

DIRECTOR
Stacie Kwitek-Russell
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 HUMAN SERVICES MEETING
to be held at the
FREMONT COUNTY ADMINISTRATION BUILDING
615 Macon, Conference Room # 208
Canon City, CO 81212
July 31, 2018, 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of June 26, 2018
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
 - A. Pathways Update
- VII. New Business
 - A. Safety Training and Drill
 - B. CMOLTC Business Continuity Plan
 - C. Provider Rate Increases
 - D. IV-E Waiver MOU
 - E. Core Services Plan
 - F. Request for Commissioners at Christmas Party
 - G. Citizens Review Panel Appointment

DIRECTOR
Stacie Kwitek-Russell
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

June 26, 2018
2018 MEETING #5

The Fremont County Board of Human Services (BOHS) met in Regular Session on Tuesday, June 26, 2018, in Conference Room 208 at the Fremont County Administration Building, 615 Macon, Canon City, Colorado. Chairman McFall called the meeting to order at 2:03 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, Wanda Embrey-Goss, Agency Administrator, Department of Human Services (DHS), and Kimberly Grondahl, DHS.

MINUTES: Board Member Bell moved, duly seconded by Board Member Payne, to accept the minutes of the May 29, 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: Wanda Embrey-Goss stated an additional item pertaining to the Pathways to Success program needs added under New Business. Board Member Payne moved, duly seconded by Board Member Bell, to approve the agenda with the addition being noted for the June 26, 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 Bell moved, duly seconded by Board Member Payne to accept the May 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 that Wanda Embrey-Goss presented to the Board. The report included updates and information on the following topics: Kindred Kids Child Advocacy Center, the State Board of Human Services meeting that was hosted by Fremont County, a synopsis of the CCI conference and the other meetings and committees she has participated in during the month, her upcoming schedule, and recent personnel changes within the Department.

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

OLD BUSINESS:

The Detox Center has not made additional progress, thus the money that was approved to use out of TANF funds will not be expended in this state fiscal year.

NEW BUSINESS:

Wanda Embrey-Goss discussed updates within the Employment First program. She explained it is mandatory to have Employment First but there are different options available to Counties. She discussed how the program works, the funding that is available to Fremont County, and the overall impact each option presents. After a full discussion, Board Member Payne moved to select the "opt out" option of the Employment First program, duly seconded by Board Member Bell. Upon vote: Board Member Bell, aye; Board Member Payne, aye; Board Member McFall, aye. The motion carried.

The next item discussed was the Pathways to Success program. Wanda Embrey-Goss informed the Board the employee that has been working in the program gave their resignation notice. She stated Pathways has never taken off as well as it could

because of the stigma of it being provided by the Department. However, COG has expressed interest in taking over the program. There were questions regarding what services the program offers, and the overall goal of the program. After discussion, Board Member Bell moved to approve the transition of Pathways to Success to COG, duly seconded by Board Member Payne. Upon vote: Board Member Bell, aye; Board Member Payne, aye; Board Member McFall, aye. The motion carried.

The meeting adjourned at 2:14 p.m.



Chairman, Fremont County Board of Human Services

07/31/2018

Date



Secretary

07/31/2018

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR JUNE 2018

\$ 1,266,471.78

WARRANTS ISSUED JUNE 26, 2018 THROUGH JULY 31, 2018

6/27/2018	210,389.45
7/5/2018	20,136.60
7/12/2018	268,873.42
7/16/2018	11,355.77
7/18/2018	4,306.98
7/19/2018	5,612.09
7/26/2018	225,301.28
Total	\$745,975.59

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.

31-Jul-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 31st day of July, 2018.



Chairman McFall

Commissioner Bell *Absent*



Commissioner Payne

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

EBT Issuance	<u>Amount Issued</u>	<u>YTD AVG</u>	<u>Caseload Count</u>	<u>YTD AVG</u>
TANF	\$97,510.94	\$108,149.98	291	321
AND	\$32,490.86	\$29,304.06	139	139
OAP	\$68,837.67	\$64,325.48	280	276
Child Care	\$71,390.04	\$65,012.04	130	129
LEAP	\$0.00	\$109,618.44	0	109
Food Assistance	\$807,699.00	\$828,058.04	3586	3606
OOH Placements	\$168,293.44	\$163,732.62	187	178
CORE	\$19,429.83	\$18,127.33	88	104
Case Services	\$820.00	\$289.17	1	1
Total EBT Issuance:	\$1,266,471.78	\$1,386,617.15		
Medicaid Transportation	\$11,355.77	\$9,862.84	132	89
Child Welfare Intake Referrals:				
Total Referrals	62			
Screened In	32			
% Screened In	51.61%			
APS:				
Total Referrals:	22			
Screened in	13			
% Screened in	59%			
Open cases with Legal Authority	10			
Open cases w/o Legal Authority	28			
Total Ongoing Cases	38			

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 06/26/2018 - 07/31/2018

Vendor Name	Payment Date	Payment Amount	Number
Black Hills Energy	06/27/2018	4,140.76	176332
Canon City Chamber of Commerce	06/27/2018	411.11	176333
Colorado Department of Revenue	06/27/2018	95.00	176334
Colorado Department of Revenue	06/27/2018	95.00	176335
Fed Ex	06/27/2018	15.69	176336
FIOG Client Services	06/27/2018	25.00	176337
Fremont County BOCC	06/27/2018	195,924.36	176338
Fremont County BOCC	06/27/2018	1,249.97	176339
Howard Disposal	06/27/2018	45.00	176340
Inland Empire Court Services, LLC	06/27/2018	230.00	176341
FIOG Client Services	06/27/2018	25.00	176342
Offerson Toner	06/27/2018	487.03	176343
Office Depot	06/27/2018	1,243.00	176344
Pitney Bowes, Inc.	06/27/2018	171.00	176345
Quality Inn & Suites	06/27/2018	112.20	176346
River Valley Plumbing & Heating	06/27/2018	2,005.00	176347
Rocky Mountain Behavioral Health, Inc.	06/27/2018	1,740.70	176348
FIOG Client Services	06/27/2018	200.00	176349
VISA	06/27/2018	80.32	176350
Walmart Community/RFCSELLC	06/27/2018	2,077.36	176351
Walmart Community/RFCSELLC	06/27/2018	15.95	176352
Cañon Exploratory School	07/05/2018	257.24	176353
City of Cañon City	07/05/2018	1,136.53	176354
Fed Ex	07/05/2018	8.99	176355
Elizabeth Fredrickson	07/05/2018	775.00	176356
Fremont County BOCC	07/05/2018	4,077.16	176357
Fremont Sanitation District	07/05/2018	1,132.25	176358
Gobins, Inc.	07/05/2018	786.62	176359
King Soopers Customer Charges	07/05/2018	74.56	176360
MGT OF AMERICA, LLC	07/05/2018	7,580.00	176361
Office Depot	07/05/2018	552.92	176362
Pitney Bowes, Inc.	07/05/2018	475.96	176363
Rocky Mountain Behavioral Health, Inc.	07/05/2018	375.00	176364
SECOM, INC.	07/05/2018	230.90	176365
Jonathan K. Martinez	07/05/2018	222.44	176366
Verizon	07/05/2018	184.34	176367
Verizon Wireless	07/05/2018	2,266.69	176368
Alamosa County DHS	07/11/2018	189.00	176369
Thomas E. Brown, Attorney at Law, PA	07/11/2018	1,600.00	176370
Cañon Academy of Gymnastics	07/11/2018	122.00	176371
City of Cañon City	07/11/2018	510.38	176372
Colorado Department of Revenue	07/11/2018	95.00	176373
Colorado Department of Revenue	07/11/2018	28.00	176374
Family Crisis Services	07/11/2018	36,063.68	176375
FIOG Client Services	07/11/2018	25.00	176376
The Florence Citizen	07/11/2018	23.83	176377
Fremont County BOCC	07/11/2018	224,261.17	176378
In & Out Conoco	07/11/2018	440.00	176379
Void	07/11/2018	0.00	176380
Jim's Tire Service, Inc.	07/11/2018	750.00	176381
King Soopers Customer Charges	07/11/2018	52.83	176382
FIOG Client Services	07/11/2018	695.80	176383
Lincoln County Treasurers Office	07/11/2018	74.00	176384
Master Printers	07/11/2018	321.92	176385

Chafee Client Services	07/11/2018	25.00	176386
Office Depot	07/11/2018	32.74	176387
Chafee Client Services	07/11/2018	150.00	176388
VISA	07/11/2018	3,413.07	176389
Medicaid Transportation	07/16/2018	78.72	176390
Medicaid Transportation	07/16/2018	91.84	176391
Medicaid Transportation	07/16/2018	209.92	176392
Medicaid Transportation	07/16/2018	7.60	176393
Medicaid Transportation	07/16/2018	565.80	176394
Medicaid Transportation	07/16/2018	86.58	176395
Medicaid Transportation	07/16/2018	91.43	176396
Medicaid Transportation	07/16/2018	104.14	176397
Medicaid Transportation	07/16/2018	357.11	176398
Medicaid Transportation	07/16/2018	27.06	176399
Medicaid Transportation	07/16/2018	481.75	176400
Medicaid Transportation	07/16/2018	79.54	176401
Medicaid Transportation	07/16/2018	390.73	176402
Medicaid Transportation	07/16/2018	149.65	176403
Medicaid Transportation	07/16/2018	184.91	176404
Medicaid Transportation	07/16/2018	27.47	176405
Medicaid Transportation	07/16/2018	22.96	176406
Medicaid Transportation	07/16/2018	707.25	176407
Medicaid Transportation	07/16/2018	93.48	176408
Medicaid Transportation	07/16/2018	357.11	176409
Medicaid Transportation	07/16/2018	63.96	176410
Medicaid Transportation	07/16/2018	214.84	176411
Medicaid Transportation	07/16/2018	12.30	176412
Medicaid Transportation	07/16/2018	25.01	176413
Medicaid Transportation	07/16/2018	168.92	176414
Medicaid Transportation	07/16/2018	113.16	176415
Medicaid Transportation	07/16/2018	172.61	176416
Medicaid Transportation	07/16/2018	56.17	176417
Medicaid Transportation	07/16/2018	60.27	176418
Medicaid Transportation	07/16/2018	137.35	176419
Medicaid Transportation	07/16/2018	201.72	176420
Medicaid Transportation	07/16/2018	674.04	176421
Medicaid Transportation	07/16/2018	122.59	176422
Medicaid Transportation	07/16/2018	121.77	176423
Medicaid Transportation	07/16/2018	28.29	176424
Medicaid Transportation	07/16/2018	226.73	176425
Medicaid Transportation	07/16/2018	127.10	176426
Medicaid Transportation	07/16/2018	73.39	176427
Medicaid Transportation	07/16/2018	99.22	176428
Medicaid Transportation	07/16/2018	166.87	176429
Medicaid Transportation	07/16/2018	152.93	176430
Medicaid Transportation	07/16/2018	146.37	176431
Medicaid Transportation	07/16/2018	182.04	176432
Medicaid Transportation	07/16/2018	95.12	176433
Medicaid Transportation	07/16/2018	425.58	176434
Medicaid Transportation	07/16/2018	205.00	176435
Medicaid Transportation	07/16/2018	352.60	176436
Medicaid Transportation	07/16/2018	11.48	176437
Senior Services Solutions Plus	07/16/2018	1,735.24	176438
Medicaid Transportation	07/16/2018	157.85	176439
Medicaid Transportation	07/16/2018	35.26	176440
Medicaid Transportation	07/16/2018	32.39	176441
Medicaid Transportation	07/16/2018	66.42	176442
Medicaid Transportation	07/16/2018	104.14	176443
Medicaid Transportation	07/16/2018	277.98	176444
Medicaid Transportation	07/16/2018	30.75	176445
Medicaid Transportation	07/16/2018	101.68	176446

Medicaid Transportation	07/16/2018	34.44	176447
Medicaid Transportation	07/16/2018	19.68	176448
Medicaid Transportation	07/16/2018	207.46	176449
Atmos Energy	07/18/2018	41.88	176450
Black Hills Energy	07/18/2018	411.14	176451
Business Solutions Leasing	07/18/2018	914.45	176452
Colorado Bureau of Investigations	07/18/2018	237.00	176453
Colorado Department of Public Safety	07/18/2018	190.00	176454
The Florence Citizen	07/18/2018	25.08	176455
Chafee Client Services	07/18/2018	25.00	176456
Jim's Tire Service, Inc.	07/18/2018	354.08	176457
Joe's Appliance	07/18/2018	241.56	176458
Master Printers	07/18/2018	530.00	176459
Offerson Toner	07/18/2018	521.79	176460
Rocky Mountain Behavioral Health, Inc.	07/18/2018	770.00	176461
Roland Process Service & Investigations, LLC	07/18/2018	45.00	176462
Barry Acton	07/19/2018	209.00	176463
James Arthur	07/19/2018	38.75	176464
Nicole Bartell	07/19/2018	149.00	176465
Diane Bengel	07/19/2018	46.50	176466
Kelly Broomfield	07/19/2018	120.00	176467
Kristine Brown	07/19/2018	326.00	176468
Kora Burrell	07/19/2018	226.00	176469
Kristen Feller	07/19/2018	638.90	176470
Mary Tina Gurule	07/19/2018	18.30	176471
Melanie Herold	07/19/2018	68.50	176472
Britni Huebschman,	07/19/2018	57.00	176473
Cindy Jones-Shoeman	07/19/2018	26.00	176474
Michelle Lach	07/19/2018	8.00	176475
Nancy Leonard	07/19/2018	45.75	176476
Christen LoPresti	07/19/2018	242.45	176477
Shelly Mathews	07/19/2018	110.50	176478
Janell Miller	07/19/2018	156.32	176479
Lynne Monahan	07/19/2018	152.40	176480
Angela Near	07/19/2018	31.50	176481
Daniel Nix	07/19/2018	364.80	176482
Linda Potter	07/19/2018	304.25	176483
Kara Reichert	07/19/2018	402.08	176484
Terri Rommel-Ruiz	07/19/2018	140.85	176485
Roxanne Schuster	07/19/2018	160.21	176486
Michelle Short	07/19/2018	43.50	176487
Mick Stumph	07/19/2018	109.00	176488
Tonia Sutton	07/19/2018	214.97	176489
Kim Tauber	07/19/2018	37.50	176490
Amanda Whitt	07/19/2018	42.00	176491
Anna Widger	07/19/2018	398.50	176492
Molly Willard	07/19/2018	540.26	176493
Jacquelyn Wilner	07/19/2018	105.20	176494
Kendyl Yates	07/19/2018	78.10	176495
M.K. Tatum	07/26/2018	300.84	176496
Fremont County BOCC	07/26/2018	222,580.20	176497
Journey to Home Cañon City, LLC	07/26/2018	90.00	176498
Cañon City Apartments, LP	07/26/2018	40.00	176499
Offerson Toner	07/26/2018	347.31	176500
Reserve Account	07/26/2018	1,661.13	176501
Walmart Community/RFCSELLC	07/26/2018	85.47	176502
Walmart Community/RFCSELLC	07/26/2018	196.33	176503
		<u>745,975.59</u>	

Bank Code APBNK-HS Summary

Payment Type	Payable	Payment	Payment
Regular Checks	209	171	745,975.59
Manual Checks	0	0	0
Voided Checks	0	1	0
Bank Drafts	0	0	0
EFT's	0	0	0
	<hr/>	<hr/>	<hr/>
	209	172	745,975.59

Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2018 Period Ending: 06/30/2018

	<u>Budget</u>	<u>June Activity</u>	<u>YTD</u>	<u>% Remaining</u>
Revenue				
Current Property Taxes	1,173,228.00	239,745.24	1,096,298.13	0.07
Delinquent Taxes	1,500.00	77.16	733.36	0.51
Specific Ownership	183,913.00	17,633.15	96,200.89	0.48
Other Financing Sources	80,000.00	1,637.53	30,796.01	0.62
Interest & Penalties	927.00	190.65	644.15	0.31
Program Revenue	6,892,003.00	496,380.73	3,081,517.04	0.55
Donations	0.00	0.00	301.14	0.00
Deferred Revenue	351,970.00	35,647.60	103,098.38	0.71
Revenue Total:	8,683,541.00	791,312.06	4,409,589.10	0.49
Expense				
Salaries	5,130,220.00	364,124.19	2,341,030.28	0.54
Health Insurance	938,585.00	31,558.74	396,258.60	0.58
Life Insurance	6,770.00	162.40	2,051.43	0.70
Medicare	77,324.00	5,427.35	32,868.25	0.57
Retirement	154,328.00	9,358.71	58,680.33	0.62
Social Security	305,106.00	21,797.08	137,526.53	0.55
Unemployment	15,668.00	1,082.35	7,427.97	0.53
Workers Compensation	0.00	4,767.45	10,790.76	0.00
OAP & Medicaid RMS	383,209.00	35,185.80	206,327.30	0.46
Contracts	319,352.00	34,952.45	129,004.07	0.60
Speakers	900.00	0.00	800.00	0.11
Tuition	750.00	0.00	0.00	1.00
Utilities	92,091.00	5,438.96	45,673.39	0.50
Building Maintenance	3,600.00	0.00	5,600.00	-0.56
Equipment Maintenance	55,084.00	968.17	6,508.73	0.88
Equipment Rental	15,283.00	1,085.45	5,828.70	0.62
Travel	126,368.00	7,143.77	49,468.80	0.61
Client Transportation	13,000.00	245.00	1,628.11	0.87
Advertising	1,400.00	0.00	20.00	0.99
Telephone	53,025.00	2,497.59	17,171.09	0.68
Printing & Forms	3,400.00	9.00	515.25	0.85
Legal Fees	200.00	98.33	280.31	-0.40
Books & Subscriptions	5,165.00	0.00	672.08	0.87
Office Supplies	121,557.00	7,038.38	24,954.40	0.79
Postage	26,900.00	1,466.39	10,339.31	0.62
Document Scanning	30,700.00	0.00	0.00	1.00
Expert Witness/Process Service	6,000.00	723.84	3,052.77	0.49
Interpreter	6,400.00	204.93	584.62	0.91
Destruction of Records	2,000.00	0.00	0.00	1.00
Dues/Memberships	7,000.00	270.00	885.00	0.87
Audit Fees	10,925.00	0.00	0.00	1.00
Vital Statistics	100.00	0.00	80.00	0.20
Fingerprinting	7,064.00	395.00	1,399.50	0.80
Foster Parent Training	5,330.00	0.00	84.00	0.98
Registration Fees	150.00	0.00	0.00	1.00
RMS	-361,395.00	-35,185.80	-206,327.30	0.43
TANF Burial	0.00	259.25	259.25	0.00
Client Services	168,746.00	22,871.64	118,301.97	0.30
Program Expense	988,045.00	44,679.51	338,324.69	0.66
EBT Costs	10,800.00	822.50	4,935.00	0.54
Non-Reimbursable	36,000.00	4,253.09	16,463.17	0.66
Expense Total:	8,767,150.00	573,701.52	3,769,468.36	0.57
Fund Balance	-83,609.00	217,610.54	640,120.74	

**Expenditures / SFY Allocation
30-Jun**

	Allocation	YTD SFY Expenses	% Used	Under/(Over)
County Admin	1,001,092.25	827,366.69	82.65%	173,725.56
HCPF Admin	676,923.35	723,679.52	106.91%	-46,756.17
APS Admin	267,318.34	165,679.64	61.98%	101,638.70
Child Care	894,004.16	895,373.20	100.15%	-1,369.04
TANF	1,976,747.00	1,950,707.36	98.68%	26,039.64
Child Welfare	4,255,619.18	4,007,563.79	94.17%	248,055.39
Core Services	1,089,694.21	1,002,761.82	92.02%	86,932.39

* Additional Allocation given in June:

Child Welfare 144,834.18

** An adjusting close-out will be posted to June by the State. It is anticipated that County Admin will cover HCPF Admin, and that Child Care will be covered by the balance of state.

Director's Report

July 2018

To: Board of Human Services

From: Stacie Kwitek-Russell

- The week of July 9th, we held our customer service training. It was a mandatory 12-hour training for all staff. Only a few individuals were excused for existing conflicts, but they will take the training when it is next offered in October. This training will be held quarterly for all new staff and those that may need a refresher in the course. The training team and managers are reviewing and planning around feedback that was received during and after the training to improve internal and external customer service.
- Interviews were held for the Special Projects Coordinator position, but it remains unfilled. We are advertising again for this position.
- Fremont County Emergency Manager, Jill Filer, met with our management team regarding the Department's role in an emergency and how we can be prepared if the need arises. It was very informative and we now know how to begin to plan more effectively to be prepared to assist when needed.
- On July 19th, I joined Magistrate Allen in presenting and leading a discussion at the Best Practice Court Team's monthly lunch and learn. We presented on Fremont County's rate of removal and length of stay for children in care. The group developed ideas about how we could impact our outcomes for the best interest of the children we serve.
- I met with the RE-1 Special Education Director regarding the development of an MOU and release of information for our work within the schools in their district. We worked to develop a document that met both of our agencies' needs.
- I participated in a meeting with our Family Services Program Administrator and the Social-Emotional Implementation Coach from RE-1 regarding the District's new Social Emotional initiative. We shared all of the resources we can offer to their students and families.
- We have begun budget discussions for 2019, as we received our notifications of State allocations for this fiscal year.
- I met with Chief Harvey regarding our work together on HB 1451 as Chair and Vice-Chair. We continue to develop strategies to fulfill the legislative intent of this group and fill gaps within the community.
- We have done a lot of work this month in Child Welfare regarding our services, ensuring that we have a broad range of services available to meet the varying needs of the children and families we serve. Additionally, we have been working on ensuring that the appropriate services are available to the public as prevention services.

- As was mentioned in previous meetings, CDHS was proposing a 10% increase for Basic Cash Assistance. This proposal was approved by the State Board of Human Services and will go into effect on September 1st.