

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

**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 SOCIAL SERVICES MEETING  
to be held at the  
FREMONT COUNTY ADMINISTRATION BUILDING  
615 Macon, Conference Room # 208  
Canon City, CO 81212  
**November 30, 2017 2:00 p.m.**

- I. Roll Call
- II. Approval of Minutes of October 31, 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. Hotline County Connection Center (HCCC) MOU
- VIII. New Business
  - A. 2018 Merit System Certification
  - B.

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

# FREMONT COUNTY

## Department of Human Services

172 Justice Center Road  
Canon City, Colorado 81212

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

**October 31, 2017**  
**2017 MEETING # 10**

The Fremont County Board of Social Services (BOSS) met in Regular Session on Tuesday, October 31, 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, Stacie Kwitek-Russell, Agency Administrator-Interim Director Department of Human Services (DHS), 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 September 26, 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 October 31, 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 and caseload reports, Board Member McFall moved, duly seconded by Board Member Bell, to accept the September 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. Stacie Kwitek-Russell, Interim Director provided a written report and responded to questions  
Items discussed included:

- Transition Plan moving along fine, necessary steps are in place, continues to be a work in progress
- Working on addition of a Customer Service Section to Performance Evaluation Factor Sheets
- Anticipates next month to bring resolution to some of the collaborative grants currently outstanding

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.

**HOTLINE COUNTY CONNECTION CENTER (HCCC) LETTER OF REQUEST AND MOU:** Following discussion of the cost-saving benefits with participation in the State HCCC, Board Member Payne moved, duly seconded by Board Member McFall, to authorize Debbie Bell, Chairman, Fremont County Board of County Commissioners to sign the Letter of Request for HCCC Services for submission to Reggie Bicha, CDHS Executive Director. Upon vote: Board Member Payne, aye; Board Member McFall, aye; Board Member Bell, aye. The motion carried.

The meeting adjourned at 2:10 p.m.



---

Chairman, Fremont County Board of Social Services

11/30/2017

Date



---

Secretary

11/30/2017

Date

## 2017 Child Welfare Referrals

Month: **October**

Total Referrals	Number Assigned	% Assigned	Information & Referrals	% Unassigned
119	45	38%	74	62%

**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	25	55.56%
OOHPE	0	
Physical Abuse	15	33.33%
Preliminary Investigation	0	0.00%
Relinquishment Counseling	0	
Sexual Abuse	1	2.22%
Welfare Check	0	
Youth in Conflict	4	8.89%
	45	100.00%

	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
Regular Administration	1,448,658.00	120,195.35	1,224,376.28	84.52%	98,913.09	1,007,011.02	217,365.26	190,773.00	113.94%				
Program Administrations	5,779,992.00	413,043.59	4,220,418.43	73.02%	360,923.91	3,686,545.75	533,872.68	666,462.00	80.11%				
<b>Total Administration</b>	<b>7,228,650.00</b>	<b>533,238.94</b>	<b>5,445,150.95</b>	<b>75.33%</b>	<b>459,837.00</b>	<b>4,693,556.78</b>	<b>751,237.94</b>	<b>857,235.00</b>	<b>87.64%</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	5,830.65	52,843.57	81.30%	0.00	0.00	52,843.57	65,000.00	81.30%	144	134	-10	152
Chafee (ALIVE) Program	9,000.00	222.29	7,895.39	87.73%	222.29	7,895.39	0.00	0.00	0.00%				
Child Care	85,529.00	7,650.61	66,016.32	77.19%	0.00	0.00	66,016.32	85,529.00	77.19%	114	113	-1	122
Child Welfare Foster Care Program	414,522.00	35,297.47	330,821.25	79.81%	0.00	0.00	330,821.25	414,522.00	79.81%	180	181	1	179
Core Services	9,000.00	65.00	5,423.57	60.26%	65.00	6,500.32	(1,076.75)	0.00	0.00%	135	124	-11	150
Employment First Program	0.00	(5.39)	(989.96)	0.00%	0.00	0.00	(989.96)	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	10,683.32	87,444.84	97.16%	10,683.32	87,444.84	0.00	0.00	0.00%	87	96	11	84
Old Age Pension	1,300.00	105.00	1,084.35	83.41%	0.00	0.00	1,084.35	1,300.00	83.41%	261	273	12	263
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	36,035.06	153,464.34	35.36%	0.00	0.00	153,464.34	433,981.00	35.36%	337	349	12	293
Misc. Programs & Expense	712,697.00	21,175.08	401,017.74	56.27%	25,330.71	422,157.01	(21,139.27)	835.00	-2531.65%				
Contingency	0.00	0.00	0.00	0.00%	17,513.17	163,574.84	(163,574.84)	(190,000.00)	86.09%				
<b>TOTAL:</b>	<b>9,049,679.00</b>	<b>650,298.03</b>	<b>6,550,172.36</b>	<b>72.38%</b>	<b>513,651.49</b>	<b>5,381,129.18</b>	<b>1,168,686.95</b>	<b>1,668,402.00</b>	<b>70.05%</b>				
<b>FOOD STAMPS</b>	<b>0.00</b>	<b>834,597.00</b>	<b>8,220,506.00</b>		<b>834,597.00</b>	<b>8,220,506.00</b>	<b>0.00</b>	<b>0.00</b>		<b>3394</b>	<b>3,464</b>	<b>70</b>	<b>3381</b>
<b>TOTAL:</b>	<b>9,049,679.00</b>	<b>1,484,895.03</b>	<b>14,770,678.36</b>		<b>1,348,248.49</b>	<b>13,601,635.18</b>	<b>1,168,686.95</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	2,484.44	1,145,618.37	1,168,154.00	98.07%	2								
Other Local Tax	15,912.75	166,199.78	170,592.00	97.43%	0								
Countywide Cost Allocation	0.00	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	17,513.17	163,574.84	0.00	0.00%									
Other Fin., Rtn of Cnty Share (TANF)	2,148.40	46,659.28	80,000.00	58.32%									
<b>TOTAL COUNTY REVENUES RECEIVED</b>	<b>38,058.76</b>	<b>1,627,738.59</b>	<b>1,586,516.00</b>	<b>102.60%</b>									
		sum of tax, cost alloc & other rev	1,586,516.00										
		fund balance	81,886.00										
			1,668,402.00										

AVERAGE MONTHLY CASELOAD FROM PRIOR MO

THIS MONTH CASELOAD

CHANGE FROM

LAST MONTH CASELOAD

% OF COUNTY BUDGET SPENT

COUNTY BUDGET

SHARE OF EXPENSE

YEAR TO DATE EXPENSE

EARNED REVENUE

DATE EARNED REVENUE

NET MONTHLY EXPENSE

REGULAR ADMINISTRATION

PERSONAL SERVICES:

Salaries	1,470,798.00	124,345.27	1,238,824.53	84.23%									
Social Security	112,516.00	8,984.16	89,958.02	79.95%									
Retirement	44,124.00	3,403.30	31,877.35	72.24%									
Health & Life Insurance	233,931.00	21,349.69	208,718.78	89.22%									
Unemployment	4,412.00	373.04	3,716.43	84.23%									
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	480.90	5,112.30	82.48%									
Psychological Exams	0.00	0.00	0.00	0.00%									
Travel, Meals, Registration	8,500.00	799.04	6,925.08	81.47%									

Indirect Cost Removal

	(650,847.00)	(45,815.04)	(512,476.83)	78.74%									
TOTAL PERSONAL SERVICES	1,243,608.00	113,920.36	1,072,655.66	86.25%	94,087.88	892,215.91	180,439.75	163,720.00	110.21%				

OPERATING:

Advertising	500.00	0.00	865.01	173.00%									
Books/Subscriptions	1,500.00	0.00	989.69	65.98%									
Cost Allocation	8,000.00	0.00	6,045.81	75.57%									
Dues/Memberships	2,500.00	0.00	3,365.00	134.60%									
EBT Costs	16,800.00	0.00	7,310.16	43.51%									
Emp Mkt Analysis/Destruction of Recoi	7,500.00	0.00	1,090.00	14.53%									
Equip. Maintenance	23,112.00	513.41	9,412.74	40.73%									
Equip. Rental	8,838.00	741.05	7,512.76	85.01%									
Office Supplies/Expense	32,400.00	1,438.82	18,946.91	58.48%									
Registration	0.00	0.00	0.00	0.00%									
Postage	6,500.00	388.14	3,417.01	52.57%									
Printing & Forms	300.00	0.00	1,809.00	603.00%									
Telephone	13,500.00	77.68	6,075.15	45.00%									
Expert Witness & Fingerprinting	0.00	39.50	316.00	0.00%									
Interpreter	0.00	5.83	10.73	0.00%									
Capital Outlay, Equipment	0.00	0.00	0.00	0.00%									
Sub-Total Operating:	121,450.00	3,204.43	67,165.97	55.30%	2,368.76	47,150.83	20,015.14	12,005.00	166.72%				

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	988.88	27.75%									
Maintenance, Grounds	0.00	0.00	0.00	0.00%									
Utilities	80,000.00	3,070.56	62,545.81	78.18%									
Sub-Total Building:	83,600.00	3,070.56	84,555.35	101.14%	2,456.45	67,644.28	16,911.07	15,048.00	112.38%				
TOTAL OPERATING	205,050.00	6,274.99	151,721.32	73.99%	4,825.21	114,795.11	36,926.21	27,053.00	136.50%				
TOTAL REGULAR ADMIN.	1,448,658.00	120,195.35	1,224,376.28	84.52%	98,913.09	1,007,011.02	217,365.26	190,773.00	113.94%				

	BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	DATE EARNED	COUNTY SHARE OF EXPENSE	COUNTY BUDGET	% OF COUNTY BUDGET SPENT	LAST MONTH CASELOAD	THIS MONTH CASELOAD	CHANGE FROM PRIOR MO	AVERAGE MONTHLY CASELOAD
<b>PROGRAM ADMINISTRATIONS</b>													
<b>Adult Protective Services Admin</b>													
Salaries	137,243.00	6,759.25	76,064.12	55.42%									
Attorney	8,500.00	170.00	10,092.40	118.73%									
Social Security	10,499.00	509.26	5,727.95	54.56%									
Retirement	4,117.00	202.77	2,257.02	54.82%									
Health & Life Insurance	25,821.00	626.85	7,205.37	27.91%									
Unemployment	412.00	20.26	228.12	55.37%									
Worker's Comp	1,707.00	0.00	0.00	0.00%									
Travel	6,700.00	519.02	5,072.78	75.71%									
Space/Utilities	800.00	0.00	397.00	49.63%									
Operating	3,500.00	157.62	3,641.19	104.03%									
Client Service Funds	13,000.00	0.00	450.30	3.46%									
Indirect Costs	34,104.00	2,683.46	29,629.73	86.88%									
Total APS Admin.	246,403.00	11,648.49	140,765.98	57.13%	9,318.81	112,612.78	28,153.20	49,281.00	57.13%				
<b>CHAFEE (Alive/E) Administration</b>													
Salaries	52,380.00	4,338.65	31,463.61	60.07%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	4,007.00	306.47	3,236.39	80.77%									
Retirement	1,554.00	130.16	1,376.34	88.57%									
Health & Life Insurance	9,581.00	783.86	7,905.99	82.52%									
Unemployment	155.00	13.01	137.60	88.77%									
Worker's Comp	1,036.00	0.00	0.00	0.00%									
Travel	3,000.00	76.44	1,448.28	48.28%									
Space/Utilities	350.00	0.00	142.64	40.75%									
Operating	1,000.00	2.40	627.89	62.79%									
Contract Services	0.00	0.00	0.00	0.00%									
Indirect Costs	0.00	0.00	0.00	0.00%									
Total Chafee Admin.	73,063.00	5,650.99	46,338.74	63.42%	5,650.99	46,338.74	0.00	0.00	0.00%				
<b>Child Care Administration</b>													
Salaries	47,831.00	2,911.78	32,007.00	66.92%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	3,659.00	187.48	2,097.96	57.34%									
Retirement	1,435.00	87.34	960.18	66.91%									
Health & Life Insurance	9,771.00	1,164.37	11,648.98	119.22%									
Unemployment	144.00	8.74	96.07	66.72%									
Worker's Comp	295.00	0.00	0.00	0.00%									
Travel	250.00	0.00	0.00	0.00%									
Space/Utilities	210.00	0.00	166.70	79.38%									
Operating	2,300.00	2,673.55	4,413.76	191.90%									
Contract Services	0.00	0.00	0.00	0.00%									
Indirect Costs	39,246.00	0.00	24,300.72	61.92%									
Total Child Care Admin.	105,141.00	7,033.26	75,691.37	71.99%	7,033.26	75,691.37	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
Salaries	395,476.00	29,456.57	312,324.26	78.97%									
Attorney	20,000.00	0.00	2,248.00	11.24%									
Social Security	30,254.00	2,105.17	22,402.79	74.05%									
Retirement	11,864.00	883.64	9,304.16	78.42%									
Health & Life Insurance	77,813.00	7,012.53	70,228.64	90.25%									
Unemployment	1,186.00	88.85	940.84	79.33%									
Worker's Comp	2,108.00	0.00	0.00	0.00%									
Travel	1,600.00	0.00	1,552.94	97.06%									
Space/Utilities	1,850.00	0.00	1,603.45	86.67%									
Operating	27,100.00	1,560.72	23,575.03	86.99%									
Blood Tests	3,500.00	266.00	2,166.00	61.89%									
Indirect Cost	0.00	0.00	0.00	0.00%									
Total CSE and Incentives	572,751.00	41,373.48	446,346.11	77.93%	30,307.70	339,130.62	107,215.49	104,380.00	102.72%				

## Child Welfare 80/20 Admin.

Salaries	761,776.00	62,054.75	582,021.19	76.40%									
Attorney	275,000.00	12,474.85	165,870.81	60.32%									
Social Security	58,276.00	4,472.59	37,972.41	65.16%									
Retirement	22,568.00	1,131.91	7,757.01	34.37%									
Health & Life Insurance	174,439.00	11,499.38	87,927.56	50.41%									
Unemployment	2,257.00	186.17	1,570.36	69.58%									
Worker's Comp	11,144.00	0.00	0.00	0.00%									
Travel	34,000.00	2,837.73	31,588.66	92.91%									
Space/Utilities	4,700.00	0.00	4,476.96	95.25%									
Operating	35,000.00	3,861.24	65,074.86	185.93%									
Contract Services	5,000.00	0.00	0.00	0.00%									
Indirect Costs	414,524.00	30,960.97	343,538.03	82.88%									
HB 1414-Salaries	0.00	0.00	0.00	0.00%									
IV-E Special Revenue					0.00	0.00							
Total Child Welfare 80/20	1,798,684.00	129,479.39	1,327,797.85	73.82%	103,583.51	1,062,238.20	265,559.65	359,737.00	73.82%				

## Child Welfare 100% (ACLU) Admin.

Salaries	505,558.00	21,528.79	180,450.55	35.69%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	38,675.00	1,536.33	16,635.66	43.01%									
Retirement	14,942.00	645.82	6,352.83	42.52%									
Health & Life Insurance	107,835.00	4,682.64	44,188.90	40.98%									
Unemployment	1,494.00	64.58	688.16	46.06%									
Worker's Comp	7,319.00	0.00	0.00	0.00%									
Travel	14,000.00	898.30	4,908.64	35.06%									
Space/Utilities	0.00	0.00	0.00	0.00%									
Operating	500.00	62.44	624.00	124.80%									
100% FTE	0.00	6,585.86	120,750.26	0.00%									
Indirect Costs	5,337.00	553.50	4,391.77	82.29%									
Total Child Welfare 100% (ACLU)	695,660.00	36,558.26	378,990.77	54.48%	36,558.26	378,990.77	0.00	0.00	0.00%				



	BUDGET	NET MONTHLY EXPENSE	YEAR TO DATE EXPENSE	% OF BUDGET SPENT	EARNED REVENUE	DATE EARNED	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>Core Services Admin</b>														
Salaries	676,097.00	48,676.84	459,728.03	68.00%										
Attorney	0.00	0.00	0.00	0.00%										
Social Security	51,722.00	3,497.13	33,312.08	64.41%										
Retirement	19,971.00	1,378.65	12,370.89	61.94%										
Health & Life Insurance	122,809.00	10,576.68	88,131.41	71.76%										
Unemployment	1,997.00	145.98	1,381.40	69.17%										
Worker's Comp	10,853.00	0.00	0.00	0.00%										
Travel	17,000.00	3,368.72	21,816.00	128.33%										
Space/Utilities	0.00	0.00	0.00	0.00%										
Operating	12,000.00	1,339.31	26,748.41	222.90%										
Contract Services	17,000.00	0.00	(437.64)	-2.57%										
Indirect Costs	0.00	0.00	0.00	0.00%										
<b>Total Core Services / FPP</b>	<b>929,449.00</b>	<b>68,983.31</b>	<b>643,050.58</b>	<b>69.19%</b>	<b>63,094.13</b>	<b>580,203.70</b>	<b>62,846.88</b>	<b>71,835.00</b>	<b>87.49%</b>					
<b>Employment First Admin.</b>														
Salaries	0.00	0.00	0.00	0.00%										
Attorney	0.00	0.00	0.00	0.00%										
Social Security	0.00	0.00	0.00	0.00%										
Retirement	0.00	0.00	0.00	0.00%										
Health & Life Insurance	0.00	0.00	0.00	0.00%										
Unemployment	0.00	0.00	0.00	0.00%										
Worker's Comp	0.00	0.00	0.00	0.00%										
Travel	0.00	0.00	0.00	0.00%										
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%										
<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>	<b>0.00%</b>					
<b>Food Assistance Fraud Administration</b>														
Salaries	32,838.00	0.00	14,593.98	44.44%										
Attorney	0.00	0.00	0.00	0.00%										
Social Security	2,512.00	0.00	1,087.23	43.28%										
Retirement	985.00	0.00	437.84	44.45%										
Health & Life Insurance	5,418.00	0.00	2,363.87	43.63%										
Unemployment	99.00	0.00	43.80	44.24%										
Worker's Comp	372.00	0.00	0.00	0.00%										
Travel	400.00	0.00	530.23	132.56%										
Space/Utilities	0.00	0.00	0.00	0.00%										
Operating	750.00	0.00	72.20	9.63%										
Contract Services	0.00	0.00	0.00	0.00%										
Indirect Costs	0.00	0.00	0.00	0.00%										
<b>Total Fraud</b>	<b>43,374.00</b>	<b>0.00</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>					

HB-1451 Collaborative Mgmt

	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	35,816.00	2,713.55	21,995.29	61.41%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	2,740.00	192.85	1,571.01	57.34%									
Retirement	1,074.00	81.40	659.86	61.44%									
Health & Life Insurance	11,116.00	841.19	6,377.04	57.37%									
Unemployment	107.00	8.15	66.02	61.70%									
Workers Comp	716.00	0.00	0.00	0.00%									
Travel	1,200.00	129.50	862.74	71.90%									
Space/Utilities	0.00	0.00	0.00	0.00%									
Operating	2,665.00	13.50	24.21	0.91%									
Contract Services	3,000.00	1,377.55	7,790.37	259.68%									
Family Assistance & Mini Grants	26,000.00	0.00	12,940.39	49.77%									
<b>Total HB-1451 Collaborative Mgmt</b>	<b>84,434.00</b>	<b>5,357.69</b>	<b>52,286.93</b>	<b>61.93%</b>	<b>5,357.69</b>	<b>52,286.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>				

LEAP Admin & Outreach

Salaries	51,793.00	3,668.60	17,302.84	33.41%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	3,962.00	269.20	1,218.16	30.75%									
Retirement	1,554.00	2.84	61.78	3.98%									
Health & Life Insurance	363.00	651.59	6,033.25	1662.05%									
Unemployment	155.00	11.00	51.92	33.50%									
Worker's Comp	584.00	0.00	0.00	0.00%									
Travel	500.00	528.26	1,443.76	288.75%									
Space/Utilities	556.00	0.00	333.41	59.97%									
Operating	4,500.00	187.19	3,026.34	67.25%									
Contract Services	0.00	0.00	0.00	0.00%									
Indirect Costs	5,727.00	0.00	2,640.74	46.11%									
<b>Total LEAP Admin. / Outreach</b>	<b>69,694.00</b>	<b>5,318.68</b>	<b>32,112.20</b>	<b>46.08%</b>	<b>5,318.68</b>	<b>32,112.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>				

Options for Long Term Care Admin.

Salaries	343,948.00	26,440.03	279,563.33	81.28%									
Attorney	0.00	0.00	0.00	0.00%									
Social Security	26,312.00	1,920.40	20,323.12	77.24%									
Retirement	10,318.00	793.18	8,386.68	81.28%									
Health & Life Insurance	81,590.00	5,669.58	57,656.40	70.67%									
Unemployment	1,032.00	79.31	838.56	81.26%									
Worker's Comp	5,209.00	0.00	0.00	0.00%									
Travel	6,800.00	376.20	4,980.57	73.24%									
Space/Utilities	1,425.00	0.00	1,280.36	89.85%									
Operating	11,000.00	376.35	134,573.97	1223.40%									
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>35,655.05</b>	<b>507,604.99</b>	<b>104.10%</b>	<b>35,655.05</b>	<b>507,604.99</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	DATE EARNED	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	795.28	854.04	2.36%										
Grant Matches	30,786.00	1,150.00	24,537.46	79.70%										
Contract Services	0.00	0.00	8,702.00	0.00%										
CW Kwik Stop	0.00	0.00	0.00	0.00%										
<b>Total Parental Fees Admin.</b>	<b>91,703.00</b>	<b>1,945.28</b>	<b>34,093.50</b>	<b>37.18%</b>	<b>1945.28</b>		<b>34,093.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>				
<b>Promoting Safe &amp; Stable Families Grant</b>														
Salaries	30,808.00	9,951.21	24,315.72	78.93%										
Attorney	0.00	0.00	0.00	0.00%										
Social Security	2,357.00	188.29	1,789.32	75.92%										
Retirement	898.00	0.00	(218.20)	-24.30%										
Health & Life Insurance	7,244.00	525.86	4,502.70	62.16%										
Unemployment	90.00	7.67	303.99	337.77%										
Worker's Comp	599.00	0.00	0.00	0.00%										
Travel	5,800.00	192.84	2,522.12	43.48%										
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%										
<b>Total FSSF Grant</b>	<b>47,796.00</b>	<b>10,865.47</b>	<b>33,215.65</b>	<b>69.49%</b>	<b>10,865.47</b>		<b>33,215.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>				
<b>TANF Administration</b>														
Salaries	251,955.00	23,300.87	246,253.79	97.74%										
Attorney	0.00	0.00	0.00	0.00%										
Social Security	19,274.00	1,673.78	17,755.71	92.12%										
Retirement	7,559.00	699.04	7,387.83	97.74%										
Health & Life Insurance	47,034.00	4,432.34	44,210.87	94.00%										
Unemployment	756.00	69.91	383.40	50.71%										
Worker's Comp	1,947.00	0.00	174.00	8.94%										
Travel	1,000.00	370.84	1,488.07	148.81%										
Space/Utilities	830.00	0.00	0.00	0.00%										
Operating	6,300.00	834.50	15,713.32	249.42%										
Contract Services	81,375.00	12,749.16	44,215.09	54.33%										
Indirect Costs	116,176.00	9,043.80	105,402.53	90.73%										
<b>Total TANF Admin.</b>	<b>534,206.00</b>	<b>53,174.24</b>	<b>482,994.61</b>	<b>90.41%</b>	<b>46,235.08</b>		<b>416,722.99</b>	<b>66,271.62</b>	<b>72,554.00</b>	<b>91.34%</b>				
<b>TOTAL PROGRAM ADMINISTRATIONS</b>	<b>5,779,992.00</b>	<b>413,043.59</b>	<b>4,220,416.43</b>	<b>73.02%</b>	<b>360,923.91</b>		<b>3,686,545.75</b>	<b>533,872.68</b>	<b>686,462.00</b>	<b>80.11%</b>				

## MISCELLANEOUS PROGRAMS AND EXPENSE

	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
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%				
Grant Exp.-Adoption/Retention	1,500.00	0.00	1,292.01	86.13%	0.00	1,292.01	0.00		0.00%				
Grant Exp.-CCR	134,022.00	0.00	80,873.05	60.34%	0.00	80,873.05	0.00		0.00%				
Grant Exp.-FIOG don	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%				
Grant Exp.-Child Welfare don	2,500.00	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%				
Grant Exp.-EFF	0.00	0.00	0.00	0.00%	0.00	0.00	0.00		0.00%				
Grant Exp.-Infant Toddler Quality	20,000.00	0.00	13,520.00	67.60%	0.00	13,520.00	0.00		0.00%				
Grant Exp. - IV-E Waiver	450,750.00	18,702.43	266,377.68	59.10%	18,702.43	266,377.68	0.00		0.00%				
Grant Exp. - Pathways	37,050.00	749.88	27,276.73	73.62%	749.88	27,276.73	0.00		0.00%				
Grant Exp.- WSS	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%				
IV-E First Year Expense	500.00	0.00	950.00	190.00%	0.00	950.00	0.00		0.00%				
IV-E Non-First Year Expense	33,000.00	389.50	4,341.78	13.16%	389.50	4,341.78	0.00		0.00%				
Workfare Incentives	5,000.00	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%				
NIR Administration	12,500.00	339.27	1,306.17	10.45%	0.00	0.00	1,306.17	12,500.00	10.45%				
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	994.00	4,159.00	75.62%	795.20	3,327.20	831.80	1,100.00	75.62%				
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%	4,693.70	23,277.24	(23,277.24)	(15,000.00)	155.18%				
<b>Total Misc. Programs &amp; Expense</b>	<b>712,697.00</b>	<b>21,175.08</b>	<b>401,017.74</b>	<b>56.27%</b>	<b>25,330.71</b>	<b>422,157.01</b>	<b>(21,139.27)</b>	<b>835.00</b>	<b>-2531.65%</b>				

## Interim Director's Report

November 2017

To: Board of Social Services

From: Stacie Kwitek-Russell

- We received notice that Mr. Bicha has approved our request to utilize the HCCC (Hotline County Connection Center) for our Child Welfare Hotline calls. The MOU for this service will be included in the Board packet and on the agenda for discussion.
- In October, I reported that the Department was collaborating with community partners on two different grants: a Child Maltreatment Prevention Planning grant and a Community Child Fatality Prevention Grant. I am very happy to report that both of these grants were awarded to our community. These will greatly benefit the children of Fremont County.
- The Department was approached by CCPD to collaborate with them on a Co-Responder grant. CCPD will be submitting this grant to allow a coordinated response between law enforcement and behavioral health experts to calls that appear to be mental health or substance use driven. They are hoping for follow up case management connecting the individual to community resources. If the grant is successful, we would then discuss how the Department/County could collaborate to meet the case management need.
- Customer Service Update:
  - The curriculum is now complete. The trainers are working to schedule some practice trainings with each other to make any necessary adjustments before full implementation.
  - The Survey Sub-committee has completed the first draft of the survey and it will be reviewed by the management team on 11/30/17. It has been determined that we will utilize our Social Work student interns to administer the survey on a Monday sometime after January 15<sup>th</sup>, 2018.
  - A new section for customer service has been added to the performance evaluation factor sheets. It is in draft form and will be reviewed by the management team on 11/30/17.
- On November 7<sup>th</sup>, I joined CDHS Division of Child Welfare staff in Prowers County to complete a site review for Prowers County to implement Differential Response. It was a pleasure to assist and see the practices of another County.
- When the opportunity arose for community members to submit proposals to paint a dinosaur that would be placed in Fremont County, several talented DHS staff put together a successful

design. They have been working on their master piece for weeks now in the evenings and on weekends. Her design is symbolic of the work that is done at DHS to improve the lives of others. A "Name that Dinosaur" contest was held among staff and she is now officially named "Hope." Please see the attached photos.

- We held an Adoption Celebration on November 25<sup>th</sup> for families that have adopted through FCDHS. We had snacks, face painting, family pictures, and the opportunity for children to help decorate Hope the Dinosaur by putting their handprints on the tree of life that covers her sides. We had families travel from as far away as Denver to join us.
- The agency has lost several staff, or has received resignations for December, during the past month. We are taking this opportunity to evaluate positions, processes and workloads in order to make any adjustments necessary prior to refilling.
- I will be attending the CCI Winter Conference November 27<sup>th</sup>-29<sup>th</sup>.

# Hope







CDHS Certification of Compliance - Year 2018  
County Personnel and Merit System

Each county merit system shall function under the following principles and requirements in order to be in compliance with Section 26-1-120(8), C.R.S., and 9 CCR 2502-1 Rule 2.200:

- A. The recruitment, selection, and advancement of employees shall be on the basis of relative abilities, knowledge, and skills, including open consideration of qualified applicants for initial appointment.
- B. The system shall provide equitable and adequate compensation.
- C. The employees shall be trained as needed to assure high quality of performance.
- D. The system shall provide for retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected.
- E. The system shall assure fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age, or disability and with proper regard for the privacy and constitutional rights of such persons as citizens. This fair treatment principle shall include compliance with all Federal equal opportunity and nondiscrimination laws.
- F. The system shall assure that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

Fremont County certifies that it is in compliance with the above principles and criteria for the administration and operation of its County Personnel and Merit System for the reporting year 2018, and has a personnel system in place for the next calendar year to assure continuing compliance. The person signing below is authorized to undertake this certification.

The County Director is exempt from the County Merit System per the Transitional Plan submitted to the Colorado Department of Human Services.  Yes  No

By:

  
Signature

11-30-17  
Date

Tim PAYNE  
Print Name

Commissioner  
Title

