

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
September 25, 2018, 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of August 28, 2018
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
 - A. Child Welfare Supervisor On-Call Policy
 - B. Childcare Follow Up
- VII. New Business
 - A. Child Welfare Screening

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August 28, 2018
2018 MEETING #8

The Fremont County Board of Human Services (BOHS) met in Regular Session on Tuesday, August 28, 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 July 31, 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: There were no additions or revisions noted for the agenda. Board Member Bell moved, duly seconded by Board Member Payne, to approve the August 28, 2018 meeting agenda. 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 July 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 a written Director's Report to the Board. The report included updates and information regarding meetings she participated in during the past month including the CHSDA Executive and Legislative Committees, CHSDA Children & Families subcommittee, Child Welfare Sub-PAC and PAC, an Emergency Preparedness webinar, her regular monthly meeting with the CEO of Solvista, and the Early Childhood Legislative Symposium. She also provided a handout from Colorado Children's Campaign with Fremont County statistics pertaining to children and maternal health.

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 to discuss.

NEW BUSINESS:

Stacie Kwitek-Russell discussed the current "On-Call" policy within the Department. She explained that supervisors are on a rotation schedule and when it's their turn they are required to be on-call for a full week and have never been compensated for it. She proposed supervisors receive eight hours of leave for every week they are on call, also mentioning she had reached out to various counties to get examples of other supervisor on-call policies. After a full discussion, the logistical details of the policy will be finalized, but the Board approved supervisors receiving eight hours of leave for every week of on-call duty they perform.

Next, Stacie Kwitek-Russell questioned the budget process and presentation for this year since the mid-month meeting format has changed. Sunny Bryant stated this meeting could be scheduled at the same time as other departments. It was requested the format be in-line with the County's budget.

The last item was Stacie Kwitek-Russell provided information to the Board regarding various issues with child care. There was discussion regarding the details and she will keep them informed of any new developments.

The meeting adjourned at 2:30 p.m.



Chairman, Fremont County Board of Human Services

09/25/2018

Date



Secretary

09/25/2018

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR AUGUST 2018
\$ 1,310,409.42

WARRANTS ISSUED AUGUST 28, 2018 THROUGH SEPTEMBER 25, 2018

8/29/2018	17,227.66
9/5/2018	243,811.75
9/12/2018	8,586.59
9/18/2018	10,534.41
9/19/2018	236,163.92
9/20/2018	7,676.11
Total	<u>\$524,000.44</u>

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.

25-Sep-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 25th day of September, 2018.


Chairman McFall


Commissioner Bell


Commissioner Payne

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$98,283.87	\$105,472.27	288	311
AND	\$26,549.54	\$28,719.82	140	139
OAP	\$66,413.66	\$64,512.82	279	277
Child Care	\$84,151.29	\$68,236.53	106	125
LEAP	\$0.00	\$82,213.83	0	82
Food Assistance	\$812,705.00	\$822,097.65	3642	3603
OOH Placements	\$193,873.48	\$167,312.64	191	181
CORE	\$28,432.58	\$20,375.27	120	107
Case Services	\$0.00	\$316.88	0	1
Total EBT Issuance:	\$1,310,409.42	\$1,359,257.69		
Medicaid Transportation	\$10,707.48	\$10,155.04	105	93
Child Welfare Intake Referrals:				
Total Referrals	72			
Screened In	48			
% Screened In	66.67%			
APS:				
Total Referrals:	36			
Screened in	20			
% Screened in	56%			
Open cases with Legal Authority	10			
Open cases w/o Legal Authority	46			
Total Ongoing Cases	56			
SEP/OLTC:				
Pending	38			
Total Caseload	350			

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 08/28/2018 - 09/25/2018

Vendor Name	Payment Date	Payment Amount	Number
FIOG Client Services	08/29/2018	225.00	176666
Black Hills Energy	08/29/2018	3,536.90	176667
Canon City Youth Soccer Association	08/29/2018	300.00	176668
Colorado Department of Revenue	08/29/2018	95.00	176669
Fremont County Public Health	08/29/2018	11,359.02	176670
Gobins, Inc.	08/29/2018	109.00	176671
Joe's Applilances	08/29/2018	448.60	176672
Roland Process Service & Investigations, LLC	08/29/2018	45.00	176673
Walmart Community/RFCSELLC	08/29/2018	735.57	176674
Walmart Community/RFCSELLC	08/29/2018	373.57	176675
Black Hills Energy	09/05/2018	660.20	176676
Black Hills Energy	09/05/2018	285.04	176677
Boys & Girls Club of Fremont County Inc.	09/05/2018	724.00	176678
City of Cañon City	09/05/2018	1,455.53	176679
Custer County DHS	09/05/2018	189.00	176680
Denver County DHS	09/05/2018	10.00	176681
El Paso County	09/05/2018	756.00	176682
Fed Ex	09/05/2018	20.78	176683
Fredrickson, Johnson & Belveal, LLC	09/05/2018	1,600.00	176684
Fremont County BOCC	09/05/2018	227,982.69	176685
Fremont Sanitation District	09/05/2018	1,575.95	176686
Gobins, Inc.	09/05/2018	1,061.17	176687
Jacqueline Grimmett	09/05/2018	1,050.00	176688
Istonish, Inc.	09/05/2018	1,276.50	176689
L.G. Printing Company	09/05/2018	215.00	176690
Magellan Investigations, LLC	09/05/2018	85.00	176691
Office Depot	09/05/2018	1,266.75	176692
Oklahoma Judicial Process Servers	09/05/2018	79.99	176693
SECOM, INC.	09/05/2018	208.52	176694
Jonathan K. Martinez	09/05/2018	111.64	176695
Verizon	09/05/2018	184.34	176696
Verizon Wireless	09/05/2018	2,263.65	176697
FIOG Client Services	09/05/2018	750.00	176698
Business Solutions Leasing	09/12/2018	914.45	176699
Canon City Chamber of Commerce	09/12/2018	375.00	176700
CCI Foundation	09/12/2018	350.00	176701
Fremont County Sheriff's Office	09/12/2018	38.21	176702
In & Out Conoco	09/12/2018	434.38	176703
Void	09/12/2018	0.00	176704
Island County Sheriff's Office	09/12/2018	70.00	176705
Joe's Applilances	09/12/2018	428.98	176706
King Soopers Customer Charges	09/12/2018	39.39	176707
Meals on Wheels of Canon City, Colorado, Inc.	09/12/2018	497.00	176708
Offerson Toner	09/12/2018	1,062.59	176709
J&L Noble Property, LLC	09/12/2018	545.00	176710
Pueblo Bank & Trust	09/12/2018	27.50	176711
Quality Inn & Suites	09/12/2018	780.30	176712
Rocky Mountain Behavioral Health, Inc.	09/12/2018	970.00	176713
Spokane Computer, Inc.	09/12/2018	334.00	176714
VISA	09/12/2018	1,719.79	176715
Medicaid Transportation	09/18/2018	50.02	176716
Medicaid Transportation	09/18/2018	42.23	176717
Medicaid Transportation	09/18/2018	116.44	176718
Medicaid Transportation	09/18/2018	528.08	176719
Medicaid Transportation	09/18/2018	117.66	176720
Medicaid Transportation	09/18/2018	22.14	176721
Medicaid Transportation	09/18/2018	62.32	176722
Medicaid Transportation	09/18/2018	41.00	176723
Medicaid Transportation	09/18/2018	99.22	176724
Medicaid Transportation	09/18/2018	466.99	176725
Medicaid Transportation	09/18/2018	220.58	176726

Medicaid Transportation	09/18/2018	511.68	176727
Medicaid Transportation	09/18/2018	219.35	176728
Medicaid Transportation	09/18/2018	341.12	176729
Medicaid Transportation	09/18/2018	139.81	176730
Medicaid Transportation	09/18/2018	97.99	176731
Medicaid Transportation	09/18/2018	27.47	176732
Medicaid Transportation	09/18/2018	891.75	176733
Medicaid Transportation	09/18/2018	161.95	176734
Medicaid Transportation	09/18/2018	31.98	176735
Medicaid Transportation	09/18/2018	242.72	176736
Medicaid Transportation	09/18/2018	128.33	176737
Medicaid Transportation	09/18/2018	34.85	176738
Medicaid Transportation	09/18/2018	50.02	176739
Medicaid Transportation	09/18/2018	45.51	176740
Medicaid Transportation	09/18/2018	84.46	176741
Medicaid Transportation	09/18/2018	242.31	176742
Medicaid Transportation	09/18/2018	278.39	176743
Medicaid Transportation	09/18/2018	111.93	176744
Medicaid Transportation	09/18/2018	8.20	176745
Medicaid Transportation	09/18/2018	27.88	176746
Medicaid Transportation	09/18/2018	202.13	176747
Medicaid Transportation	09/18/2018	75.85	176748
Medicaid Transportation	09/18/2018	92.66	176749
Medicaid Transportation	09/18/2018	171.76	176750
Medicaid Transportation	09/18/2018	28.29	176751
Medicaid Transportation	09/18/2018	194.34	176752
Medicaid Transportation	09/18/2018	193.52	176753
Medicaid Transportation	09/18/2018	63.96	176754
Medicaid Transportation	09/18/2018	76.26	176755
Medicaid Transportation	09/18/2018	93.89	176756
Medicaid Transportation	09/18/2018	32.30	176757
Medicaid Transportation	09/18/2018	64.37	176758
Medicaid Transportation	09/18/2018	45.51	176759
Medicaid Transportation	09/18/2018	95.12	176760
Medicaid Transportation	09/18/2018	127.92	176761
Medicaid Transportation	09/18/2018	162.77	176762
Medicaid Transportation	09/18/2018	429.40	176763
Medicaid Transportation	09/18/2018	212.79	176764
Medicaid Transportation	09/18/2018	29.11	176765
Senior Services Solutions Plus	09/18/2018	1,839.13	176766
Medicaid Transportation	09/18/2018	202.13	176767
Medicaid Transportation	09/18/2018	99.22	176768
Medicaid Transportation	09/18/2018	45.51	176769
Medicaid Transportation	09/18/2018	19.68	176770
Medicaid Transportation	09/18/2018	172.20	176771
Medicaid Transportation	09/18/2018	123.00	176772
Medicaid Transportation	09/18/2018	51.66	176773
Medicaid Transportation	09/18/2018	145.55	176774
Atmos Energy	09/19/2018	42.07	176775
FIOG Client Services	09/19/2018	750.00	176776
Colorado Bureau of Investigations	09/19/2018	254.00	176777
Dahlstrom & Company	09/19/2018	155.00	176778
Domino's Pizza	09/19/2018	29.07	176779
Driskell Services, Inc.	09/19/2018	55.00	176780
Federal Document Shredding, Inc.	09/19/2018	585.00	176781
The Florence Citizen	09/19/2018	24.24	176782
Fremont County BOCC	09/19/2018	231,202.71	176783
King Soopers Customer Charges	09/19/2018	50.00	176784
Stacie Kwitek-Russell	09/19/2018	27.36	176785
Mark B. Kwitek	09/19/2018	1,000.00	176786
Matthew Bender & Co., Inc.	09/19/2018	466.61	176787
Chafee Client Services	09/19/2018	95.00	176788
Pitney Bowes, Inc.	09/19/2018	555.09	176789
Progressive Services, Inc.	09/19/2018	443.56	176790
Prudent Publishing	09/19/2018	264.21	176791
Roland Process Service & Investigations, LLC	09/19/2018	165.00	176792
Barry Acton	09/20/2018	12.00	176793

James Arthur	09/20/2018	120.35	176794
Diane Bengé	09/20/2018	113.15	176795
Scott Blair	09/20/2018	62.00	176796
Kelly Broomfield	09/20/2018	196.50	176797
Kristine Brown	09/20/2018	796.50	176798
Jenifer Burbank	09/20/2018	95.00	176799
Kora Burrell	09/20/2018	267.28	176800
Patricia Espinoza	09/20/2018	27.00	176801
Paul Espinoza	09/20/2018	80.30	176802
Kristen Feller	09/20/2018	329.65	176803
Mary Tina Gurule	09/20/2018	68.40	176804
Melanie Herold	09/20/2018	100.00	176805
Britni Huebschman,	09/20/2018	153.50	176806
Dani Jones	09/20/2018	98.50	176807
Shannon Kinahan	09/20/2018	414.17	176808
Stacie Kwitek-Russell	09/20/2018	172.43	176809
Michelle Lach	09/20/2018	12.00	176810
Nancy Leonard	09/20/2018	72.50	176811
Christen LoPresti	09/20/2018	319.35	176812
Shelly Mathews	09/20/2018	93.00	176813
Janell Miller	09/20/2018	289.12	176814
Lynne Monahan	09/20/2018	226.70	176815
Angela Near	09/20/2018	55.70	176816
Daniel Nix	09/20/2018	310.85	176817
Linda Potter	09/20/2018	151.95	176818
Kara Reichert	09/20/2018	478.39	176819
Terri Rommel-Ruiz	09/20/2018	733.40	176820
Alexis Schechter	09/20/2018	248.45	176821
Michelle Short	09/20/2018	15.50	176822
Vivian Simon	09/20/2018	16.00	176823
Kim Tauber	09/20/2018	92.00	176824
Amanda Whitt	09/20/2018	175.50	176825
Anna Widger	09/20/2018	379.27	176826
Molly Willard	09/20/2018	743.35	176827
Jacquelyn Wilner	09/20/2018	142.95	176828
Kendyl Yates	09/20/2018	13.40	176829

Bank Code APBNK-HS Summary

Payment Type	Payable	Payment	Payment
Regular Checks	216	163	524,000.44
Manual Checks	0	0	0.00
Voided Checks	0	1	0.00
Bank Drafts	0	0	0.00
EFT's	0	0	0.00
	216	164	524,000.44

Summary Budget Report

Fremont County, CO Human Services

Account Summary

For Fiscal: 2018 Period Ending: 08/31/2018

	<u>2018 Budget</u>	<u>August Activity</u>	<u>YTD</u>	<u>% Remaining</u>
Revenue				
Current Property Taxes	1,173,228.00	21,929.34	1,137,237.54	0.03
Delinquent Taxes	1,500.00	260.08	1,116.05	0.26
Specific Ownership Tax	183,913.00	18,584.71	130,018.77	0.29
Other Financing Sources	80,000.00	1,517.60	33,847.70	0.58
Interest & Penalties	927.00	930.39	2,145.22	1.31
Program Revenue	6,892,003.00	491,820.06	4,016,022.98	0.42
Donations	0.00	0.00	301.14	0.00
Deferred Revenues	351,970.00	13,481.32	164,720.61	0.53
Revenue Total:	8,683,541.00	548,523.50	5,485,410.01	0.37
Expense				
Salaries	5,130,220.00	348,866.25	3,034,884.44	0.41
Health Insurance	938,585.00	63,596.93	522,405.60	0.44
Life Insurance	6,770.00	329.77	2,706.55	0.60
Medicare	77,324.00	5,152.43	43,118.94	0.44
Retirement	154,328.00	9,275.60	74,278.83	0.52
Social Security	305,106.00	20,621.23	178,537.50	0.41
Unemployment	15,668.00	997.88	9,412.57	0.40
Workers Comp	0.00	5,997.58	22,768.76	0.00
RMS	21,814.00	0.00	0.00	0.40
Contract Services	319,352.00	9,408.38	158,853.66	0.50
Training Speakers	900.00	0.00	800.00	0.11
Tuition	750.00	0.00	0.00	1.00
Utilities	92,091.00	11,233.67	59,217.72	0.36
Building Maintenance	3,600.00	0.00	5,600.00	-0.56
Equipment Maintenance	55,084.00	13,904.80	21,200.15	0.62
Equipment Rental	15,283.00	914.45	7,657.60	0.50
Travel/Training	126,368.00	8,667.08	65,819.72	0.48
Client Transportation	13,000.00	190.00	2,123.11	0.84
Advertising	1,400.00	0.00	20.00	0.99
Telephone	53,025.00	2,907.50	22,760.52	0.57
Printing & Forms	3,400.00	210.00	725.25	0.79
Legal Fees	200.00	24.24	353.46	-0.77
Books/Subscriptions	5,165.00	0.00	672.08	0.87
Office Supplies	121,557.00	9,175.04	37,222.23	0.69
Postage	26,900.00	1,828.34	14,159.69	0.47
Document Scanning	30,700.00	0.00	0.00	1.00
Witness/Process Service	6,000.00	450.02	3,844.23	0.36
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	3,325.00	4,210.00	0.40
Audit Fees	10,925.00	0.00	7,580.00	0.31
Vital Records	100.00	10.00	90.00	0.10
Fingerprinting	7,064.00	141.00	1,619.50	0.77
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	11,771.23	143,389.00	0.15
Program Expense	988,045.00	61,392.95	445,890.71	0.55
EBT Costs	10,800.00	1,672.46	6,607.46	0.39
Non Reimbursable	36,000.00	5,912.30	26,276.87	0.27
Over/Collect	0.00	9,085.41	850.00	0.00
Expense Total:	8,767,150.00	607,061.54	4,926,584.02	0.44
Report Surplus (Deficit):	-83,609.00	-58,538.04	558,825.99	7.68

Director's Report
September 2018

To: Board of Human Services

From: Stacie Kwitek-Russell

- I participated in the CHSDA monthly Legislative, Executive and Children & Families committee meetings as well as Child Welfare Sub-PAC & PAC. A lot of information was discussed regarding the increased placement rates, rules that are being drafted for CCCAP (childcare), and the Family First Act planning for implementation.
- The supervisors and management team met with representatives from the Sheriff's Office, Florence Police Department and Canon City Police Department on September 11th to begin a Safety Training and implementation of a crisis plan. The second meeting is being held on the 19th and it will be a more in depth training.
- We met with many of our early childhood partners to initiate an application for the 2GO-2 Gen Grant made available by the Governor to allow communities to implement strategies to build systems that will better serve families by assessing and meeting the needs of the entire family, not just the children. Starpoint's Family Center will submit the application for our community.
- The Department was successful in entering into a contract with Solvista Health to provide domestic violence evaluations and services for child welfare families that are not criminally charged with domestic violence, but concerns exist regarding violence within the home. They are currently only state approved for domestic violence offender services for males, but we continue to seek a female provider.
- I have participated in two strategy development sessions with Public Health and other stakeholders to help develop their Public Health Improvement Plan, specific to behavioral health and tobacco use.
- Adult Protection staff will have a booth at the Senior Fair on September 28th.
- Recruitment and Retention of staff continues to be a tremendous challenge. We were successfully recently in filling our Special Projects Coordinator position, as well as two Child Welfare caseworkers. We still have two technician and one caseworker positions to fill.