

DIRECTOR
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FREMONT COUNTY
Department of Human Services
172 Justice Center Road
Canon City, Colorado 81212

COUNTY BOARD
Tim Payne Dist. 1
Debbie Bell Dist. 2
Dwayne McFall Dist. 3

FREMONT COUNTY BOARD OF HUMAN SERVICES MEETING
to be held at the
FREMONT COUNTY ADMINISTRATION BUILDING
615 Macon, Conference Room # 208
Canon City, CO 81212
March 27, 2018, 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of February 27, 2018
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
 - A. New Director Training
 - B. Training Center Update
 - C. Child Welfare Staffing
- VI. Old Business
 - A. Citizens Review Panel Appointments
- VII. New Business

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February 27, 2018
2018 MEETING #2

The Fremont County Board of Human Services (BOHS) met in Regular Session on Tuesday, February 27, 2018, in Conference Room 208 at the Fremont County Administration Building, 615 Macon, Canon City, Colorado. Chairman McFall called the meeting to order at 2:00 p.m. Those present included:

Dwayne McFall	Chairman	Present
Tim Payne	Chairman Pro Tem	Present
Debbie Bell	Treasurer	Present

Also present: Brenda Jackson, Fremont County Attorney, Sunny Bryant, Fremont County Manager, Stacie Kwitek-Russell, Director Department of Human Services (DHS), and Kimberly Grondahl, DHS.

MINUTES: Board Member Payne moved, duly seconded by Board Member Bell, to accept the minutes of the January 30, 2018 meeting with no additions or deletions. Upon vote: Board Member Bell, aye; Board Member Payne, aye; Board Member McFall, aye. The motion carried.

AGENDA: Board Member Bell moved, duly seconded by Board Member Payne, to approve the agenda for the February 27, 2018 meeting with no additions or deletions. Upon vote: Board Member Payne, aye; Board Member Bell, aye; Board Member McFall, aye. The motion carried.

FINANCIAL/CASELOAD REPORT: Following review and discussion of the financial and caseload reports, Board Member Payne moved, duly seconded by Board Member Bell to accept the January financial and caseload reports. Upon vote: Board Member Payne, aye; Board Member Bell, aye; Board Member McFall, aye. The motion carried.

DIRECTOR'S REPORT: Stacie Kwitek-Russell provided information on the following items:

- Customer Service Survey
- Caseworker Contact Grant which allows for the purchase of new cell phones for caseworkers and Wi-Fi equipment at the Court House
- Early Childhood Workforce Development Grant that focuses on assisting more child care centers becoming licensed
- Gap Map is a website that has interesting statistical data regarding SNAP, WIC, Child Care, Colorado Works, and Medicaid for Colorado counties
- Supported Employment offered through the Department has placed fifteen interns, five of which have been hired by the employers
- Family Treatment Drug Court celebrated its ten year anniversary on February 1st

After a full discussion, Board Member Bell moved, duly seconded by Board Member Payne, to accept the monthly report. Upon vote: Board Member Bell, aye; Board Member Payne, aye; Board Member McFall, aye. The motion carried.

OLD BUSINESS: There was no old business discussed.

NEW BUSINESS:

Stacie Kwitek-Russell presented the idea of the Department utilizing part of the Training Center as a solution to the issue of not having adequate office space for employees. The Commissioners were in agreement, and approved her proceeding with the plan.

She then discussed how to handle various voting situations with CCI, CHSDA, and County positions stating she wants to be in unison with how the Commissioners vote. After discussion, all present agreed to increase communication on all the various topics being voted on going forward.

A new IGA with HS Connects was sent to Brenda Jackson to review. It will be included on the March 13th Board of County Commissioners meeting for approval.

The meeting adjourned at 2:35 p.m.



Chairman, Fremont County Board of Human Services

03/27/2018

Date



Secretary

03/27/2018

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR FEBRUARY 2018

\$ 1,465,873.35

WARRANTS ISSUED FEBRUARY 27TH, 2018 THROUGH MARCH 27TH, 2018

3/1/2018	18,139.48
3/8/2018	237,104.37
3/14/2018	12,049.69
3/19/2018	13,858.82
3/21/2018	240,338.40
3/22/2018	6,117.39
Total	\$527,608.15

I, STACIE KWITEK-RUSSELL, Director of the Department of Human Services, of Fremont County, Colorado, hereby certify that the payments as set forth herein as of this date have been approved and authorized to be issued through the EBT system or warrant.

27-Mar-18

Date


Stacie Kwitek-Russell, Director

We the undersigned Fremont County Board of Commissioners acting in the capacity of Fremont County Board of Human Services do hereby certify the above EBT authorizations and ratify the warrants issued, having been properly certified by the Director of Fremont County Department of Human Services according to law, are approved for payment. Done this 27th day of March 2018.


Chairman McFall


Commissioner Bell


Commissioner Payne

**Fremont County Department of Human Services
February 2018 EBT Issuance & Caseload Information**

EBT Issuance	<u>Amount Issued</u>	<u>YTD AVG</u>	<u>Caseload Count</u>	<u>YTD AVG</u>
TANF	\$113,515.33	\$111,163.73	331	343
AND	\$28,750.13	\$28,677.05	127	133
OAP	\$58,490.54	\$59,673.81	274	273
Child Care	\$58,490.54	\$56,165.04	126	127
LEAP	\$192,167.18	\$148,570.26	84	463
Food Assistance	\$824,746.38	\$838,396.55	3572	3601
OOH Placements	\$171,629.42	\$172,213.37	176	177
CORE	\$17,583.83	\$17,700.83	108	108
Case Services	\$500.00	\$330.00	1	1
Total EBT Issuance:	\$1,465,873.35	\$1,432,890.62		
Medicaid Transportation	\$13,266.08	\$11,106.71	102	91
Child Welfare Intake Referrals:				
Total Referrals	68			
Screened In	31			
% Screened In	45.59%			

Check Report

By Check Number

Fremont County, CO Human Services

Date Range: 02/27/2018 - 03/27/2018

Vendor Name	Payment Date	Payment Amount	Number
Aspen Leaf Bakery	03/01/2018	50.00	175625
Black Hills Energy	03/01/2018	180.74	175626
Black Hills Energy	03/01/2018	3,627.58	175627
Canon City Mugs	03/01/2018	50.00	175628
Canon City Recreation District	03/01/2018	389.53	175629
Fremont County BOCC	03/01/2018	1,017.09	175630
Gobins, Inc.	03/01/2018	875.17	175631
Goodneighbor, LLC	03/01/2018	8,333.33	175632
Stacie Kwitek-Russell	03/01/2018	14.46	175633
Troy Novosel	03/01/2018	500.00	175634
Roland Process Service & Investigations, LLC	03/01/2018	45.00	175635
Sign Language Network, Inc.	03/01/2018	162.50	175636
Social Security Administration	03/01/2018	645.00	175637
Social Security Administration	03/01/2018	39.00	175638
Touch of Love Florist & Weddings, Inc.	03/01/2018	259.00	175639
Walmart Community/RFCSELLC	03/01/2018	35.00	175640
Walmart Community/RFCSELLC	03/01/2018	1,916.08	175641
AB Court Reporting & Video	03/08/2018	96.00	175642
AgeWell Medical Associates PC	03/08/2018	148.71	175643
Business Ink, Co	03/08/2018	160.75	175644
City of Cañon City	03/08/2018	363.32	175645
Corporate Translation Services, Inc.	03/08/2018	54.69	175646
Developmental Opportunities	03/08/2018	600.00	175647
Domino's Pizza	03/08/2018	40.71	175648
Fed Ex	03/08/2018	17.49	175649
Fremont County BOCC	03/08/2018	229,787.99	175650
Fremont County Dept. of Human Services	03/08/2018	49.76	175651
Fremont Sanitation District	03/08/2018	162.23	175652
In & Out Conoco	03/08/2018	385.00	175653
Void	03/08/2018	0.00	175654
Jim's Tire Service, Inc.	03/08/2018	84.35	175655
King Soopers Customer Charges	03/08/2018	276.72	175656
Laboratory Corporation of America	03/08/2018	266.00	175657
LexisNexis Risk Solutions	03/08/2018	72.95	175658
Chafee Client Services	03/08/2018	40.00	175659
Otero County DHS	03/08/2018	10.00	175660
Rocky Mountain Behavioral Health, Inc.	03/08/2018	830.00	175661
SECOM, INC.	03/08/2018	324.47	175662
Jonathan K. Martinez	03/08/2018	80.68	175663
Stamp of Excellence, Inc.	03/08/2018	15.00	175664
Touch of Love Florist & Weddings, Inc.	03/08/2018	283.05	175665
Verizon	03/08/2018	184.34	175666
Verizon Wireless	03/08/2018	2,270.16	175667
Dana Whitney	03/08/2018	500.00	175668
AspenPointe Health Services	03/14/2018	40.67	175669
Atmos Energy	03/14/2018	549.27	175670
Black Hills Energy	03/14/2018	209.85	175671
Business Solutions Leasing	03/14/2018	914.45	175672
Domino's Pizza	03/14/2018	400.00	175673
The Home Depot	03/14/2018	150.00	175674
Julia Quade	03/14/2018	22.23	175675
Office of the District Attorney	03/14/2018	800.00	175676
Peak Printing, Inc.	03/14/2018	568.00	175677
RE-1 School District	03/14/2018	2,500.00	175678
RE-2 School District	03/14/2018	2,500.00	175679
River Lotus Yoga	03/14/2018	360.00	175680
Sign Language Network, Inc.	03/14/2018	162.50	175681
VISA	03/14/2018	2,827.72	175682
Walmart Center	03/14/2018	45.00	175683
Medicaid Transportation	03/19/2018	9.43	175684
Medicaid Transportation	03/19/2018	264.86	175685

Medicaid Transportation	03/19/2018	22.14	175686
Medicaid Transportation	03/19/2018	139.81	175687
Medicaid Transportation	03/19/2018	111.52	175688
Medicaid Transportation	03/19/2018	116.85	175689
Medicaid Transportation	03/19/2018	99.22	175690
Medicaid Transportation	03/19/2018	29.93	175691
Medicaid Transportation	03/19/2018	57.81	175692
Medicaid Transportation	03/19/2018	102.91	175693
Medicaid Transportation	03/19/2018	91.02	175694
Medicaid Transportation	03/19/2018	23.78	175695
Medicaid Transportation	03/19/2018	3.69	175696
Medicaid Transportation	03/19/2018	811.39	175697
Medicaid Transportation	03/19/2018	2,829.00	175698
Void	03/19/2018	0.00	175699
Medicaid Transportation	03/19/2018	93.48	175700
Medicaid Transportation	03/19/2018	157.85	175701
Medicaid Transportation	03/19/2018	60.27	175702
Medicaid Transportation	03/19/2018	123.82	175703
Medicaid Transportation	03/19/2018	69.70	175704
Medicaid Transportation	03/19/2018	21.32	175705
Medicaid Transportation	03/19/2018	25.01	175706
Medicaid Transportation	03/19/2018	189.42	175707
Medicaid Transportation	03/19/2018	337.84	175708
Medicaid Transportation	03/19/2018	129.56	175709
Medicaid Transportation	03/19/2018	134.07	175710
Medicaid Transportation	03/19/2018	59.45	175711
Medicaid Transportation	03/19/2018	19.68	175712
Medicaid Transportation	03/19/2018	9.43	175713
Medicaid Transportation	03/19/2018	175.48	175714
Medicaid Transportation	03/19/2018	220.99	175715
Medicaid Transportation	03/19/2018	442.39	175716
Medicaid Transportation	03/19/2018	329.23	175717
Medicaid Transportation	03/19/2018	2.05	175718
Medicaid Transportation	03/19/2018	385.40	175719
Medicaid Transportation	03/19/2018	139.40	175720
Medicaid Transportation	03/19/2018	198.03	175721
Medicaid Transportation	03/19/2018	123.82	175722
Medicaid Transportation	03/19/2018	229.60	175723
Medicaid Transportation	03/19/2018	61.50	175724
Medicaid Transportation	03/19/2018	705.20	175725
Medicaid Transportation	03/19/2018	95.94	175726
Medicaid Transportation	03/19/2018	43.46	175727
Medicaid Transportation	03/19/2018	302.17	175728
Medicaid Transportation	03/19/2018	25.83	175729
Medicaid Transportation	03/19/2018	30.34	175730
Senior Services Solutions Plus	03/19/2018	1,405.89	175731
Medicaid Transportation	03/19/2018	45.51	175732
Medicaid Transportation	03/19/2018	35.26	175733
Medicaid Transportation	03/19/2018	69.70	175734
Medicaid Transportation	03/19/2018	842.14	175735
Medicaid Transportation	03/19/2018	95.12	175736
Medicaid Transportation	03/19/2018	770.39	175737
Medicaid Transportation	03/19/2018	145.55	175738
Medicaid Transportation	03/19/2018	34.44	175739
Medicaid Transportation	03/19/2018	8.61	175740
Medicaid Transportation	03/19/2018	587.12	175741
Medicaid Transportation	03/19/2018	164.00	175742
Bent County Sheriff's Office	03/21/2018	37.12	175743
Black Hills Energy	03/21/2018	119.05	175744
Chafee Client Services	03/21/2018	25.00	175745
Cañon Exploratory School	03/21/2018	209.68	175746
Cañon Exploratory School	03/21/2018	2,198.38	175747
Colorado Bureau of Investigations	03/21/2018	261.00	175748
Chafee Client Services	03/21/2018	40.00	175749
Chafee Client Services	03/21/2018	45.00	175750
Domino's Pizza	03/21/2018	37.91	175751
Child Care O/C	03/21/2018	30.00	175752

The Florence Citizen	03/21/2018	27.59	175753
Fremont County BOCC	03/21/2018	1,261.81	175754
Fremont County BOCC	03/21/2018	230,658.53	175755
Fremont County Sheriff's Office	03/21/2018	38.21	175756
Chafee Client Services	03/21/2018	40.00	175757
King Soopers Customer Charges	03/21/2018	600.14	175758
Chafee Client Services	03/21/2018	20.00	175759
Offerson Toner	03/21/2018	2,392.63	175760
Office Depot	03/21/2018	44.27	175761
Pitney Bowes, Inc.	03/21/2018	552.99	175762
Carrie Porter	03/21/2018	90.00	175763
Reserve Account	03/21/2018	1,481.59	175764
Roland Process Service & Investigations, LLC	03/21/2018	45.00	175765
Jonathan K. Martinez	03/21/2018	20.00	175766
Stamp of Excellence, Inc.	03/21/2018	62.50	175767
Barry Acton	03/22/2018	30.00	175768
James Arthur	03/22/2018	25.60	175769
Diane Bengé	03/22/2018	181.50	175770
Kelly Broomfield	03/22/2018	279.00	175771
Kristine Brown	03/22/2018	147.00	175772
Jenifer Burbank	03/22/2018	125.00	175773
Kora Burrell	03/22/2018	218.65	175774
Kristen Feller	03/22/2018	171.53	175775
Mary Tina Gurule	03/22/2018	430.56	175776
Melanie Herold	03/22/2018	52.50	175777
Britni Huebschman,	03/22/2018	119.50	175778
Dani Jones	03/22/2018	192.00	175779
Rebekah Kelly	03/22/2018	74.10	175780
Shannon Kinahan	03/22/2018	244.50	175781
Kristi Kleven	03/22/2018	130.49	175782
Stacie Kwitek-Russell	03/22/2018	193.91	175783
Michelle Lach	03/22/2018	12.00	175784
Nancy Leonard	03/22/2018	216.50	175785
Christen LoPresti	03/22/2018	179.75	175786
Shelly Mathews	03/22/2018	152.00	175787
Brooke Mecillas	03/22/2018	285.99	175788
Lynne Monahan	03/22/2018	127.65	175789
Angela Near	03/22/2018	48.90	175790
Daniel Nix	03/22/2018	222.03	175791
Brenda Rall	03/22/2018	42.00	175792
Kara Reichert	03/22/2018	426.00	175793
Terri Rommel-Ruiz	03/22/2018	206.50	175794
Carie Rutherford	03/22/2018	42.00	175795
Alexis Schechter	03/22/2018	169.60	175796
Michelle Short	03/22/2018	62.50	175797
Vivian Simon	03/22/2018	83.50	175798
Kim Tauber	03/22/2018	78.50	175799
Amanda Whitt	03/22/2018	127.00	175800
Anna Widger	03/22/2018	443.90	175801
Molly Willard	03/22/2018	499.47	175802
Kendyl Yates	03/22/2018	75.76	175803

Bank Code APBNK-HS Summary

Payment Type	Payable	Paym	Payment
Regular Checks	242	177	527,608.15
Manual Checks	0	0	0
Voided Checks	0	2	0
Bank Drafts	0	0	0
EFT's	0	0	0
	242	179	527,608.15

**Estimated Expenditures / SFY Allocation
as of 2/28/18**

	Allocation	Estimated Annual Expenses	Estimated % Used of Allocation
County Admin	1,001,092.25	833,562.60	83.27%
HCPF Admin	676,923.35	689,821.01	101.91%
APS Admin	267,318.34	159,009.80	59.48%
Child Care	854,589.25	882,672.59	103.29%
TANF	1,976,747.00	1,970,843.97	99.70%
Child Welfare	4,110,785.00	4,124,306.18	100.33%
Core Services	1,089,694.21	1,075,657.88	98.71%

Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2018 Period Ending: 02/28/2018

	<u>2018 Budget</u>	<u>February</u>	<u>YTD Activity</u>	<u>% Remaining</u>
Revenues:				
Current Property Tax	1,173,228.00	342,645.86	427,531.29	63.56%
Delinquent Taxes	1,500.00	181.03	212.01	85.87%
Specific Ownership Tax	183,913.00	16,531.34	29,746.84	83.83%
Other Financing Sources	80,000.00	2,386.31	5,039.64	93.70%
Interest & Penalties	927.00	126.48	142.75	84.60%
Program Revenue	6,892,003.00	467,198.42	942,677.24	86.32%
Deferred Revenue	351,970.00	7,761.41	19,717.28	94.48%
Total Revenues:	8,683,541.00	836,830.85	1,425,067.05	84.62%
Expenses:				
Salaries	5,130,220.00	361,270.24	736,473.80	85.64%
Health Insurance	938,585.00	66,096.19	133,472.31	85.78%
Life Insurance	6,770.00	332.76	670.17	90.10%
Medicare	77,324.00	4,973.38	10,091.72	86.95%
Retirement	154,328.00	9,369.36	19,330.01	87.47%
Social Security	305,106.00	21,265.75	43,373.21	85.78%
Unemployment	15,668.00	1,084.38	2,211.25	85.89%
RMS	383,209.00	31,206.99	63,097.84	83.53%
Contract Payments	319,352.00	12,032.10	30,909.56	90.32%
Speakers	900.00	800.00	800.00	11.11%
Tuition	750.00	0.00	0.00	100.00%
Utilities	92,091.00	1,041.98	5,855.19	93.64%
Building Maintenance	3,600.00	0.00	1,000.00	72.22%
Equipment Maintenance	55,084.00	1,444.70	2,345.97	95.74%
Equipment Rental	15,283.00	914.45	1,828.90	88.03%
Travel	126,368.00	10,385.93	16,810.98	86.70%
Transportation Client Services	13,000.00	235.00	425.00	96.73%
Advertising	1,400.00	20.00	20.00	98.57%
Telephone	53,025.00	2,859.13	5,752.13	89.15%
Printing & Forms	3,400.00	0.00	0.00	100.00%
Legal Fees	200.00	0.00	0.00	100.00%
Books & Subscriptions	5,165.00	253.08	672.08	86.99%
Office Supplies	121,557.00	3,500.40	6,822.44	94.39%
Postage	26,900.00	1,785.77	3,570.47	86.73%
Document Scanning	30,700.00	0.00	0.00	100.00%
Expert Witness/Process Service	6,000.00	376.50	656.14	89.06%
Interpreter	6,400.00	0.00	0.00	100.00%
Destruction of Records	2,000.00	0.00	0.00	100.00%
Dues/Memberships	7,000.00	0.00	325.00	95.36%
Audit Fees/Cost Allocation	10,925.00	0.00	0.00	100.00%
Vital Statistics	100.00	0.00	0.00	100.00%
Fingerprinting	7,064.00	434.50	379.50	94.63%
Foster Parent Training	5,330.00	-112.00	-112.00	102.10%
Registration Fees	150.00	0.00	0.00	100.00%
RMS Indirect Costs	-361,395.00	-31,206.99	-63,097.84	82.54%
Client Services	168,746.00	15,139.10	26,271.61	84.43%
Program Expense	988,045.00	60,836.62	125,953.27	87.25%
EBT Fees	10,800.00	822.50	1,645.00	84.77%
Non-Reimbursable	36,000.00	2,152.67	3,150.76	91.00%
Total Expenses:	8,767,150.00	579,314.49	1,180,704.47	89.55%
Fund Balance	-83,609.00	257,516.36	244,362.58	392.27%