**ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS**

**BOARD OF TRUSTEES**

**TO:** Board of Trustees

**FROM:** Ronnie Ward

Executive Director

**DATE:** June 3, 2016

**SUBJECT:** ASCOG Trustee Meeting

The ASCOG trustees will meet on Thursday, June 16, 2016 at 6:30 p.m. (social hour beginning at 6:00 p.m.). The meeting will be at the Business and Industry Service Center at Red River Technology Center, 3300 W Bois D’Arc in Duncan.

**This is an important meeting for all Trustees to attend.** As indicated on the agenda attached, the Oath of Office will be administered to a new trustee.

If you absolutely **cannot** attend, please call Nancy at 1.800.658.1466 (direct: 580.736.7019).

Agenda, readahead and issue information papers on agenda items requiring board action are attached.

We look forward to seeing you at the June meeting.

**AGENDA**

**ASCOG BOARD OF TRUSTEES MEETING**

**THURSDAY JUNE 16, 2016 6:30 P.M.**

**BUSINESS & INDUSTRY SERVICE CENTER – RED RIVER TECH CENTER**

**3300 WEST BOIS D’ARC – DUNCAN OK.**

I. Call to Order and Welcome – Terry Wyatt, president

II. Board Reconstitution

a. Recognition of New Trustees

b. Administering Oath of Office to New Trustees – Gerald Hayes, trustee

c. Report of Nominating Committee and Election of Officers for operating year June, 2016 through May 2017 – Gene Overton, trustee

d. Caucus of trustees representing minorities, tribal groups and trustees of counties not represented by an officer for designation of additional executive committee members

III. Review, Consider and Act on Minutes of ASCOG Board Meeting March 17 – Shorty Foster

IV. Review, Consider and Act on Continuing to Use Signature of Past Treasurer for One Month – Jerome Watts – director, resource management

V. Report on Current Budget and Review, Consider and Act on Proposed FY 16 Budget – treasurer / Jerome Watts

VI. Review, Consider and Act on Audit –Ronnie Ward, Executive Director / Jerome Watts

VII. Review, Consider and Act on Comprehensive Economic Development Strategy (CEDS) for U.S. Economic Development Administration (EDA) – Tom Zigler, director, community & economic development

VIII. Review, Consider and Act on SFY 17 Senior Nutrition Project Shortfall – Ken Jones, director, supportive services

IX. Review, Consider and Act on Title III Transportation funding – Ken Jones

X. Review, Consider and Act on Title III Changes in AAA Funding Formula and Site Closure Recommendations – Ken Jones

XI. Review, Consider and Act on Employee Handbook – Ronnie Ward, executive director

XII. Review, Consider and Act on Executive Committee’s Recommendation to Cancel Annual Meeting

XIII. Staff Progress – Ronnie Ward

XIV. July Executive Committee Meeting (June 21, 2016) – No Meeting in August

Board of Trustees – September 15, 2016, Business & Industry Service Center

XV. Adjournment

ISSUE INFORMATION

BOARD OF TRUSTEES MEETING JUNE 16, 2016

1. SUBJECT: Review and approval for Title III Transportation funding.

2. PURPOSE: To obtain board approval of the sole Older Americans Act Transportation application received based on the recommendations of the AAA Advisory Council.

3. DISCUSSION:

1. In the first request for proposals for the fiscal year beginning July 1 we only received one transportation application from the Cyril senior center. That was approved by the board at the March meeting and another RFP was published in April.
2. Only the Community Action Development Corp. (CADC) responded to the second RFP.
3. Copies of the CADC application are available for review prior to the meeting and will be available at the June meeting.
4. The AAA Advisory Council will meet on June 14 to review and make recommendations on the transportation application.
5. Transportation funding must be contracted out by the Area Agency on Aging and only the ASCOG board has approval authority over this application process.
6. If you are on the board of CADC, please abstain from the vote.
7. 4. RECOMMENDATION: That the Board of Trustees approve the lone transportation grant application based on the AAA Advisory Council recommendations.

For additional information, contact the following ASCOG staff member.

Ken Jones

Director

Supportive Services Division

ISSUE INFORMATION

BOARD OF TRUSTEES MEETING JUNE 16, 2016

1. SUBJECT: Review and approval for Title III changes in the AAA funding formula and site closure recommendations.

2. PURPOSE: To obtain board approval of the recommendations of the AAA Advisory Council and a recently appointed ad hoc committee of the board regarding their recommendations for site closures and the AAA funding formula for contract services such as nutrition.

3. DISCUSSION:

1. In the first request for proposals for the fiscal year beginning July 1 we only received one applicant for the majority of our nutrition sites. That applicant, MaddieLuke submitted with their proposal a budget shortfall of $300,000. The shortfall was created by increasing program costs as well as a loss of income created by House Bill 1566 which is expected to eliminate Medicaid funding for Advantage meals, the profit of which was beneficial to the nutrition program in past years.
2. We anticipate there is a strong likelihood that a mid-year budget cut will occur in the fiscal year beginning July 1.
3. As no applicants applied for the Pleasant Valley site in Lawton, it will close effective July 1. Additionally, the nutrition sites at Rush Springs and Hinton have requested to go independent from Title III funding and rely on local donations and county sales tax funds. They will also apply for the Community Expansion for Nutrition Assistance (CENA) grant from ASCOG.
4. An ad hoc committee appointed by Terry Wyatt will meet in early June to review the current funding formula and make recommendations for potential nutrition site closures. Those recommendations will be presented at the June board meeting.
5. The AAA Advisory Council will meet on June 14 to review and make their recommendations based on the recommendations of the ad hoc committee. Those recommendations will also be presented at the June board meeting.
6. ASCOG’s funding formula has relied heavily on the number of meals served in recent years. However, we need to take a look at other factors when considering site closures.

4. RECOMMENDATION: That the Board of Trustees approve any revisions of the funding formula and consider any site closure recommendations received from the ad hoc committee and the AAA Advisory Council.

For additional information, contact the following ASCOG staff member.

Ken Jones

Director

Supportive Services Division

**JUNE 2016**

**STAFF PROGRESS REPORT**

**ADMINISTRATION – Nancy English, Director**

One new trustee to be sworn in at June meeting. Following election of officers, executive committee members will be selected from counties not represented by an officer and by minorities. Office will close Monday, July 4 for Independence Day holiday.

**COMMUNITY & ECONOMIC DEVELOPMENT – Tom Zigler, Director**

**REAP:** Again this year ASCOG CED staff can now write an application for you for a $150 fee. If the application is not funded, there is no charge for writing subsequent grants the following year for the same project. This fee must be paid for by the applicant and not out of REAP funds. **2017 REAP grants will have the same time requirements. Projects must begin within 6 months and be completed by June 30, 2018**. Between now and August 16, 2016, applicants must: (1) select an eligible project that can be fully funded including leveraged dollars, (2) get cost estimates from an eligible source and (3) take formal board action including approving making the application for the project, approving a 5-year Capital Improvement Plan, and approving any cash or in-kind leverage from the applicant agency. Keep in mind that these matches are not required, but do figure into the scoring system.

Workshops are scheduled for August 9, 2016, Canadian Valley Technology Center , Chickasha, OK at 3:00 and August 16, 2016, Great Plains Technology Center at 3:00 pm. Applications are due close of business on September 28, 2016.

The 2017 REAP Application and Instructions will be on the ASCOG website on July 11, 2016.

**ENVIRONMENTAL SERVICES – Stan Rice, Director**

Final draft and review is underway for the **Comanche County** Natural Hazard Mitigation Plan.

The environmental services staff is working with **Comanche County** Emergency Management personnel and planning committee members reviewing, and making necessary changes to the plan, before submitting to the Oklahoma Emergency Management for their review.

**PUBLIC SAFETY – Perry Brinegar, Director**

All departments will be certified as of the end of June. At the meeting hopefully will be able to inform members as to the budget cuts to rural fire and how it will effect the program. POSITIVE THOUGHTS!

A few departments are still working on completing trucks at this time with a few more almost ready to start on a project. FUND RAISING!

**RESOURCE MANAGEMENT – Jerome Watts, Director-**The Fiscal Year 2017 budget process is well under way, but we are still awaiting figures for a couple components.

Our current Director of Resource Management Frank Sissons, has given ASCOG his notice. We wish Frank well on his endeavors!

**SUPPORTIVE SERVICES – Ken Jones, Director**

An ad hoc committee of the board will meet June 3 at 9:00 a.m. at ASCOG to review the nutrition center funding and potential site closures. Their recommendations along with the recommendation of the Area Agency on Aging Advisory Council will be presented at the June board meeting.

We received one proposal for our Older Americans Act transportation services. That proposal will be also presented to the board at the June meeting. Because we did not received applications that cover all eight counties a third request for proposals will be issued for the remaining counties in July with applications to be presented at the September board meeting. This will mean a three month gap in services for at least two counties.

Delta’s last day to serve meals will be June 24. They will also offer an additional five-day, shelf-stable meal pack to participants that request them. MaddieLuke will open their meal sites on July 11.

Since we received no applications for the second request for proposals for the Pleasant Valley Nutrition Site, that site will close its doors after June 24. The City of Lawton will provide transportation from Pleasant Valley to the Patterson Site in Lawton for senior congregate participants. Home delivered meals will still be provided throughout Lawton.

Additional site closures are expected due to the current $300,000 shortfall for senior nutrition site funding. As of May 26, we have not yet received a budget from DHS for the state fiscal year that starts July 1. We do not expect a DHS budget until June 15.