

REG 10N

Executive Committee Minutes September 22, 2011

1) CALL TO ORDER and INTRODUCTIONS

Heidi Albritton called the meeting to order at 12:20pm.
All those present introduced themselves.

Executive Committee Members:

Heidi Albritton Peter Crowell Lynn Black
Paula Swenson Dick Allison Bruce Hovde

Board Members:

Bill Raley Bob Drexel
Gary Hansen Bill Patterson Joe Saunders
Elaine Fischer

Staff:

Paul Gray Lee Bartlett Rhona Keckler Michele Gad
Barbara Powell Vince Fandel

Visitors:

Greg Lopez (Small Business Administration) Bob Martin (SBA)
Caroline Tyrell (SBA)

Greg Lopez of the SBA told us he had discussed with the director of the SBA about Region 10's upcoming Microloan Program loan, and also about a possible return visit to conduct training for small businesses locally. SBA works with the Small Business Development Center in Gunnison to make small businesses successful. Elaine Fischer asked if SBA funding was available for non-profits. Greg replied that SBA can work with non-profits to improve their operations, but SBA funds cannot be lent to non-profits. SBA's mission is to get capital into the hands of small business. Elaine asked if this could be re-considered since non-profit organizations are employers and tourism generators. Paul Gray pointed out that Region 10 has other sources of funds that can be lent to non-profits. He stated that we are really pleased to have the SBA Microloan Program restarted here, it is a perfect fit for type of loan.

2) APPROVAL OF AGENDA ITEMS

Addition to the agenda: in item 4. 'Old Business':

- d) Update on Norwood assessment
- e) Discussion of nomination and appointment of a municipal representative to the Executive Committee as David Oyster has declined until he decides if he will run for re-election in Telluride.

Motion : Paula Swenson moved to approve the Agenda, with the above additions. It was seconded by Elaine Fischer. It passed unanimously.

3) APPROVAL OF Board of Directors Minutes of August 25, 2011

Motion: Elaine Fischer moved to approve the minutes of the Board of August 25 2011. The motion was seconded by Paula Swenson and passed unanimously.

4) OLD BUSINESS

a. Report on Area Agency on Aging Regional Advisory Committee Review of Contracting Procedures

As this review of procedures was prompted by Ouray County's concerns over the award of the FY2012 Ouray County homemaker contract to a private provider, Touch of Care, Heidi Albritton requested this item be tabled till next meeting (October 27), so that Ouray County can have time to prepare its input for the discussion. Lynn Black would also like more information on how other counties in Region 10 fund their homemaker programs. Kathy Ellis will be asked to chair this portion of the meeting, as Heidi Albritton represents Ouray County in this matter.

Motion: Dick Allison proposed that the discussion on Review of Ouray County Homemaker Contract Decision to be tabled and placed on the agenda for October 27 Board meeting as a grievance review. The motion was seconded by Elaine Fischer and passed unanimously.

b. Region 10 participation in HUD Community Sustainability Planning Grant Final Applications.

Paul Gray explained that there were two pre-applications for this grant submitted from this region, one from the Telluride Foundation and one from Region 10. Both were approved for final application, Paul determined that in light of the extensive requirements and commitments that must be fulfilled in the final notice published on September 7, it was simply not feasible for Region 10, with our limited staff, full agenda, and lack of funding for consultant assistance, to complete an application that would score well in the competition for this grant. Paul recommended that Region 10 participate as a consortium member in the Telluride Foundation application, though expressing regret that the TF Application only involves San Miguel, Ouray and Montrose Counties. Paul explained that he has met twice with Paul Major and April Montgomery of the TF, and that so far there has been little indication as to how Region 10 might best participate.

Dick Allison asked if we could expand the TF application to cover the 6-county region. Paul explained that the TF wishes to follow up the 2008 Telluride Futures Study with this grant, and that the TF has no interest in expanding the grant's scope to include more counties. Paul felt that despite this, we should consider this as an adjunct to the six-county Stronger Economies Together, Comprehensive Economic Development Strategy Development, and Transit Planning efforts we are already engaged in, and recommended we write the requested letter of support for the TF application.

The HUD grant funding, if the TF application is successful, will be limited to 3 years, and can be used to hire planning staff at participating organizations. If Region 10 were to receive some funding from the TF Grant, means to continue funding any staff hired would have to be found. Heidi Albritton indicated she is comfortable with Paul writing a letter of support for TF application. Bill Patterson asked where Montrose County supports the TF application. Paul replied that when met with the Montrose County Commissioners last week, they had not made a decision. Paul again recommended that Region 10 support the TF application and see what support there might be for our existing planning efforts. Lynn Black said the outcome of the TF application is uncertain at this point. She asked if in kind services ok for the match. Paul indicated that the Region 10 draft letter of support (distributed in the meeting packet) outlines a small amount of staff time that would be devoted to meetings for the TF grant over the next three years, and a much larger amount of in-kind support that represents other planning projects we are committed to and will budget for anyway.

Motion: Paula Swenson moved to authorize Paul Gray to sign the Memorandum of Agreement proposed by the Telluride Foundation for its HUD Community Sustainability Grant application and the proposed Region 10 Letter of Support as distributed. The motion was seconded by Elaine Fischer and passed unanimously.

c. Objectives Progress Report (tabled until October Executive Committee to allow time for New Business discussion)

d. Norwood Assessment.

Paul explained that this small member community's census had grown from below 500 in the 2004 population estimate to above 500 in the 2010 census. The formula used to calculate Region 10's assessment has a different formula for towns larger than 500, and consequently Norwood would experience an increase in its assessment from \$480 to \$720. Based on concerns expressed by the Norwood Town Council, Paul suggested we waive the difference. Paula Swenson suggested we give a 50% reduction of the difference this year, and the full assessment next year. Dick Allison and Bill Patterson did not want to see the formula changed or the amount waived. Lynn Black offered to talk with the Norwood Mayor to encourage them to pay their full assessment, and will report back next month.

e. Municipal Representative for the Executive Committee.

Paul Gray quoted an email from David Oyster thanking the Board for nominating and appointing him the Executive Committee, but felt he must decline until he decides whether to continue his elected position on the Telluride Town Council. Bob Drexel, the new appointed representative from the City of Gunnison, was asked if he might fill the opening, and he agreed.

Motion: Heidi Albritton moved to nominate Bob Drexel from the City of Gunnison as the new member on the Executive Committee. The motion was seconded by Peter Crowell and passed unanimously. (Note: appointment of Bob to the Executive Committee requires an action of the Board at its next meeting on November 17.)

5) NEW BUSINESS

a. Board Subcommittee Recommendations

Paula Swenson reviewed the Subcommittee Report (distributed in the packet). Discussion ensued.

Board Structure:

- **Limit County non-elected Directors to two per county as a matter of policy.** (there is no limit specified in the Bylaws.
- **At least one “stakeholder” and one “business” Director (as defined by the Economic Development Administration) must be included among the non-elected Directors so we can stay in compliance with our annual EDA grant.** We need to encourage county Boards to appoint individuals in these categories for non-elected Directors positions on the Region 10 Board.
- **Board meetings should be reduced to two per year in May and November, with Executive Committee meetings held in the other months.** Peter Crowell said it must be clear that all Board Directors will remain welcome to attend at Executive Committee meetings and should receive materials for them. Dick Allison commented that Directors vote with their feet and don't come to meetings, and asked how we might keep them engaged. Heidi Albritton suggested we try having two meetings per year for two years and see if attendance at Board meetings improves.

Heidi Albritton moved to accept the suggestions as outlined above with the comment proposed by Peter Crowell. This was seconded by Elaine Fischer. Heidi Albritton further suggested that this be implemented this as current Director terms expire. The motion and suggestions passed unanimously.

Executive Committee Structure.

- It was noted that the recommended Economic Development Subcommittee would overlap the duties of the CEDS Committee. Lynn Black suggested that the other recommended standing sub-committees (Personnel, Finance, Grievance) are not what we want, and suggests we create sub-committees as the need arises. The only standing committee we have to have is the CEDS Committee. Heidi Albritton was supportive of that idea, and suggested better use of Executive Committee time to allow for discussions and questions might facilitate using the Executive Committee for multiple purposes.. She suggested staff reports continue to be distributed in meeting packets, but only come under discussion if there are questions from the Board. Paul Gray pointed out that not many Directors read the reports, and that Board awareness of staff activities is critical to understanding what goes on at Region 10. He suggested that verbal reporting of key events continue, but be kept brief. He also suggested that continuing the practice of cancelling meetings if there are no action items to come before the Board would prevent meetings held just to listen to reports. Heidi Albritton felt the Board does not want to micromanage, yet needs awareness and communication, and asked for staff recommendations.
- An annual retreat (similar to that held in 2010) was felt to be a good idea, and Heidi Albritton recommended rotating the venue for these retreats.

Though there was no formal motion was made, consensus was that no new standing subcommittees be appointed, that verbal staff reports be kept very brief and on key items of interest only, and that an annual retreat be scheduled at rotating venues.

Employee Performance Review

- Paula Swenson noted that formal appraisal of staff and of the Executive Director as required in the Personnel Policy Manual has not been occurring, and must be done. Paul Gray noted that formal performance appraisal requires evaluation of several elements, including the annual objectives currently developed by each staff person (both effort and accomplishment), financial performance, and position description requirements. Heidi Albritton felt that formal staff reviews must be done annually, with the any departmental committees involved, such as the Gunnison Valley Transportation Region Committee, AAA Regional Advisory Committee, and the Business Loan Fund Committee. Dick Allison added that an issue does not exist if it's not documented. Peter Crowell commented that the only review by committee that should be done is that of the Executive Director by the Executive Committee. All other staff reviews are the responsibility of the Executive Director, though he may seek input from other committees if he wishes.
- Paul Gray reminded the Committee that he has extensive experience in designing and implementing employee evaluation systems in large organizations and has personally used all five major performance appraisal formats. He has not felt a formal system has been necessary at Region 10 because we have a small staff of senior, experienced people who respond well to informal, daily positive and negative feedback on performance rather than through a formal annual appraisal. Formal appraisal is difficult due to the extensive delegation that is both possible and desirable here and lack of quantitative measures of performance.

Though no formal motion was made, Paul Gray was directed to recommend an appropriate annual formal appraisal policy for the staff and for his own position at the October Executive Committee Meeting, noting that the Executive Committee will review the performance of the Executive Director as required in the Bylaws.

Grievance/Complaint Procedure

After some discussion, it was suggested that the process outlined by the Subcommittee was appropriate, and that the Board may appoint an ad hoc subcommittee only if necessary. Unresolved issues it go first to the Executive Director, in conjunction with the Department Committee if appropriate, then to the Board Chair who will introduce the matter to the Executive Committee who may appoint an ad hoc sub-committee to deal with that specific grievance/complaint. Peter Crowell noted we will need an Executive Committee Policy describing this process. Paul Gray was directed to to bring a proposed policy to the October Executive Committee for review and approval.

6) STAFF REPORTS were

- a. Financial Report July 31, 2011 – Barbara Powell.**
- b. Area Agency on Aging Report – Lee Bartlett.**
- c. Business Loan Fund Report –Vince Fandel**
- d. Executive Director Report – Paul Gray.**

Paula Swenson moved to accept the staff reports as presented. The motion was seconded by Elaine Fischer. It passed unanimously.

7) MEMBER REPORTS (Member Reports of Items of Interest to the Board) None.

8) NEXT MEETINGS

- a. Regional Transit Coordinating Council:** October 13, 2011, 9:00 a.m. Gunnison Conference Room
- b. Executive Committee:** October 27, 2011, 12:00 p.m. Sneffels Conference Room
- c. BLF Committee:** November 17, 2011, 10:00 a.m., Sneffels Conference Room
- d. Board of Directors Meeting: :** November 17, 2011, 12:00 p.m. Sneffels Conference Room
- e. AAA Regional Advisory Committee:** To be announced

9) ADJOURNMENT The meeting was adjourned at 2:50pm.