

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  
**May 28, 2019 2:00 p.m.**

- I. Roll Call
- II. Approval of Minutes of April 30, 2019 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
- VII. New Business
  - A. 2019/2020 SEP Lease
  - B. Staffing Update
  - C. Legal Representation

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# FREMONT COUNTY

## Department of Human Services

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April 30, 2019  
2019 MEETING #4

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, April 30, 2019, in Conference Room 208 at the Fremont County Administration Building, 615 Macon, Cañon 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, Stacie Kwitek-Russell, Director, Department of Human Services (DHS) and Sunny Bryant, County Manager.

**MINUTES:** Board Member McFall moved, duly seconded by Board Member Bell, to accept the minutes of the March 26, 2019 meeting with no additions or deletions. Upon vote: Board Member Bell, aye; Board Member McFall, aye; Board Member Payne, aye. The motion carried.

**AGENDA:** There were no additions or corrections to the agenda requested. Board Member Bell moved, duly seconded by Board Member McFall, to approve the April 30, 2019 meeting agenda. Upon vote: Board Member McFall, aye; Board Member Bell, aye, Board Member Payne, aye. The motion carried.

**FINANCIAL/CASELOAD REPORT:** Stacie Kwitek-Russell mentioned that CDHS is requiring quarterly accruals due to a federal audit that was completed. Sunny Bryant will follow up with Kim Grondahl for more details. Following review and discussion of the financial and caseload reports, Board Member McFall moved, duly seconded by Board Member Bell to accept the March financial and caseload reports. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

**DIRECTOR'S REPORT:** Stacie Kwitek-Russell provided the Board with a written report listing several meetings she attended during the past month and areas of interest she is focusing on within the community; as well as provided an update on various projects within the Department. There was further discussion around the collaboration with RE-1 to embed DHS staff within the schools as well as the first monthly New Employee Orientation. There was also discussion about all of the improvements at the DHS building, including landscaping and the remodel for the legal team.

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

### **OLD BUSINESS:**

The Board was provided a copy in advance of the proposed Single Entry Point Lease between Fremont County and the Fremont County Central Mountain Options for Long Term Care. The monthly lease amount will be \$1778.25 and it was noted that the SEP auditor did say that it was allowable to pay this amount retroactively to the beginning of the state fiscal year. After a discussion, Board Member McFall moved, duly seconded by Board Member Bell to approve and sign the SEP Lease. Upon vote: Board Member McFall, aye; Board Member Bell, aye, Board Member Payne, aye. The motion carried.

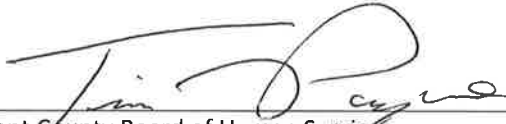
### **NEW BUSINESS:**

Stacie Kwitek-Russell discussed an issue that was raised during recent Recruitment & Retention efforts regarding all-staff training. Many staff requested more training and identified also that it is difficult to attend training when all teams have to

have coverage for calls, walk-ins, and other distractions. Stacie requested that the agency be allowed to close one day per quarter for professional development days. The agency holds "All Agency Quarterly Meetings" already, so these would be the ideal days to select for closure. The requested days for closure in 2019 would be July 31, 2019 and October 30, 2019. The 2020 dates would be January 29, April 29, July 29, and October 28. Stacie explained that all employees were invited to submit ideas for trainings and she provided the list to the BOHS. After a full discussion, Board Member Bell moved, duly seconded by Board Member McFall to approve DHS closure on the dates specified. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

The DHS Social Committee has requested that the agency be allowed to close for the annual Christmas Party on December 18, 2019 at 2:30 p.m. After a brief discussion, Board Member McFall moved, duly seconded by Board Member Bell to approve the Christmas Party closure. Upon vote: Board Member McFall, aye; Board Member Bell, aye, Board Member Payne, aye. The motion carried.

With there being no other business to discuss, the meeting adjourned at 2:14 p.m.



Chairman, Fremont County Board of Human Services

5/28/19

Date



Secretary

5/28/19

Date

STATE OF COLORADO  
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR APRIL 2019  
\$ 1,327,440.53

WARRANTS ISSUED APRIL 25, 2019 THROUGH MAY 22, 2019

5/2/2019	250,016.10
5/8/2019	15,688.92
5/15/2019	269,497.54
5/16/2019	13,577.66
5/22/2019	20,082.76
<b>Total</b>	<b>\$568,862.98</b>

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.

28-May-19  
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 28th day of May, 2019.

  
Chairman Payne

\_\_\_\_\_  
Commissioner Bell

  
Commissioner McFall

**Fremont County Department of Human Services  
April 2019 EBT Issuance & Caseload Information**

<b>EBT Issuance</b>	<b>Amount Issued</b>	<b>YTD AVG</b>	<b>Caseload Count</b>	<b>YTD AVG</b>
TANF	\$103,232.00	\$111,201.24	300	310
AND	\$35,075.88	\$33,647.14	148	144
OAP	\$79,147.28	\$75,021.16	272	279
Child Care	\$52,907.50	\$62,432.23	114	110
LEAP	\$26,861.20	\$73,860.45	65	315
Food Assistance	\$788,380.00	\$1,032,903.65	3637	3665
OOH Placements	\$219,040.07	\$227,094.93	191	190
CORE	\$22,796.60	\$28,346.34	158	151
Case Services	\$0.00	\$1,323.33	0	1
<b>Total EBT Issuance:</b>	<b>\$1,327,440.53</b>	<b>\$1,645,830.48</b>		
Medicaid Transportation	\$13,156.47	\$10,634.99	89	86

**Child Welfare Intake Referrals:**

Total Referrals	121	Med Only Applications - 62
Screened In	36	
% Screened In	29.75%	LEAP Program Total for 18/19 = 547,583.00

**APS:**

Total Referrals:	15
Screened in	4
% Screened in	27%
Open cases with Legal Authority	8
Open cases w/o Legal Authority	26
Total Ongoing Cases	34

<b>SEP/OLTC:</b>	
Pending	29
Total Caseload	347

# Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 04/25/2019 - 05/22/2019

Vendor DBA Name	Payment Date	Payment Amount	Number
Black Hills Energy	05/02/2019	2046.01	178047
Canon City Tire & Service	05/02/2019	968.28	178048
Denver Center for Solution-Focused Brief Therapy, LLC	05/02/2019	2000	178049
Fed Ex	05/02/2019	8.86	178050
Fremont County BOCC	05/02/2019	237452.25	178051
Fremont County Sheriff's Office	05/02/2019	38.21	178052
Gobins, Inc.	05/02/2019	1624.52	178053
The Green Thumb Initiative	05/02/2019	364.49	178054
Jim's Tire Service, Inc.	05/02/2019	786.72	178055
King Soopers Customer Charges	05/02/2019	46.96	178056
Loaves and Fishes Ministries of Fremont County	05/02/2019	415.5	178057
Offerson Toner	05/02/2019	875.69	178058
Roland Process Service & Investigations, LLC	05/02/2019	65	178059
SECOM, INC.	05/02/2019	218.22	178060
Sheridan County Sheriff's Office	05/02/2019	60	178061
Southern Colorado Process Serving, LLC	05/02/2019	331.08	178062
State of Colorado	05/02/2019	261.98	178063
Verizon	05/02/2019	184.34	178064
Verizon Wireless	05/02/2019	2267.99	178065
CSS Overcollect	05/09/2019	20	178066
Card Services	05/09/2019	3728.23	178067
**Void**	05/09/2019	0	178068
City of Cañon City	05/09/2019	547.01	178069
Coleman Auto Parts, Inc.	05/09/2019	160.46	178070
Domino's Pizza	05/09/2019	27.95	178071
Fed Ex	05/09/2019	9.11	178072
Fremont Sanitation District	05/09/2019	128.48	178073
Goodneighbor, LLC	05/09/2019	3060	178074
In & Out Conoco	05/09/2019	305.01	178075
JM McGrail Construction, LLC	05/09/2019	2000	178076
LexisNexis Risk Solutions	05/09/2019	109.75	178077
Park County DHS	05/09/2019	5541.92	178078
Stamp of Excellence, Inc.	05/09/2019	51	178079
Atmos Energy	05/15/2019	325.42	178080
Bent County Sheriff's Office	05/15/2019	37.12	178081
Boys & Girls Club of Fremont County Inc.	05/15/2019	150	178082
Colorado Human Services Director's Association	05/15/2019	3325	178083
Colorado Bureau of Investigations	05/15/2019	79	178084
Country Green Apartments Sub, LLC.	05/15/2019	90	178085
Domino's Pizza	05/15/2019	63.44	178086
WEX Bank	05/15/2019	685.95	178087
Fremont County BOCC	05/15/2019	241226.64	178088
Fremont County BOCC	05/15/2019	21339	178089
King Soopers Customer Charges	05/15/2019	96.9	178090
Offerson Toner	05/15/2019	1074.84	178091
Rocky Mountain Behavioral Health, Inc.	05/15/2019	870	178092
Sangre De Cristo Electric	05/15/2019	134.23	178093
Medicaid Transportation	05/16/2019	29.11	178094
Medicaid Transportation	05/16/2019	27.06	178095
Medicaid Transportation	05/16/2019	561.29	178096
Medicaid Transportation	05/16/2019	147.6	178097
Medicaid Transportation	05/16/2019	20.91	178098
Medicaid Transportation	05/16/2019	775.72	178099
Medicaid Transportation	05/16/2019	125.46	178100
Medicaid Transportation	05/16/2019	9.02	178101
Medicaid Transportation	05/16/2019	241.08	178102
Medicaid Transportation	05/16/2019	35.67	178103
Medicaid Transportation	05/16/2019	236.98	178104
Medicaid Transportation	05/16/2019	74.21	178105
Medicaid Transportation	05/16/2019	596.55	178106

Medicaid Transportation	05/16/2019	33.62	178107
Medicaid Transportation	05/16/2019	85.28	178108
Medicaid Transportation	05/16/2019	152.11	178109
Medicaid Transportation	05/16/2019	175.89	178110
Medicaid Transportation	05/16/2019	934.8	178111
Medicaid Transportation	05/16/2019	756.86	178112
Medicaid Transportation	05/16/2019	202.95	178113
Medicaid Transportation	05/16/2019	738	178114
Medicaid Transportation	05/16/2019	35.67	178115
Medicaid Transportation	05/16/2019	33.44	178116
Medicaid Transportation	05/16/2019	31.98	178117
Medicaid Transportation	05/16/2019	819.18	178118
Medicaid Transportation	05/16/2019	123.41	178119
Medicaid Transportation	05/16/2019	229.6	178120
Medicaid Transportation	05/16/2019	64.78	178121
Medicaid Transportation	05/16/2019	95.94	178122
Medicaid Transportation	05/16/2019	799.5	178123
Medicaid Transportation	05/16/2019	264.86	178124
Medicaid Transportation	05/16/2019	35.26	178125
Medicaid Transportation	05/16/2019	60.68	178126
Medicaid Transportation	05/16/2019	63.14	178127
Medicaid Transportation	05/16/2019	50.43	178128
Medicaid Transportation	05/16/2019	60.68	178129
Medicaid Transportation	05/16/2019	47.56	178130
Medicaid Transportation	05/16/2019	6.15	178131
Medicaid Transportation	05/16/2019	95.12	178132
Medicaid Transportation	05/16/2019	56.99	178133
Medicaid Transportation	05/16/2019	179.58	178134
Medicaid Transportation	05/16/2019	84.87	178135
Medicaid Transportation	05/16/2019	136.94	178136
Medicaid Transportation	05/16/2019	161.95	178137
Medicaid Transportation	05/16/2019	47.97	178138
Medicaid Transportation	05/16/2019	434.19	178139
Medicaid Transportation	05/16/2019	119.72	178140
Medicaid Transportation	05/16/2019	191.06	178141
Medicaid Transportation	05/16/2019	377.61	178142
Medicaid Transportation	05/16/2019	31.16	178143
Medicaid Transportation	05/16/2019	218.12	178144
Medicaid Transportation	05/16/2019	157.44	178145
Medicaid Transportation	05/16/2019	68.06	178146
Senior Services Solutions Plus	05/16/2019	1088.83	178147
Medicaid Transportation	05/16/2019	144.32	178148
Medicaid Transportation	05/16/2019	34.85	178149
Medicaid Transportation	05/16/2019	50.43	178150
Medicaid Transportation	05/16/2019	52.89	178151
Medicaid Transportation	05/16/2019	249.28	178152
Medicaid Transportation	05/16/2019	390.32	178153
Medicaid Transportation	05/16/2019	197.62	178154
Medicaid Transportation	05/16/2019	48.79	178155
Medicaid Transportation	05/16/2019	52.89	178156
Medicaid Transportation	05/16/2019	43.87	178157
Medicaid Transportation	05/16/2019	39.36	178158
Medicaid Transportation	05/16/2019	41	178159
Black Hills Energy	05/22/2019	230.59	178160
Boys & Girls Club of Fremont County Inc.	05/22/2019	25	178161
Business Solutions Leasing	05/22/2019	1630.8	178162
Chafee Client Services	05/22/2019	25	178163
Canon Exploratory School	05/22/2019	131.71	178164
Discover Goodwill Pueblo Retail	05/22/2019	299.97	178165
Domino's Pizza	05/22/2019	28.66	178166
Fed Ex	05/22/2019	7.08	178167
Federal Document Shredding, Inc.	05/22/2019	60	178168
Fremont County Sheriff's Office	05/22/2019	7571.59	178169
The Green Thumb Initiative	05/22/2019	107.21	178170
King Soopers Customer Charges	05/22/2019	19.04	178171
Laboratory Corporation of America	05/22/2019	228	178172
Nancy L. Leonard	05/22/2019	782	178173

Loaves and Fishes Ministries of Fremont County	05/22/2019	824.76	178174
Park Avenue Apartments	05/22/2019	205	178175
Chafee Client Services	05/22/2019	25	178176
Chafee Client Services	05/22/2019	25	178177
Chafee Client Services	05/22/2019	125	178178
Sheri Trahern	05/22/2019	700	178179
Waggener Brake & Auto Repair	05/22/2019	500	178180
Walmart Community/RFCSLLC	05/22/2019	775.77	178181
Steven C. Zentz, Attorney at Law	05/22/2019	1242	178182
Nicole Bartell	05/22/2019	116.59	178183
Diane Bengé	05/22/2019	50.85	178184
Scott Blair	05/22/2019	55.17	178185
Braun, Stephani	05/22/2019	51.05	178186
Kelly Broomfield	05/22/2019	138.02	178187
Kristine Brown	05/22/2019	276	178188
Kora Burrell	05/22/2019	303.81	178189
Kaylee Caudill	05/22/2019	97.62	178190
Logan Crumley	05/22/2019	10.5	178191
Joshua Curliss	05/22/2019	45	178192
Wanda Embrey-Goss	05/22/2019	60.02	178193
Garrett, Sarah	05/22/2019	52.43	178194
Gunter, Jordan	05/22/2019	79	178195
Mary Tina Gurule	05/22/2019	65.2	178196
Heller, Ryan	05/22/2019	159.98	178197
Melanie Herold	05/22/2019	65.5	178198
Cindy Jones-Shoeman	05/22/2019	59.26	178199
Anna Kehl	05/22/2019	30.2	178200
Shannon Kinahan	05/22/2019	344.6	178201
Roger Larsen	05/22/2019	173.67	178202
Corinna Lemay	05/22/2019	151.7	178203
Amy Maroni	05/22/2019	294.89	178204
Janell Miller	05/22/2019	161.25	178205
Lynne Monahan	05/22/2019	16.9	178206
Angela Near	05/22/2019	57.5	178207
Kelly Nowak	05/22/2019	196.58	178208
Kara Reichert	05/22/2019	156.58	178209
Ieshia Salas	05/22/2019	169.7	178210
Michelle Short	05/22/2019	72.5	178211
Tonia Sutton	05/22/2019	92.09	178212
Kim Tauber	05/22/2019	71.5	178213
Claudia Torres	05/22/2019	368.35	178214
Stephanie Wells	05/22/2019	19.91	178215
Amanda Whitt	05/22/2019	34	178216
Molly Willard	05/22/2019	192.45	178217
Kendyl Yates	05/22/2019	223.21	178218

**Bank Code APBNK-HS Summary**

Payment Type	Bank Code APBNK-HS Summary		Payment
	Payable	Payment	
Regular Checks	237	171	568,862.98
Manual Checks	0	0	0.00
Voided Checks	0	1	0.00
Bank Drafts	0	0	0.00
EFT's	0	0	0.00
	<b>237</b>	<b>172</b>	<b>568,862.98</b>



## Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2019 Period Ending: 04/30/2019

	2019 Budget	April 2019 Activity	YTD Fiscal Activity	Percent Remaining
<b>Revenues:</b>				
Current Property Taxes	1,186,840.00	250,224.75	749,150.63	36.88%
Delinquent Taxes	1,500.00	6,512.38	313.96	79.07%
Specific Ownership Tax	175,000.00	19,312.44	63,900.13	36.52%
Other Financing Sources	80,000.00	6,294.44	21,098.96	73.63%
Interest & Penalties	1,000.00	1,450.87	73.07	92.69%
Admin/Program Revenue	6,814,224.00	485,022.16	1,974,214.76	71.03%
Child Welfare Donation	2,000.00	0.00	244.55	87.77%
Deferred Revenue	428,789.00	30,624.88	145,499.97	66.07%
<b>Revenue Total:</b>	<b>8,689,353.00</b>	<b>799,441.92</b>	<b>2,954,496.03</b>	<b>66.00%</b>
<b>Expenses:</b>				
Salary Expense	5,052,998.00	369,223.97	1,467,265.56	70.96%
Health Insurance	1,019,654.00	73,516.71	300,743.45	70.51%
Life Insurance	5,663.00	319.68	1,307.77	76.91%
Medicare	84,846.00	5,302.32	21,170.44	75.05%
Retirement	151,619.00	9,700.16	38,978.20	74.29%
Social Security	315,384.00	21,564.96	85,651.35	72.84%
Unemployment	16,874.00	1,039.76	4,129.39	75.53%
Workers Compensation	59,907.00	3,375.18	13,841.24	76.90%
RMS	480,659.00	39,089.23	156,552.00	67.43%
Contract Services	266,000.00	25,560.46	44,428.11	83.30%
Title XX	900.00	0.00	0.00	100.00%
Tanf Admin Tuition	250.00	0.00	0.00	100.00%
Utilities	97,550.00	1,191.17	14,394.08	85.24%
Maintenance Grounds	0.00	5,012.50	9,600.00	0.00%
Building Maintenance	7,000.00	0.00	6,669.21	4.73%
Equipment Maintenance	40,250.00	2,329.05	14,294.93	64.48%
Equipment Rental	21,150.00	1,537.35	5,123.40	75.78%
Travel	205,642.00	8,641.82	98,626.54	53.17%
Advertising	5,000.00	2,484.26	5,490.46	-9.81%
Telephone	750.00	0.00	0.00	100.00%
Printing & Forms	36,045.00	2,709.55	10,921.43	69.70%
Legal Fees	1,500.00	454.08	705.33	52.98%
Purchase of Service	1,500.00	0.00	629.60	58.03%
Books & Subscriptions	4,165.00	0.00	318.00	92.36%
Office Supplies	107,200.00	9,454.20	26,133.91	75.62%
Postage	24,100.00	1,951.31	7,375.32	69.40%
Document Scanning	30,700.00	0.00	0.00	100.00%
Expert Witness	7,700.00	375.19	1,762.23	77.11%
Interpreter	1,900.00	0.00	136.50	92.82%
Document Destruction	2,000.00	0.00	0.00	100.00%
Dues & Memberships	7,000.00	0.00	30.00	99.57%
Audit Fees	12,110.00	0.00	0.00	100.00%
Vital Statistics	100.00	0.00	10.00	90.00%
Fingerprinting	7,350.00	395.50	2,176.50	70.39%
Foster Parent Training	5,400.00	30.34	14,276.45	-164.38%
Fraud Registration Fees	100.00	50.00	50.00	50.00%
RMS	-495,918.00	-39,089.23	-156,552.00	68.43%
Other Equipment	0.00	0.00	3,652.40	0.00%
TANF Burials	500.00	0.00	200.00	60.00%
Client Services	195,729.00	15,693.66	64,956.73	66.81%
Program Expense	968,400.00	51,994.75	281,238.44	70.96%
EBT Costs	10,800.00	836.23	3,344.92	69.03%
Non Reimbursable	158,000.00	2,625.66	11,415.15	92.80%
<b>Expense Total:</b>	<b>8,918,477.00</b>	<b>617,369.82</b>	<b>2,561,047.04</b>	<b>71.28%</b>
<b>Report Surplus (Deficit):</b>	<b>-229,124.00</b>	<b>182,072.10</b>	<b>393,448.99</b>	

**Estimated Expenditures /18-19 SFY Allocation**  
**19-Apr**

	<b>Allocation</b>	<b>Estimated Annual Expenses</b>	<b>Estimated % Used</b>
<b>County Admin</b>	<b>1,023,619.81</b>	<b>779,777.62</b>	<b>76.18%</b>
<b>HCPF Admin</b>	<b>686,412.94</b>	<b>761,727.49</b>	<b>110.97%</b>
<b>APS Admin</b>	<b>268,155.04</b>	<b>178,946.35</b>	<b>66.73%</b>
<b>Child Care</b>	<b>1,096,166.23</b>	<b>829,733.90</b>	<b>75.69%</b>
<b>Colo Works</b>	<b>1,877,910.00</b>	<b>1,864,523.04</b>	<b>99.29%</b>
<b>Child Welfare</b>	<b>4,260,443.37</b>	<b>3,799,326.79</b>	<b>89.18%</b>
<b>Core Services</b>	<b>1,094,836.10</b>	<b>945,651.58</b>	<b>86.37%</b>

## Director's Report

May 2019

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: May 22, 2019

- Throughout this month, I have had multiple meetings with Lori Jenkins, from Kindred Kids Child Advocacy Center, discussing funding, processes, advocacy, etc.
- The DHS Recruitment & Retention Team developed the final structure for our Solution Focused Cross Teams. The first Cross-Team has been formed and had their initial meeting around how the Agency can continue to meet customer needs while allowing staff to work 4-10s.
- I participated in The Fremont County Child Fatality Review on May 6<sup>th</sup>, where we reviewed three deaths from the past year.
- The Customer Service Team met and developed initial plans to coordinate multiple trainings on our first Professional Development Day on July 31<sup>st</sup>.
- I was able to attend two excellent trainings this month: Solution Focused Supervision and Mental Health First Aid. Both were very educational and provided practical skills.
- We continue to struggle with more turnover. We are now at 18 staff leaving so far in 2019, 3 retirements, 1 termination and 14 resignations. We have been able to find qualified applicants for most of the positions, however. We have six new employees starting on June 3<sup>rd</sup>.
- I chaired the FIOG meeting on May 15<sup>th</sup>. We approved the 2019-2020 budget, officer appointments and meeting schedule as well as final approval for the annual MOU.
- I joined Commissioner Bell and Brenda Jackson for a settlement conference in Denver on May 20<sup>th</sup>. It was a very educational experience.
- We held our second new employee orientation on May 21<sup>st</sup>. They seem to be going very well so far.
- I attended the Managers' Lunch on May 21<sup>st</sup>.
- The management team is scheduled to participate in leadership training and team building on the afternoon of May 23<sup>rd</sup>.

**LEASE AGREEMENT  
BETWEEN FREMONT COUNTY BOARD OF COUNTY COMMISSIONERS  
AND CENTRAL MOUNTAIN OPTIONS FOR LONG TERM CARE**

**THIS LEASE AGREEMENT**, made and entered into between Fremont County, by and through the Board of County Commissioners, whose address or principal place of business is 615 Macon Avenue, Room 102, Canon City, CO 81212, hereinafter referred to as “Lessor”, and FREMONT COUNTY CENTRAL MOUNTAIN OPTIONS FOR LONG TERM CARE (CMOLTC), 172 Justice Center Road, Canon City, CO 81212, hereinafter referred to as “Lessee”.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree as follows:

1. PREMISES, TERM, RENT.

(A) Lessor hereby leases and demises unto Lessee the Premises, hereinafter referred to as “Premises” within the building located at 172 Justice Center Road, Canon City, CO 81212, hereinafter referred to as “Building” (including land, improvements and other rights appurtenant thereto). The Premises, known and described as Fremont County Department of Human Services Building.

(B) To have and to hold the same, together with all appurtenances, unto Lessee, for the term beginning July 1, 2019 and ending June 30, 2020, at and for a monthly rental of \$1778.25. Monthly payment of rent shall be payable, in advance, on the first day of each month.

(C) Lessee shall pay any and all charges that are directly related to equipment, supplies, or services necessary to the operations of Lessee (e.g. copier lease).

2. SERVICES BY LESSOR. Lessor shall provide to Lessee during the occupancy of said Premises, through an additional cost allocation plan, the following:

Utilities, janitorial service, unassigned parking, access to meeting/conference rooms (subject to scheduling), phone lines, network ports, Internet access. Additionally, Lessor shall provide Information Technology services (IT) to Lessee to include network access, Internet access, Lessor shall not otherwise be responsible for acquisition or replacement of the hardware and software used by the Lessee.

3. MAINTENANCE OF PREMISES. Lessor shall, unless herein specified to the contrary, maintain the Premises in good repair and in tenantable condition during the term of this lease, except in the event of damage arising from an act or the negligence of Lessee, its agents or employees. Lessor shall have the right to enter the Premises at reasonable times for the purpose of making necessary inspections and repairs or maintenance.

4. LESSOR’S OWNERSHIP. Lessor warrants and represents itself to be the owner of, or the authorized representative or agent of the owner of, the leased Premises in the form and

than fifteen (15) days from the date of mailing of the notice. Rent shall be apportioned to the effective date of termination.

9. FISCAL FUNDING.

A. Lessee contracts to lease the Premises herein before described and has reason to believe that sufficient funds will be available for the full term of this lease, including all subsequent renewals. Where, for reasons beyond Lessee's control, Lessee's funding entity does not allocate funds for any fiscal period beyond the one in which this lease is entered into, or does not allocate funds to continue this lease from the then current fiscal period, such failure to obtain funds not resulting from any act or failure to act on the part of Lessee, Lessee will not then be obligated to make the payments remaining beyond Lessee's then current fiscal period. In such event, Lessee shall notify Lessor of such non allocation of funds by sending written notice thereof to the Lessor forty-five (45) days prior to the effective date of termination.

B. The parties hereto further understand and agree that the only funds that have or may be so appropriated and available for payment under this lease in any one particular fiscal year are for the purpose and in an amount sufficient only to pay the rental charges provided for in this Agreement.

10. DEFAULT: In the event the Lessee shall default in the payment of the monthly rent as provided herein, Lessor shall promptly so notify Lessee in writing, and failure of Lessee to cure such default within twenty (20) days after receipt of such notice shall, at the option of the Lessor, work as a forfeiture of this lease. Lessor may also enforce performance in any manner provided by law, and Lessor's agent or attorney shall have the right, without further notice or demand, to re-enter and remove all persons from Lessor's property without being deemed guilty of any manner of trespass and without prejudice to any remedies for arrears of rent, damages, or breach of covenant. Lessor's agent or attorney may also resume possession of the property and re-let the same for the remainder of the term at the best rental such agent or attorney can obtain and for any deficiency, Lessor shall have a lien as security for such rental upon the fixtures and equipment belonging to Lessee which are on the demised premises. In the event Lessee shall default in the performance of any of the terms or provisions of this lease, other than the payment of monthly rent, Lessor shall promptly so notify Lessee in writing. If Lessee shall fail to cure such default within twenty (20) days after receipt of such notice, or if the default is of such character as to require more than twenty (20) days to cure after receipt of such notice and thereafter Lessee does not diligently proceed to cure such default, then in either event, Lessor may cure default and such expense shall be added to the next subsequent rent payment due, but any such default shall not work as a forfeiture of this lease.

11. TERMINATION. Either party may terminate this Lease at any time, by providing written notice of the intention to terminate at least 90 days prior to the effective date of termination.

12. RESTRICTIONS ON USE OF ACCESS AREAS: The entrance, passages, halls, corridors, stairways, elevators, exists, and fire escapes shall not be obstructed by Lessee, its agents or employees, not used by it or them for any other purpose than ingress to or egress from

19. SECURITY DEPOSIT. Lessee shall not be required to remit a security deposit to Lessor.

20. INTERRUPTION OF SERVICES. Notwithstanding anything in this lease to the contrary, if there is an interruption in essential services to the Premises (including, but not limited to HVAC, electrical service, elevator service), and such interruption continues for a period of five (5) consecutive days, Lessee shall be entitled to an abatement of rent for the period that such services are not provided to the extent that such interruption interferes with the use of the Premises by the Lessee. If such interruption continues for a period of ninety (90) days, Lessee shall have the option to cancel and terminate this lease without penalty.

21. APPLICABLE LAW. The laws of the State of Colorado and rules and regulations issued pursuant thereto shall be applied in the interpretation, execution and enforcement of this lease. Any provision of this lease, whether or not incorporated herein by reference, which provides for arbitration by any extra-judicial body or person or which is otherwise in conflict with said laws, rules and regulations shall be considered null and void. Any provision rendered null and void by the operation of this provision will not invalidate the remainder of this lease to the extent that this agreement is capable of execution.

22. CAPTIONS, CONSTRUCTION, AND LEASE EFFECT. The captions and headings used in this lease are for identification only, and shall be disregarded in any construction of the lease provisions. All of the terms of this lease shall inure to the benefit of and be binding upon the respective heirs, successors, and assigns of both the Lessor and the Lessee. If any provision of this lease shall be determined to be invalid, illegal, or without force by a court of law or rendered so by legislative act then the remaining provisions of this lease shall remain in full force and effect.

23. COMPLETE AGREEMENT. This lease, including all exhibits, supersedes any and all prior written or oral agreements and there are no covenants, conditions or agreements between the parties except as set forth herein. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever unless embodied herein in writing. No subsequent novation, renewal, addition, deletion or other amendment hereto shall have any force or effect unless embodied in a written contract executed and approved by the parties