

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
February 25, 2020, 2:00 p.m.

- I. Roll Call

- II. Approval of Minutes of the January 28, 2020 Meeting

- III. Approval of the Agenda

- IV. Approval of Financial & Caseload Reports

- V. Director's Report

- VI. Old Business

- VII. New Business
 - A. Recruitment and Retention Survey Results
 - B. Customer Service Survey Results
 - C. Breastfeeding Policy

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January 28, 2020
2020 MEETING #1

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 2:02 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 McFall moved, duly seconded by Board Member Bell, to accept the minutes of the December 31, 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 January 28, 2020 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 McFall moved, duly seconded by Board Member Bell to accept the December 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. Board Member McFall questioned the progress of the Built For Zero (BFZ) implementation. Stacie Kwitek-Russell said there is a lot of training occurring but there has been a reduction from the initial numbers of homeless on the list. Stacie Kwitek-Russell then informed everyone she received a package containing a Colorado flag and a letter from the Governor acknowledging the eligibility teams for the work they performed during the government shut down and CBMS transformation to ensure customers received their benefits. Board Member Bell asked that Stacie offer congratulations to the employees from the Commissioners on their achievement.

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:

Stacie Kwitek-Russell provided an update on the status of hiring an additional attorney for the Legal Unit. She said two individuals were interviewed and an offer was made to Eric Bellis. She will be meeting with him later today to find out if he will accept the offer.

NEW BUSINESS:

Stacie Kwitek-Russell presented the 2020 Agency goals and the new proposed Agency Mission Statement. There was a full discussion regarding both, and suggestions were provided for the Mission Statement to be revised to be more understood by individuals that do not work in Human Services.

She then discussed current proposed legislation and the fiscal impacts for the Department if the legislation is approved. Child Welfare, TANF, and Child Support could all have changes coming that will have a negative effect on funding. She will keep them apprised as she learns more.

The last item on the agenda was the 2020 Christmas Party. Stacie Kwitek-Russell requested permission for the office to be closed at 2:30pm on December 16th, 2020 and the Board Members approved it.

With there being no other business to discuss, the meeting adjourned at 2:32 p.m.



Chairman, Fremont County Board of Human Services

02/25/2020
Date



Secretary

02/25/2020
Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR JANUARY 2020

\$ 1,331,620.07

WARRANTS ISSUED JANUARY 22, 2020 THROUGH FEBRUARY 20, 2020

1/23/2020	3,410.01
1/28/2020	251,914.84
1/30/2020	7,659.32
2/6/2020	268,669.34
2/12/2020	11,826.29
2/20/2020	263,506.64
Total	806,986.44


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.

2/25/2020

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 25th day of February, 2020.


Chairman Payne

Absent
Commissioner Bell


Commissioner McFall

**Fremont County Department of Human Services
January 2020 EBT Issuance & Caseload Information**

EBT	<u>Amount Issued</u>	<u>Caseload Count</u>
TANF	\$88,490.59	237
AND	\$34,324.24	145
OAP	\$77,971.78	275
Child Care	\$71,588.66	126
LEAP	\$68,308.67	302
Food Assistance	\$774,775.00	3626
OOH Placements	\$183,588.17	164
CORE	\$30,972.96	216
Case Services	\$1,600.00	1
Total Issuance:	\$1,331,620.07	
 Medicaid Transportation:	 \$15,503.80	 100
 Child Welfare Intake Referrals:		
Total Referrals	102	
Screened In	28	
% Screened In	27.45%	
 APS:		
Total Referrals:	26	
Screened in	11	
% Screened in	42%	
Open cases with Legal Authority	7	
Open cases w/o Legal Authority	15	
Total Ongoing Cases	22	
 SEP/OLTC:		
Pending	47	
Total Caseload	364	

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 01/22/2020 - 02/20/2020

Vendor Name	Payment Date	Payment Amount	Number
Sherri Anderson	01/23/2020	71.00	179495
Lacey Arroyo	01/23/2020	87.90	179496
Diane Bengé	01/23/2020	292.35	179497
Scott Blair	01/23/2020	50.50	179498
Braun, Stephani	01/23/2020	39.00	179499
Kelly Broomfield	01/23/2020	12.00	179500
Kaylee Caudill	01/23/2020	205.10	179501
Kristi Degarmo	01/23/2020	22.20	179502
Alexis Enslow	01/23/2020	100.17	179503
Yvonne Feyerherm	01/23/2020	8.15	179504
Grace Flynn	01/23/2020	320.75	179505
Garrett, Sarah	01/23/2020	183.35	179506
Gunter, Jordan	01/23/2020	122.00	179507
Mary Tina Gurule	01/23/2020	155.09	179508
Heller, Ryan	01/23/2020	88.70	179509
Anna Kehl	01/23/2020	176.40	179510
Corinna Lemay	01/23/2020	11.53	179511
Christen LoPresti	01/23/2020	219.45	179512
Amy Maroni	01/23/2020	216.85	179513
Janell Miller	01/23/2020	48.76	179514
Lynne Monahan	01/23/2020	130.20	179515
Angela Near	01/23/2020	19.20	179516
Kelly Nowak	01/23/2020	242.50	179517
Ieshia Salas	01/23/2020	72.50	179518
Michelle Short	01/23/2020	61.50	179519
Vivian Simon	01/23/2020	40.00	179520
Rebecca Tamez	01/23/2020	185.40	179521
Kim Tauber	01/23/2020	65.00	179522
Vicki White	01/23/2020	36.60	179523
Amanda Whitt	01/23/2020	62.50	179524
Molly Willard	01/23/2020	63.36	179525
Colorado Supreme Court	01/28/2020	325.00	179526
FIOG Student Stipend	01/28/2020	25.00	179527
Dee's Pace	01/28/2020	95.53	179528
FIOG Parent Stipend	01/28/2020	50.00	179529
Fremont County BOCC	01/28/2020	247,021.95	179530
FIOG Parent Stipend	01/28/2020	50.00	179531
Mark B. Kwitek	01/28/2020	1,150.00	179532
Mobile Record Shredders, LLC	01/28/2020	332.00	179533
Office Depot	01/28/2020	901.80	179534
Reserve Account	01/28/2020	1,202.60	179535
Success, Inc.	01/28/2020	300.00	179536
VISA	01/28/2020	384.00	179537
Walmart Community/RFCSLLC	01/28/2020	76.96	179538
Arapahoe County Department of Finance	01/30/2020	217.50	179539
Black Hills Energy	01/30/2020	2,867.14	179540
Fremont County BOCC	01/30/2020	2,014.26	179541
Elizabeth D. Gamache	01/30/2020	290.00	179542
Offerson Toner	01/30/2020	936.42	179543
Rocky Mountain Behavioral Health, Inc.	01/30/2020	1,255.00	179544
Stamp of Excellence, Inc.	01/30/2020	79.00	179545
M.K. Tatum	02/06/2020	533.95	179546
Card Services	02/06/2020	2,766.39	179547
City of Cañon City	02/06/2020	536.53	179548
Corporate Translation Services, Inc.	02/06/2020	3.29	179549
Douglas County	02/06/2020	50.00	179550
Fed Ex	02/06/2020	16.60	179551
Fremont County BOCC	02/06/2020	1,778.25	179552
Fremont County BOCC	02/06/2020	254,809.27	179553
Fremont County Crusader, Inc.	02/06/2020	28.00	179554

Gobins, Inc.	02/06/2020	1,618.69	179555
Evguenia Lubenova Guentcheva	02/06/2020	550.00	179556
In & Out Conoco	02/06/2020	1,899.57	179557
King Soopers Customer Charges	02/06/2020	143.80	179558
New Horizons Ministry	02/06/2020	84.98	179559
Child Support Overcollect	02/06/2020	60.00	179560
Office Depot	02/06/2020	6.52	179561
SECOM, INC.	02/06/2020	921.09	179562
Jonathan K. Martinez	02/06/2020	100.34	179563
School Transportation	02/06/2020	300.60	179564
Verizon	02/06/2020	184.34	179565
Verizon Wireless	02/06/2020	2,277.13	179566
Business Solutions Leasing	02/12/2020	1,542.53	179567
Colorado Bureau of Investigations	02/12/2020	948.00	179568
Developmental Opportunities	02/12/2020	6,337.47	179569
Discover Goodwill	02/12/2020	289.98	179570
WEX Bank	02/12/2020	492.47	179571
Fed Ex	02/12/2020	9.58	179572
Fremont County BOCC	02/12/2020	1,265.55	179573
Fremont Sanitation District	02/12/2020	110.51	179574
Mobile Record Shredders, LLC	02/12/2020	363.40	179575
Jonathan K. Martinez	02/12/2020	210.00	179576
Thomson Reuters-West	02/12/2020	256.80	179577
Aapex Legal Services, LLC	02/20/2020	126.75	179578
AB Court Reporting & Video	02/20/2020	24.00	179579
Atmos Energy	02/20/2020	630.67	179580
TANF Overcollect	02/20/2020	222.00	179581
DSD Civil Division	02/20/2020	21.10	179582
Fremont County BOCC	02/20/2020	245,477.69	179583
High Point Networks, LLC	02/20/2020	140.00	179584
HP INC.	02/20/2020	54.00	179585
Pitney Bowes, Inc.	02/20/2020	529.97	179586
Steven C. Zentz	02/20/2020	1,485.00	179587
Medicaid Transportation	02/20/2020	51.04	179588
Medicaid Transportation	02/20/2020	46.64	179589
Medicaid Transportation	02/20/2020	231.44	179590
Medicaid Transportation	02/20/2020	361.24	179591
Medicaid Transportation	02/20/2020	45.76	179592
Medicaid Transportation	02/20/2020	36.96	179593
Medicaid Transportation	02/20/2020	380.60	179594
Medicaid Transportation	02/20/2020	178.64	179595
Medicaid Transportation	02/20/2020	289.08	179596
Medicaid Transportation	02/20/2020	35.20	179597
Medicaid Transportation	02/20/2020	113.08	179598
Medicaid Transportation	02/20/2020	37.40	179599
Medicaid Transportation	02/20/2020	449.24	179600
Medicaid Transportation	02/20/2020	33.88	179601
Medicaid Transportation	02/20/2020	209.88	179602
Medicaid Transportation	02/20/2020	241.56	179603
Medicaid Transportation	02/20/2020	224.84	179604
Medicaid Transportation	02/20/2020	474.32	179605
Medicaid Transportation	02/20/2020	100.32	179606
Medicaid Transportation	02/20/2020	290.40	179607
Medicaid Transportation	02/20/2020	66.88	179608
Medicaid Transportation	02/20/2020	114.84	179609
Medicaid Transportation	02/20/2020	49.72	179610
Medicaid Transportation	02/20/2020	880.00	179611
Medicaid Transportation	02/20/2020	151.80	179612
Medicaid Transportation	02/20/2020	246.40	179613
Medicaid Transportation	02/20/2020	95.04	179614
Medicaid Transportation	02/20/2020	33.44	179615
Medicaid Transportation	02/20/2020	712.80	179616
Medicaid Transportation	02/20/2020	31.24	179617
Medicaid Transportation	02/20/2020	260.04	179618
Medicaid Transportation	02/20/2020	36.52	179619
Medicaid Transportation	02/20/2020	413.60	179620
Medicaid Transportation	02/20/2020	139.04	179621

Medicaid Transportation	02/20/2020	64.24	179622
Medicaid Transportation	02/20/2020	543.40	179623
Medicaid Transportation	02/20/2020	383.70	179624
Medicaid Transportation	02/20/2020	40.92	179625
Medicaid Transportation	02/20/2020	64.24	179626
Medicaid Transportation	02/20/2020	95.04	179627
Medicaid Transportation	02/20/2020	295.68	179628
Medicaid Transportation	02/20/2020	58.96	179629
Medicaid Transportation	02/20/2020	98.12	179630
Medicaid Transportation	02/20/2020	113.96	179631
Medicaid Transportation	02/20/2020	435.60	179632
Medicaid Transportation	02/20/2020	65.56	179633
Medicaid Transportation	02/20/2020	58.96	179634
Medicaid Transportation	02/20/2020	38.72	179635
Medicaid Transportation	02/20/2020	142.56	179636
Medicaid Transportation	02/20/2020	156.20	179637
Medicaid Transportation	02/20/2020	188.32	179638
Medicaid Transportation	02/20/2020	108.24	179639
Medicaid Transportation	02/20/2020	419.76	179640
Medicaid Transportation	02/20/2020	4.40	179641
Medicaid Transportation	02/20/2020	24.64	179642
Medicaid Transportation	02/20/2020	9.68	179643
Medicaid Transportation	02/20/2020	1,017.28	179644
Medicaid Transportation	02/20/2020	49.72	179645
Medicaid Transportation	02/20/2020	31.24	179646
Medicaid Transportation	02/20/2020	279.84	179647
Medicaid Transportation	02/20/2020	398.20	179648
Medicaid Transportation	02/20/2020	92.84	179649
Medicaid Transportation	02/20/2020	102.52	179650
Medicaid Transportation	02/20/2020	173.80	179651
Medicaid Transportation	02/20/2020	726.00	179652
Medicaid Transportation	02/20/2020	144.32	179653
Medicaid Transportation	02/20/2020	261.36	179654
Medicaid Transportation	02/20/2020	7.92	179655
Medicaid Transportation	02/20/2020	137.28	179656
Medicaid Transportation	02/20/2020	150.48	179657
Medicaid Transportation	02/20/2020	748.88	179658

Payment Type	Payable	Payment	Payment
Regular Checks	212	164.00	806,986.44
Manual Checks	0	0.00	0.00
Voided Checks	0	0.00	0.00
Bank Drafts	0	0.00	0.00
EFT's	0	0.00	0.00
	212	164.00	806,986.44

Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2020 Period Ending: 01/31/2020

	2020 Budget	January	YTD Activity	Percent
Revenue				
Current Property Taxes	1,305,683.00	80,594.06	80,594.06	93.83%
Delinquent Taxes	1,500.00	26.60	26.60	98.23%
Specific Ownership Tax	175,000.00	15,744.46	15,744.46	91.00%
Other Financing Sources	50,000.00	1,427.29	1,427.29	97.15%
Interest & Penalties	1,000.00	26.99	26.99	97.30%
Program Revenue	7,102,989.00	485,038.33	485,038.33	93.17%
Child Welfare Donation	2,000.00	0.00	0.00	100.00%
Deferred Revenue	249,970.00	1,632.23	1,632.23	99.35%
Revenue Total:	8,888,142.00	584,489.96	584,489.96	93.42%
Expense				
Salary Expense	5,287,974.00	376,179.83	376,179.83	92.89%
Health Insurance	1,045,014.00	71,384.90	71,384.90	93.17%
Life Insurance	5,873.00	336.05	336.05	94.28%
Medicare	84,731.00	5,302.46	5,302.46	93.74%
Retirement	143,962.00	9,029.09	9,029.09	93.73%
Social Security	313,230.00	21,755.84	21,755.84	93.05%
Unemployment	16,687.00	1,047.90	1,047.90	93.72%
Workers Compensation	58,256.00	3,805.24	3,805.24	93.47%
RMS	501,500.00	39,892.75	39,892.75	92.05%
Contract Services	234,100.00	5,457.98	5,457.98	97.67%
Title XX	1,000.00	0.00	0.00	100.00%
TANF Admin Tuition	250.00	0.00	0.00	100.00%
Utilities	91,050.00	4,143.25	4,143.25	95.45%
Building Maintenance	10,000.00	1,150.00	1,150.00	88.50%
Equipment Maintenance	51,100.00	1,590.24	1,590.24	96.89%
Equipment Rental	22,100.00	1,542.53	1,542.53	93.02%
Building Lease	21,339.00	1,778.25	1,778.25	91.67%
Travel	150,769.00	5,293.63	5,293.63	96.49%
School Transportation	6,000.00	68.15	68.15	98.86%
Advertising	250.00	0.00	0.00	100.00%
Telephone	108,778.00	3,389.77	3,389.77	96.88%
Printing & Forms	2,100.00	132.60	132.60	93.69%
Legal Fees	1,600.00	325.00	325.00	79.69%
Purchase of Service	20,000.00	2,415.00	2,415.00	87.93%
Books & Subscriptions	4,000.00	97.00	97.00	97.58%
Office Supplies	118,339.00	3,192.30	3,192.30	97.30%
Postage	25,300.00	1,718.88	1,718.88	93.21%
Document Scanning	4,700.00	0.00	0.00	100.00%
Expert Witness/Process Service	7,225.00	532.49	532.49	92.63%
Interpreter	1,100.00	0.00	0.00	100.00%
Document Destruction	2,000.00	332.00	332.00	83.40%
Dues & Memberships	5,000.00	0.00	0.00	100.00%
Audit Fees	9,250.00	0.00	0.00	100.00%
Vital Statistics	100.00	0.00	0.00	100.00%
Fingerprinting	8,380.00	197.50	197.50	97.64%
Foster Parent Training	1,250.00	240.00	240.00	80.80%
Fraud Registration Fees	100.00	0.00	0.00	100.00%
Admin RMS	-501,500.00	-39,892.75	-39,892.75	92.05%
Other Equipment	5,800.00	0.00	0.00	100.00%
Depreciation	16,000.00	0.00	0.00	100.00%
TANF Burials	500.00	0.00	0.00	100.00%
Client Services	220,180.00	16,783.94	16,783.94	92.38%
Program Expense	961,480.00	70,244.34	70,244.34	92.69%
EBT Costs	10,800.00	862.06	862.06	92.02%
Non-Reimbursable	21,500.00	125.99	125.99	99.03%
Expense Total:	9,099,167.00	610,454.21	610,454.21	93.29%
Report Surplus (Deficit):	-211,025.00	-25,964.25	-25,964.25	

Director's Report

February 2020

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: February 20, 2020

- We held our quarterly Professional Development Day on January 29th. All of the evaluations were very positive. Some of the courses included Principles of Addiction Counseling, First Aid & CPR, Stop the Bleed, Housing Programs in Fremont County, Early Childhood Services in Fremont County, Social Security Administration Overview, Food for Thought for Food Assistance and more.
- On January 30, Carrie Porter and I traveled to Salida for a Regional meeting with Sol Vista. Directors and Child Welfare representatives from Chaffee, Lake and Custer Counties joined us in meeting with executives from SolVista Health to discuss solutions to current service challenges and options for next year's contract.
- I held my In Office Day on February 5th and had several visitors.
- I participated in a webinar training for Emergency Planning ADA.
- We distributed our annual Recruitment & Retention survey this month. We allowed 9 days for completion and we received 90 responses. We have not completed the review of all of the responses as of yet, but will share the data and themes once that is done.
- As I previously reported, Carrie Porter submitted her resignation, effective June 19th. We have begun discussions about the qualities, knowledge and skills that we will be looking for in the next administrator. We hope to post it quickly for as much overlap as possible, for a smooth transition.
- I was able to attend Truancy Court one day this month. We continue to coordinate with Judicial and RE-1 School District to improve this collaboration.
- Danger Ranger has made an appearance at last. Promotional items have been received and the comic book is ordered. We will be attending Safety Town for distribution of the comic.
- Built for Zero efforts have proven successful. Thus far, 3 Veterans and 41 individuals experiencing Chronic Homelessness have found housing.

Breastfeeding and Milk Expression Breaks Policy

In accordance with Section 4207 of the Patient Protection and Affordable Care Act under the Fair Labor Standards Act (FLSA) of 2011, and Colorado Revised Statutes 8-13.5-101, it is the policy of Fremont County Department of Human Services to encourage and support employees in their efforts to combine working and breastfeeding, for up to 2 years after the child's birth. Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive milk expression breaks, a place to express milk and staff support.

A. Breaks. Reasonable break times (generally 15-20 minutes every 2 to 4 hours) will be provided each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth. Employees may use normal breaks and meal times, accrued vacation, sick leave or any combination thereof, or may be given unpaid break time. Employee can make up time at the beginning or end of shift if needed and approved by their supervisor.

B. Facilities. A private space (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk, and the County shall make reasonable efforts to provide a location in close proximity to the work area. The space will be private and sanitary, located near a sink with running water for washing hands and rinsing out pump parts, and have an electrical outlet. Breastfeeding employees will be responsible for keeping the area clean. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk may be stored in a facility refrigerator if it is clearly marked with the employee's name and the date.

C. Employee Responsibilities. Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the County. Breastfeeding employees are responsible for keeping the milk expression areas clean and for keeping the general lactation room clean for the next user. When more than one breastfeeding employees needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.