in toll free: 1.800.444.2801. When prompted please enter session ID code: 3858200.

MINUTES

EXECUTIVE COMMITTEE MEETING
June 12, 2013
Kanab, Utah

MEMBERS IN ATTENDANCE	REPRESENTING
Commissioner Jim Matson, Chair	Kane County Commissioner Representative
Commissioner Mike Dalton	Beaver County Commissioner Representative
Commissioner Clare Ramsay	Garfield County Commissioner Representative
Commissioner Dale Brinkerhoff	Iron County Commissioner Representative
Commissioner Denny Drake	Washington Co. Commissioner Representative

OTHERS IN ATTENDANCE	
Bryan Thiriot	Five County Association of Governments
Scott Leavitt	Five County Association of Governments
Gary Zabriskie	Five County Association of Governments
Carol Hollowell	Five County Association of Governments
Diane Lamoreaux	Five County Association of Governments
Dave Conine	USDA Rural Development
Janice Kocher	USDA Rural Development
Jason Justice	USDA Rural Development

I. WELCOME AND CALL TO ORDER

Commissioner Jim Matson, Chair, called the meeting to order and welcomed those in attendance.

II. MINUTES MAY 8, 2013 & MAY 31, 2013 REVIEW AND APPROVAL

It was noted that a quorum was present for the conduct of business. Chairman Matson entertained a motion to approve minutes of the May 8, and May 31, 2013 Executive Committee meetings.

MOTION WAS MADE BY COMMISSIONER CLARE RAMSAY TO APPROVE MINUTES OF THE MAY 8, 2013 & MAY 31, 2013 MEETINGS AS PRESENTED. MOTION WAS SECONDED BY COMMISSIONER DENNY DRAKE AND CARRIED BY UNANIMOUS VOTE.

III. & IV. FY 2013 BUDGET REVISIONS AND FY 2014 BUDGET DISCUSSION

Commissioner Jim Matson indicated that Scott Leavitt was en route and expected to arrive shortly. He indicated that these items would be covered later in the meeting.

V. USDA RURAL DEVELOPMENT SELF-HELP PROGRAM DISCUSSION

Ms. Janice Kocher and Mr. Jason Justice were in attendance to present information regarding the self-help program administered by USDA Rural Development. A handout was provided outlining the program and pertinent information directly related to work in the Five

County area under the direction of Color Country Community Housing, Inc. (CCCHI) since that partnership was established in 2001. It was noted that this is an important program that provides assistance to low income individuals to construct their homes. Clients are required to provide 65% of the labor associated with building their home. This provides a lot of skill building and a working relationship between families as each group works to complete their homes. In the past, USDA contracted with CCCHI for technical assistance to construct 22 homes in the Five County region. A contract totaling approximately $25,000 is provided for each home. Under the current contract with CCCHI, nine homes are currently under construction, four more families are waiting to begin construction, leaving 9 homes remaining in the current grant that need to be completed. The original grant which was signed on 9/7/12 is typically awarded for a two-year contract term which would expire in September 2014. However, an extension to this time frame could be requested. A balance of $274,780 in remaining funds is available to support construction of the 11 homes. Roles and responsibilities of the grantee include the following: 1) Recruit applicants; 2) Preliminary review of applicant eligibility; 3) Conduct applicant meetings to explain the MSH program; 4) Assist in acquisition and development of building sites; 5) Selecting and developing affordable house plans; 6) Obtaining cost estimates for construction materials and any required contracting; 7) Provide construction supervision and training to applicants during the construction process; and 8) Maintain the construction accounts for each applicant. A construction supervisor is on-site to teach and direct groups of 4-6 households during all phases of construction on the homes. This is required because there is no general contractor associated with the construction. Each family is required to provide 30-35 hours each week working on the home construction. Each participant generally has a number of family members, volunteers, and friends that assist with providing the required number of construction hours each week.

USDA staff members outlined the successes of the Mutual Self-Help Program in the Five County area as follows: 1) Seven MSH grants have been previously awarded in the area; 2) Over 100 homes have been built by low and very low-income households; 3) The program has provided an economic boost to local businesses including sub-contractors and suppliers; 4) Helped to meet the growing need of affordable housing; and 5) Participants have been taught skills as well as increased confidence and ability.

Commissioners asked about all equipment and tools that are currently in the possession of CCCHI and whether these would transfer as part of the program. Carol Hollowell indicated that all of these items would be transferred as part of the grant to Five County. She also explained that Five County will be required to make application with USDA to continue the MSH program in the area. It is also hoped that the two construction supervisors working for CCCHI would work on contract for Five County. Tracy Dutson will work to transfer all of the multi-family housing operated by CCCHI to other non-profit organizations and/or agencies. It was noted that USDA provides direct loans to applicants that are fixed rate 30-year loans. Ms. Janice Kocher indicated that USDA does not want to suspend the program or lose any of the momentum that is currently in place. The transfer to Five County needs to proceed immediately in order to complete the required number of homes in a timely manner. She also noted that there are three other Associations of Governments that partner with USDA to operate the MSH program. It was also indicated that Five County will not assume any liability of CCCHI associated with this program. The contract with Five County will be for technical assistance and on-site construction management. There are currently four applications in process that are waiting

to build on property in Ivins where CCCHI has some lots adjacent to other units that have been constructed. Ms. Hollowell explained that because Five County has an internal control system already in place, it should be an easy transition to operate this program. Utilizing current CCCHI employees on a contract basis will provide familiarity with the process and oversight requirements of the program. Funds provided for this program can be used anywhere in the Five County area. Staff is proposing that Scott Leavitt would be a good fit for this program because of his familiarity in administering the HOME program at Five County and his role as the Chief Financial Officer. Commissioners expressed some concern regarding the liability of Five County should a home be constructed with inferior building materials and/or techniques. It was explained that each county is governed under a building code and inspectors are on site to examine work completed on the homes. All building permits require engineering plans as well. Commissioner Dale Brinkerhoff indicated that the downside of the program is having the ability to construct homes in Beaver, Garfield and Kane counties and the difficulty of finding a suitable number of applicants in each of these areas. USDA staff suggested that a public open house could be conducted in each of the counties to provide information to residents regarding the program as well as to generate interest. Commissioner Jim Matson indicated that a business plan should be in place prior to making a decision on accepting the program. It was noted that the group would need to examine the profit and loss statements for CCCHI before committing to take on this program. The group also expressed concern with adding additional employees to Five County. Being able to contract for the direct on-site supervision makes the program much more appealing. Ms. Hollowell indicated that she would provide copies of the P&L statements for review over the lunch hour. Scott Leavitt estimated that the program would require approximately 15% of his time for applicant intake, financial monitoring and drawing down funds. Further discussion will continue over during the lunch hour.

Dave Conine, USDA State Director, reported that several of the other AOGs operate the MSH program. The addition of this program allows agencies to expand into other areas related to housing programs. The program also provides a great benefit to participants to develop skills and confidence under a fair amount of pressure. A substantial amount of funding stimulates the local economy through contracts for items such as HVAC, concrete, excavation, etc. A flyer was provided that includes contact information of USDA housing staff members. Mr. Conine reviewed various other programs provided by USDA that benefit rural Utah. Copies of the USDA annual report are available online or by contacting their office directly.

VI. OPTIONS COUNSELING PROGRAM DISCUSSION

Mr. Brian Thiriot referenced an e-mail contained in the packet from Ms. Carrie Schonlaw indicating that the state of Utah has offered funding to the Five County AOG to establish this pilot program. Start-up funding in the amount of $5,000 is available as well as $10,000 for a ½ time employee. The program would provide one-on-one planning to meet the long-term care needs. This is very similar to what is already in place as part of the information and assistance services. The associated work load to help clients understand all of their options can be absorbed by existing case management staff. Commissioners questioned the VA grant reference as well as the amount of funding that the state would provide. Another concern was adding a program that could eventually require additional funding from the Association of Governments budget.

MOTION WAS MADE BY COMMISSIONER DENNY DRAKE, SECONDED BY COMMISSIONER DALE BRINKERHOFF, INSTRUCTING STAFF TO PROVIDE SPECIFIC DETAILS REGARDING THIS PROGRAM PRIOR TO ANY DECISION OF ACCEPTANCE. MOTION CARRIED BY UNANIMOUS VOTE.

VII. NATURAL RESOURCES COORDINATION AND COOPERATING AGENCY TRAINING COURSE

Commissioner Jim Matson presented information outlining training that could be made available to the five counties collectively. This is an eight hour course that covers implementation of coordination with federal and state agencies to protect the local economy, property rights and way of life. For many years, counties have fought issues with coordinating and cooperating with federal land management agencies. The total cost of this training would be approximately $4,000 ($2,500 plus the cost for training). Commissioner Matson is proposing that the Five County AOG host this training and bill the counties for the cost. The education provided would be very valuable for each county. The problem that currently exists with federal agencies is not allowing counties to function in a coordinating status. The federal land management agencies will allow counties to function as a cooperating agency, which does not provide actual input in the planning process. Other commissioners indicated that they would like to discuss this training with their respective commissions prior to making a decision. Commissioner Denny Drake explained issues that Washington County is experiencing in regard to the Washington County Land and Conservation Bill and completion of their general plan that includes travel corridors. A notice of right-of-way was filed with the Bureau of Land Management for the Northern Corridor but it was denied. Washington County has submitted an appeal letter which includes a request to be a coordinating agency. This will likely end in litigation against the federal government. It was determined that Commissioner Matson would contact each representative commissioner over the next few weeks to determine a direction for this proposed training.

III. FY 2013 BUDGET REVISIONS

Mr. Scott Leavitt referenced copies of the FY 2013 budget revisions and explained that there were few changes. He pointed out the larger amounts of revisions and entertained questions of committee members. Some revisions were required to be shifted from salaries/wages to fringe. Funds were shifted in meals and meals supplies in order to purchase some equipment for the senior citizen centers. Funds were shifted in the Weatherization and HOME program budgets to cover general operating expenses and rent costs. In the past these budgets included rent costs in materials as well as some funds in the rent line item. The budget amount decreased from FY 2012 mainly because the American Recovery and Reinvestment Act (ARRA) funding to the Weatherization programs ended.

MOTION WAS MADE BY COMMISSIONER DENNY DRAKE TO APPROVE FY 2013 BUDGET REVISIONS AS PRESENTED. MOTION WAS SECONDED BY COMMISSIONER CLARE RAMSAY AND CARRIED BY UNANIMOUS VOTE.

IV. FY 2014 BUDGET DISCUSSION

Mr. Scott Leavitt provided copies of the FY 2014 budget because of some minor corrections from information provided in the packet. The budget was discussed in depth during the Executive Committee May 31, 2013 work meeting. The only changes from information presented during the work meeting are the 2013 total budget amounts. Budget revisions will be made at mid-year to reflect proposals by Bryan Thiriot for salary adjustments. It was noted that the Washington County Rural Planning Organization (RPO) funds have ended and the group has merged into the Dixie Metropolitan Planning Organization. A number of contracts to the AOG are for pass through funding. As explained earlier, the crisis funding to the HEAT program has been shifted back to the state of Utah for payments. Pass through funding to the Community Services Block Grant (CSBG) program was reduced, and the nutrition program moved monies to purchase equipment. Increases to fringe benefits will cover costs associated with additional insurance premiums. Percentage wise, the budget has remained fairly stable from FY 2013 to FY 2014. Several programs received cuts resulting from the federal sequestration. However, the volunteer center was able to write grants to maintain funding levels. Some additional funding was brought into special contracts to cover increases and expansion of some of the volunteer center programs.

MOTION WAS MADE BY COMMISSIONER DENNY DRAKE, SECONDED BY COMMISSIONER CLARE RAMSAY, TO APPROVE THE FY 2014 BUDGET AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

VIII. EXECUTIVE COMMITTEE AND STAFF BUSINESS

Brian Thiriot announced that the next AOG staff meeting will be held on Monday, June 24, 2013. Executive Committee members are welcome to attend. Commissioner Matson suggested that consideration be given to shift AOG staff meetings to Friday. It would be easier for commissioners to adjust their schedules to attend. A copy of the annual staff meeting schedule will be provided to commissioners via e-mail.

Being no further business, the meeting adjourned at 11:40 a.m.

AGENDA ITEM # IV.

Proposal to Incorporate Options Counseling into the Five County Area Agency on Aging's

Home & Community Based Case Management Services

As the Area Agency on Aging Director, I am requesting approval from the Steering Committee for the Five County Association of Governments (Area Agency on Aging) to receive funding from the Aging And Disability Resource Center (ADRC) and the Veteran's Administration (VA) to become an Options Counseling Site. By doing so, we can enhance the ability of Senior's, people with disabilities and their families in making informed decisions regarding their long term care needs. This will optimize choice and independence, encourage personal responsibility and empower these individuals in their decision making. In return, we can potentially prevent and/or delay more costly forms of long term care; including over-reliance on federal and state programs.

We will be able to easily incorporate this service into our current I&R (Information & referral) and Intake process using existing program and case management staff. Options counseling will enable us to enhance and improve I&R (Information & referral) services; enabling us to take this process one step further than we currently can with existing funding and resources. Options counseling provides more in-depth support to senior's, Veterans, people with disabilities, and their family caregivers regarding their long term care needs and assists them in looking at resources and care options that enable the individual to access the services they need in the least restrictive and most cost effective way; ultimately saving tax payer's dollars.

The main goals of Options Counseling include:

- *Facilitating informed decision-making about Long Term Supports and Services.*
- *Serving a key role in streamlined access to supports; both, formal and informal, private and public.*
- *Providing a clear pathway (a single point of entry) for individuals to access Long Term care Supports and Services.*
- *Help to prevent or delay premature institutionalization by offering options to help individuals spend resources wisely in the community; in particular publicly funded programs.*

As the designated Area Agency on Aging for Five County, we are required as part of the Older Americans Act (OAA) to provide information, referral and assistance to seniors and their caregivers in regards to long term services and supports. By becoming an options counseling site and receiving additional funding; we can not only enhance and improve the current services we provide but potentially free up other funding sources, such as Older American Act (OAA) funds which can be more effectively used to provide direct services at the local level. If approved, we would receive an additional $10,000 in funding annually from the Aging and Disability Resource Center; as well as funds for up to a ½ FTE from the Veteran's Administration. As noted previously, we can incorporate the additional services as part of our existing Home & Community Based Services and do not anticipate needing to bring on new staff. In addition, coordination with the ADRC and the VA will only enhance all of our programs and services and has the potential to bring in additional funds to support existing programs.

Utah Commission On Aging

BECKY KAPP
Chair

ANNE PALMER PETERSON
Executive Director

COMMISSION MEMBERS
Representative Stewart Barlow, M.D.
Sarah Brenna
Barry Burton
Michael Cupello
Palmer DePaulis
Spencer Eccles
Gary Kelso
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Mayor Daniel McArthur
Alan K. Ormsby, J.D.
O. Fahina Pasi
W. David Patton, Ph.D.
Jon Pierpont
Senator Brian Shiozawa, M.D.
Mary Street
Mark Supiano, M.D.
Frances Wilby
Troy Wilson
Bette Vierra

State of Utah

GARY R. HERBERT
Governor

GREGORY S. BELL
Lieutenant Governor

Steering Committee Members
Five County Association of Governments
1070 W 1600 S
Saint George, UT 84770

July 31, 2013

Dear Colleagues:
I am writing to encourage the steering committee of The Five County Association of Governments to support joining Utah's Aging and Disability Resource Connection (ADRC) in the Five County area. Joining the network would bring to southwestern Utah additional federal funds allocated to Utah's ADRC by the Administration on Community Living (ACL). For FY13, approximately $10,000 would be allocated to Five County AOG to support enhanced services in planning for long term support and services for the residents of Beaver, Garfield, Iron, Kane and Washington counties. The constituents in your counties who are becoming increasingly frail as they age would benefit from this service.
Utah's ADRC was launched in 2009, when the Utah Commission on Aging entered into a cooperative agreement with the U.S. Administration on Aging. To launch the ADRC, the Steering Committee identified the key elements in ADRCs and the key elements of Options Counseling, so that individuals with a current or future need for long-term services and supports can explore options, develop a plan, and receive referrals and support from trained experts at the local level.
Participating in the Utah ADRC would mean Five County AOG can receive the programmatic assistance to become a one-stop location for options counseling in Five County. ADRC Options Counselors can help individuals with diverse needs. Potential clients include:

- Older Persons
- People with disabilities of all ages
- Family members and caregivers
- Individuals who would benefit from Options for long-term care/support
- Professionals in the fields of healthcare, education, social services and advocacy

Additional funding opportunities are available to ADRC sites. For example, the Utah ADRC is piloting a project with the VA Office of Rural Health, "Connecting Rural Veterans to Aging and Disability Centers for Options Counseling." In the next year, funds will be allotted to provide agency staff intensive training on Veteran Benefits, as well as for staff time working with veteran clients. We at the Commission on Aging feel that veterans in southwestern Utah deserve to receive the same personalized and qualified benefits counseling that veterans in the rest of the state receive.

The Utah Commission on Aging is working with existing entities to assure that individuals can find the services that they need. Utah is the sixth fastest aging state in the nation. The need for quality information and referrals are the reasons the Aging and

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Disability Resource Connection was established. This is why the Commission on Aging urges governments and the private sector to avoid crisis and maximize opportunity in planning for our citizens as they age.

We are pleased to have St. George Mayor Daniel McArthur representing the Utah League of Cities and Towns on the Commission on Aging. I have spoken to Mayor McArthur, and he is fully in support of the Five County Associations of Governments becoming a formal member of the Utah ADRC network. Carrie Schonlaw will be providing additional information regarding the ADRC opportunity at your meeting August 14. I am including a recent opinion piece by a community physician in which the author mentions how seniors find resources at a single entry point through ADRCs. I would encourage your adopting this great program and incorporating it into your community.

Sincerely,

Anne Peterson

Anne Palmer Peterson, Ed.D.
Executive Director, Utah Commission on Aging

30 North, 1900 East, SOM #AB193, Salt Lake City, Utah 84112 · 801.585.9540

AGENDA ITEM # V.

FY 2014 Regional Prioritization Criteria and Justification

Criteria # 9: Regional Project Priority **Project priority rating with regional goals and policies. Regional prioritization** ***is determined by the Executive Director with consultation of the AOG Executive Committee members.***

#1 priority	6 points X 2.0 (weighting)	=	12.0 points
#2 priority	5 points X 2.0 (weighting)	=	10.0 points
#3 priority	4 points X 2.0 (weighting)	=	8.0 points
#4 priority	3 points X 2.0 (weighting)	=	6.0 points
#5 priority	2 points X 2.0 (weighting)	=	4.0 points
#6 priority	1 point X 2.0 (weighting)	=	2.0 points

Regional Prioritization		Justification
#1	**LMI Housing Activities**	Projects designed to provide for the housing needs of very low and low-moderate income families. May include the development of infrastructure for LMI housing projects, home buyers assistance programs, or the actual construction of housing units (including transitional, supportive, and/or homeless shelters), and housing rehabilitation. Meets a primary objective of the program: Housing. Traditionally CDBG funds leverage very large matching dollars from other sources.
#2	**Community Facilities**	Projects that traditionally have no available revenue source to fund them, or have been turned down traditionally by other funding sources, i.e., Permanent Community Impact Fund Board (PCIFB). May also include projects that are categorically eligible for Community Development Block Grant (CDBG) funding, i.e., senior citizens centers, health clinics, food banks, and/or public service activities. Includes community centers that are not primarily recreational in nature.
#3	**Public Utility Infrastructure**	Projects designed to increase the capacity of water and other utility systems to better serve the customers and/or improve fire flow capacity. Other funding sources usually available. Adjusting water rates are a usual funding source. Other agencies also fund this category. Includes wastewater disposal projects.
#4	**Public Safety Activities**	Projects related to the protection of property, would include activities such as flood control projects or fire protection improvements in a community. Typically general fund items but most communities cannot fund without additional assistance. Grants help lower indebted costs to jurisdiction. Fire Protection is eligible for other funding i.e., PFCIB and can form Special Service Districts (SSD's) to generate revenue stream.
#5	**Projects to remove architectural barriers**	Accessibility of public facilities by disabled persons is mandated by federal law but this is an unfunded mandate upon the local government. A liability exists for the jurisdiction because of potential suits brought to enforce requirements. Only CDBG and sometimes PCIFB have stepped up to fund this mandate.
#6	**Parks and Recreation**	Projects designed to enhance the recreational qualities of a community i.e., new picnic facilities, playgrounds, aquatic centers, etc.

Note: The Executive Director, in consultation with the Executive Committee members, reviewed and obtained consensus of the regional prioritization for the CDBG program.