

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
November 29, 2018, 2:00 p.m.

- I. Roll Call

- II. Approval of Minutes of October 30, 2018 Meeting

- III. Approval of the Agenda

- IV. Approval of Financial & Caseload Reports

- V. Director's Report

- VI. Old Business
 - A. Training Center
 - B. Christmas Party

- VII. New Business
 - A. Credit Limit
 - B. Homelessness Efforts

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October 30, 2018
2018 MEETING #10

The Fremont County Board of Human Services (BOHS) met in Regular Session on Tuesday, October 30, 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 September 25, 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 corrections for the agenda. Board Member Bell moved, duly seconded by Board Member Payne, to approve the October 30, 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 September 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 the Board with a written report identifying the various meetings she attended during the month, feedback received from employees through the Recruitment and Retention committee, hosting a day of training for the Canon City Chamber of Commerce Leadership program, and information on policies and projects the management team is currently working on.

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: Adoption Day is Friday, November 16th. It was decided Board Member Bell and Board Member Payne would attend the celebration and one of them would read the proclamation.

The next item on the agenda was regarding an update on the Regional Training Center. Stacie Kwitek-Russell stated at the present time, all trainings have been moved to a different location through March due to complaints that were received from trainers and a learner about alleged interactions they had encountered while staying in Fremont County. After a full discussion, it was determined Stacie Kwitek-Russell and Board Member Bell would follow-up with the Training Center representatives to make an effort to resolve the issue and continue the working relationship. Board Member Bell said to leave this item on the following month's agenda for an additional update.

NEW BUSINESS: Stacie Kwitek-Russell informed the Board there is discussion of a proposal for shared custody TANF. She said as of now, if custody is shared 50/50 the first parent to apply for TANF receives it. With the proposal, both parents would receive the full TANF benefit. Stacie Kwitek-Russell said there will be voices to oppose the proposal, and she will advise them if more action is needed by the Commissioners.

The meeting adjourned at 2:24 p.m.



Chairman, Fremont County Board of Human Services

11/29/2018

Date



Secretary

11/29/2018

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR OCTOBER 2018


\$ 1,290,914.69

WARRANTS ISSUED OCTOBER 30, 2018 THROUGH NOVEMBER 21, 2018

11/1/2018	240,355.83
11/7/2018	15,429.67
11/14/2018	233,857.36
11/16/2018	11,224.12
11/21/2018	4,344.30
11/21/2018	8,890.03
Total	\$514,101.31

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.

29-Nov-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 29th day of November, 2018.


Chairman McFall


Commissioner Bell


Commissioner Payne

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$113,777.69	\$106,155.86	314	308
AND	\$28,677.38	\$28,771.97	128	138
OAP	\$70,195.96	\$64,973.52	294	279
Child Care	\$52,976.50	\$64,687.64	108	123
LEAP	\$0.00	\$65,771.06	0	65
Food Assistance	\$805,214.00	\$818,037.22	3693	3615
OOH Placements	\$192,773.85	\$171,866.54	187	182
CORE	\$27,299.31	\$21,788.20	112	108
Case Services	\$0.00	\$253.50	0	1
Total EBT Issuance:	\$1,290,914.69	\$1,342,305.52		
Medicaid Transportation	\$9,792.54	\$10,156.72	88	93

Child Welfare Intake Referrals:	
Total Referrals	109
Screened In	33
% Screened In	30.28%

APS:	
Total Referrals:	23
Screened in	6
% Screened in	26%
Open cases with Legal Authority	9
Open cases w/o Legal Authority	31
Total Ongoing Cases	40

SEP/OLTC:	
Pending	42
Total Caseload	359

Workforce Development - September	
Cases	188
Open Activities	457
Pending Assesments	19
15-day Timliness	20%
August:	
37% Engagement	
Cumulative employment entry: (goal = 14.47%)	16.99%

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 10/30/2018 - 11/21/2018

Vendor Name	Payment Date	Payment Amount	Number
Black Hills Energy	11/01/2018	3,092.33	177022
Colorado Department of Revenue	11/01/2018	95.00	177023
Fed Ex	11/01/2018	19.50	177024
Fremont County BOCC	11/01/2018	231,164.41	177025
G.E.A.R.S.	11/01/2018	487.29	177026
James Henry	11/01/2018	750.00	177027
Laboratory Corporation of America	11/01/2018	152.00	177028
Offerson Toner	11/01/2018	1,194.34	177029
Creative Tile Works	11/01/2018	484.85	177030
SECOM, INC.	11/01/2018	216.35	177031
Social Security Administration	11/01/2018	2,699.76	177032
Black Hills Energy	11/07/2018	493.50	177033
Black Hills Energy	11/07/2018	269.63	177034
Canon City Police Department	11/07/2018	1,500.00	177035
City of Cañon City	11/07/2018	1,224.53	177036
Colorado Interactive, LLC	11/07/2018	8.00	177037
Country Green Apartments Sub, LLC.	11/07/2018	400.00	177038
Denver County DHS	11/07/2018	20.00	177039
Domino's Pizza	11/07/2018	42.74	177040
Fed Ex	11/07/2018	8.99	177041
Fredrickson, Johnson & Belveal, LLC	11/07/2018	294.89	177042
Fremont County BOCC	11/07/2018	667.46	177043
Fremont Sanitation District	11/07/2018	1,254.65	177044
Gobins, Inc.	11/07/2018	1,368.90	177045
Wally Enterprises, Inc.	11/07/2018	67.00	177046
In & Out Conoco	11/07/2018	235.00	177047
Joe's Appliances	11/07/2018	489.13	177048
King Soopers Customer Charges	11/07/2018	350.00	177049
Offerson Toner	11/07/2018	826.01	177050
Otero County DHS	11/07/2018	20.00	177051
FIOG Client Service	11/07/2018	300.00	177052
Legal Process Service	11/07/2018	85.00	177053
Jonathan K. Martinez	11/07/2018	313.92	177054
St. Johns County Sheriff's Office	11/07/2018	40.00	177055
Verizon	11/07/2018	184.34	177056
Verizon Wireless	11/07/2018	2,269.30	177057
VISA	11/07/2018	2,146.68	177058
IV-E Kinship Client Service	11/07/2018	550.00	177059
Atmos Energy	11/14/2018	242.55	177060
Black Hills Energy	11/14/2018	197.48	177061
Business Solutions Leasing	11/14/2018	914.45	177062
Colorado Department of Revenue	11/14/2018	95.00	177063
Lori Drexler	11/14/2018	1,070.00	177064
Fremont County BOCC	11/14/2018	229,693.47	177065
LexisNexis Risk Solutions	11/14/2018	130.85	177066
Maricopa Office of Vital Registration-MCOVR	11/14/2018	20.00	177067
Offerson Toner	11/14/2018	1,008.71	177068
Void	11/14/2018	0.00	177069
FIOG Client Service	11/14/2018	484.85	177070
Medicaid Transportation	11/19/2018	23.78	177071
Medicaid Transportation	11/19/2018	143.50	177072
Medicaid Transportation	11/19/2018	299.71	177073
Medicaid Transportation	11/19/2018	47.15	177074
Medicaid Transportation	11/19/2018	97.17	177075
Medicaid Transportation	11/19/2018	192.29	177076
Medicaid Transportation	11/19/2018	84.46	177077
Medicaid Transportation	11/19/2018	41.00	177078
Medicaid Transportation	11/19/2018	38.54	177079
Medicaid Transportation	11/19/2018	386.63	177080
Medicaid Transportation	11/19/2018	194.34	177081
Medicaid Transportation	11/19/2018	59.04	177082
Medicaid Transportation	11/19/2018	206.64	177083

Medicaid Transportation	11/19/2018	453.87	177084
Medicaid Transportation	11/19/2018	383.35	177085
Medicaid Transportation	11/19/2018	28.70	177086
Medicaid Transportation	11/19/2018	123.41	177087
Medicaid Transportation	11/19/2018	176.30	177088
Medicaid Transportation	11/19/2018	69.29	177089
Medicaid Transportation	11/19/2018	1,076.25	177090
Medicaid Transportation	11/19/2018	93.48	177091
Medicaid Transportation	11/19/2018	135.30	177092
Medicaid Transportation	11/19/2018	125.46	177093
Medicaid Transportation	11/19/2018	242.31	177094
Medicaid Transportation	11/19/2018	82.41	177095
Medicaid Transportation	11/19/2018	110.70	177096
Medicaid Transportation	11/19/2018	359.98	177097
Medicaid Transportation	11/19/2018	9.43	177098
Medicaid Transportation	11/19/2018	27.47	177099
Medicaid Transportation	11/19/2018	105.78	177100
Medicaid Transportation	11/19/2018	35.26	177101
Medicaid Transportation	11/19/2018	381.52	177102
Medicaid Transportation	11/19/2018	78.31	177103
Medicaid Transportation	11/19/2018	387.04	177104
Medicaid Transportation	11/19/2018	93.48	177105
Medicaid Transportation	11/19/2018	28.29	177106
Medicaid Transportation	11/19/2018	127.92	177107
Medicaid Transportation	11/19/2018	213.20	177108
Medicaid Transportation	11/19/2018	51.66	177109
Medicaid Transportation	11/19/2018	122.18	177110
Medicaid Transportation	11/19/2018	51.66	177111
Medicaid Transportation	11/19/2018	187.37	177112
Medicaid Transportation	11/19/2018	412.05	177113
Medicaid Transportation	11/19/2018	311.60	177114
Medicaid Transportation	11/19/2018	31.57	177115
Medicaid Transportation	11/19/2018	200.90	177116
Senior Services Solutions Plus	11/19/2018	1,218.25	177117
Medicaid Transportation	11/19/2018	5.74	177118
Medicaid Transportation	11/19/2018	66.42	177119
Medicaid Transportation	11/19/2018	792.12	177120
Medicaid Transportation	11/19/2018	3.69	177121
Medicaid Transportation	11/19/2018	79.95	177122
Medicaid Transportation	11/19/2018	501.84	177123
Medicaid Transportation	11/19/2018	31.98	177124
Medicaid Transportation	11/19/2018	88.16	177125
Medicaid Transportation	11/19/2018	304.22	177126
James Arthur	11/21/2018	63.30	177127
Diane Benge	11/21/2018	116.00	177128
Scott Blair	11/21/2018	72.50	177129
Kelly Broomfield	11/21/2018	172.50	177130
Kristine Brown	11/21/2018	888.40	177131
Jenifer Burbank	11/21/2018	290.48	177132
Kora Burrell	11/21/2018	487.15	177133
Logan Crumley	11/21/2018	28.50	177134
Joshua Curliss	11/21/2018	45.00	177135
Kristi Degarmo	11/21/2018	38.00	177136
Alexis Enslow	11/21/2018	399.91	177137
Patricia Espinoza	11/21/2018	208.55	177138
Paul Espinoza	11/21/2018	95.65	177139
Kristen Feller	11/21/2018	1,151.61	177140
Mary Tina Gurule	11/21/2018	171.65	177141
Melanie Herold	11/21/2018	73.50	177142
Dani Jones	11/21/2018	143.00	177143
Shannon Kinahan	11/21/2018	560.85	177144
Michelle Lach	11/21/2018	20.00	177145
Christen LoPresti	11/21/2018	169.45	177146
Shelly Mathews	11/21/2018	139.50	177147
Kelsey McCalla	11/21/2018	40.25	177148
Janell Miller	11/21/2018	168.45	177149
Lynne Monahan	11/21/2018	131.05	177150

Angela Near	11/21/2018	56.40	177151
Shaheen Raffii	11/21/2018	90.70	177152
Kara Reichert	11/21/2018	424.87	177153
Amanda Rodenbeck	11/21/2018	146.06	177154
Terri Rommel-Ruiz	11/21/2018	165.05	177155
Ieshia Salas	11/21/2018	319.35	177156
Michelle Short	11/21/2018	31.00	177157
Vivian Simon	11/21/2018	27.50	177158
Tonia Sutton	11/21/2018	86.00	177159
Kim Tauber	11/21/2018	76.00	177160
Amanda Whitt	11/21/2018	113.00	177161
Anna Widger	11/21/2018	507.55	177162
Molly Willard	11/21/2018	817.35	177163
Jacquelyn Wilner	11/21/2018	71.30	177164
Erin Yarian	11/21/2018	95.67	177165
Kendyl Yates	11/21/2018	186.98	177166
Amsterdam Printing & Litho	11/21/2018	293.27	177167
Colorado Bureau of Investigations	11/21/2018	671.50	177168
Dee's Pace	11/21/2018	500.00	177169
Fed Ex	11/21/2018	29.68	177170
The Florence Citizen	11/21/2018	80.67	177171
Joe's Appliances	11/21/2018	438.64	177172
Laboratory Corporation of America	11/21/2018	114.00	177173
Offerson Toner	11/21/2018	596.54	177174
Peak Printing, Inc.	11/21/2018	530.00	177175
Rocky Mountain Behavioral Health, Inc.	11/21/2018	1,090.00	177176

Payment Type	Payable	Payment	Payment
Regular Checks	188	154	514,101.31
Manual Checks	0	0	0.00
Voided Checks	0	1	0.00
Bank Drafts	0	0	0.00
EFT's	0	0	0.00
	188	155	514,101.31

Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2018 Period Ending: 10/31/2018

	2018 Budget	October Activity	YTD Activity	Percent Remaining
Revenue				
Current Property Taxes	1,173,228.00	4,240.49	1,147,238.36	2.22%
Delinquent Taxes	1,500.00	61.30	1,208.96	19.40%
Specific Ownership Tax	183,913.00	16,507.84	146,526.61	20.33%
Other Financing Sources	80,000.00	1,163.02	36,034.06	54.96%
Interests & Penalties	927.00	249.36	2,680.12	189.12%
Admin/Program Revenue	6,892,003.00	440,875.80	4,945,000.65	28.25%
Child Welfare Donation	0.00	0.00	301.14	0.00%
Deferred Revenue	351,970.00	10,566.12	184,444.95	47.60%
Revenue Total:	8,683,541.00	473,663.93	6,463,434.85	25.57%
Expense				
Salary Expense	5,130,220.00	350,587.32	3,737,513.19	27.15%
Health Insurance	938,585.00	70,210.59	664,339.26	29.22%
Life Insurance	6,770.00	319.00	3,351.87	50.49%
Medicare	77,324.00	5,103.41	53,411.84	30.92%
Retirement	154,328.00	9,427.68	93,276.76	39.56%
Social Security	305,106.00	20,488.53	219,806.60	27.96%
Unemployment	15,668.00	987.67	11,405.79	27.20%
Workers Compensation	0.00	5,995.64	34,734.56	0.00%
RMS	21,814.00	0.00	0.00	9.67%
Contract Services	319,352.00	3,644.12	165,298.73	48.24%
Title XX	900.00	0.00	800.00	11.11%
Tanf Admin Tuition	750.00	0.00	0.00	100.00%
Utilities	92,091.00	3,214.25	69,005.74	25.07%
Building Maintenance	3,600.00	0.00	6,600.00	-83.33%
Equipment Maintenance	55,084.00	1,014.08	24,655.16	55.24%
Equipment Rental	15,283.00	914.45	9,657.50	36.81%
Travel	126,368.00	18,814.58	94,120.61	25.52%
Client Transportation	13,000.00	175.00	2,503.11	80.75%
Advertising	1,400.00	0.00	20.00	98.57%
Telephone	53,025.00	2,857.15	28,274.18	46.68%
Printing & Forms	3,400.00	0.00	1,204.46	64.57%
Legal Fees	200.00	0.00	377.70	-88.85%
Books & Subscriptions	5,165.00	200.00	1,338.69	74.08%
Office Supplies	121,557.00	819.98	42,523.11	65.02%
Postage	26,900.00	1,436.37	17,348.96	35.51%
Document Scanning	30,700.00	0.00	0.00	100.00%
Expert Witness	6,000.00	388.73	6,246.80	-4.11%
Interpreter	6,400.00	0.00	584.62	90.87%
Document Destruction	2,000.00	0.00	585.00	70.75%
Dues & Memberships	7,000.00	0.00	4,210.00	39.86%
Audit Fees	10,925.00	0.00	7,580.00	30.62%
Vital Statistics	100.00	0.00	90.00	10.00%
Fingerprinting	7,064.00	86.00	1,880.50	73.38%
Foster Parent Training	5,330.00	0.00	84.00	98.42%
Fraud Registration Fees	150.00	0.00	0.00	100.00%
TANF Burial	0.00	0.00	259.25	0.00%
Client Services	168,746.00	11,715.46	169,236.69	-0.29%
Program Expense	988,045.00	63,316.24	573,531.13	41.95%
EBT Costs	10,800.00	836.23	8,279.92	23.33%
Non Reimbursable	36,000.00	8,691.72	40,520.41	-9.42%
Expense Total:	8,767,150.00	581,244.20	6,094,656.14	30.48%
Report Surplus (Deficit):	-83,609.00	-107,580.27	368,778.71	

Expenditures / SFY Allocation
31-Oct

	Allocation	Estimated Annual Expenses	Estimated % Used
County Admin	1,023,619.81	749,016.27	73.17%
HCPF Admin	686,412.94	708,340.68	103.19%
APS Admin	253,952.42	172,492.83	67.92%
Child Care	1,096,166.23	867,769.14	79.16%
Colo Works	1,877,910.00	1,798,439.49	95.77%
Child Welfare	4,177,230.31	3,377,326.89	80.85%
Core Services	1,094,836.10	849,858.00	77.62%

Director's Report
November 2018

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

- Along with my usual monthly meetings with CHSDA, Regional Directors, and community partners, I participated in four separate meetings to help find short term and long term solutions to assist individuals experiencing homelessness in Fremont County. Although there is no easy answer, there are several ideas being actively pursued to assist during these very cold winter months.
- I also had the opportunity to meet the CEO of Catholic Charities of the Diocese of Pueblo. He has been approached by members of St. Michael's congregation to provide assistance within Fremont County. We are trying to schedule a follow up meeting including the Family Resource Center to collaborate to meet community needs.
- On November 16th, we enjoyed another successful Adoption Day. Six children legally joined their forever families on that day!
- We have done some restructuring to our Front Desk/Application Initiation Unit, which transferred two staff to other units, eliminating the need for a supervisor for the remaining four staff. These staff will be supervised by the Agency Administrator. The supervisor position was eliminated and the FTE is being utilized to add an additional Trainer/Quality Assurance staff person.
- A great deal of time has been spent by many to collaborate with CDHS and the Colorado Child Welfare Training Center to resolve concerns they raised. With the recent decision to suspend hosting the CWTC, I am working on developing a proposal for the use of the space to meet the needs of DHS.
- We believe progress is being made to move us closer to being able to implement HS Connects, the workload management system from Arapahoe County. CDHS, Istonish and Arapahoe County are coordinating efforts to eliminate whatever barriers are standing in the way for Option 2 counties to move forward.