

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 24, 2019 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of the August 27, 2019 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
 - A. Legal Representation
- VII. New Business
 - A. FLSA Policy
 - B. Foster Homes and Immunizations
 - C. Chafee Independent Living Program
 - D. Single Entry Point Outlook
 - E. Foster Children & Drivers License
 - F. Confidentiality Statement

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August 27, 2019
2019 MEETING #7

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, August 27, 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, Sunny Bryant, Fremont County Manager, Stacie Kwitek-Russell, Director, Department of Human Services (DHS) and Kimberly Grondahl, DHS.

MINUTES: Board Member Payne noted a correction for the minutes to state Board Member McFall seconded the prior approval of minutes rather than Board Member Bell. With that correction, Board Member McFall moved, duly seconded by Board Member Bell, to accept the minutes of the July 30, 2019 meeting. Upon vote: Board Member McFall, aye; Board Member Payne, aye, Board Member Bell, aye. The motion carried.

AGENDA: There were no additions or revisions requested for the Agenda. Board Member Bell moved, duly seconded by Board Member McFall, to approve the August 27, 2019 meeting agenda. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, 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 McFall to accept the July 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. She discussed the Professional Development Day held July 31st stating it was a huge success. There was a general dialogue regarding the progress being made with Kindred Kids, as well as the continued concern for the homeless population in Fremont County. Stacie Kwitek-Russell said after the Point in Time Count that DHS representatives participated in, it's believed to be a bigger issue than previously thought.

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

OLD BUSINESS:

Stacie Kwitek-Russell again met with Assistant County Attorney, Roger Larsen, to discuss his current contract and said he is still negotiating the terms. Those present discussed his requests and various equitable solutions. She said she plans to have a new contract for him for the period of January 2020 through April 2021, with an additional attorney being hired by October 2020. All agreed the Agency needs two full-time attorneys to meet the legal needs.

NEW BUSINESS:

Revised Colorado Works policies were provided for the Board to review. The change being made to the policies pertained to the crisis or episode of need amount being a maximum of \$1,700 rather than \$2,000. Board Member Payne noted one occurrence in the Other Assistance and Supportive Services policy that still listed the \$2,000 amount. With the number correction being made, Board Member Bell moved, duly seconded by Board Member McFall to approve the revised Diversion

(State and County) and Other Assistance and Supportive Services policies. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

Stacie Kwitek-Russell then moved on to discuss the Employment First program. Originally, she planned to request an additional FTE that would work in the program, but as of this morning the State notified the County it has obtained a vendor and the program will not be ran out of the County.

The final item on the agenda was the Annual Block Party. It will be held September 26th from 11:30 – 1:00. The Board approved having it on the County property behind the DHS building

With there being no other business to discuss, the meeting adjourned at 2:29 p.m.



Chairman, Fremont County Board of Human Services

9/24/2019

Date



Secretary

9/24/2019

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR AUGUST 2019
\$ 1,304,917.06

WARRANTS ISSUED AUGUST 23, 2019 THROUGH SEPTEMBER 19, 2019

| | |
|--------------|---------------------|
| 9/4/2019 | 283,149.75 |
| 9/11/2019 | 25,354.32 |
| 9/18/2019 | 243,071.84 |
| 9/18/2019 | 17,440.76 |
| Total | \$569,016.67 |

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.

24-Sep-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 24th day of September, 2019.


Chairman Payne


Commissioner Bell


Commissioner McFall

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

| EBT Issuance | Amount Issued | YTD AVG | Caseload Count | YTD AVG |
|--|----------------------|----------------|-----------------------|----------------|
| TANF | \$96,311.86 | \$106,251.63 | 254 | 293 |
| AND | \$36,712.55 | \$33,918.89 | 142 | 140 |
| OAP | \$79,721.80 | \$76,256.59 | 282 | 280 |
| Child Care | \$82,532.78 | \$64,876.05 | 116 | 114 |
| LEAP | \$0.00 | \$60,889.74 | 0 | 339 |
| Food Assistance | \$767,870.00 | \$784,340.80 | 3602 | 3643 |
| OOH Placements | \$213,521.69 | \$216,523.96 | 175 | 186 |
| CORE | \$25,446.38 | \$28,193.72 | 171 | 159 |
| Case Services | \$2,800.00 | \$1,364.38 | 4 | 2 |
| Total EBT Issuance: | \$1,304,917.06 | \$1,372,615.75 | | |
| Medicaid Transportation | \$15,526.46 | \$11,413.06 | 107 | 81 |
| Child Welfare Intake Referrals: | | | | |
| Total Referrals | 133 | | | |
| Screened In | 47 | | | |
| % Screened In | 35.34% | | | |
| APS: | | | | |
| Total Referrals: | 39 | | | |
| Screened In | 9 | | | |
| % Screened in | 23% | | | |
| Open cases with Legal Authority | 7 | | | |
| Open cases w/o Legal Authority | 24 | | | |
| Total Ongoing Cases | 31 | | | |
| SEP/OLTC: | | | | |
| Pending | 42 | | | |
| Total Caseload | 351 | | | |

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 08/28/2019 - 09/19/2019

| Vendor Name | Payment Date | Payment Amount | Number |
|--|--------------|----------------|--------|
| Black Hills Energy | 09/05/2019 | 3,837.03 | 178741 |
| Card Services | 09/05/2019 | 3,577.32 | 178742 |
| City of Cañon City | 09/05/2019 | 1,700.17 | 178743 |
| Domino's Pizza | 09/05/2019 | 47.98 | 178744 |
| Fed Ex | 09/05/2019 | 9.13 | 178745 |
| Fremont County BOCC | 09/05/2019 | 1,778.25 | 178746 |
| Fremont County BOCC | 09/05/2019 | 2,922.01 | 178747 |
| Fremont County BOCC | 09/05/2019 | 236,402.27 | 178748 |
| Fremont Sanitation District | 09/05/2019 | 1,759.16 | 178749 |
| Gobins, Inc. | 09/05/2019 | 2,022.15 | 178750 |
| Golden Age Center | 09/05/2019 | 751.68 | 178751 |
| Pueblo Hotel Supply | 09/05/2019 | 100.09 | 178752 |
| In & Out Conoco | 09/05/2019 | 3,478.49 | 178753 |
| Kindred Kids Child Advocacy Center, Inc. | 09/05/2019 | 18,000.00 | 178754 |
| Master Printers | 09/05/2019 | 1,180.00 | 178755 |
| Matthew Bender & Co., Inc. | 09/05/2019 | 90.61 | 178756 |
| New Horizons Ministry | 09/05/2019 | 500.00 | 178757 |
| Offerson Toner | 09/05/2019 | 896.55 | 178758 |
| Office Depot | 09/05/2019 | 3.84 | 178759 |
| SECOM, INC. | 09/05/2019 | 217.49 | 178760 |
| Sign Language Network, Inc. | 09/05/2019 | 104.00 | 178761 |
| State of Colorado | 09/05/2019 | 100.28 | 178762 |
| Verizon | 09/05/2019 | 184.34 | 178763 |
| Verizon Wireless | 09/05/2019 | 2,284.51 | 178764 |
| Office Depot | 09/05/2019 | 1,202.40 | 178765 |
| Atmos Energy | 09/11/2019 | 89.00 | 178766 |
| TOAB Inc. | 09/11/2019 | 434.36 | 178767 |
| Black Hills Energy | 09/11/2019 | 394.37 | 178768 |
| Business Solutions Leasing | 09/11/2019 | 1,542.53 | 178769 |
| M.K. Tatum | 09/11/2019 | 338.80 | 178770 |
| Canon Exploratory School | 09/11/2019 | 1,679.18 | 178771 |
| Success, Inc. dba Commstar Alarms | 09/11/2019 | 650.00 | 178772 |
| WEX Bank | 09/11/2019 | 744.17 | 178773 |
| Fremont County BOCC | 09/11/2019 | 1,364.92 | 178774 |
| Fremont County Information Technology | 09/11/2019 | 505.00 | 178775 |
| Fremont County Sheriff's Office | 09/11/2019 | 10.00 | 178776 |
| Fremont County Sheriff's Office | 09/11/2019 | 8,624.77 | 178777 |
| Golden Age Center | 09/11/2019 | 849.45 | 178778 |
| The Green Thumb Initiative | 09/11/2019 | 986.26 | 178779 |
| HP INC. | 09/11/2019 | 1,654.00 | 178780 |
| King Soopers Customer Charges | 09/11/2019 | 59.20 | 178781 |
| L.G. Printing Company | 09/11/2019 | 220.00 | 178782 |
| Laboratory Corporation of America | 09/11/2019 | 228.00 | 178783 |
| LexisNexis Risk Solutions | 09/11/2019 | 150.00 | 178784 |
| Master Printers | 09/11/2019 | 560.00 | 178785 |
| Chafee Client Services | 09/11/2019 | 25.00 | 178786 |
| National Business Furniture, LLC | 09/11/2019 | 2,257.92 | 178787 |
| Rocky Mountain Behavioral Health, Inc. | 09/11/2019 | 1,487.67 | 178788 |
| Sign Language Network, Inc. | 09/11/2019 | 156.00 | 178789 |
| Jonathan K. Martinez | 09/11/2019 | 308.72 | 178790 |
| Weld County Sheriff | 09/11/2019 | 35.00 | 178791 |
| Medicaid Transportation | 09/18/2019 | 29.11 | 178792 |
| Medicaid Transportation | 09/18/2019 | 68.47 | 178793 |
| Medicaid Transportation | 09/18/2019 | 268.96 | 178794 |
| Medicaid Transportation | 09/18/2019 | 88.15 | 178795 |
| Medicaid Transportation | 09/18/2019 | 170.56 | 178796 |
| Medicaid Transportation | 09/18/2019 | 362.96 | 178797 |
| Medicaid Transportation | 09/18/2019 | 206.64 | 178798 |
| Medicaid Transportation | 09/18/2019 | 866.34 | 178799 |
| Medicaid Transportatlon | 09/18/2019 | 354.65 | 178800 |

| | | | |
|--------------------------------|------------|----------|--------|
| Medicaid Transportation | 09/18/2019 | 58.22 | 178801 |
| Medicaid Transportation | 09/18/2019 | 41.00 | 178802 |
| Medicaid Transportation | 09/18/2019 | 94.71 | 178803 |
| Medicaid Transportation | 09/18/2019 | 330.87 | 178804 |
| Medicaid Transportation | 09/18/2019 | 86.92 | 178805 |
| Medicaid Transportation | 09/18/2019 | 90.20 | 178806 |
| Medicaid Transportation | 09/18/2019 | 819.18 | 178807 |
| Medicaid Transportation | 09/18/2019 | 22.96 | 178808 |
| Medicaid Transportation | 09/18/2019 | 139.40 | 178809 |
| Medicaid Transportation | 09/18/2019 | 595.73 | 178810 |
| Medicaid Transportation | 09/18/2019 | 117.26 | 178811 |
| Medicaid Transportation | 09/18/2019 | 112.34 | 178812 |
| Medicaid Transportation | 09/18/2019 | 300.12 | 178813 |
| Medicaid Transportation | 09/18/2019 | 93.48 | 178814 |
| Medicaid Transportation | 09/18/2019 | 9.02 | 178815 |
| Medicaid Transportation | 09/18/2019 | 785.97 | 178816 |
| Medicaid Transportation | 09/18/2019 | 93.48 | 178817 |
| Medicaid Transportation | 09/18/2019 | 270.60 | 178818 |
| Medicaid Transportation | 09/18/2019 | 861.00 | 178819 |
| Medicaid Transportation | 09/18/2019 | 117.29 | 178820 |
| Medicaid Transportation | 09/18/2019 | 35.67 | 178821 |
| Medicaid Transportation | 09/18/2019 | 788.84 | 178822 |
| Medicaid Transportation | 09/18/2019 | 217.30 | 178823 |
| Medicaid Transportation | 09/18/2019 | 172.20 | 178824 |
| Medicaid Transportation | 09/18/2019 | 28.29 | 178825 |
| Medicaid Transportation | 09/18/2019 | 25.01 | 178826 |
| Medicaid Transportation | 09/18/2019 | 158.84 | 178827 |
| Medicaid Transportation | 09/18/2019 | 891.75 | 178828 |
| Medicaid Transportation | 09/18/2019 | 217.30 | 178829 |
| Medicaid Transportation | 09/18/2019 | 34.03 | 178830 |
| Medicaid Transportation | 09/18/2019 | 28.70 | 178831 |
| Medicaid Transportation | 09/18/2019 | 168.92 | 178832 |
| Medicaid Transportation | 09/18/2019 | 59.45 | 178833 |
| Medicaid Transportation | 09/18/2019 | 42.23 | 178834 |
| Medicaid Transportation | 09/18/2019 | 611.08 | 178835 |
| Medicaid Transportation | 09/18/2019 | 29.93 | 178836 |
| Medicaid Transportation | 09/18/2019 | 23.37 | 178837 |
| Medicaid Transportation | 09/18/2019 | 166.50 | 178838 |
| Medicaid Transportation | 09/18/2019 | 13.53 | 178839 |
| Medicaid Transportation | 09/18/2019 | 17.22 | 178840 |
| Medicaid Transportation | 09/18/2019 | 420.66 | 178841 |
| Medicaid Transportation | 09/18/2019 | 209.10 | 178842 |
| Medicaid Transportation | 09/18/2019 | 32.80 | 178843 |
| Medicaid Transportation | 09/18/2019 | 89.38 | 178844 |
| Medicaid Transportation | 09/18/2019 | 28.29 | 178845 |
| Medicaid Transportation | 09/18/2019 | 48.79 | 178846 |
| Medicaid Transportation | 09/18/2019 | 177.12 | 178847 |
| Medicaid Transportation | 09/18/2019 | 304.22 | 178848 |
| Medicaid Transportation | 09/18/2019 | 198.44 | 178849 |
| Medicaid Transportation | 09/18/2019 | 150.06 | 178850 |
| Medicaid Transportation | 09/18/2019 | 302.48 | 178851 |
| Medicaid Transportation | 09/18/2019 | 154.73 | 178852 |
| Medicaid Transportation | 09/18/2019 | 660.10 | 178853 |
| Senior Services Solutions Plus | 09/18/2019 | 1,122.98 | 178854 |
| Medicaid Transportation | 09/18/2019 | 106.60 | 178855 |
| Medicaid Transportation | 09/18/2019 | 65.60 | 178856 |
| Medicaid Transportation | 09/18/2019 | 215.66 | 178857 |
| Medicaid Transportation | 09/18/2019 | 281.67 | 178858 |
| Medicaid Transportation | 09/18/2019 | 55.76 | 178859 |
| Medicaid Transportation | 09/18/2019 | 82.00 | 178860 |
| Medicaid Transportation | 09/18/2019 | 13.94 | 178861 |
| Medicaid Transportation | 09/18/2019 | 446.08 | 178862 |
| Medicaid Transportation | 09/18/2019 | 61.09 | 178863 |
| Medicaid Transportation | 09/18/2019 | 98.40 | 178864 |
| Medicaid Transportation | 09/18/2019 | 186.96 | 178865 |
| Medicaid Transportation | 09/18/2019 | 85.28 | 178866 |
| Medicaid Transportation | 09/18/2019 | 156.21 | 178867 |

| | | | |
|--|------------|------------|--------|
| Medicald Transportation | 09/18/2019 | 500.61 | 178868 |
| Atmos Energy | 09/18/2019 | 49.65 | 178869 |
| Child Care Overcollect | 09/18/2019 | 89.00 | 178870 |
| Colorado Bureau of Investigations | 09/18/2019 | 276.50 | 178871 |
| El Paso County Sherfff | 09/18/2019 | 40.45 | 178872 |
| Fremont County BOCC | 09/18/2019 | 236,481.62 | 178873 |
| Golden Age Center | 09/18/2019 | 751.66 | 178874 |
| Grant County Sherrif | 09/18/2019 | 60.00 | 178875 |
| Mobile Record Shredders, LLC | 09/18/2019 | 432.00 | 178876 |
| Offerson Toner | 09/18/2019 | 557.96 | 178877 |
| Rocky Mountain Behavioral Health, Inc. | 09/18/2019 | 1,330.00 | 178878 |
| Acoustic Ventures, Inc. | 09/18/2019 | 2,544.00 | 178879 |
| Steven C. Zentz | 09/18/2019 | 459.00 | 178880 |

Bank Code APBNK-HS Summary

| Payment Type | Payable | PaymentCount | Payment |
|---------------------|----------------|---------------------|-------------------|
| Regular Checks | 194 | 140 | 569,016.67 |
| Manual Checks | 0 | 0 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 |
| EFT's | 0 | 0 | 0.00 |
| | 194 | 140 | 569,016.67 |

Summary Budget Report

Fremont County, CO Human Services

Account Summary

For Fiscal: 2019 Period Ending: 08/31/2019

| | 2019 Total Budget | August 2019 Activity | YTD Activity | Percent Remaining |
|----------------------------------|----------------------|-------------------------|---------------------|----------------------|
| Revenue: | | | | |
| Current Property Taxes | 1,186,840.00 | 17,930.41 | 1,150,725.12 | 3.04% |
| Delinquent Taxes | 1,500.00 | 361.92 | 1,383.62 | 7.76% |
| Specific Ownership Tax | 175,000.00 | 20,160.33 | 134,713.88 | 23.02% |
| Other Financing Sources | 80,000.00 | 2,644.71 | 33,458.96 | 58.18% |
| Interest & Penalties | 1,000.00 | 779.19 | 2,129.04 | 112.90% |
| Admin/Program Revenue | 6,814,224.00 | 512,324.35 | 4,237,147.58 | 37.82% |
| Child Welfare Donation | 2,000.00 | 0.00 | 544.55 | 72.77% |
| Deferred Revenue | 428,789.00 | 21,696.53 | 235,246.95 | 45.14% |
| Revenue Total: | 8,689,353.00 | 575,897.44 | 5,795,349.70 | 33.31% |
| Expense: | | | | |
| Salary Expense | 5,052,998.00 | 367,651.57 | 3,104,726.76 | 38.56% |
| Health Insurance | 1,019,654.00 | 72,509.85 | 595,040.05 | 41.64% |
| Life Insurance | 5,663.00 | 322.61 | 2,638.39 | 53.41% |
| Medicare | 84,846.00 | 5,280.63 | 45,192.93 | 46.74% |
| Retirement | 151,619.00 | 109.29 | 71,563.55 | 52.80% |
| Social Security | 315,384.00 | 21,475.05 | 181,725.86 | 42.38% |
| Unemployment | 16,874.00 | 1,034.93 | 8,787.91 | 47.92% |
| Workers Compensation | 59,907.00 | 3,018.18 | 28,105.15 | 53.09% |
| RMS | -15,259.00 | 0.00 | 0.00 | 0.00% |
| Contract Services | 266,000.00 | 28,236.65 | 127,543.58 | 52.05% |
| 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 | 7,756.08 | 54,615.31 | 44.01% |
| Maintenance Grounds | 0.00 | 0.00 | 9,600.00 | 0.00% |
| Building Maintenance | 7,000.00 | 0.00 | 7,519.21 | -7.42% |
| Equipment Maintenance | 40,250.00 | 2,828.72 | 29,823.15 | 25.91% |
| Equipment Rental | 21,150.00 | 1,542.53 | 11,641.06 | 44.96% |
| Building Lease | 0.00 | 1,778.25 | 24,895.50 | 0.00% |
| Travel | 210,642.00 | 5,123.37 | 127,025.31 | 39.70% |
| Advertising | 750.00 | 0.00 | 0.00 | 100.00% |
| Telephone | 36,045.00 | 2,836.34 | 22,017.88 | 38.92% |
| Printing & Forms | 1,500.00 | 0.00 | 705.33 | 52.98% |
| Legal Fees | 1,500.00 | 0.00 | 675.60 | 54.96% |
| Purchase of Service | 0.00 | 1,305.00 | 1,305.00 | 0.00% |
| Books & Subscriptions | 4,165.00 | 0.00 | 477.00 | 88.55% |
| Office Supplies | 107,200.00 | 2,364.26 | 46,915.64 | 56.24% |
| Postage | 24,100.00 | 1,567.58 | 13,699.86 | 43.15% |
| Document Scanning | 30,700.00 | 0.00 | 13,345.23 | 56.53% |
| Expert Witness | 7,700.00 | 245.40 | 3,139.99 | 59.22% |
| Interpreter | 1,900.00 | 156.00 | 292.50 | 84.61% |
| Document Destruction | 2,000.00 | 0.00 | 525.00 | 73.75% |
| Dues & Memberships | 7,000.00 | 0.00 | 3,910.00 | 44.14% |
| Audit Fees | 12,110.00 | 0.00 | 7,800.00 | 35.59% |
| Vital Statistics | 100.00 | 0.00 | 25.00 | 75.00% |
| Fingerprinting | 7,350.00 | 326.50 | 3,601.00 | 51.01% |
| Foster Parent Training | 5,400.00 | 0.00 | 16,573.07 | -206.91% |
| Fraud Registration Fees | 100.00 | 0.00 | 50.00 | 50.00% |
| 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 | 16,508.96 | 137,364.09 | 29.82% |
| Program Expense | 968,400.00 | 53,250.08 | 546,366.52 | 43.58% |
| EBT Costs | 10,800.00 | 862.06 | 6,741.50 | 37.58% |
| Non Reimbursable | 158,000.00 | 332.34 | 28,876.47 | 81.72% |
| Expense Total: | 8,918,477.00 | 598,422.23 | 5,288,702.80 | 40.70% |
| Report Surplus (Deficit): | -229,124.00 | -22,524.79 | 506,646.90 | |

Director's Report

August 2019

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: September 18, 2019

- I participated in my regular monthly meetings with George Welsh with RE-1 School District, and Brian Turner from Solvista Health.
- I am happy to report that Fremont County has been selected to participate in "Built for Zero." This is a nationwide collaborative project sponsored by Kaiser Permanente. We are one of 70 communities nationwide and only 5 in Colorado to be chosen to participate. I will represent DHS on our community team and Loaves & Fishes, UAACOG, and the City of Canon City will also have representation.
- This month, we have hired two supervisors, three technicians, and the new School Based Liaison.
- We received 48 new computers through Istonish for our eligibility staff. This is our vendor for Technology through CDHS.
- I attended the Canon City Council meeting on September 3rd, in support of the Kindred Kids Child Advocacy Center. DHS provided the CAC with \$18,000 to match the rental assistance from the City. This should help stabilize them until they can secure grant funding.
- I was able to meet with Brandon Miller, Director of Southern Peaks Regional Treatment Center. We discussed changes at his facility and clarified abuse/neglect reporting procedures. We also discussed the effects of Family First Prevention Services Act on SPRTC.
- Facilitated FIOG on September 18th after the summer break.
- We held several internal meetings and discussions about the Chafee Program and the Single Entry Point proposed future contracting. We will discuss both of these issues during the BOHS meeting.

FLSA Leave Policy

FLSA Non-Exempt employees will be charged paid or unpaid leave to account for all hours of their assigned schedule in 15 minute increments.

FLSA Exempt employees will be charged paid or unpaid leave to account for all hours taken exceeding half of their shift.

Should it be determined a FLSA Exempt employee abuses this established policy they will be placed on written notification of their individual expectations when using paid or unpaid leave for a period of time to be determined based on circumstances; this may include being charged paid or unpaid leave in 15 minute increments.

Example:

- (1) A FLSA Exempt employee is scheduled to work a 10-hour work day, 7:00 a.m. to 6:00 p.m., with an hour for lunch. They need to leave at 3:00 p.m., they are not charged leave unless they have been notified otherwise; however if they leave at 11:00 a.m., they are charged 6 hours of leave. If they leave at 12:00 p.m., they are charged 5 hours of leave.
- (2) If they are absent all day, they are charged 10 hours of leave.