

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
August 28, 2018, 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of July 31, 2018
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
- VII. New Business
 - A. Child Welfare Supervisor On-Call Policy
 - B. Budget Process
 - C. Childcare

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July 31, 2018
2018 MEETING #7

The Fremont County Board of Human Services (BOHS) met in Regular Session on Tuesday, July 31, 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	Absent

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 McFall, to accept the minutes of the June 26, 2018 meeting with no additions or deletions. Upon vote: Board Member Payne, aye; Board Member McFall, aye. The motion carried.

AGENDA: There were no additions or corrections for the agenda. Board Member Payne moved, duly seconded by Board Member McFall, to approve the agenda for the July 31, 2018 meeting. Upon vote: Board Member Payne, aye; Board Member McFall, aye. The motion carried.

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

DIRECTOR'S REPORT: Stacie Kwitek-Russell provided a written Director's Report for the Board. The report included updates and information on the following topics: Customer Service Training for all employees, Special Projects Coordinator position remains unfilled, management met with the Fremont County Emergency Manager to discuss how to be prepared in an emergency situation, a summary of meetings she has attended this last month, budget discussions for 2019 have begun, and the 10% proposed increase in Basic Cash Assistance was approved and will go into effect on September 1st.

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

OLD BUSINESS:

The Pathways to Success program may not transition to COG. CDHS requires it to be put out for bid due to the procurement process.

NEW BUSINESS:

Stacie Kwitek-Russell informed the Board that the Sheriff's Office will be conducting a "live shooter" safety training for the Department. Due to the potential trauma the training could cause customers and clients, she requested permission to close the building during the training. After discussion, closing the building for the training was approved.

She then presented the CMOLTC Business Continuity Plan that is required as a part of our contract with HCPF. No formal approval of the document is necessary, but she wanted the Board to be aware of it.

The next item discussed was regarding the significant rate increases that are now in effect for child welfare placements. Stacie Kwitek-Russell stated the increase could potentially be positive, it could aid with more people being interested in becoming a provider.

She then shared that the IV-E Waiver was continued for another year at 60% of what was available last year, and had the new MOU available for approval. Board Member Payne moved to approve the MOU, duly seconded by Board Member McFall. Upon vote: Board Member Payne, aye; Board Member McFall, aye. The motion carried.

The 2018-2019 CORE Plan was then presented for approval. Stacie Kwitek-Russell stated new services have been added this year focusing on parenting such as PAT (Parents as Teachers), Nurturing Parents, and Caring Dads. After discussion, Board Member McFall moved to approve the CORE Plan, duly seconded by Board Member Payne. Upon vote: Board Member Payne, aye; Board Member McFall, aye. The motion carried.

Stacie Kwitek then said the Social Committee has made a request to ask the Board if they would be interested and willing to be the judges of the Department's annual Christmas door decoration contest. Both Board Member Payne and Board Member McFall stated they would be judges for the contest.

The last topic to discuss was regarding a requirement of the Citizen Review Panel to have a representative with a minor child. A former employee, Kehly Stone, has expressed interest in being appointed on the panel. Board Member Payne moved to approve the appointment of Kehly Stone to the Citizen Review Panel, duly seconded by Board Member McFall. Upon vote: Board Member Payne, aye; Board Member McFall, aye. The motion carried.

With no additional matters to discuss, the meeting adjourned at 2:34 p.m.



Chairman, Fremont County Board of Human Services

08/28/2018

Date



Secretary

08/28/2018

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR JULY 2018
\$ 1,243,949.17

WARRANTS ISSUED JULY 31, 2018 THROUGH AUGUST 28, 2018

8/1/2018	11,200.64
8/8/2018	243,804.27
8/15/2018	35,945.60
8/20/2018	10,707.48
8/21/2018	6,816.55
8/22/2018	230,516.80
Total	\$538,991.34

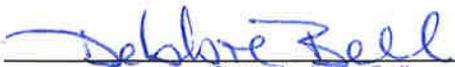
I, STACIE KWITEK-RUSSELL, Director of the Department of Human Services, of Fremont County, Colorado, hereby certify that the payments as set forth herein as of this date have been approved and authorized to be issued through the EBT system or warrant.

28-Aug-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 28th day of August, 2018.


Chairman McFall


Commissioner Bell


Commissioner Payne

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$96,594.35	\$106,499.18	275	314
AND	\$27,384.66	\$29,029.86	141	139
OAP	\$63,735.97	\$64,241.27	280	277
Child Care	\$71,668.70	\$65,962.99	122	128
LEAP	\$0.00	\$93,958.66	0	93
Food Assistance	\$795,728.00	\$823,439.46	3542	3597
OOH Placements	\$162,231.91	\$163,518.23	191	180
CORE	\$25,805.58	\$19,224.22	109	105
Case Services	\$800.00	\$362.14	1	1
Total EBT Issuance:	\$1,243,949.17	\$1,366,236.01		
Medicaid Transportation	\$11,355.77	\$10,076.12	104	91
Child Welfare Intake Referrals:				
Total Referrals	66			
Screened In	30			
% Screened In	45.45%			
APS:				
Total Referrals:	25			
Screened in	14			
% Screened in	56%			
Open cases with Legal Authority	10			
Open cases w/o Legal Authority	37			
Total Ongoing Cases	47			
SEP/OLTC:				
Pending	45			
Total Caseload	345			

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 07/31/2018 - 08/28/2018

Vendor Name	Payment Date	Payment Amount	Number
Terri Rommel-Ruiz	08/17/2018	-140.85	176485
PACE Ventures, Inc.	08/01/2018	123.75	176504
Black Hills Energy	08/01/2018	3,921.46	176505
City of Cañon City	08/01/2018	1,750.33	176506
Success, Inc.	08/01/2018	200.00	176507
Domino's Pizza	08/01/2018	15.98	176508
Fed Ex	08/01/2018	15.69	176509
The Florence Citizen	08/01/2018	24.24	176510
Fremont County BOCC	08/01/2018	1,544.70	176511
Gobins, Inc.	08/01/2018	1,188.71	176512
Joe's Appliances	08/01/2018	448.60	176513
King Soopers Customer Charges	08/01/2018	187.53	176514
Chafee Client Services	08/01/2018	55.00	176515
SECOM, INC.	08/01/2018	230.76	176516
Tyler Technologies, Inc.	08/01/2018	1,493.89	176517
VISA	08/06/2018	4,375.73	176518
FIOG Client Services	08/08/2018	750.00	176519
Boys & Girls Club of Fremont County Inc.	08/08/2018	2,416.00	176520
Colorado Human Services Director's Association	08/08/2018	3,325.00	176521
Denver County DHS	08/08/2018	20.00	176522
ENXX Propane	08/08/2018	569.90	176523
Fed Ex	08/08/2018	14.69	176524
Fremont County BOCC	08/08/2018	227,517.84	176525
Fremont County Sheriff's Office	08/08/2018	38.21	176526
Fremont Sanitation District	08/08/2018	1,985.99	176527
FIOG Client Services	08/08/2018	750.00	176528
Howard Disposal	08/08/2018	50.00	176529
In & Out Conoco	08/08/2018	305.88	176530
Void	08/08/2018	0.00	176531
Journey to Home Cañon City, LLC	08/08/2018	255.00	176532
King Soopers Customer Charges	08/08/2018	18.55	176533
LexisNexis Risk Solutions	08/08/2018	228.75	176534
NASUAD	08/08/2018	725.00	176535
Otero County DHS	08/08/2018	40.00	176536
Otero County Sheriff's Office	08/08/2018	36.39	176537
Jonathan K. Martinez	08/08/2018	197.00	176538
Verizon	08/08/2018	184.34	176539
PACE Ventures, Inc.	08/16/2018	86.25	176540
James Arthur	08/16/2018	446.00	176541
Atmos Energy	08/16/2018	38.99	176542
Samurai Martial Arts Corp.	08/16/2018	160.00	176543
Black Hills Energy	08/16/2018	750.00	176544
Black Hills Energy	08/16/2018	268.08	176545
Business Solutions Leasing	08/16/2018	914.45	176546
Canon City Recreation District	08/16/2018	60.00	176547
Colorado Bureau of Investigations	08/16/2018	276.50	176548
Domino's Pizza	08/16/2018	26.24	176549
Elite Family Fitness	08/16/2018	367.20	176550
Fremont County Public Health	08/16/2018	9,235.41	176551
Goodneighbor, LLC	08/16/2018	3,060.00	176552
Grant County Sheriff's Department	08/16/2018	42.00	176553
HP INC.	08/16/2018	3,496.00	176554
Insight Public Sector, Inc.	08/16/2018	999.36	176555
Istonish, Inc.	08/16/2018	11,113.20	176556
Joe's Appliances	08/16/2018	448.60	176557
Kentucky State Treasurer	08/16/2018	10.00	176558
King Soopers Customer Charges	08/16/2018	50.00	176559
Laboratory Corporation of America	08/16/2018	152.00	176560
Offerson Toner	08/16/2018	755.67	176561
Rocky Mountain Behavioral Health, Inc.	08/16/2018	926.00	176562
Verizon Wireless	08/16/2018	2,263.65	176563

Medicaid Transportation	08/20/2018	84.46	176564
Medicaid Transportation	08/20/2018	137.76	176565
Medicaid Transportation	08/20/2018	280.85	176566
Medicaid Transportation	08/20/2018	22.14	176567
Medicaid Transportation	08/20/2018	74.62	176568
Medicaid Transportation	08/20/2018	97.17	176569
Medicaid Transportation	08/20/2018	222.22	176570
Medicaid Transportation	08/20/2018	122.18	176571
Medicaid Transportation	08/20/2018	75.85	176572
Medicaid Transportation	08/20/2018	537.92	176573
Medicaid Transportation	08/20/2018	67.65	176574
Medicaid Transportation	08/20/2018	267.32	176575
Medicaid Transportation	08/20/2018	460.02	176576
Medicaid Transportation	08/20/2018	94.30	176577
Medicaid Transportation	08/20/2018	214.43	176578
Medicaid Transportation	08/20/2018	37.31	176579
Medicaid Transportation	08/20/2018	707.25	176580
Medicaid Transportation	08/20/2018	202.95	176581
Medicaid Transportation	08/20/2018	146.30	176582
Medicaid Transportation	08/20/2018	249.69	176583
Medicaid Transportation	08/20/2018	34.85	176584
Medicaid Transportation	08/20/2018	93.48	176585
Medicaid Transportation	08/20/2018	25.01	176586
Medicaid Transportation	08/20/2018	106.19	176587
Medicaid Transportation	08/20/2018	576.46	176588
Medicaid Transportation	08/20/2018	178.35	176589
Medicaid Transportation	08/20/2018	50.02	176590
Medicaid Transportation	08/20/2018	59.45	176591
Medicaid Transportation	08/20/2018	25.01	176592
Medicaid Transportation	08/20/2018	97.17	176593
Medicaid Transportation	08/20/2018	97.17	176594
Medicaid Transportation	08/20/2018	284.13	176595
Medicaid Transportation	08/20/2018	4.92	176596
Medicaid Transportation	08/20/2018	48.79	176597
Medicaid Transportation	08/20/2018	290.28	176598
Medicaid Transportation	08/20/2018	32.30	176599
Medicaid Transportation	08/20/2018	28.29	176600
Medicaid Transportation	08/20/2018	64.78	176601
Medicaid Transportation	08/20/2018	129.56	176602
Medicaid Transportation	08/20/2018	159.90	176603
Medicaid Transportation	08/20/2018	47.97	176604
Medicaid Transportation	08/20/2018	94.10	176605
Medicaid Transportation	08/20/2018	118.90	176606
Medicaid Transportation	08/20/2018	64.37	176607
Medicaid Transportation	08/20/2018	117.67	176608
Medicaid Transportation	08/20/2018	157.85	176609
Medicaid Transportation	08/20/2018	85.88	176610
Medicaid Transportation	08/20/2018	449.36	176611
Medicaid Transportation	08/20/2018	41.47	176612
Senior Services Solutions Plus	08/20/2018	2,135.31	176613
Medicaid Transportation	08/20/2018	207.05	176614
Medicaid Transportation	08/20/2018	181.22	176615
Medicaid Transportation	08/20/2018	51.66	176616
Medicaid Transportation	08/20/2018	16.81	176617
Medicaid Transportation	08/20/2018	110.70	176618
Medicaid Transportation	08/20/2018	41.82	176619
Medicaid Transportation	08/20/2018	82.00	176620
Medicaid Transportation	08/20/2018	7.38	176621
Medicaid Transportation	08/20/2018	207.46	176622
Diane Bengé	08/21/2018	188.00	176623
Scott Blair	08/21/2018	48.50	176624
Kelly Broomfield	08/21/2018	118.50	176625
Kristine Brown	08/21/2018	237.50	176626
Jenifer Burbank	08/21/2018	48.00	176627
Kora Burrell	08/21/2018	435.92	176628
Joshua Curliss	08/21/2018	48.00	176629
Patricia Espinoza	08/21/2018	43.60	176630

Paul Espinoza	08/21/2018	40.00	176631
Kristen Feller	08/21/2018	719.66	176632
Mary Tina Gurule	08/21/2018	38.20	176633
Melanie Herold	08/21/2018	49.50	176634
Shannon Kinahan	08/21/2018	535.50	176635
Michelle Lach	08/21/2018	24.00	176636
Nancy Leonard	08/21/2018	167.10	176637
Shelly Mathews	08/21/2018	112.50	176638
Janell Miller	08/21/2018	137.21	176639
Lynne Monahan	08/21/2018	177.30	176640
Angela Near	08/21/2018	70.20	176641
Daniel Nix	08/21/2018	305.00	176642
Linda Potter	08/21/2018	146.20	176643
Kara Reichert	08/21/2018	650.65	176644
Terri Rommel-Ruiz	08/21/2018	450.80	176645
Kimberlie Runyan	08/21/2018	263.50	176646
Alexis Schechter	08/21/2018	287.50	176647
Michelle Short	08/21/2018	77.50	176648
Vivian Simon	08/21/2018	48.50	176649
Tonia Sutton	08/21/2018	104.50	176650
Kim Tauber	08/21/2018	102.00	176651
Amanda Whitt	08/21/2018	126.00	176652
Molly Willard	08/21/2018	812.08	176653
Jacquelyn Wilner	08/21/2018	96.25	176654
Kendyl Yates	08/21/2018	106.88	176655
Julianna Bellipanni	08/22/2018	50.00	176656
Black Hills Energy	08/22/2018	392.64	176657
Fed Ex	08/22/2018	15.25	176658
Fremont County BOCC	08/22/2018	125.00	176659
Fremont County BOCC	08/22/2018	227,619.83	176660
Fremont County Sheriff's Office	08/22/2018	41.42	176661
King Soopers Customer Charges	08/22/2018	49.10	176662
Proficient Property Management Services, Inc.	08/22/2018	300.00	176663
Reserve Account	08/22/2018	1,782.71	176664
Terri Rommel-Ruiz	08/22/2018	140.85	176665

Bank Code APBNK-HS Summary

Payment Type	Payable		Payment	
Regular Checks	197	161	538,991.34	
Manual Checks	0	0	0.00	
Voided Checks	0	2	-140.85	
Bank Drafts	0	0	0.00	
EFT's	0	0	0.00	
	197	163	538,850.49	

Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2018 Period Ending: 07/31/2018

	2018 Total Budget	July Activity	YTD Activity	% Remaining
Revenue				
Current Property Taxes	1,173,228.00	19,010.07	1,115,308.20	0.05
Delinquent Taxes	1,500.00	122.61	855.97	0.43
Specific Ownership Tax	183,913.00	15,233.17	111,434.06	0.39
Other Financing Sources	80,000.00	1,534.09	32,330.10	0.60
Interest & Penalties	927.00	570.68	1,214.83	0.31
Program Revenue	6,892,003.00	442,685.88	3,524,202.92	0.49
Donations	0.00	0.00	301.14	0.00
Deferred Revenues	351,970.00	48,140.91	151,239.29	0.57
Revenue Total:	8,683,541.00	527,297.41	4,936,886.51	0.43
Expense				
Salaries	5,130,220.00	344,987.91	2,686,018.19	0.48
Health Insurance	938,585.00	62,550.07	458,808.67	0.51
Life Insurance	6,770.00	325.35	2,376.78	0.65
Medicare	77,324.00	5,098.26	37,966.51	0.51
Retirement	154,328.00	6,322.90	65,003.23	0.58
Social Security	305,106.00	20,389.74	157,916.27	0.48
Unemployment	15,668.00	986.72	8,414.69	0.46
Workers Comp	0.00	5,980.42	16,771.18	0.00
RMS	21,814.00	0.00	0.00	0.37
Contract Services	319,352.00	20,441.21	149,445.28	0.53
Training Speakers	900.00	0.00	800.00	0.11
Tuition	750.00	0.00	0.00	1.00
Utilities	92,091.00	2,310.66	47,984.05	0.48
Building Maintenance	3,600.00	0.00	5,600.00	-0.56
Equipment Maintenance	55,084.00	786.62	7,295.35	0.87
Equipment Rental	15,283.00	914.45	6,743.15	0.56
Travel/Training	126,368.00	7,683.84	57,152.64	0.55
Client Transportation	13,000.00	305.00	1,933.11	0.85
Advertising	1,400.00	0.00	20.00	0.99
Telephone	53,025.00	2,681.93	19,853.02	0.63
Printing & Forms	3,400.00	0.00	515.25	0.85
Legal Fees	200.00	48.91	329.22	-0.65
Books/Subscriptions	5,165.00	0.00	672.08	0.87
Office Supplies	121,557.00	3,092.79	28,047.19	0.77
Postage	26,900.00	1,992.04	12,331.35	0.54
Document Shredding	30,700.00	0.00	0.00	1.00
Witness/Process Service	6,000.00	341.44	3,394.21	0.43
Interpreter	6,400.00	0.00	584.62	0.91
Destruction of Records	2,000.00	0.00	0.00	1.00
Dues/Memberships	7,000.00	0.00	885.00	0.87
Audit Fees	10,925.00	7,580.00	7,580.00	0.31
Vital Records	100.00	0.00	80.00	0.20
Fingerprinting	7,064.00	79.00	1,478.50	0.79
Foster Parent Training	5,330.00	0.00	84.00	0.98
Fraud Registration Fees	150.00	0.00	0.00	1.00
TANF Burial	0.00	0.00	259.25	0.00
Client Services	168,746.00	13,315.80	131,617.77	0.22
Program Expense	988,045.00	46,173.07	384,497.76	0.61
EBT Costs	10,800.00	0.00	4,935.00	0.54
Non Reimbursable	36,000.00	3,901.40	20,364.57	0.54
Over/Collect	0.00	-9,235.41	-8,235.41	0.00
Expense Total:	8,767,150.00	549,054.12	4,319,522.48	0.51
Report Surplus (Deficit):	-83,609.00	-21,756.71	617,364.03	

Director's Report
August 2018

To: Board of Human Services

From: Stacie Kwitek-Russell

- On August 1st, I participated in the CHSDA monthly Legislative, Executive committee meetings. Representatives from the CHSDA Executive committee have met with the gubernatorial candidates to discuss issues related to Human Services to set the stage for a productive relationship with the new Administration. (Please note, I was not one of the participating members.)
- On August 2nd, I participated in the CHSDA Children & Families subcommittee meeting as well as Child Welfare Sub-PAC and PAC. There were two topics that were discussed in all of the meetings: the extraordinary concerns with the Trails Modernization rollout and the Provider Rate Increases. The Trails rollout has presented serious concerns for child safety and workload issues for counties. Staff are still unable to complete all of their required functions in the system after weeks of fixes. If we are unable to document child abuse referrals timely, this places children in danger. Additionally, Trails simply won't let us complete some of the functions that are measured on CSTAT. The provider rate increases are difficult in that counties received the rates after the date it was to be implemented and the guidance has not been clear. We are working collectively with other counties throughout the State to develop a rate negotiation methodology and RFP for consistency statewide.
- Most of the management team participated in an Emergency Preparedness webinar by CDHS for Human Services on August 6th. It was very useful and helped us to identify the areas we need to focus on in developing a plan for providing continued services in the event of an emergency in addition to the additional emergency assistance services that Human Services is charged to provide.
- During my monthly meeting with the CEO of Solvista, we began a discussion about opportunities for collaboration. Conversations continue and we hope to soon have new contracts in place for domestic violence services through Child Welfare Block or Parental Fees and evidenced based services for adolescents through Core Services.
- I participated in the Child Welfare Allocation Committee meeting on August 10th. Due to SB 254, the makeup of this the CWAC is changing and this was a point of focus for the meeting. Several regions have already identified their representatives, while others are having elections with multiple candidates. In addition, we received the closeout information for the Child Welfare Block, Core Services, and Child Welfare Additional Staffing funds. Fremont County was underspent in each of these allocations.
- We have had agency representatives at several community activities for outreach and prevention efforts, including National Night Out and Back to School events in RE-1 & RE-2.

- Several of the managers participated in the Early Childhood Legislative Symposium on August 16th. It was very educational and brought into focus just how critical early brain development is for children and the devastating impact of trauma.
- I was fortunate to be able to participate in a focus group with the Colorado Children's Campaign addressing the strengths and challenges within Fremont County for the children of the community. There as a lot of discussion around housing, home visitation and an extreme need for licensed child care for infants and toddlers.