

DIRECTOR
Stacie Kwitek-Russell
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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
January 28, 2020, 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of the December 31, 2019 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
 - A. Legal Update
- VII. New Business
 - A. 2020 Agency Goals
 - B. Proposed Agency Mission Statement
 - C. Proposed Legislation & Fiscal Impacts
 - D. 2020 Christmas Party Date

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December 31, 2019
2019 MEETING #12

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, December 31, 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, and Stacie Kwitek-Russell, Director, Department of Human Services (DHS).

MINUTES: Board Member McFall moved, duly seconded by Board Member Bell, to accept the minutes of the November 26, 2019 meeting with no additions or deletions. Upon vote: Board Member McFall, aye; Board Member Bell, 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 December 31, 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 explained the allocation funding and estimated expenditures for the state fiscal year and the reimbursement process. Following review and discussion of the financial and caseload reports, Board Member McFall moved, duly seconded by Board Member Bell to accept the November 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 activities within the Department. Stacie Kwitek-Russell stated she spent a lot of time with the individual team meetings and learned a great deal from them. Board Member Bell mentioned she's proud of how DHS gives recognition to all employees of the year nominations from the Department.

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

OLD BUSINESS:

There was no Old Business to discuss.

NEW BUSINESS:

HUMAN SERVICES RESOLUTION # 1, SERIES 2019, ELECTION OF 2020 OFFICERS: Following discussion, Board Member Bell moved, duly seconded by Board Member McFall, the nomination and effective date of January 1, 2020, election of 2020 BOHS Officers as:

Chairman:	Commissioner Payne
Chairman Pro Tem:	Commissioner McFall
Treasurer:	Commissioner Bell

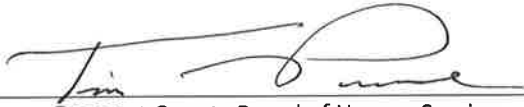
Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

HUMAN SERVICES RESOLUTION # 2, SERIES 2019, ESTABLISHMENT OF 2020 MEETING DATE, TIME AND PLACE: Following discussion, Board Member McFall moved, duly seconded by Board Member Bell, as:

Date: Last Tuesday of each and every month
Time: 2:00 p.m.
Place: Fremont County Administration Building, 615 Macon, Canon City, Colorado

The DHS 2020 Quarterly Professional Development Closure Dates was the last item on the agenda for discussion. Stacie Kwitek-Russell requested approval for the building to be closed for Professional Development on the following dates: January 29, April 29, July 29, and October 28, 2020. After a brief discussion, Board Member Bell moved, duly seconded by Board Member McFall to approve closure of the building for Professional Development on those specified dates. Upon vote: Board Member Payne, aye; Board Member Bell, aye; Board Member McFall, aye. The motion carried.

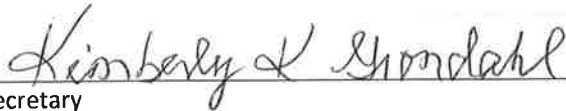
With there being no other business to discuss, the meeting adjourned at 2:09 p.m.



Chairman, Fremont County Board of Human Services

01/28/2020

Date



Secretary

01/28/2020

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR DECEMBER 2019

\$ 1,356,329.19

WARRANTS ISSUED DECEMBER 27, 2019 THROUGH JANUARY 22, 2020

1/9/2020	257,084.32
1/15/2020	7,126.90
1/21/2020	15,589.08
Total	\$279,800.30

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.

1/28/2020

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 January, 2020.


Chairman Payne


Commissioner Bell


Commissioner McFall

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$94,343.40	\$101,943.68	239	277
AND	\$47,540.55	\$34,690.45	133	138
OAP	\$82,320.22	\$76,368.99	276	278
Child Care	\$59,317.46	\$64,158.85	127	117
LEAP	\$77,753.54	\$58,769.74	339	306
Food Assistance	\$779,238.00	\$779,735.29	3628	3633
OOH Placements	\$183,439.40	\$206,884.80	169	181
CORE	\$30,776.62	\$29,029.77	199	167
Case Services	\$1,600.00	\$1,176.25	2	1
Total EBT Issuance:	\$1,356,329.19	\$1,352,757.82		
Medicaid Transportation	\$14,672.63	\$12,842.88	79	78

Child Welfare Intake Referrals:	
Total Referrals	106
Screened In	37
% Screened In	34.91%

APS:	
Total Referrals:	26
Screened in	6
% Screened in	23%
Open cases with Legal Authority	7
Open cases w/o Legal Authority	21
Total Ongoing Cases	28

SEP/OLTC:	
Pending	42
Total Caseload	363

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 12/27/2019 - 01/22/2020

Vendor Name	Payment Date	Payment Amount	Number
Client Services	01/19/2020	-25.00	178613
Medicaid Transportation	01/19/2020	-23.78	178666
Medicaid Transportation	01/19/2020	-3.28	178691
Medicaid Transportation	01/19/2020	-58.22	178801
PACE Ventures, Inc.	01/09/2020	132.60	179386
Adams County Sherriff	01/09/2020	77.00	179387
APS Client Services	01/09/2020	250.00	179388
Canon City Recreation District	01/09/2020	65.00	179389
M.K. Tatum	01/09/2020	203.16	179390
Card Services	01/09/2020	2,381.65	179391
Void	01/09/2020	0.00	179392
City of Cañon City	01/09/2020	535.66	179393
Custer County Sheriff's Office	01/09/2020	55.00	179394
Douglas County	01/09/2020	100.00	179395
WEX Bank	01/09/2020	512.36	179396
Fed Ex	01/09/2020	9.58	179397
Fremont County BOCC	01/09/2020	1,778.25	179398
Fremont County BOCC	01/09/2020	238,983.96	179399
Fremont County Department of Transportation	01/09/2020	919.34	179400
Fremont Sanitation District	01/09/2020	113.72	179401
Garfield County Sheriff's Office	01/09/2020	66.55	179402
Gobins, Inc.	01/09/2020	1,590.24	179403
In & Out Conoco	01/09/2020	1,909.12	179404
AND Client Services	01/09/2020	1,302.00	179405
King Soopers Customer Charges	01/09/2020	74.38	179406
Magpie Daycare	01/09/2020	400.00	179407
Offerson Toner	01/09/2020	1,407.71	179408
Rochelle Reiter	01/09/2020	17.27	179409
Rocky Mountain Behavioral Health, Inc.	01/09/2020	785.00	179410
SECOM, INC.	01/09/2020	918.74	179411
Teller County DHS	01/09/2020	25.00	179412
Verizon	01/09/2020	184.34	179413
Verizon Wireless	01/09/2020	2,286.69	179414
Atmos Energy	01/15/2020	626.73	179415
Business Management Daily	01/15/2020	97.00	179416
Business Solutions Leasing	01/15/2020	1,542.53	179417
Colorado Bureau of Investigations	01/15/2020	197.50	179418
Master Printers	01/15/2020	32.00	179419
Prowers County	01/15/2020	2,915.40	179420
Jonathan K. Martinez	01/15/2020	333.94	179421
Thomson Reuters-West or West	01/15/2020	256.80	179422
Steven C. Zentz	01/15/2020	1,125.00	179423
Medicaid Transportation	01/21/2020	31.24	179424
Medicaid Transportation	01/21/2020	19.80	179425
Medicaid Transportation	01/21/2020	41.36	179426
Medicaid Transportation	01/21/2020	220.00	179427
Medicaid Transportation	01/21/2020	513.04	179428
Medicaid Transportation	01/21/2020	127.60	179429
Medicaid Transportation	01/21/2020	346.28	179430
Medicaid Transportation	01/21/2020	306.24	179431
Medicaid Transportation	01/21/2020	74.94	179432
Medicaid Transportation	01/21/2020	195.80	179433
Medicaid Transportation	01/21/2020	277.64	179434
Medicaid Transportation	01/21/2020	66.44	179435
Medicaid Transportation	01/21/2020	91.52	179436
Medicaid Transportation	01/21/2020	506.88	179437
Medicaid Transportation	01/21/2020	423.28	179438
Medicaid Transportation	01/21/2020	304.04	179439
Medicaid Transportation	01/21/2020	508.20	179440
Medicaid Transportation	01/21/2020	169.40	179441

Medicaid Transportation	01/21/2020	498.96	179442
Medicaid Transportation	01/21/2020	66.88	179443
Medicaid Transportation	01/21/2020	33.88	179444
Medicaid Transportation	01/21/2020	33.44	179445
Medicaid Transportation	01/21/2020	842.16	179446
Medicaid Transportation	01/21/2020	516.12	179447
Medicaid Transportation	01/21/2020	134.64	179448
Medicaid Transportation	01/21/2020	123.20	179449
Medicaid Transportation	01/21/2020	24.64	179450
Medicaid Transportation	01/21/2020	57.64	179451
Medicaid Transportation	01/21/2020	100.32	179452
Medicaid Transportation	01/21/2020	605.88	179453
Medicaid Transportation	01/21/2020	185.68	179454
Medicaid Transportation	01/21/2020	79.20	179455
Medicaid Transportation	01/21/2020	30.36	179456
Medicaid Transportation	01/21/2020	160.16	179457
Medicaid Transportation	01/21/2020	43.12	179458
Medicaid Transportation	01/21/2020	284.24	179459
Medicaid Transportation	01/21/2020	400.19	179460
Medicaid Transportation	01/21/2020	57.64	179461
Medicaid Transportation	01/21/2020	9.24	179462
Medicaid Transportation	01/21/2020	191.84	179463
Medicaid Transportation	01/21/2020	171.16	179464
Medicaid Transportation	01/21/2020	73.04	179465
Medicaid Transportation	01/21/2020	66.00	179466
Medicaid Transportation	01/21/2020	525.80	179467
Medicaid Transportation	01/21/2020	90.64	179468
Medicaid Transportation	01/21/2020	30.36	179469
Medicaid Transportation	01/21/2020	40.04	179470
Medicaid Transportation	01/21/2020	89.32	179471
Medicaid Transportation	01/21/2020	25.52	179472
Medicaid Transportation	01/21/2020	137.72	179473
Medicaid Transportation	01/21/2020	233.20	179474
Medicaid Transportation	01/21/2020	713.24	179475
Medicaid Transportation	01/21/2020	3.52	179476
Medicaid Transportation	01/21/2020	434.72	179477
Medicaid Transportation	01/21/2020	9.68	179478
Senior Services Solutions Plus	01/21/2020	1,050.22	179479
Medicaid Transportation	01/21/2020	49.72	179480
Medicaid Transportation	01/21/2020	11.88	179481
Medicaid Transportation	01/21/2020	154.00	179482
Medicaid Transportation	01/21/2020	13.20	179483
Medicaid Transportation	01/21/2020	12.76	179484
Medicaid Transportation	01/21/2020	197.12	179485
Medicaid Transportation	01/21/2020	29.48	179486
Medicaid Transportation	01/21/2020	261.12	179487
Medicaid Transportation	01/21/2020	11.00	179488
Medicaid Transportation	01/21/2020	825.00	179489
Medicaid Transportation	01/21/2020	297.44	179490
Medicaid Transportation	01/21/2020	95.48	179491
Medicaid Transportation	01/21/2020	660.25	179492
Medicaid Transportation	01/21/2020	485.32	179493
Medicaid Transportation	01/21/2020	88.00	179494

Bank Code APBNK-HS Summary

	Payable	Payment	Payment
Payment Type			
Regular Checks	169	108	279,800.30
Manual Checks	0	0	0
Voided Checks	0	5	-110.28
Bank Drafts	0	0	0
EFT's	0	0	0
	169	113	279,690.02

Summary Budget Report

Fremont County, CO Human Services

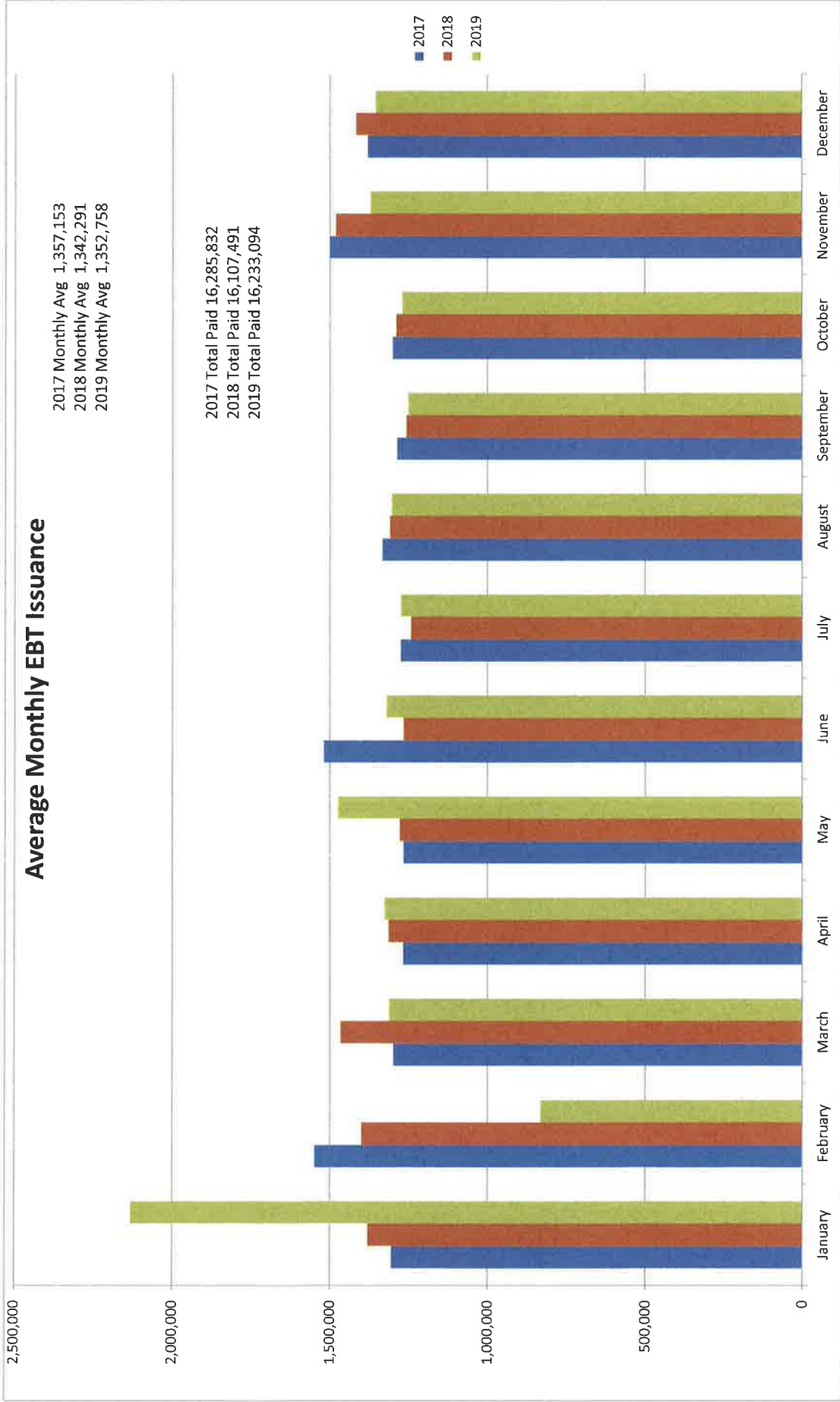
For Fiscal: 2019 Period Ending: 12/31/2019

		2019 Budget	12/19 Activity	YTD Activity	% Remaining
Revenue					
Current Property Taxes	43110 - DHS	1,186,840.00	1,219.24	1,174,063.65	1.08%
Delinquent Taxes	43115 - DHS	1,500.00	117.30	4,855.78	223.72%
Specific Ownership Tax	43120 - DHS	175,000.00	14,824.46	202,138.60	15.51%
Other Financing Sources	43180 - DHS	80,000.00	1,406.23	40,055.14	49.93%
Interest & Penalties	43190 - DHS	1,000.00	13.16	5,144.48	414.45%
Admin/Program Revenue	43340 - DHS	6,814,224.00	519,377.74	6,477,309.24	4.94%
Child Welfare Donation	43610 - DHS	2,000.00	0.00	616.01	69.20%
Deferred Revenue	43710 - DHS	428,789.00	3,572.70	322,827.60	24.71%
Revenue Total:		8,689,353.00	540,530.83	8,227,010.50	5.32%
Expense					
Salary Expense	61110 - DHS	5,052,998.00	376,562.62	4,780,122.89	5.40%
Health Insurance	61511 - DHS	1,019,654.00	74,093.59	893,615.02	12.36%
Life Insurance	61512 - DHS	5,663.00	333.89	3,951.36	30.22%
Medicare	61520 - DHS	84,846.00	5,281.32	68,887.29	18.81%
Retirement	61521 - DHS	151,619.00	8,474.53	109,302.65	27.91%
Social Security	61530 - DHS	315,384.00	21,900.68	278,661.85	11.64%
Unemployment	61532 - DHS	16,874.00	1,055.01	13,459.84	20.23%
Workers Compensation	61533 - DHS	59,907.00	3,856.18	45,496.05	24.06%
RMS	61898 - DHS	-15,259.00	0.00	0.00	-2.35%
Contract Services	61910 - DHS	266,000.00	5,660.15	192,951.67	27.46%
Title XX	61920 - DHS	900.00	0.00	0.00	100.00%
Tanf Admin Tuition	62105 - DHS	250.00	0.00	0.00	100.00%
Utilities	62110 - DHS	97,550.00	5,712.06	84,657.12	13.22%
Maintenance Grounds	62180 - DHS	0.00	0.00	9,600.00	0.00%
Building Maintenance	62220 - DHS	7,000.00	0.00	9,764.80	-39.50%
Equipment Maintenance	62230 - DHS	40,250.00	3,039.10	38,316.92	4.80%
Equipment Rental	62253 - DHS	21,150.00	1,713.53	18,153.18	14.17%
Building Lease	62255 - DHS	0.00	1,778.25	32,008.50	0.00%
Travel	62510 - DHS	210,642.00	-4,969.66	141,247.24	36.13%
Advertising	62610 - DHS	750.00	200.00	200.00	73.33%
Telephone	62630 - DHS	36,045.00	3,389.12	44,335.92	-23.00%
Printing & Forms	62680 - DHS	1,500.00	0.00	925.33	38.31%
Legal Fees	62690 - DHS	1,500.00	28.00	703.60	53.09%
Purchase of Service	62820 - DHS	0.00	1,083.58	9,065.31	0.00%
Books & Subscriptions	63120 - DHS	4,165.00	0.00	658.22	84.20%
Office Supplies	63121 - DHS	107,200.00	2,462.20	66,359.33	38.10%
Postage	63123 - DHS	24,100.00	1,137.29	19,570.42	18.79%
Document Scanning	63124 - DHS	30,700.00	0.00	13,345.23	56.53%
Expert Witness	63300 - DHS	7,700.00	710.40	5,094.19	33.84%
Interpreter	63350 - DHS	1,900.00	0.00	708.50	62.71%
Document Destruction	63400 - DHS	2,000.00	0.00	957.00	52.15%
Dues & Memberships	64140 - DHS	7,000.00	325.00	4,235.00	39.50%
Audit Fees	64173 - DHS	12,110.00	0.00	7,800.00	35.59%
Vital Statistics	64176 - DHS	100.00	0.00	168.00	-68.00%
Fingerprinting	64178 - DHS	7,350.00	474.00	5,793.00	21.18%
Foster Parent Training	64181 - DHS	5,400.00	-150.00	16,666.07	-208.63%
Fraud Registration Fees	64220 - DHS	100.00	0.00	50.00	50.00%
Other Equipment	64325 - DHS	0.00	0.00	4,132.40	0.00%
Depreciation	64330 - DHS	0.00	10,503.24	10,503.24	0.00%
TANF Burials	64793 - DHS	500.00	0.00	200.00	60.00%
Client Services	65791 - DHS	195,729.00	15,718.55	205,228.53	-4.85%
Program Expense	65793 - DHS	968,400.00	63,184.20	805,338.92	16.84%
EBT Costs	66006 - DHS	10,800.00	862.06	10,189.74	5.65%
Non Reimbursable	69810 - DHS	158,000.00	2,343.44	64,300.52	75.29%
Expense Total:		8,918,477.00	606,762.33	8,016,724.85	10.11%
Report Surplus (Deficit):		-229,124.00	-66,231.50	210,285.65	

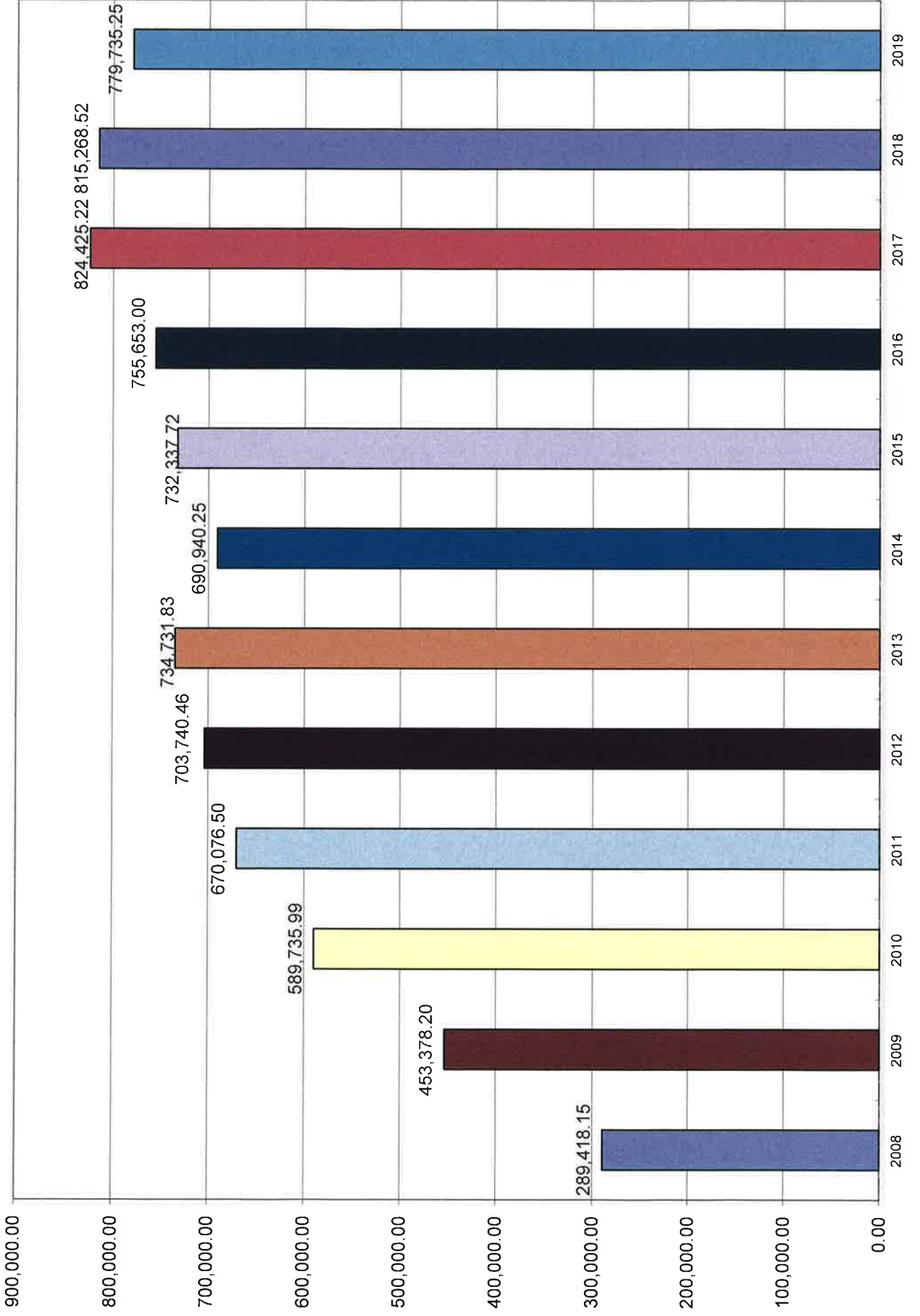
Average Monthly EBT Issuance

2017 Monthly Avg 1,357,153
 2018 Monthly Avg 1,342,291
 2019 Monthly Avg 1,352,758

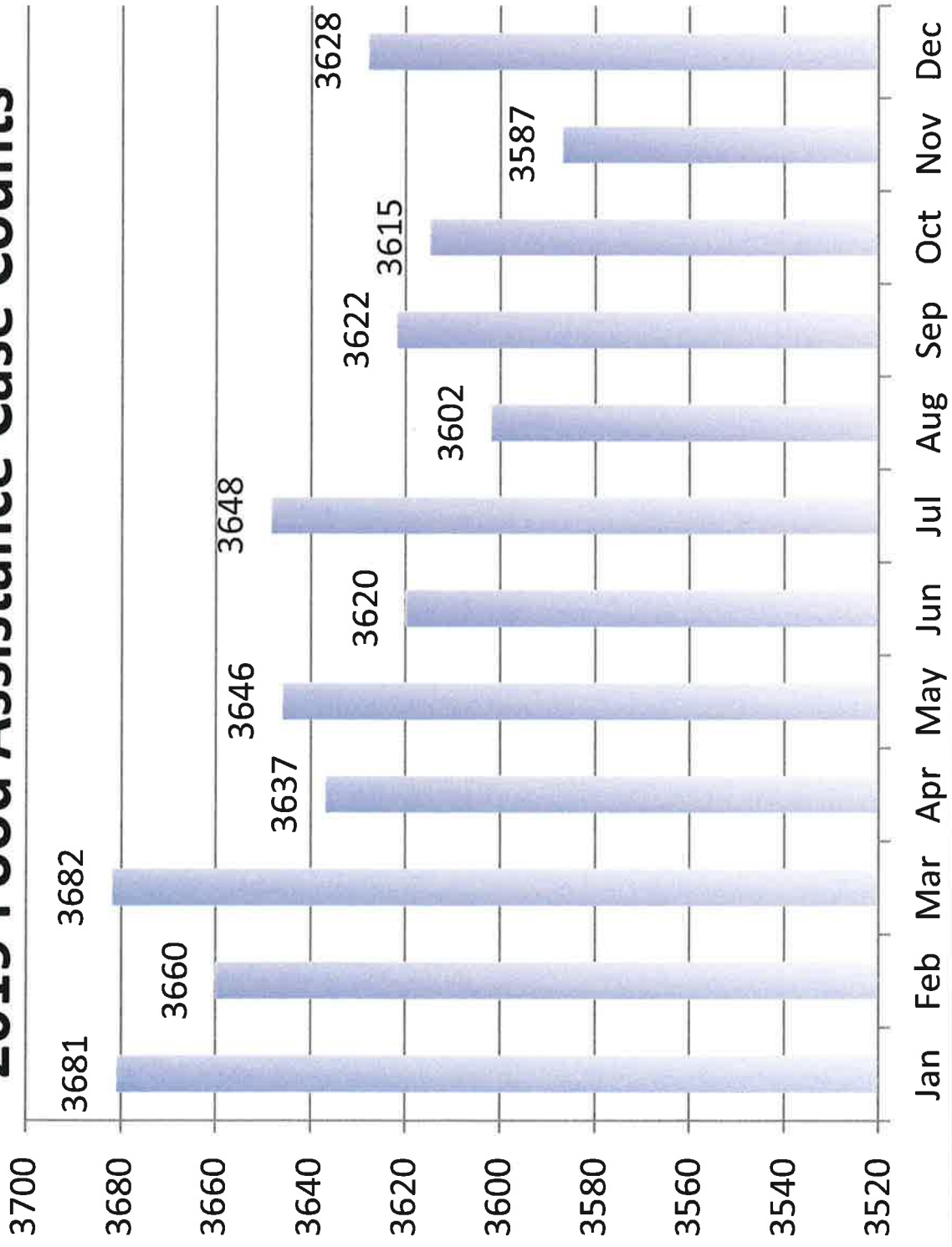
2017 Total Paid 16,285,832
 2018 Total Paid 16,107,491
 2019 Total Paid 16,233,094



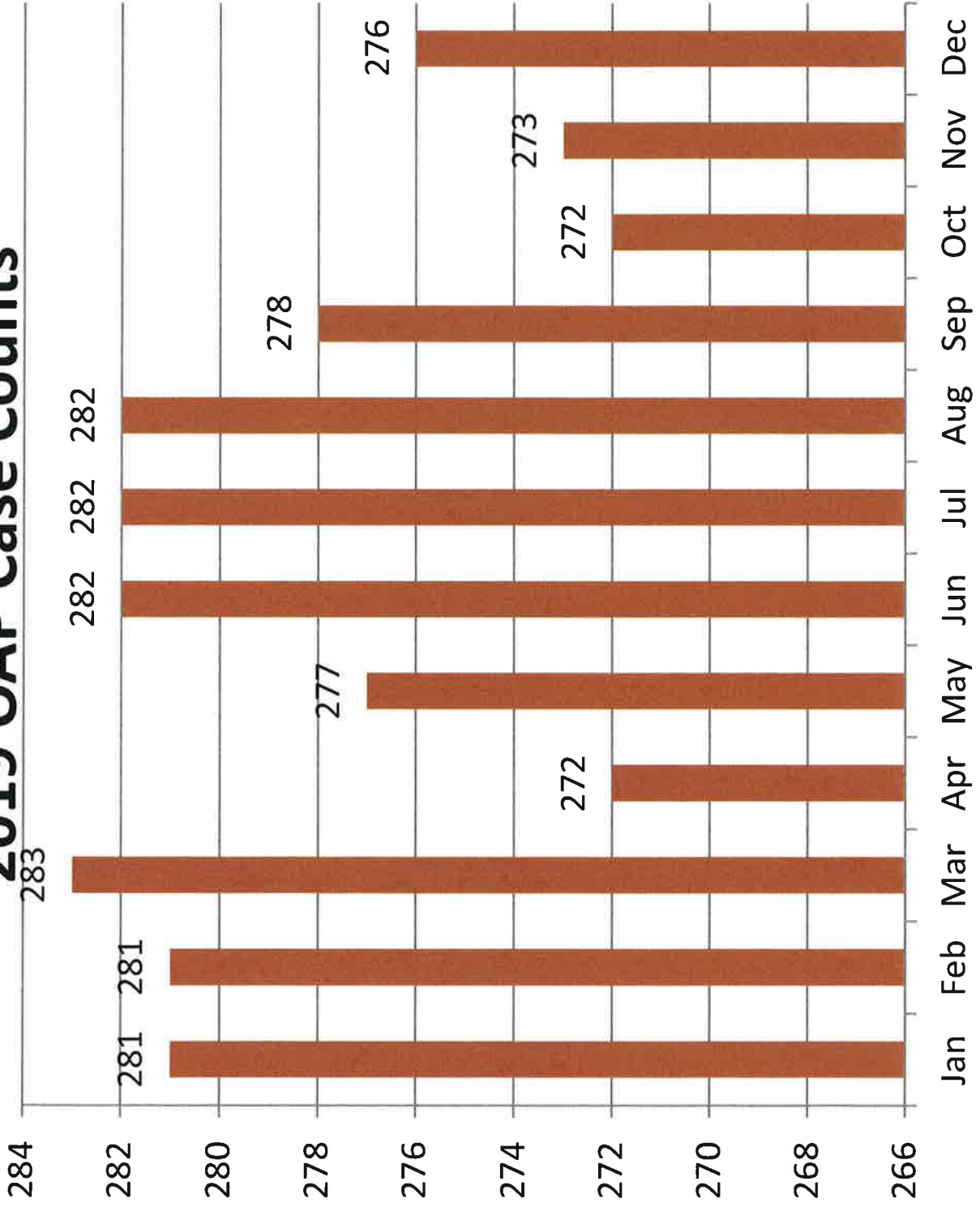
**Average Food Stamp Issuance Per Month
2008 - 2019**



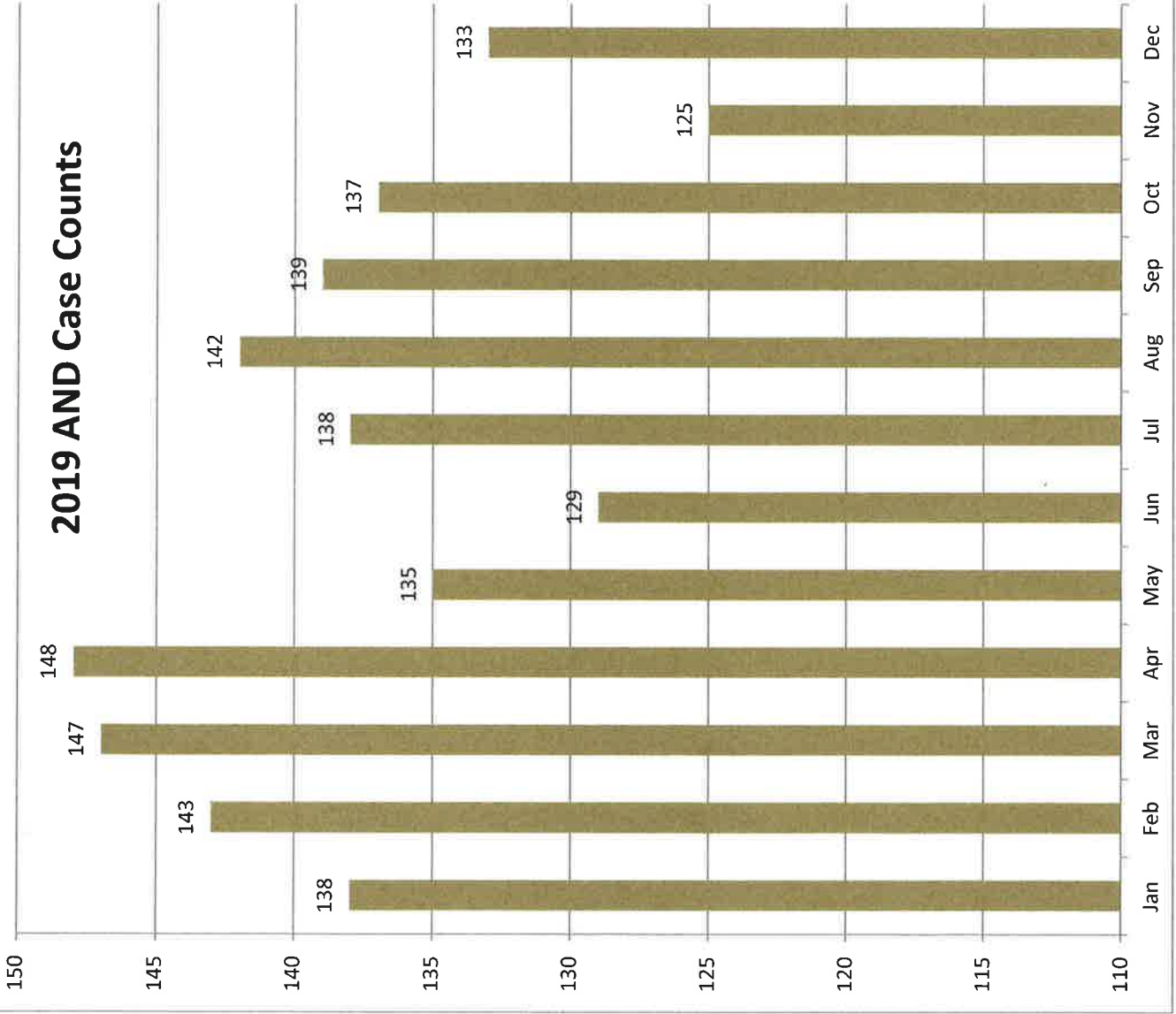
2019 Food Assistance Case Counts



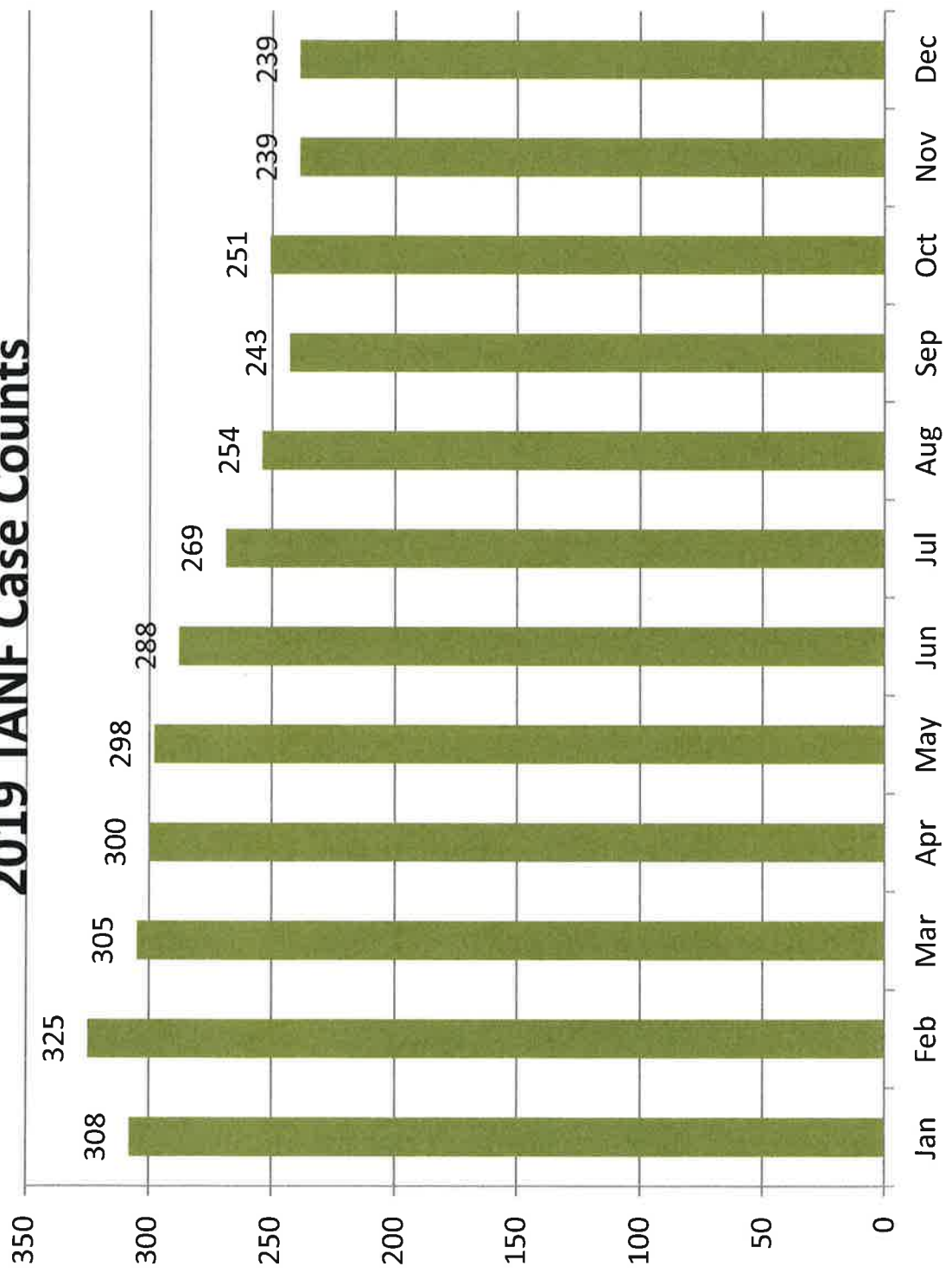
2019 OAP Case Counts



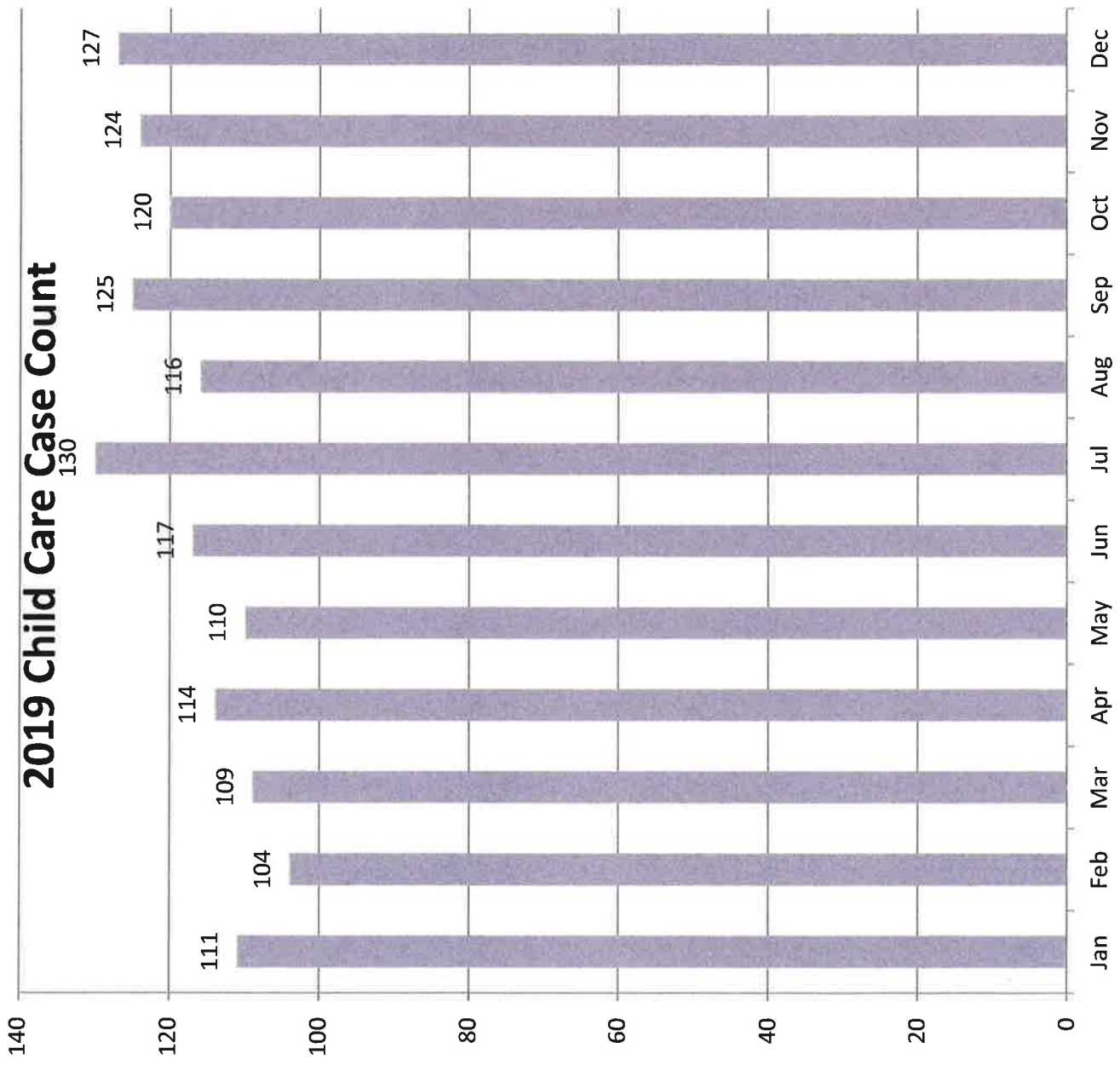
2019 AND Case Counts



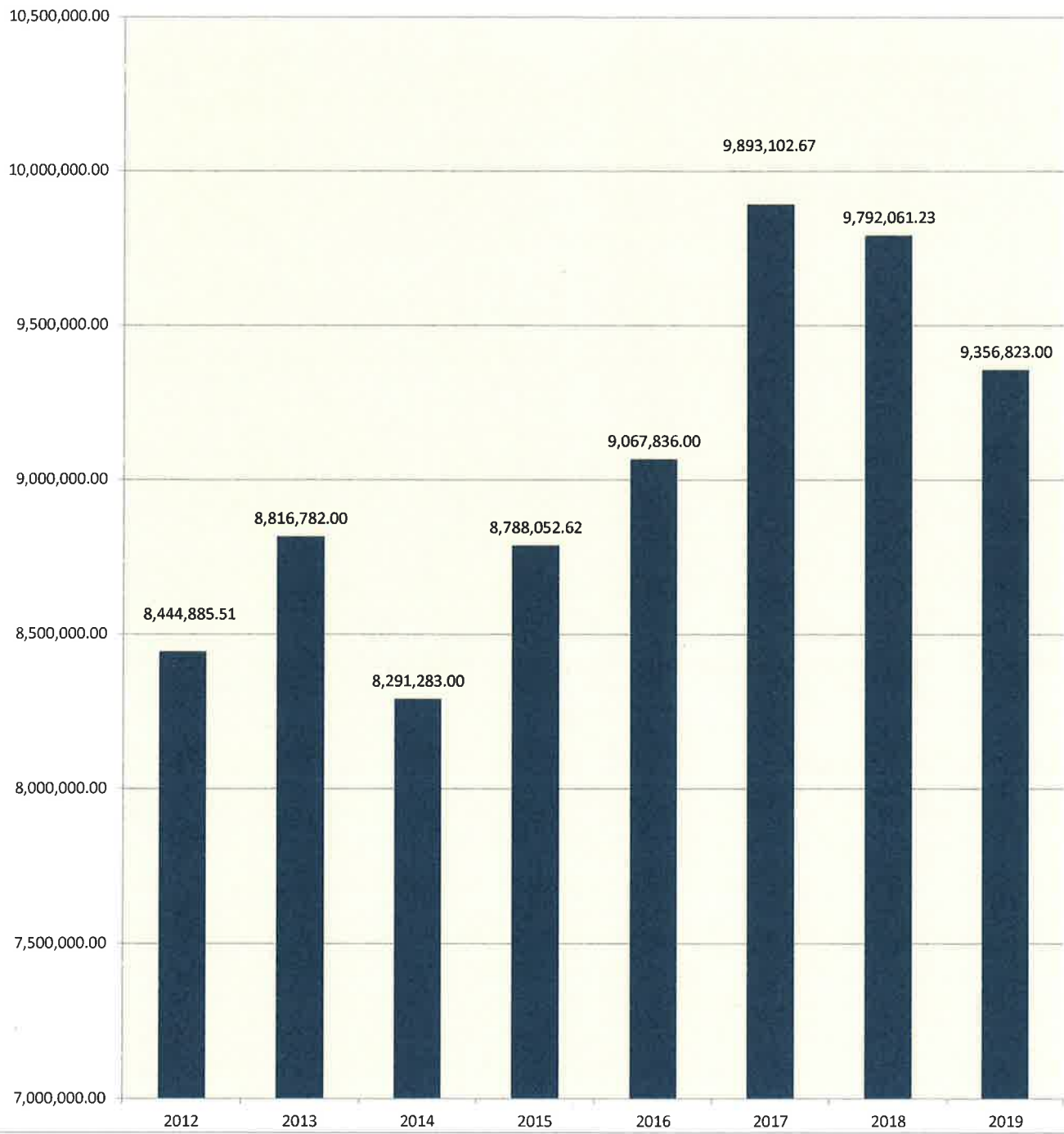
2019 TANF Case Counts



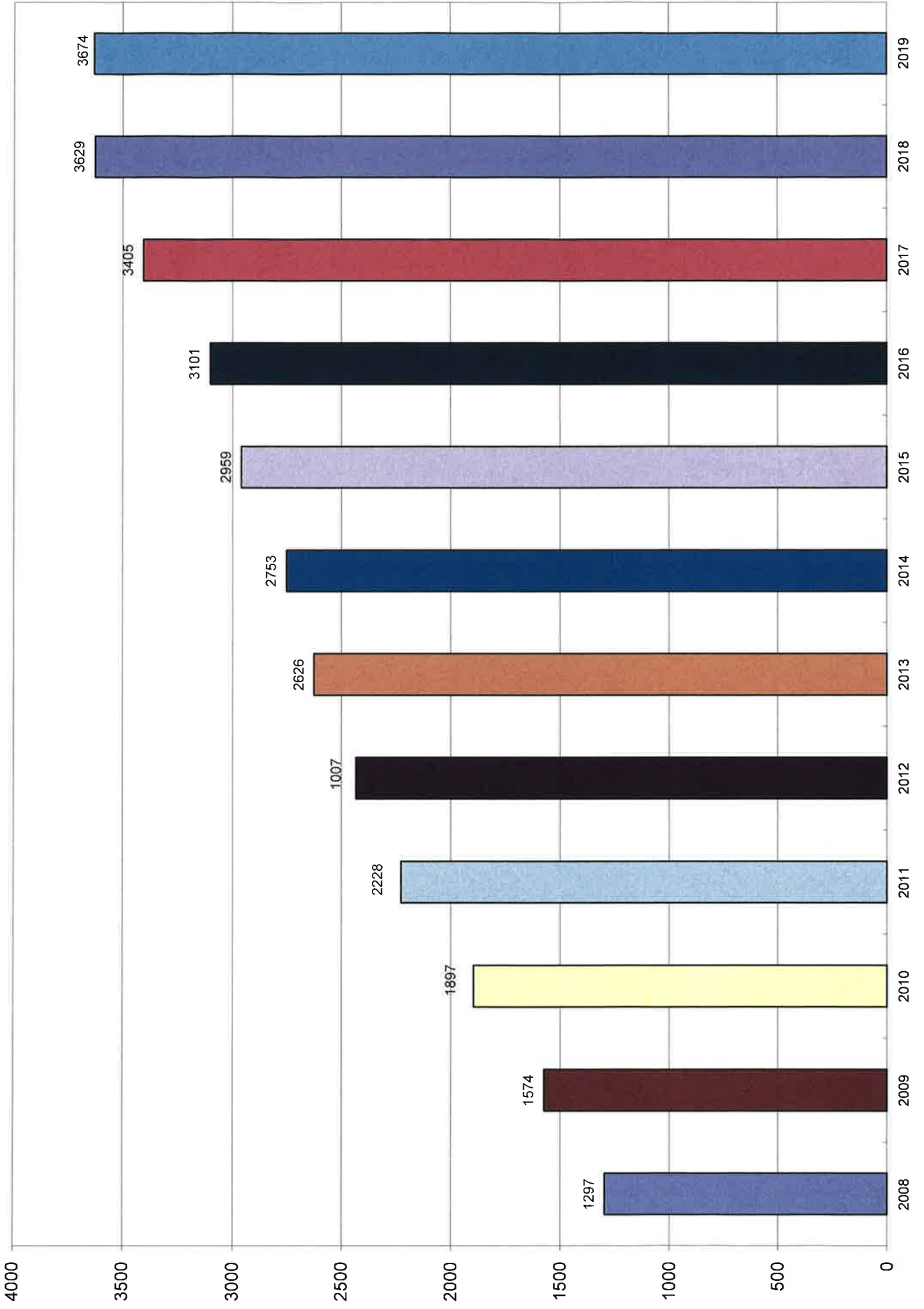
2019 Child Care Case Count



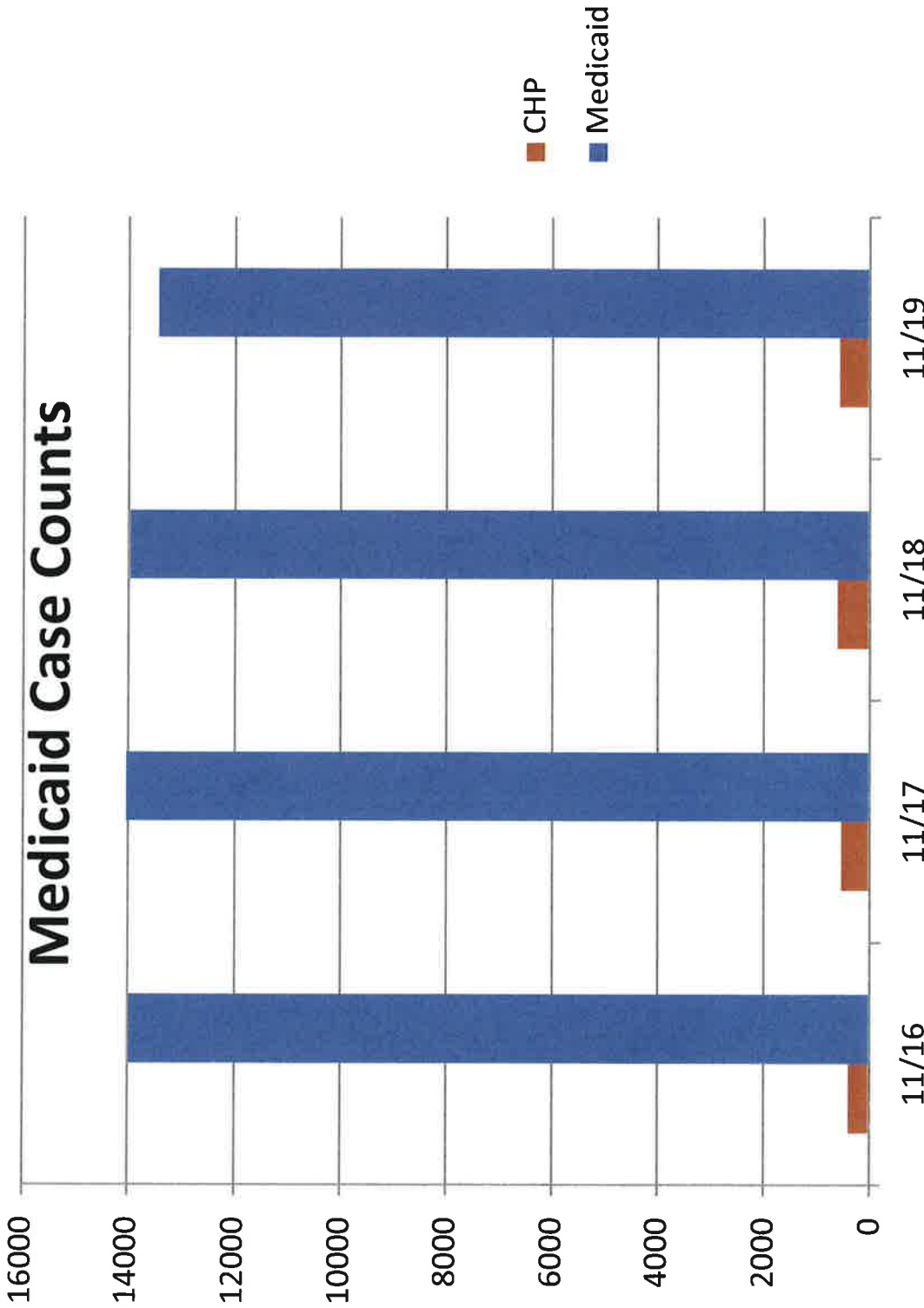
Annual Food Assistance Issuance



**Average Monthly Food Stamp Caseload
2008 - 2019**



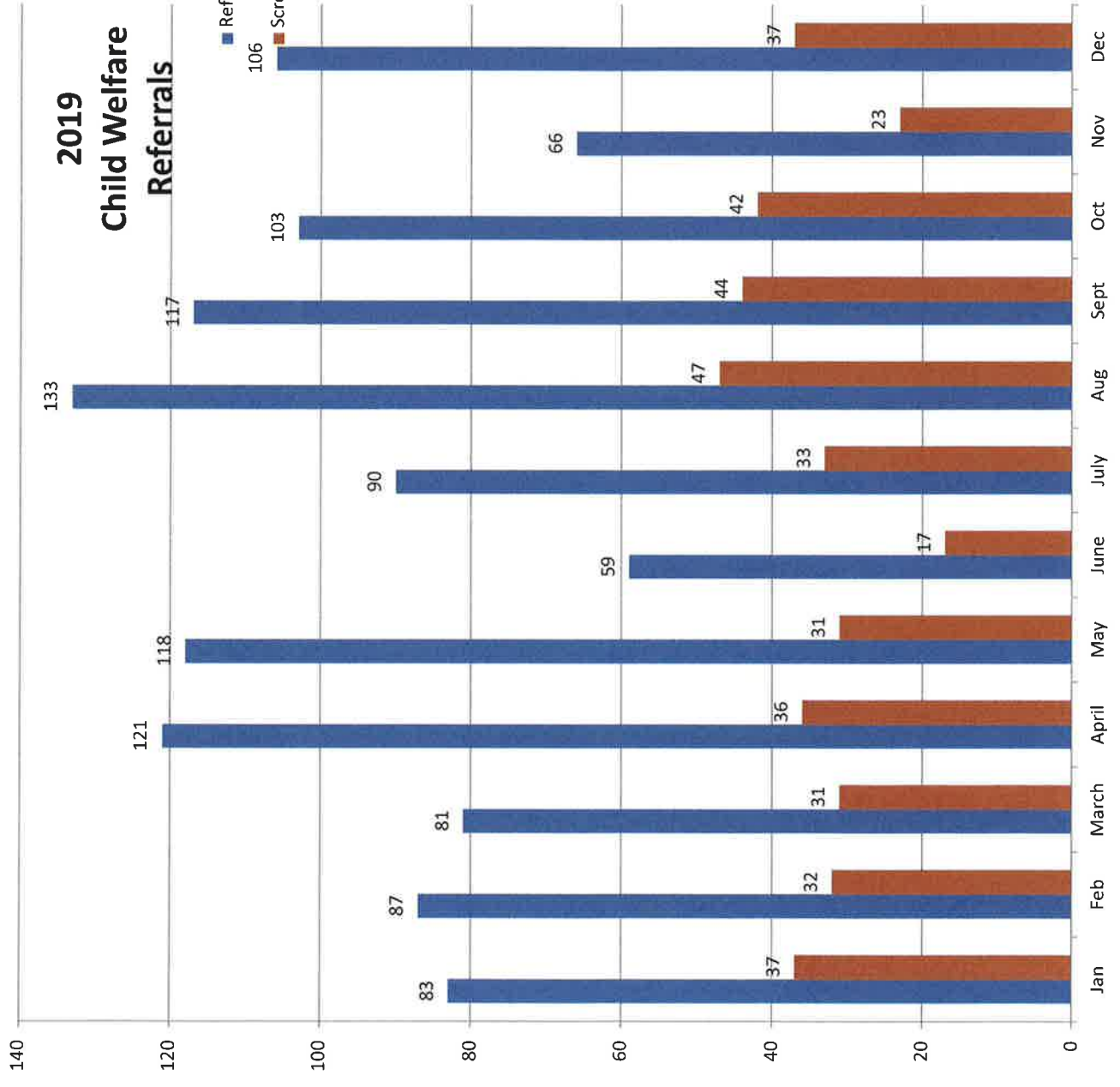
Medicaid Case Counts



	11/16	11/17	11/18	11/19
CHP	408	547	617	574
Medicaid	13,994	14,041	13,985	13,456

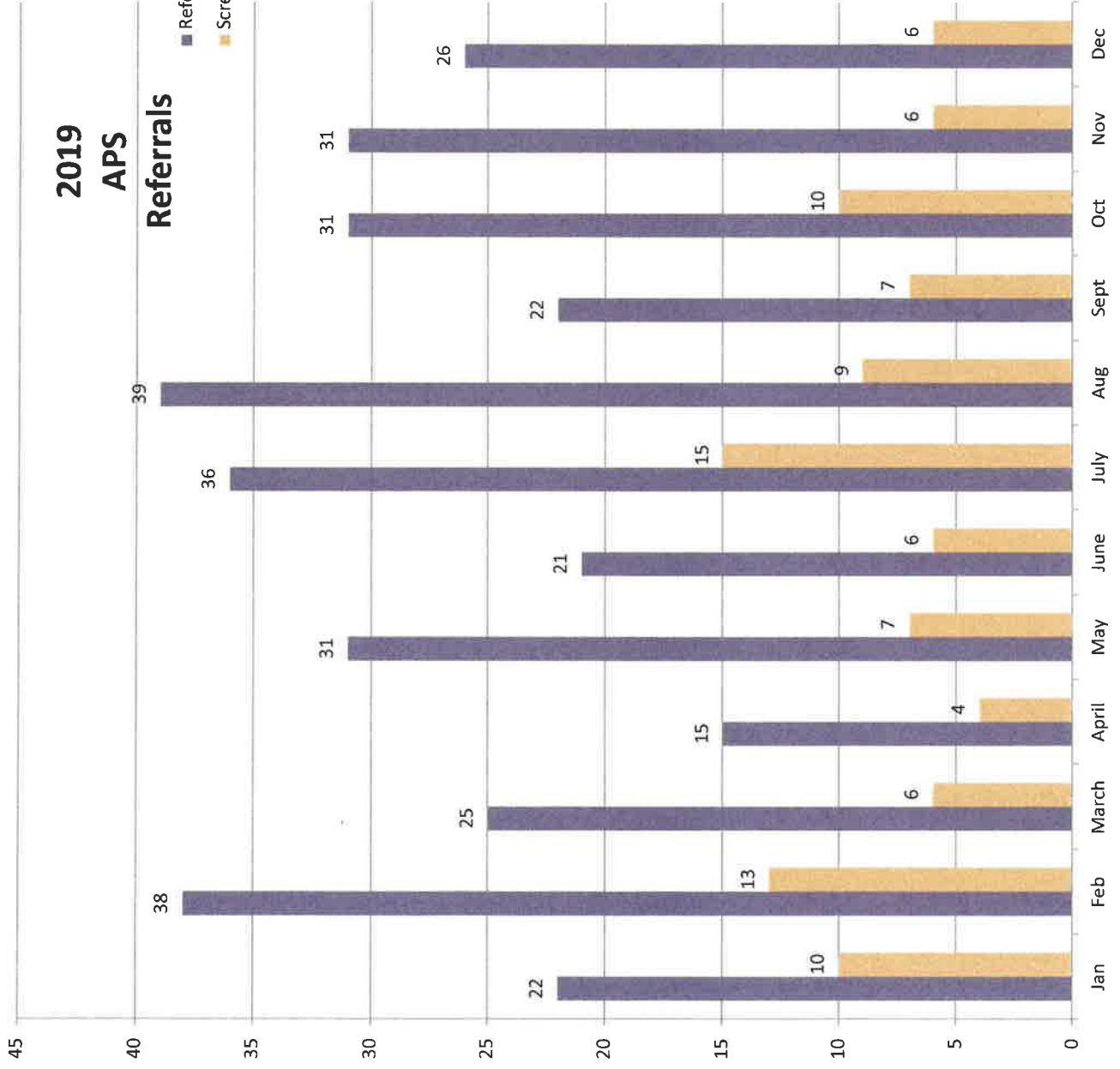
2019 Child Welfare Referrals

■ Referrals
■ Screened In

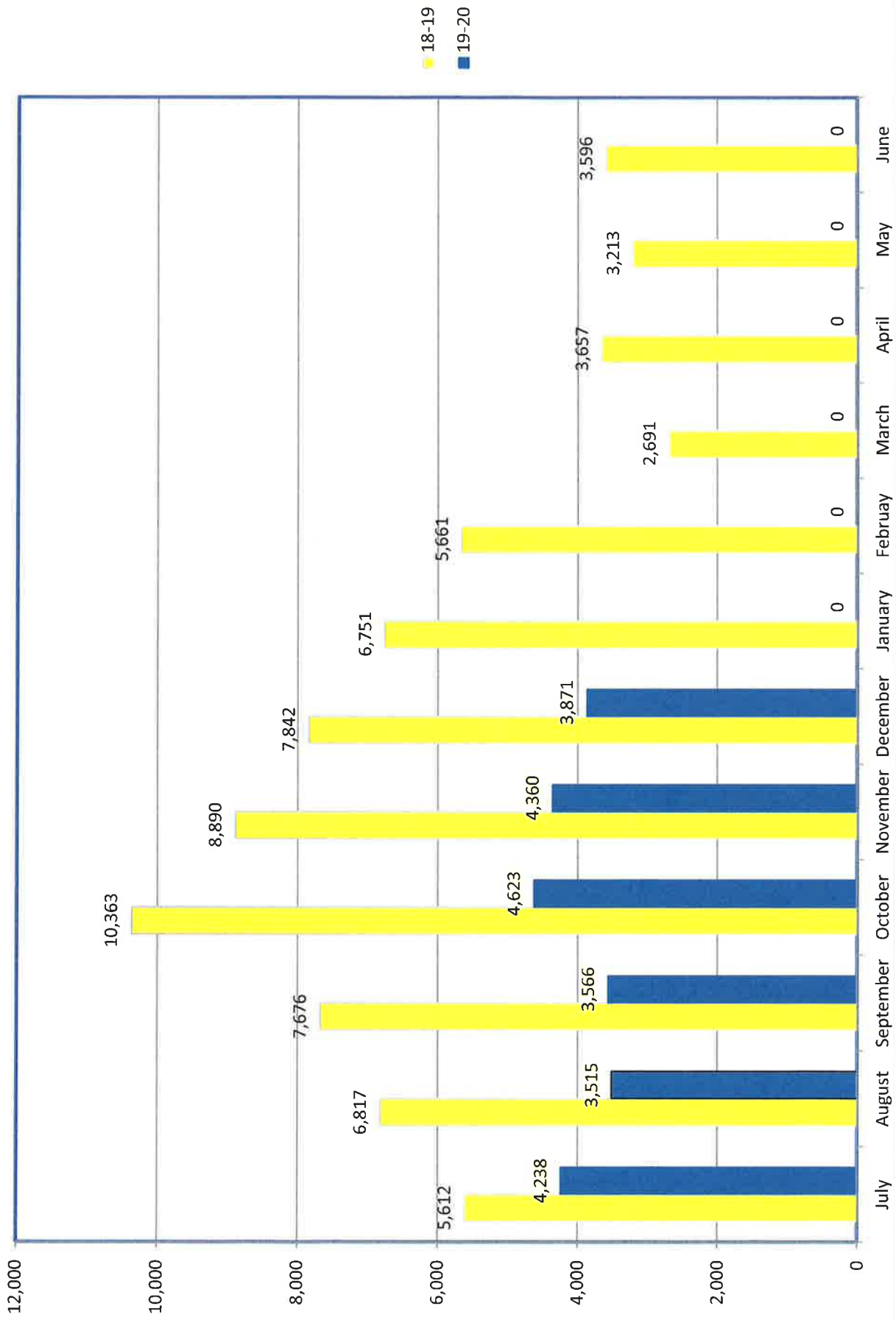


2019 APS Referrals

■ Referrals
■ Screened In



Employee Mileage Reimbursement



Director's Report

January 2020

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: January 23, 2020

January has been a busy month at DHS. I have been particularly busy with proposed legislation that will impact the agency and those we serve. The following are some of the activities and projects I have been working on this month:

- The management team spent some meaningful time together developing goals for the new year. We also developed a new Mission for the agency. Both will be presented at the BOHS meeting.
- I participated in teleconferences to discuss multiple bills that are being proposed this legislative session:
 - Behavioral Health Transparency
 - Increase to Basic Cash Assistance
 - Child Support Pass Through changes
 - Family First Prevention & Services Act for Colorado (Funding Split)
- I was able to spend the majority of one day observing our Dependency & Neglect docket; it is always enlightening.
- I was pleased to have 13 visitors during my monthly Admin In-Office Day. The topics ranged from updates on the breast feeding coalition to secondary employment.
- Carrie Porter and I participated in multiple meetings with CDHS regarding the formula for distribution of three different funding sources for Prevention & Intervention funds for this year. We should be receiving written notice of final amounts very soon. We anticipate Fremont County DHS will have \$420,000 available to utilize for implementation, continuation or expansion of Family Engagement Meetings, Permanency Round Tables, Trauma Treatment, Kinship Supports, and Parents as Teachers.
- I participated in the second Early Childhood Sector Partnership meeting.
- I had several meetings with Judicial regarding best practices in D&Ns, Truancy, and Family Treatment Drug Court.
- I continue to participate in the Implementation Team for Built for Zero and Carrie Porter and Rochelle Reiter participate in the bi-weekly case conferencing. We have seen tremendous success with these new strategies already.
- I chaired the January Fremont Interagency Oversight Group meeting where the CCHS Link Crew presented their Kindness Campaign. It was inspirational! FIOG selected a logo from many options created by Logan Crumley. They also received a copy of the Danger Ranger comic book that Logan created. They have two weeks to provide feedback and then it will go to print.
- We continue to experience extreme barriers in our work due to system issues in CBMS and Trails. The systems are slow and have bugs that affect workload significantly. It has also, unfortunately, impacted our ability to meet timeframes resulting in decreased C-STAT scores. This is, however, a statewide issue.

2020 DHS Goals

1. Demonstrate a commitment to excellence and transparency

- a. Develop and Implement a new Agency Mission Statement and Guiding Principles
- b. Measure all decisions by Mission and Guiding Principles
- c. Revise Agency Policy Manual
- d. Utilize standard processes for CQI throughout the agency
- e. Continue to increase transparent communication internally and externally
- f. Continue Customer Service efforts.

2. Attract and Retain High Quality Staff

- a. Rewrite all job descriptions
- b. Have all positions reviewed for re-classification
- c. Implement internal exit survey to gain insight on departures
- d. Review and revise performance evaluation formatting, including factor sheets.
- e. Complete the tasks on the R&R Leadership Priorities
- f. Continue with Supervisory development to improve retention efforts.
- g. Review Equity of workload distribution in Eligibility

Current Mission

The Fremont County Department of Human Services strives to provide income support, child protection and other social services in a professional, confidential, effective and efficient manner to enhance and empower clients to become self sufficient. We are committed to cooperate with other agencies and governmental entities to improve services, avoid duplicate efforts, obtain input to decision-making and service delivery, and facilitate the development of programs designed to meet local needs.

Proposed New Mission

The mission of Fremont County Department of Human Services is to provide supports and essential services to enrich the quality of life for members of our community.