

Director

DIRECTOR  
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# FREMONT COUNTY

## Department of Human Services

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

172 Justice Center Road  
Canon City, Colorado 81212

FREMONT COUNTY BOARD OF SOCIAL SERVICES MEETING  
to be held at the  
FREMONT COUNTY ADMINISTRATION BUILDING  
615 Macon, Conference Room # 208  
Canon City, CO 81212  
**October 31, 2017 2:00 p.m.**

- I. Roll Call
- II. Approval of Minutes of September 26, 2017
- III. Approval of the Agenda
- IV. Consent Agenda
  - A. Warrant Log & EBT Transaction Log Listings
  - B. Canceled Warrants, Current & Prior Period
  - C. Monthly Expense
  - D. Accounts Receivable Write-Offs
- V. Approval of Financial & Caseload Reports
- VI. Director's Report
- VII. Old Business
  - A.
- VIII. New Business
  - A. Hotline County Connection Center (HCCC) Letter of Request and MOU
  - B.

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**September 26, 2017**  
**2017 MEETING # 9**

The Fremont County Board of Social Services (BOSS) met in Regular Session on Tuesday, September 26, 2017, in Conference Room 208 at the Fremont County Administration Building, 615 Macon, Canon City, Colorado. Chairman Payne called the meeting to order at 2:00 p.m. Those present included:

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

Also present: Brenda Jackson, Fremont County Attorney, Sunny Bryant, Fremont County Manager, Steve Clifton, Director Department of Human Services (DHS), Stacie Kwitek-Russell, DHS Agency Administrator-Interim Director, Rocco Meconi, DHS Attorney, Kimberly Grondahl, DHS, and Linda Smith, DHS.

**MINUTES:** Board Member Bell moved, duly seconded by Board Member McFall, to accept the minutes of the August 29, 2017 meeting with no additions or deletions. Upon vote: Board Member Bell, aye; Board Member McFall, aye; Board Member Payne, aye. The motion carried.

**AGENDA:** Board Member McFall moved, duly seconded by Board Member Bell, to approve the agenda for the September 26, 2017 meeting with no additions or deletions. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

**CONSENT AGENDA:** Board Member Bell moved, duly seconded by Board Member McFall to approve the Consent Agenda:

1. Warrant Log and Electronic Benefit Transaction Listings
2. Canceled Warrants, Current and Prior Period
3. Monthly Expense
4. Account Receivable Write-off

Upon vote: Board Member Bell, aye; Board Member McFall, aye; Board Member Payne, aye. The motion carried.

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

**DIRECTOR'S REPORT:** Steve Clifton provided a written report for the Board detailing his monthly activities, as well as responded to questions. Items discussed included:

- GoodNeighbor one year anniversary, doing well, excellent resource for the department and community, provides trauma services for department, which are funded through IV-E Waiver grant and CORE Services
- Discussion with Ventzi Guentchev regarding sexual offender treatment program, potential foster parents for sexual offenders, and any vocational programming for offenders
- Transition plan moving forward with no concerns

Interim Director report:

- Working on Opiate Grant with Public Health and St. Thomas More; ready for approval
- Josh Ship presentation went well; 205 attendees; Southern Peaks youth had good comments
- Fremont Community Foundation provided lots of toys and check for \$1,000.00
- HB-1451 approved two projects, Caring Dads for approximately \$10,000 and GED through workforce for \$10,250

Attorney report:

- Very busy first part of year filings, slowed some, now filings are back up; drug related issues are main cause
- About a month left with DHS

Board Member Bell moved, duly seconded by Board Member McFall, to accept the monthly reports. Upon vote: Board Member Bell, aye; Board Member McFall, aye; Board Member Payne, aye. The motion carried.

**2017-2018 CHAFEE PLAN APPROVAL RATIFICATION:** Following discussion, Board Member McFall moved, duly seconded by Board Member Bell, to ratify signature of 2017-2018 Chafee Plan. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

**NOVEMBER CHANGE OF MEETING DATE TO NOVEMBER 30, 2017 AT 2:00PM:** Following discussion regarding CCI Winter Conference November 27 – 29, 2017, Board Member Bell moved, duly seconded by Board Member McFall, to approve the change of November meeting date to Thursday, November 30, 2017 at 2:00pm. Upon vote: Board Member Bell, aye; Board Member McFall, aye; Board Member Payne, aye. The motion carried.

The meeting adjourned at 2:22 p.m.



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Chairman, Fremont County Board of Social Services

10/31/2017

Date



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Secretary

10/31/2017

Date

	BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	DATE EARNED REVENUE	COUNTY SHARE OF EXPENSE	COUNTY BUDGET	% OF COUNTY BUDGET SPENT	LAST MONTH CASELOAD	THIS MONTH CASELOAD	CHANGE FROM PRIOR MO	AVERAGE MONTHLY CASELOAD
Regular Administration	1,448,658.00	124,100.85	1,104,180.93	76.22%	101,659.93	908,096.31	196,084.62	190,773.00	102.78%				
Program Administrations	5,779,992.00	408,062.58	3,807,374.84	65.87%	347,660.32	3,325,621.84	481,753.00	666,462.00	72.29%				
<b>Total Administration</b>	<b>7,228,650.00</b>	<b>532,163.43</b>	<b>4,911,912.01</b>	<b>67.95%</b>	<b>449,320.25</b>	<b>4,233,719.78</b>	<b>677,837.62</b>	<b>857,235.00</b>	<b>79.07%</b>				
<b>PROGRAMS:</b>													
Aid to the Blind	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0	0	0	0
Aid to the Needy Disabled	65,000.00	4,017.80	47,012.92	72.33%	0.00	0.00	47,012.92	65,000.00	72.33%	155	144	-11	154
Chafee (ALIVE) Program	9,000.00	87.09	7,673.10	85.26%	87.09	7,673.10	0.00	0.00	0.00%				
Child Care	85,529.00	7,650.60	58,365.71	68.24%	0.00	0.00	58,365.71	85,529.00	68.24%	124	114	-10	123
Child Welfare Foster Care Program	414,522.00	41,826.14	295,523.78	71.29%	0.00	0.00	295,523.78	414,522.00	71.29%	176	180	4	179
Core Services	9,000.00	711.10	5,358.57	59.54%	711.10	6,435.32	(1,076.75)	0.00	0.00%	148	135	-13	152
Employment First Program	0.00	(77.16)	(984.57)	0.00%	0.00	0.00	(984.57)	0.00	0.00%				
General Assistance	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%				
Low Income Energy Assistance Program	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%				
Medicaid Transportation	90,000.00	10,312.58	76,761.52	85.29%	10,312.58	76,761.52	0.00	0.00	0.00%	89	87	-2	82
Old Age Pension	1,300.00	93.40	979.35	75.33%	0.00	0.00	979.35	1,300.00	75.33%	261	261	0	262
State Sponsored Meetings	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%				
Temporary Assistance to Needy Families	433,981.00	15,816.20	117,429.28	27.06%	0.00	0.00	117,429.28	433,981.00	27.06%	311	337	26	287
Misc. Programs & Expense	712,897.00	24,964.34	379,842.66	53.30%	25,972.98	396,826.30	(16,983.64)	835.00	-2033.97%				
Contingency	0.00	0.00	0.00	0.00%	19,863.90	146,061.67	(146,061.67)	(190,000.00)	76.87%				
<b>TOTAL:</b>	<b>9,049,679.00</b>	<b>637,565.52</b>	<b>5,899,874.33</b>	<b>65.19%</b>	<b>506,267.90</b>	<b>4,867,477.69</b>	<b>1,032,042.03</b>	<b>1,668,402.00</b>	<b>61.86%</b>				
<b>FOOD STAMPS</b>	0.00	823,981.00	7,382,982.00		823,981.00	7,382,982.00	0.00	0.00		3407	3407	0	3374
<b>TOTAL:</b>	<b>9,049,679.00</b>	<b>1,461,546.52</b>	<b>13,282,856.33</b>		<b>1,330,248.90</b>	<b>12,250,459.69</b>	<b>1,032,042.03</b>	<b>1,668,402.00</b>					
<b>COUNTY SHARE RECEIVED</b>	<b>RECEIVED IN MONTH</b>	<b>RECEIVED YTD</b>	<b>COUNTY BUDGET</b>	<b>PERCENT RECEIVED</b>	<b>Total State Diversion Payments for Month</b>								
Current Property Tax	7,817.18	1,143,133.93	1,168,154.00	97.86%	0								
Other Local Tax	20,039.15	150,287.03	170,592.00	88.10%	0								
Countywide Cost Allocation	29,459.34	105,686.32	167,770.00	62.99%									
Other Cty Rev., Holcim Rebate	0.00	0.00	0.00	0.00%									
Other Rev., Misc.-incl. TANF Work Partic.	0.00	0.00	0.00	0.00%									
Prior Year Revenue	0.00	0.00	0.00	0.00%									
County Contingency	19,863.90	146,061.67	0.00	0.00%									
Other Fin., Rtn of Cnty Share (TANF)	2,173.98	44,510.88	80,000.00	55.64%									
<b>TOTAL COUNTY REVENUES RECEIVED</b>	<b>79,353.55</b>	<b>1,589,679.83</b>	<b>1,586,516.00</b>	<b>100.20%</b>									
	sum of tax, cost alloc & other rev		1,586,516.00										
	fund balance		81,886.00										
			1,668,402.00										

REGULAR ADMINISTRATION

PERSONAL SERVICES:

	BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	DATE EARNED REVENUE	COUNTY SHARE OF EXPENSE	COUNTY BUDGET	% OF COUNTY BUDGET SPENT	LAST MONTH CASELOAD	THIS MONTH CASELOAD	CHANGE FROM PRIOR MO	AVERAGE MONTHLY CASELOAD
Salaries	1,470,798.00	126,265.64	1,114,479.26	75.77%									
Social Security	112,516.00	9,116.83	80,973.86	71.97%									
Retirement	44,124.00	1,136.61	28,474.05	64.53%									
Health & Life Insurance	233,931.00	22,240.51	187,369.09	80.10%									
Unemployment	4,412.00	378.76	3,343.39	75.78%									
Worker's Comp.	10,974.00	0.00	0.00	0.00%									
ADP Contract	3,000.00	0.00	0.00	0.00%									
Attorney	6,200.00	483.40	4,631.40	74.70%									
Psychological Exams	0.00	0.00	0.00	0.00%									
Travel, Meals, Registration	8,500.00	2,024.71	6,126.04	72.07%									

Indirect Cost Removal

(466,661.79)

798,128.03

160,607.27

163,720.00

98.10%

TOTAL PERSONAL SERVICES

1,243,608.00

90,675.04

798,128.03

160,607.27

163,720.00

98.10%

OPERATING:

Advertising	500.00	0.00	865.01	173.00%									
Books/Subscriptions	1,500.00	317.61	989.69	65.98%									
Cost Allocation	8,000.00	0.00	6,045.81	75.57%									
Dues/Memberships	2,500.00	280.00	3,365.00	134.60%									
EBT Costs	16,800.00	822.50	7,310.16	43.51%									
Emp Mkt Analysis/Destruction of Rec	7,500.00	0.00	1,090.00	14.53%									
Equip, Maintenance	23,112.00	2,500.99	8,899.33	38.51%									
Equip, Rental	8,838.00	741.05	6,771.71	76.62%									
Office Supplies/Expense	32,400.00	2,020.54	17,508.09	54.04%									
Purchase Admin Svc	0.00	0.00	0.00	0.00%									
Postage	6,500.00	331.67	3,028.87	46.60%									
Printing & Forms	300.00	0.00	1,809.00	603.00%									
Telephone	13,500.00	62.54	5,997.47	44.43%									
Expert Witness & Fingerprinting	0.00	79.00	276.50	0.00%									
Interpreter	0.00	4.90	4.90	0.00%									

Capital Outlay, Equipment

0.00

44,782.07

19,179.47

12,005.00

159.76%

Sub-Total Operating:

121,450.00

5,070.64

44,782.07

19,179.47

12,005.00

159.76%

BUILDING:

Space/Utilities	0.00	0.00	0.00	0.00%									
Building Repair	0.00	0.00	21,010.66	0.00%									
Custodial Services	0.00	0.00	0.00	0.00%									
Maintenance, Building	3,600.00	0.00	998.88	27.75%									
Maintenance, Grounds	0.00	0.00	0.00	0.00%									
Utilities	80,000.00	7,392.81	59,475.25	74.34%									

Sub-Total Building:

83,600.00

5,914.25

65,187.83

16,296.96

15,048.00

108.30%

TOTAL OPERATING

205,050.00

10,984.89

109,969.90

35,476.43

27,053.00

131.14%

TOTAL REGULAR ADMIN.

1,448,658.00

101,659.93

908,096.31

196,084.62

190,773.00

102.78%

**PROGRAM ADMINISTRATIONS**

**Adult Protective Services Admin**

BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	DATE EARNED REVENUE	COUNTY SHARE OF EXPENSE	COUNTY BUDGET	% OF COUNTY BUDGET SPENT	LAST MONTH CASELOAD	THIS MONTH CASELOAD	CHANGE FROM PRIOR MO	AVERAGE MONTHLY CASELOAD
137,243.00	6,571.67	69,304.87	50.50%									
Salaries	8,500.00	9,922.40	116.73%									
Attorney	10,499.00	494.57	49.71%									
Social Security	4,117.00	2,054.25	49.90%									
Retirement	25,821.00	638.16	25.48%									
Health & Life Insurance	412.00	19,773	50.45%									
Unemployment	1,707.00	0.00	0.00%									
Worker's Comp	6,700.00	472.00	67.97%									
Travel	800.00	397.00	49.63%									
Space/Utilities	3,500.00	3,483.57	99.53%									
Operating	13,000.00	450.30	3.46%									
Client Service Funds	34,104.00	3,212.19	79.01%									
Indirect Costs												
Total APS Admin.	14,287.28	129,117.49	52.40%	11,429.83	103,293.97	25,823.52	49,281.00	52.40%				

**CHAFEE (Alive/E) Administration**

BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	DATE EARNED REVENUE	COUNTY SHARE OF EXPENSE	COUNTY BUDGET	% OF COUNTY BUDGET SPENT	LAST MONTH CASELOAD	THIS MONTH CASELOAD	CHANGE FROM PRIOR MO	AVERAGE MONTHLY CASELOAD
52,380.00	(10,053.17)	27,124.96	51.78%									
Salaries	0.00	0.00	0.00%									
Attorney	4,007.00	308.17	73.12%									
Social Security	1,554.00	130.87	80.19%									
Retirement	9,581.00	788.18	74.34%									
Health & Life Insurance	155.00	13.08	80.38%									
Unemployment	1,036.00	0.00	0.00%									
Worker's Comp	3,000.00	84.28	45.73%									
Travel	350.00	0.00	0.00%									
Space/Utilities	1,000.00	142.64	40.75%									
Operating	0.00	625.49	62.55%									
Contract Services	0.00	0.00	0.00%									
Indirect Costs	0.00	0.00	0.00%									
Total Chafee Admin.	(8,728.59)	40,687.75	55.69%	(8,728.59)	40,687.75	0.00	0.00	0.00%				

**Child Care Administration**

BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	DATE EARNED REVENUE	COUNTY SHARE OF EXPENSE	COUNTY BUDGET	% OF COUNTY BUDGET SPENT	LAST MONTH CASELOAD	THIS MONTH CASELOAD	CHANGE FROM PRIOR MO	AVERAGE MONTHLY CASELOAD
47,831.00	3,236.73	29,095.22	60.83%									
Salaries	0.00	0.00	0.00%									
Attorney	3,659.00	212.13	52.21%									
Social Security	1,435.00	97.10	60.83%									
Retirement	9,771.00	1,164.65	107.30%									
Health & Life Insurance	144.00	9.71	60.65%									
Unemployment	295.00	0.00	0.00%									
Worker's Comp	250.00	0.00	0.00%									
Travel	210.00	166.70	79.38%									
Space/Utilities	2,300.00	105.23	75.66%									
Operating	0.00	0.00	0.00%									
Contract Services	39,246.00	2,699.70	61.92%									
Indirect Costs												
Total Child Care Admin.	7,525.25	68,658.11	65.30%	7,525.25	68,658.11	0.00	0.00	0.00%				

Child Support Enforcement Admin.

BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	DATE EARNED REVENUE	COUNTY SHARE OF EXPENSE	COUNTY BUDGET	% OF COUNTY BUDGET SPENT	LAST MONTH CASELOAD	THIS MONTH CASELOAD	CHANGE FROM PRIOR MO	AVERAGE MONTHLY CASELOAD
395,476.00	30,081.79	282,867.69	71.53%									
Attorney	0.00	2,248.00	11.24%									
Social Security	2,145.19	20,297.62	67.09%									
Retirement	893.03	8,420.52	70.98%									
Health & Life Insurance	7,111.03	63,216.11	81.24%									
Unemployment	90.49	851.99	71.84%									
Worker's Comp	2,108.00	0.00	0.00%									
Travel	1,600.00	1,552.94	97.06%									
Space/Utilities	1,850.00	1,603.45	86.67%									
Operating	27,100.00	22,014.31	81.23%									
Blood Tests	3,500.00	1,900.00	54.29%									
Indirect Cost	0.00	0.00	0.00%									
Total CSE and Incentives	572,751.00	404,972.63	70.71%	28,296.81	308,822.92	96,149.71	104,380.00	92.12%				

Child Welfare 80/20 Admin.

Salaries	76,086.00	519,966.44	68.26%									
Attorney	15,916.06	153,396.16	55.78%									
Social Security	58,276.00	4,027.51	33,499.82	57.48%								
Retirement	22,568.00	931.97	6,625.10	29.36%								
Health & Life Insurance	174,439.00	9,540.54	76,428.18	43.81%								
Unemployment	2,257.00	167.16	1,384.19	61.33%								
Worker's Comp	11,144.00	0.00	0.00%									
Travel	34,000.00	3,265.16	28,750.93	84.56%								
Space/Utilities	4,700.00	0.00	4,476.96	95.25%								
Operating	35,000.00	9,125.67	61,213.62	174.90%								
Contract Services	5,000.00	0.00	0.00%									
Indirect Costs	414,524.00	35,426.39	312,577.06	75.41%								
HB 1414-Salaries	0.00	0.00	0.00%									
IV-E Special Revenue				0.00	0.00							
Total Child Welfare 80/20	1,798,684.00	1,198,318.46	66.62%	123,589.18	958,654.69	239,663.77	359,737.00	66.62%				

Child Welfare 100% (ACLU) Admin.

Salaries	22,545.42	158,921.76	31.43%									
Attorney	0.00	0.00	0.00%									
Social Security	38,675.00	1,614.42	15,099.33	39.04%								
Retirement	14,942.00	676.32	5,707.01	38.19%								
Health & Life Insurance	107,835.00	4,669.88	39,506.26	36.64%								
Unemployment	1,494.00	67.61	623.58	41.74%								
Worker's Comp	7,319.00	0.00	0.00%									
Travel	14,000.00	657.00	4,010.34	28.65%								
Space/Utilities	0.00	0.00	0.00%									
Operating	500.00	62.44	561.56	112.31%								
Contract Services	0.00	8,783.78	114,164.40	0.00%								
Indirect Costs	5,337.00	445.53	3,838.27	71.92%								
Total Child Welfare 100% (ACLU)	695,660.00	39,522.40	342,432.51	49.22%	39,522.40	342,432.51	0.00	0.00%				

BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	YEAR TO DATE EARNED REVENUE	COUNTY SHARE OF EXPENSE	COUNTY BUDGET	% OF COUNTY BUDGET SPENT	LAST MONTH CASELOAD	THIS MONTH CASELOAD	CHANGE FROM PRIOR MO	AVERAGE MONTHLY CASELOAD
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**Core Services Admin**

Salaries	49,462.69	411,051.19	60.80%									
Attorney	0.00	0.00	0.00%									
Social Security	3,557.80	29,814.95	57.64%									
Retirement	19,971.00	1,402.25	55.04%									
Health & Life Insurance	122,809.00	77,554.73	63.15%									
Unemployment	1,997.00	1,235.42	61.86%									
Worker's Comp	10,853.00	0.00	0.00%									
Travel	17,000.00	18,447.28	108.51%									
Space/Utilities	0.00	0.00	0.00%									
Operating	12,000.00	25,409.10	211.74%									
Contract Services	17,000.00	(437.64)	-2.57%									
Indirect Costs	0.00	0.00	0.00%									
<b>Total Core Services / FPP</b>	<b>69,035.35</b>	<b>574,067.27</b>	<b>61.76%</b>	<b>63,387.16</b>	<b>517,109.57</b>	<b>56,957.70</b>	<b>71,835.00</b>	<b>79.29%</b>				

**Employment First Admin.**

Salaries	0.00	0.00	0.00%									
Attorney	0.00	0.00	0.00%									
Social Security	0.00	0.00	0.00%									
Retirement	0.00	0.00	0.00%									
Health & Life Insurance	0.00	0.00	0.00%									
Unemployment	0.00	0.00	0.00%									
Worker's Comp	0.00	0.00	0.00%									
Travel	0.00	0.00	0.00%									
Space/Utilities	0.00	0.00	0.00%									
Operating	0.00	0.00	0.00%									
Contract Services	0.00	0.00	0.00%									
Indirect Costs	0.00	0.00	0.00%									
<b>Total Employment First</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>				

**Food Assistance Fraud Administration**

Salaries	32,838.00	14,593.98	44.44%									
Attorney	0.00	0.00	0.00%									
Social Security	2,512.00	1,087.23	43.28%									
Retirement	985.00	437.84	44.45%									
Health & Life Insurance	5,418.00	2,363.87	43.63%									
Unemployment	99.00	43.80	44.24%									
Worker's Comp	372.00	0.00	0.00%									
Travel	400.00	530.23	132.56%									
Space/Utilities	0.00	0.00	0.00%									
Operating	750.00	72.20	9.63%									
Contract Services	0.00	0.00	0.00%									
Indirect Costs	0.00	0.00	0.00%									
<b>Total Fraud</b>	<b>43,374.00</b>	<b>19,129.15</b>	<b>44.10%</b>	<b>0.00</b>	<b>15,303.31</b>	<b>3,825.84</b>	<b>8,675.00</b>	<b>44.10%</b>				



PERCENT FOR MONTH: 75.00

2017

SEPTEMBER

EXPENSES

	BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	YEAR TO DATE EARNED REVENUE	COUNTY SHARE OF EXPENSE	COUNTY BUDGET	% OF COUNTY BUDGET SPENT	LAST MONTH CASELOAD	THIS MONTH CASELOAD	CHANGE FROM PRIOR MO	AVERAGE MONTHLY CASELOAD
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**HB-1451 Collaborative Mgmt**

Salaries	35,816.00	2,199.62	19,281.74	53.84%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	2,740.00	156.34	1,378.16	50.30%									
Retirement	1,074.00	66.00	578.46	53.86%									
Health & Life Insurance	11,116.00	682.28	5,535.85	49.80%									
Unemployment	107.00	6.60	57.87	54.08%									
Worker's Comp	716.00	0.00	0.00	0.00%									
Travel	1,200.00	11.50	733.24	61.10%									
Space/Utilities	0.00	0.00	0.00	0.00%									
Operating	2,665.00	0.00	10.71	0.40%									
Contract Services	3,000.00	0.00	6,412.82	213.76%									
Family Assistance & Mini Grants	26,000.00	2,636.58	12,940.39	49.77%									
<b>Total HB-1451 Collaborative Mgmt</b>	<b>84,434.00</b>	<b>5,758.92</b>	<b>46,929.24</b>	<b>55.58%</b>	<b>5,758.92</b>	<b>46,929.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>			

**LEAP Admin & Outreach**

Salaries	51,793.00	113.28	13,634.24	26.32%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	3,962.00	8.30	948.96	23.95%									
Retirement	1,554.00	3.41	58.94	3.79%									
Health & Life Insurance	363.00	16.73	5,381.66	1482.55%									
Unemployment	155.00	0.35	40.92	26.40%									
Worker's Comp	584.00	0.00	0.00	0.00%									
Travel	500.00	654.00	915.50	183.10%									
Space/Utilities	556.00	0.00	333.41	59.97%									
Operating	4,500.00	611.14	2,838.15	63.09%									
Contract Services	0.00	0.00	0.00	0.00%									
Indirect Costs	5,727.00	101.78	2,640.74	46.11%									
<b>Total LEAP Admin. / Outreach</b>	<b>69,694.00</b>	<b>1,508.99</b>	<b>26,793.52</b>	<b>38.44%</b>	<b>1,508.99</b>	<b>26,793.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>			

**Options for Long Term Care Admin.**

Salaries	343,948.00	26,369.40	253,123.30	73.59%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	26,312.00	1,915.08	18,402.72	69.94%									
Retirement	10,318.00	791.08	7,593.50	73.59%									
Health & Life Insurance	81,590.00	5,864.04	51,988.82	63.72%									
Unemployment	1,032.00	79.10	759.25	73.57%									
Worker's Comp	5,209.00	0.00	0.00	0.00%									
Travel	6,800.00	582.50	4,604.37	67.71%									
Space/Utilities	1,425.00	0.00	1,280.36	89.85%									
Operating	11,000.00	580.05	134,197.62	1219.98%									
Contract Services	0.00	0.00	0.00	0.00%									
Indirect Costs	0.00	0.00	0.00	0.00%									
<b>Total OLTC Admin.</b>	<b>487,634.00</b>	<b>35,991.25</b>	<b>471,949.94</b>	<b>96.78%</b>	<b>35,991.25</b>	<b>471,949.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>			

	BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	YEAR TO DATE EARNED REVENUE	COUNTY SHARE OF EXPENSE	COUNTY BUDGET	% OF COUNTY BUDGET SPENT	LAST MONTH CASELOAD	THIS MONTH CASELOAD	CHANGE FROM PRIOR MO	AVERAGE MONTHLY CASELOAD
<b>Parental Fees Administration</b>													
Salaries	21,731.00	0.00	0.00	0.00%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	1,662.00	0.00	0.00	0.00%									
Retirement	652.00	0.00	0.00	0.00%									
Health & Life Insurance	20.00	0.00	0.00	0.00%									
Unemployment	65.00	0.00	0.00	0.00%									
Worker's Comp	87.00	0.00	0.00	0.00%									
Travel	350.00	0.00	0.00	0.00%									
Space/Utilities	100.00	0.00	0.00	0.00%									
Operating	36,250.00	0.00	58.76	0.16%									
Grant Matches	30,786.00	7,746.48	23,387.46	75.97%									
Contract Services	0.00	1,500.00	8,702.00	0.00%									
CW Kwik Stop	0.00	0.00	0.00	0.00%									
Total Parental Fees Admin.	91,703.00	9,246.48	32,148.22	35.06%	9246.48	32,148.22	0.00	0.00	0.00%				
<b>Promoting Safe &amp; Stable Families Grant</b>													
Salaries	30,808.00	(11,184.16)	14,364.51	46.63%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	2,357.00	184.46	1,601.03	67.93%									
Retirement	898.00	0.00	(218.20)	-24.30%									
Health & Life Insurance	7,244.00	525.66	3,977.04	54.90%									
Unemployment	90.00	7.52	296.32	329.24%									
Worker's Comp	599.00	0.00	0.00	0.00%									
Travel	5,800.00	222.96	2,329.48	40.16%									
Space/Utilities	0.00	0.00	0.00	0.00%									
Operating	0.00	0.00	0.00	0.00%									
Contract Services	0.00	0.00	0.00	0.00%									
Indirect Costs	0.00	0.00	0.00	0.00%									
Total PSSF Grant	47,796.00	(10,243.56)	22,350.18	46.76%	(10,243.56)	22,350.18	0.00	0.00	0.00%				
<b>TANF Administration</b>													
Salaries	251,955.00	23,244.06	222,962.92	88.49%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	19,274.00	1,670.08	16,081.93	83.44%									
Retirement	7,559.00	697.33	6,688.79	88.49%									
Health & Life Insurance	47,034.00	4,412.11	39,778.53	84.57%									
Unemployment	756.00	69.75	313.49	41.47%									
Worker's Comp	1,947.00	0.00	174.00	8.94%									
Travel	1,000.00	27.69	1,117.23	111.72%									
Space/Utilities	830.00	0.00	0.00	0.00%									
Operating	6,300.00	3,842.69	14,878.82	236.17%									
Contract Services	81,375.00	2,793.58	31,465.93	38.67%									
Indirect Costs	116,176.00	10,213.63	96,358.73	82.94%									
Total TANF Admin.	534,206.00	46,970.92	429,820.37	80.46%	40,376.20	370,487.91	59,332.46	72,554.00	81.78%				
TOTAL PROGRAM ADMINISTRATIONS	5,779,992.00	408,062.58	3,807,374.84	65.87%	347,660.32	3,325,621.84	481,753.00	666,462.00	72.29%				

	BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	YEAR TO DATE EARNED REVENUE	COUNTY SHARE OF EXPENSE	COUNTY BUDGET	% OF COUNTY BUDGET SPENT	LAST MONTH CASELOAD	THIS MONTH CASELOAD	CHANGE FROM PRIOR MO	AVERAGE MONTHLY CASELOAD
<b>MISCELLANEOUS PROGRAMS AND EXPENSE</b>													
Medical Exams	500.00	0.00	0.00	0.00%	0.00	0.00	0.00	100.00	0.00%				
Case Services/Protective	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%				
Grant Exp.-Adoption/Retention	1,500.00	0.00	1,292.01	86.13%	0.00	1,292.01	0.00	0.00	0.00%				
Grant Exp.-CCR Grant	134,022.00	0.00	80,873.05	60.34%	0.00	80,873.05	0.00	0.00	0.00%				
Grant Exp.-FIOG don	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%				
Grant Exp.-Casey	0.00	0.00	425.00	0.00%	0.00	425.00	0.00	0.00	0.00%				
Grant Exp.-Child Welfare don	2,500.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%				
Grant Exp.-Child Welfare Hotline	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%				
Grant Exp.-EFF	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%				
Grant Exp.-Infant Toddler Quality	20,000.00	2,363.00	13,520.00	67.60%	2,363.00	13,520.00	0.00	0.00	0.00%				
Grant Exp. - IV-E Waiver	450,750.00	19,390.46	247,675.25	54.95%	19,390.46	247,675.25	0.00	0.00	0.00%				
Grant Exp.- Pathways	37,050.00	2,860.94	26,526.85	71.60%	2,860.94	26,526.85	0.00	0.00	0.00%				
Grant Exp.- WSS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%				
Grant Exp.- Misc	7,575.00	0.00	496.32	6.55%	0.00	496.32	0.00	0.00	0.00%				
IV-E First Year Expense	500.00	0.00	950.00	190.00%	0.00	950.00	0.00	0.00	0.00%				
IV-E Savings	33,000.00	302.89	3,952.28	11.98%	302.89	3,952.28	0.00	0.00	0.00%				
Workfare Incentives	5,000.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%				
Reserved for use	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%				
N/R Administration	12,500.00	47.05	966.90	7.74%	0.00	0.00	966.90	12,500.00	7.74%				
Training, A/P-C/S	500.00	0.00	0.00	0.00%	0.00	0.00	0.00	335.00	0.00%				
Training, Title XX	5,500.00	0.00	3,165.00	57.55%	0.00	2,532.00	633.00	1,100.00	57.55%				
TANF Burials	1,800.00	0.00	0.00	0.00%	0.00	0.00	0.00	1,800.00	0.00%				
Other, Spec. Needs, Fraud Inc.	0.00	0.00	0.00	0.00%	1,055.69	18,583.54	(18,583.54)	(15,000.00)	123.89%				
<b>Total Misc. Programs &amp; Expense</b>	<b>712,697.00</b>	<b>24,964.34</b>	<b>379,842.66</b>	<b>53.30%</b>	<b>25,972.98</b>	<b>396,826.30</b>	<b>(16,983.64)</b>	<b>835.00</b>	<b>-2033.97%</b>				

## 2017 Child Welfare Referrals

Month: **September**

Total Referrals	Number Assigned	% Assigned	Information & Referrals	% Unassigned
53	38	72%	53	100%

**Breakout by type of Allegation:**

Courtesy	0	0.00%
Court-Ordered Plmt/Service	0	0.00%
Delinquency	0	
Domestic Violence	0	
Emotional Abuse	0	
Intake Service Request	0	
Neglect	31	81.58%
OOHPE	0	
Physical Abuse	6	15.79%
Preliminary Investigation	0	0.00%
Relinquishment Counseling	0	
Sexual Abuse	1	2.63%
Welfare Check	0	
Youth in Conflict	0	0.00%
	38	100.00%

## MONTHLY DIRECTOR'S REPORT

To: Board of Social Services  
From: Steve Clifton  
Month: October 2017

The Director's activities for the month are as follows:

10/02/17	Attended Administrators Meeting to discuss interdivisional program issues and personnel matters Office visit with Wanda Embrey-Goss to discuss transition and eligibility program updates Office visit with Stacie Kwitek-Russell on discuss transition and miscellaneous issues Office visit with Linda Smith regarding transition and personnel
10/09/17	Attended Administrators Meeting to discuss interdivisional program issues and personnel matters Office visit with Wanda Embrey-Goss to discuss transition and eligibility program updates Office visit with Stacie Kwitek-Russell on discuss transition and miscellaneous issues Office visit with Linda Smith regarding transition and personnel
10/12/17	Attended BOSS Mid-Month Meeting Office visit with Stacie Kwitek-Russell regarding agency concerns Attended Going Away Celebration for Rocco Meconi
	Out on extended medical leave for the remainder of the month

This concludes the Director's Report for the month. I will be happy to answer any questions at your convenience.

## Interim Director's Report

October 2017

To: Board of Social Services

From: Stacie Kwitek-Russell

October has been a very busy month for Fremont County DHS in several areas. Below are some highlights:

- The legal team has fully transitioned. Roger Larsen & Katie Larsen both joined the team officially on October 16<sup>th</sup>. Travis Carr's last day with the Department was the 20<sup>th</sup>. Rocco Meconi's last day will be October 31<sup>st</sup>. He has been slowly transitioning all of his caseload to the other attorneys. We look forward to this team solidifying and progressing on our goals for an in-house legal team.
- We met with CDHS staff regarding the possibility of transitioning our Child Welfare hotline screening from Fremont County staff receiving those calls to the HCCC (Hotline County Connection Center). We believe this will improve consistency in information gathering and free up staff resources for other Child Welfare responsibilities. In addition, it will be an anticipated cost savings.
- We are exploring the possibility of partnering with the Beautiful Redemption to implement the Care Portal, which is an entity that coordinates with local faith based organizations to meet unmet child welfare needs. This is a nation-wide program that is currently serving El Paso County in Colorado and they are interested in growing to other communities. It is a great opportunity for local Churches and community members to provide much needed support to families for needs that DHS cannot meet.
- The Department is collaborating with community partners on two different grants this month. The first is a Child Maltreatment Prevention planning grant. This is a joint effort with multiple child-serving entities with Starpoint being the lead agency. We should know in early November if Fremont County was selected as a grant site. The second grant is through our Community Child Fatality Prevention Committee. We are requesting additional dollars to assist in two areas of prevention: Suicide Prevention and children not being left alone in vehicles. FCDPHE is the lead agency in this grant request.
- FCDHS was approached by CDHS several months ago to partner on developing and implementing a Customer Service Program in Child Welfare, for the recruitment and retention of foster parents. We were more than excited to do this, but insisted that it be an agency wide effort and not isolated to Child Welfare. We developed a committee consisting of agency staff

who exemplify high quality customer service. They are currently revising an existing curriculum to meet the needs of Fremont County DHS. There is a sub-committee working to develop a customer service survey as well that will be implemented prior to training to get a baseline and then subsequently every six months. The primary areas of focus for this project are:

- Developing a high quality curriculum for agency wide implementation
- Review and revise agency policies to ensure quality customer service for internal and external customers
- Develop agency specific expectations
- Ensure that all performance evaluations address customer service expectations.

We will be developing a survey to help measure our progress in this area. Our goal is to have everything ready for implementation in 2018 with our training being offered in the first quarter and everything else following that.

- By the end of the month, we will have had two staff present at two different conferences/Summits due to the high quality work they are doing in their respective areas. Carrie Porter presented at the Innovations and Family Engagement conference regarding our practices in Permanency Roundtables for youth. Wanda Embry was invited to present on 10/27 in Denver at the Quality Summit about the strategies she has implemented to achieve such impressive reductions in error rates below the threshold for SNAP.
- We held our quarterly all staff meeting on 10/25. We announced upcoming agency events, discussed the work being done by our customer service committee, reminded everyone of our dress code and other policy issues, updated everyone on our alarm system and other agency details.
- The management team is reviewing and updating the FCDHS policy manual in its entirety and will be submitting it for legal and Board review soon.

DIRECTOR  
Steven A. Clifton  
Phone: (719) 275-2318  
Fax: (719) 275-5206

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

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

October 31, 2017

Reggie Bicha, Executive Director  
Colorado Department of Human Services  
1575 Sherman Street, 8th floor  
Denver CO 80203

RE: Full Time Information Gathering Services for Fremont County

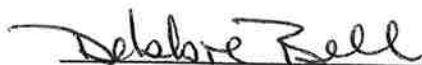
Dear Mr. Bicha,

The Fremont County Board of County Commissioners (BOCC) officially requests that the State of Colorado Department of Human Services provide Information Gathering services for our county on a full time basis. In this case, full time is defined as 24 hours a day 7 days a week. In doing so it is understood that the Hotline County Connection Center (HCCC) will answer our calls of suspected child abuse and neglect and document those initial reports in the statewide reporting system. It is also understood that all screening, assessment and decision-making responsibilities remain with Fremont County.

We acknowledge that a Memorandum of Understanding (MOU) outlining the terms and conditions, the roles and responsibilities, and cost reimbursement will need to be prepared and agreed to by all parties prior to the arrangements becoming final.

It is understood that the aforementioned request is subject to available resources as determined by the state and the Hotline County Connection Center (HCCC). In addition, we acknowledge this request is subject to approval by the State of Colorado Department of Human Services Executive Director.

Requesting Authority



Chairman, Fremont County, Board of County Commissioners

10/31/2017

Date