

**ASSOCIATION OF SOUTH CENTRAL  
OKLAHOMA GOVERNMENTS  
P O BOX 1647 802 MAIN STREET  
DUNCAN, OK 73533**

**TO:** Executive Committee  
**INFO TO:** All Other Trustees  
**FROM:** Ken Jones  
**DATE:** January 6, 2020  
**SUBJECT:** ASCOG Executive Committee Meeting

The ASCOG executive committee will meet Thursday, January 16, 2020 at 6:30 p.m. (social hour beginning at 6:00 p.m.). The meeting will be at the Jerry D. Morris Business and Industry Service Center at Red River Technology Center, 3300 W. Bois D'Arc in Duncan.

Executive committee members who cannot attend, please call Nancy at 1.580.736.7019. If you are a trustee but not a member of the executive committee and plan to attend, please call Nancy by noon Wednesday, January 15.

Agenda and readahead attached. We look forward to seeing you at the January meeting.

**AGENDA**  
**ASCOG EXECUTIVE COMMITTEE MEETING**  
**6:30 P.M. THURSDAY, JANUARY 16, 2020**  
**JERRY D. MORRIS BUSINESS & INDUSTRY SERVICE CENTER**  
**RED RIVER TECH CENTER      DUNCAN, OK.**

- I. Call to Order and Welcome – Royse Reagan, president
- II. Review, Consider and Act on Minutes of Executive Committee Meetings October 17 and November 21, 2019– Royse Reagan
- III. Report on Budget – Jesse Cross, treasurer / Bob Denard, director, resource management
- IV. Review, Consider and Act on Executive Session to Discuss Employment of Ken Jones, executive director, as per Oklahoma Statute Title 25, Section 307(b)1 – Royse Reagan

**Executive Session**

Discuss Performance Appraisal and Compensation  
for Ken Jones, executive director

- V. Reconvene in regular session to Review, Consider and Act on Employment and Compensation for Ken Jones, executive director – Royse Reagan
- VI. Staff Progress – Ken Jones, executive director
- VII. Adjournment

**JANUARY 2020  
STAFF PROGRESS REPORT**

**ADMINISTRATION – Nancy English, Director**

ASCOG will be closed Monday, January 20 for the Martin Luther King holiday.

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

The 2019 REAP contract signing will be held on January 24, 2020 at 1:30 PM, at the Canadian Valley Technology Center, Room Seminar C. All ASCOG Trustees are invited to attend the contract signing.

CDBG applications are next up. Please encourage entities in your area to start preparing and take appropriate action now if they intend to apply for a CDBG. We always have some that will wait too late to get the required meetings and other actions completed. The public hearings must be advertised at least 7 days prior and then you have to have a meeting to confirm what was done in the public hearing. Also, Low-to-Moderate Income (LMI) Surveys may be necessary to qualify. If federal funds are to be used for engineering, a Request for Qualifications (RFQ) process is mandatory. Engineering plans and spec take time, so you should be talking to engineers now. Applications are due **tentatively** as follows:

**CDBG/REAP - February 28, 2020  
CDBG Community Revitalization - March 31, 2020  
CDBG Water/Wastewater Engineering or Construction - May 1, 2020**

If there are any questions, please contact CED Staff.

**PUBLIC SAFETY – Perry Brinegar, Director**

**Public Safety:** Follow up on 80/20 grant construction and purchases of equipment for completion. Starting the process of certifying ALL fire departments in the ASCOG area For the 2020 operational funding from the state, and helping the departments have all the 2019 fire run reports turned into the state fire marshal's office by January 15, 2020 as part of the certification.

**RESOURCE MANAGEMENT – Bob Denard, Director**

The Fiscal Year 2019 audit was completed following Board approval, loaded into the Federal Audit Clearinghouse, and transmitted to several Oklahoma state agencies.

Seven ASCOG employees are eligible for “rounding up” their service time for the calculation of their pensions because they entered the system before November 1, 2011. Rounding up means that OPERS will use unused employee sick leave (up to 960 hours) to increase an eligible employee’s service time by up to six months. Each 160 hours of unused sick leave will add one

month to an eligible employee's service time. OPERS charges the cost of this rounding program to the employee's employer(s) when the round-up is applied. ASCOG has been caught short several times in the past by unexpected charges for this rounding program. To better prepare for expected OPERS charges, ASCOG developed an analysis of its risk exposure to OPERS charges. The evaluation of risks looks at the six employees were eligible for regular or early retirement on June 30, 2019. The risk for each of those employees was then valued considering salary and pension payouts. Potential risks for OPERS rounding-up charges ranged from \$4203 to \$9605 and totaled \$48,009. I selected three years as a reasonable recognition period for the risk, so the \$48,009 will be accreted over 36 months beginning July 1, 2019-about \$1334 per month. The entries will recognize current expense that can be charged to awards and create a reserve. When an actual charge is received, it will be charged against the reserve rather than to expense. Valuations will be performed as of each year-end and the reserve will be adjusted.

A Board of Trustees standing committee is examining member dues again. Dues were raised for Fiscal Year 2019, the first known increase in ASCOG's history. The increase was very small though, and member dues received still make up just about 45% of the amount needed. I am developing several scenarios for increasing member dues to \$100,000 over periods from one to five years and also using uncategorized population as bases for the member dues amounts.

#### **AREA AGENCY ON AGING – Kris Manriquez, Director**

The AAA has been busy, with January the end of year final reports have all been on time, completed and submitted. Masonic Grant funding was awarded for the 2020 year in the amount of \$64,158.00 and \$3207.00 will be used for admin cost. Cena grant application has been submitted for the program year.

The two new Ombudsman Malcolm Hutchinson and David Sexton have attended their first annual training and are scheduled for their program training so that they can start seeing clients at their assigned facilities within their service areas.

RFP's for all AAA contracts are underway and will be published by January 31<sup>st</sup>.

The planner Jazmin Shipley and the Information and Assistance Specialist Stephanie Denton are both doing great work for the AAA.

The AAA is currently working on a rural broad band grant that will make high speed internet available for all of our rural communities.