

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
July 30, 2019 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of June 25, 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. 4-10 Policy
 - B. Employment First
 - C. Medicaid Incentives

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June 25, 2019
2019 MEETING #6

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, June 25, 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 McFall moved, duly seconded by Board Member Payne, to accept the minutes of the May 28, 2019 meeting with no additions or deletions. Upon vote: Board Member McFall, aye; Board Member Payne, aye, Board Member Bell abstained from voting. 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 June 25, 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 McFall moved, duly seconded by Board Member Bell to accept the May 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. One topic of interest was her meeting with RE-1 School District regarding an embedded child welfare position. She explained the reasoning behind having the position, and the impact it could have for parents as well as youth.

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:
Stacie Kwitek-Russell discussed the on-going issue of general property upkeep the Department has and how she is requesting to be a site for useful public service. There is yard work, painting, deep-cleaning, and other projects that needs to be done that would be perfect for this community service; she also verified it's covered under the general liability insurance policy. All agreed it's a great idea and that she should continue the process for the Department to become a useful public service site.

She then informed those present the Department applied for a child welfare Face-to-Face grant and was awarded \$1,725. The funds will be utilized for purchasing a new on-call worker laptop, as well as Wi-Fi boosters for the court house to aid caseworkers in having the capability to better document court proceedings and update records while being in between court hearings.

The next item on the agenda to discuss was FFPSA (Family First Prevention Services Act) Preparation. Stacie Kwitek-Russell gave a full explanation of what FFPSA is and said it's expected to be implemented in Colorado in January 2020. There are two basic categories of the Act. One, there will be a change in residential treatment where in order for a placement to continue past fifteen days an independent assessor will have to determine it's necessary to do so. If it is deemed not necessary, a lower level of care provider will have to be found, which can be challenging as the choices are limited. If one is not found and the residential treatment placement continues, after fifteen days county only dollars will have to pay for the placement. She said the Department will increase in-home services to help with prevention as well as educate community partners and judicial regarding the new placement rules. The other category in the Act is there will be additional funding that will be available to implement prevention services. Stacie will be meeting with community partners to find what services will be offered, but does have concerns. She may request the County Attorney attend the meetings due to the importance of the situation.

The discussion then moved to Stacie Kwitek-Russell informing the Board the TANF allocation will be reduced \$93,500 in the next SFY. We are anticipating fully expending the allocation this year; therefore, planning is underway on how to manage the lower amount. She said one employee recently retired from Colorado Works and that position will not be filled, and the only other options to reduce spending are within subsidized employment and supportive services. There was a full discussion regarding the benefits of subsidized employment, with an overall agreement made that if possible it's preferred to continue that funding with a reduction being made to supportive services if necessary.

Stacie Kwitek-Russell then stated the Legal Services unit will have only two attorneys as of next week and brought forth her ideas on how to manage the impact it will have on the Department. There was a full conversation regarding her suggestions, with all being in favor of her approaching the attorneys with the proposed changes.

The final item on the agenda was regarding an update on staffing needs at the Department. Stacie Kwitek-Russell provided all present with a current child welfare employee organizational chart. She explained current vacancies, upcoming approved leaves of absences, and personnel issues that impact the Department's ability to meet the required safety measures. After this discussion, she requested approval to have a former employee return on a temporary part-time basis with a possibility of a different pay structure until a regular full-time employee can be hired and trained. It was decided that Stacie can work with the County Manager and Human Resources Director to formulate a solution that follows the County's policies and rules. Stacie Kwitek-Russell also made a request to add an additional FTE permanently to accommodate for one position's military leave absence. She said there will be a position available when the person is present, but the workload will not be impacted so greatly during the absence. All present approved adding an additional permanent FTE.

With there being no other business to discuss, the meeting adjourned at 2:45 p.m.



Chairman, Fremont County Board of Human Services

7/30/2019

Date



Secretary

7/30/2019

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR JUNE 2019

\$ 1,321,102.03

WARRANTS ISSUED JUNE 21, 2019 THROUGH JULY 25, 2019

6/27/2019	263,241.58
7/3/2019	29,218.13
7/10/2019	271,447.03
7/17/2019	12,458.33
7/18/2019	6,757.11
7/22/2019	3,596.30
7/25/2019	248,410.39
Total	\$835,128.87


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.

30-Jul-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 30th day of July, 2019.


Chairman Payne


Commissioner Bell


Commissioner McFall

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$103,038.54	\$108,605.14	288	304
AND	\$37,538.35	\$33,969.39	129	140
OAP	\$75,488.96	\$76,184.47	282	279
Child Care	\$69,780.24	\$61,981.18	117	111
LEAP	\$641.93	\$81,186.32	1	451
Food Assistance	\$778,230.00	\$789,592.07	3620	3654
OOH Placements	\$226,118.43	\$218,618.13	188	190
CORE	\$27,890.58	\$28,593.25	166	154
Case Services	\$2,375.00	\$1,219.17	2	1
Total EBT Issuance:	\$1,321,102.03	\$1,399,949.12		
Medicaid Transportation	\$14,746.21	\$10,553.28	104	76
Child Welfare Intake Referrals:				
Total Referrals	59			
Screened In	17			
% Screened In	28.81%			
APS:				
Total Referrals:	21			
Screened in	6			
% Screened in	29%			
Open cases with Legal Authority	7			
Open cases w/o Legal Authority	22			
Total Ongoing Cases	29			
SEP/OLTC:				
Pending	39			
Total Caseload	349			

Check Report

Fremont County, CO Human Services

Date Range: 06/21/2019 - 07/25/2019

Vendor DBA Name	Payment Date	Payment Amount	Number
Mothership PropCo GSE CO, LLC	06/25/2019	-495.71	178245
Black Hills Energy	06/27/2019	3,316.56	178385
Card Services	06/27/2019	1,908.33	178386
Colorado Bar Association	06/27/2019	270.00	178387
Discover Goodwill	06/27/2019	2,659.80	178388
Fed Ex	06/27/2019	29.60	178389
Fremont County BOCC	06/27/2019	-242,847.09	178390
Fremont County BOCC	06/27/2019	242,847.09	178390
Fremont County Dept. of Human Services	06/27/2019	13.47	178391
Fremont County Information Technology	06/27/2019	339.95	178392
The Green Thumb Initiative	06/27/2019	739.26	178393
Istonish, Inc.	06/27/2019	3,775.51	178394
Medicaid Transportation	06/27/2019	79.96	178395
Nancy L. Leonard	06/27/2019	207.00	178396
Mothership PropCo GSE CO, LLC	06/27/2019	495.71	178397
Offerson Toner	06/27/2019	3,333.32	178398
Void	06/27/2019	0.00	178399
Medicaid Transportation	06/27/2019	185.32	178400
Pitney Bowes, Inc.	06/27/2019	171.00	178401
Reserve Account	06/27/2019	842.30	178402
River Valley Plumbing & Heating	06/27/2019	207.51	178403
Smith Law, P.C.	06/27/2019	400.00	178404
The Giving Tree Child Care Center & Preschool	06/27/2019	35.00	178405
Medicaid Transportation	06/27/2019	105.37	178406
Walmart Community/RFCSLLC	06/27/2019	1,237.70	178407
Medicaid Transportation	06/27/2019	41.82	178408
Fremont County BOCC	06/27/2019	2,014.26	178409
Fremont County BOCC	06/27/2019	240,832.83	178410
Boys & Girls Club of Fremont County Inc.	07/03/2019	230.00	178411
City of Cañon City	07/03/2019	1,563.97	178412
Elizabeth Fredrickson	07/03/2019	800.00	178413
Fremont County BOCC	07/03/2019	3,792.51	178414
Fremont County Department of Transportation	07/03/2019	733.24	178415
Fremont Sanitation District	07/03/2019	1,566.56	178416
Gobins, Inc.	07/03/2019	1,566.72	178417
Client Overcollect	07/03/2019	100.00	178418
King Soopers Customer Charges	07/03/2019	44.98	178419
Loaves and Fishes Ministries of Fremont County	07/03/2019	7,500.00	178420
MGT OF AMERICA CONSULTING, LLC	07/03/2019	7,800.00	178421
Montezuma County Human Services	07/03/2019	378.00	178422
NAPA Auto Parts	07/03/2019	24.38	178423
Offerson Toner	07/03/2019	250.00	178424
Oklahoma State Department of Health	07/03/2019	15.00	178425
SECOM, INC.	07/03/2019	216.00	178426
Southern Colorado Process Serving, LLC	07/03/2019	184.44	178427
Verizon	07/03/2019	184.34	178428
Verizon Wireless	07/03/2019	2,267.99	178429
Canon City Police Department	07/11/2019	1,500.00	178430
Colorado Bureau of Investigations	07/11/2019	79.00	178431
Commstar Alarms	07/11/2019	1,310.00	178432
WEX Bank	07/11/2019	646.72	178433
Fed Ex	07/11/2019	9.21	178434
Fremont County BOCC	07/11/2019	240,489.91	178435
The Green Thumb Initiative	07/11/2019	1,032.22	178436
In & Out Conoco	07/11/2019	295.00	178437
Laboratory Corporation of America	07/11/2019	152.00	178438
Loaves and Fishes Ministries of Fremont County	07/11/2019	25,000.00	178439
Offerson Toner	07/11/2019	163.15	178440
Rocky Mountain Behavioral Health, Inc.	07/11/2019	630.00	178441
State of Colorado	07/11/2019	139.82	178442
Medicaid Transportation	07/16/2019	29.11	178443
Medicaid Transportation	07/16/2019	4.10	178444
Medicaid Transportation	07/16/2019	102.50	178445
Medicaid Transportation	07/16/2019	321.85	178446
Medicaid Transportation	07/16/2019	852.39	178447
Medicaid Transportation	07/16/2019	80.36	178448
Medicaid Transportation	07/16/2019	171.79	178449
Medicaid Transportation	07/16/2019	122.59	178450
Medicaid Transportation	07/16/2019	339.89	178451
Medicaid Transportation	07/16/2019	87.74	178452
Medicaid Transportation	07/16/2019	9.02	178453

Medicaid Transportation	07/16/2019	258.71	178454
Medicaid Transportation	07/16/2019	97.99	178455
Medicaid Transportation	07/16/2019	36.08	178456
Medicaid Transportation	07/16/2019	596.55	178457
Medicaid Transportation	07/16/2019	32.80	178458
Medicaid Transportation	07/16/2019	16.40	178459
Medicaid Transportation	07/16/2019	98.40	178460
Medicaid Transportation	07/16/2019	280.44	178461
Medicaid Transportation	07/16/2019	157.85	178462
Medicaid Transportation	07/16/2019	727.75	178463
Medicaid Transportation	07/16/2019	225.50	178464
Medicaid Transportation	07/16/2019	738.00	178465
Medicaid Transportation	07/16/2019	36.26	178466
Medicaid Transportation	07/16/2019	75.44	178467
Medicaid Transportation	07/16/2019	28.88	178468
Medicaid Transportation	07/16/2019	728.16	178469
Medicaid Transportation	07/16/2019	92.66	178470
Medicaid Transportation	07/16/2019	114.80	178471
Medicaid Transportation	07/16/2019	153.75	178472
Medicaid Transportation	07/16/2019	25.01	178473
Medicaid Transportation	07/16/2019	768.75	178474
Medicaid Transportation	07/16/2019	29.11	178475
Medicaid Transportation	07/16/2019	198.44	178476
Medicaid Transportation	07/16/2019	11.89	178477
Medicaid Transportation	07/16/2019	88.97	178478
Medicaid Transportation	07/16/2019	12.92	178479
Medicaid Transportation	07/16/2019	136.12	178480
Medicaid Transportation	07/16/2019	48.38	178481
Medicaid Transportation	07/16/2019	84.46	178482
Medicaid Transportation	07/16/2019	232.06	178483
Medicaid Transportation	07/16/2019	21.32	178484
Medicaid Transportation	07/16/2019	47.97	178485
Medicaid Transportation	07/16/2019	357.52	178486
Medicaid Transportation	07/16/2019	157.85	178487
Medicaid Transportation	07/16/2019	186.14	178488
Medicaid Transportation	07/16/2019	60.68	178489
Medicaid Transportation	07/16/2019	119.72	178490
Medicaid Transportation	07/16/2019	84.46	178491
Medicaid Transportation	07/16/2019	23.78	178492
Medicaid Transportation	07/16/2019	141.86	178493
Medicaid Transportation	07/16/2019	24.79	178494
Medicaid Transportation	07/16/2019	306.27	178495
Medicaid Transportation	07/16/2019	99.56	178496
Medicaid Transportation	07/16/2019	183.68	178497
Medicaid Transportation	07/16/2019	156.62	178498
Medicaid Transportation	07/16/2019	120.95	178499
Senior Services Solutions Plus	07/16/2019	552.88	178500
Medicaid Transportation	07/16/2019	44.28	178501
Medicaid Transportation	07/16/2019	40.59	178502
Medicaid Transportation	07/16/2019	192.29	178503
Medicaid Transportation	07/16/2019	49.20	178504
Medicaid Transportation	07/16/2019	248.05	178505
Medicaid Transportation	07/16/2019	13.94	178506
Medicaid Transportation	07/16/2019	557.60	178507
Medicaid Transportation	07/16/2019	136.94	178508
Medicaid Transportation	07/16/2019	36.90	178509
Medicaid Transportation	07/16/2019	189.01	178510
Medicaid Transportation	07/16/2019	49.61	178511
David Anderson	07/18/2019	250.00	178512
Atmos Energy	07/18/2019	86.52	178513
Business Management Daily	07/18/2019	159.00	178514
Business Solutions Leasing	07/18/2019	1,632.03	178515
Chafee Client Services	07/18/2019	25.00	178516
Fed Ex	07/18/2019	7.12	178517
Federal Document Shredding, Inc.	07/18/2019	465.00	178518
LexisNexis Risk Solutions	07/18/2019	49.45	178519
State of Colorado	07/18/2019	3,983.99	178520
Steven C. Zentz, Attorney at Law	07/18/2019	99.00	178521
Nicole Bartell	07/23/2019	215.26	178522
Diane Benge	07/23/2019	89.25	178523
Scott Blair	07/23/2019	36.50	178524
Braun, Stephani	07/23/2019	56.20	178525
Kelly Broomfield	07/23/2019	70.00	178526
Kristine Brown	07/23/2019	180.00	178527

Kora Burrell	07/23/2019	604.80	178528
Kaylee Caudill	07/23/2019	42.70	178529
Logan Crumley	07/23/2019	26.84	178530
Amber Emig	07/23/2019	13.17	178531
Alexis Enslow	07/23/2019	127.99	178532
Grace Flynn	07/23/2019	33.60	178533
Garrett, Sarah	07/23/2019	185.83	178534
Gunter, Jordan	07/23/2019	222.50	178535
Mary Tina Gurule	07/23/2019	155.02	178536
Heller, Ryan	07/23/2019	149.48	178537
Cindy Jones-Shoeman	07/23/2019	2.75	178538
Roger Larsen	07/23/2019	192.83	178539
Corinna Lemay	07/23/2019	89.10	178540
Christen LoPresti	07/23/2019	128.65	178541
Amy Maroni	07/23/2019	142.71	178542
Rachel Miller	07/23/2019	8.80	178543
Lynne Monahan	07/23/2019	114.34	178544
Angela Near	07/23/2019	50.90	178545
Kelly Nowak	07/23/2019	93.50	178546
Kara Reichert	07/23/2019	84.57	178547
Ieshia Salas	07/23/2019	43.30	178548
Michelle Short	07/23/2019	31.00	178549
Vivian Simon	07/23/2019	16.00	178550
Rebecca Tamez	07/23/2019	24.75	178551
Kim Tauber	07/23/2019	82.50	178552
Claudia Torres	07/23/2019	116.00	178553
Kimberly Trenhaile	07/23/2019	27.03	178554
Amanda Whitt	07/23/2019	31.50	178555
Kendyl Yates	07/23/2019	106.93	178556
Starpoint	07/25/2019	2,415.53	178558
Fremont County BOCC	07/25/2019	233,493.00	178559
Gobins, Inc.	07/25/2019	178.24	178560
The Green Thumb Initiative	07/25/2019	530.87	178561
High Point Networks, LLC	07/25/2019	67.00	178562
Highway 50 Auto Care Center	07/25/2019	287.00	178563
Istonish, Inc.	07/25/2019	7,952.88	178564
King Soopers Customer Charges	07/25/2019	99.20	178565
Mark Cleaning	07/25/2019	850.00	178566
Offerson Toner	07/25/2019	304.82	178567
Office Depot	07/25/2019	111.93	178568
Pitney Bowes, Inc.	07/25/2019	322.98	178569
Reserve Account	07/25/2019	1,303.34	178570
Walmart Community/RFCSLLC	07/25/2019	408.02	178571
Big O Tires	07/25/2019	85.58	178572

Bank Code APBNK-HS Summary

Payment Type	PayableCount	PaymentCount	Payment
Regular Checks	230	186	1,077,975.96
Manual Checks	0	0	0
Voided Checks	0	3	-243,342.80
Bank Drafts	0	0	0
EFT's	0	0	0
	230	189	834,633.16

**Final Expenditures / SFY Allocation
6/30/2019**

	Allocation	YTD SFY Expenses	% Used	Under/(Over)
County Admin	1,023,619.81	806,672.27	78.81%	216,947.54
HCPF Admin	686,412.94	787,408.71	114.71%	(100,995.77)
APS Admin	268,155.04	182,163.01	67.93%	85,992.03
Child Care	1,096,166.23	855,928.67	78.08%	240,237.56
Colo Works	1,877,909.65	1,874,377.88	99.81%	3,531.77
Child Welfare	4,260,443.37	3,872,738.17	90.90%	387,705.20
Core Services	1,094,836.10	972,725.14	88.85%	122,110.96

* Made whole with County Admin

Summary Budget Report

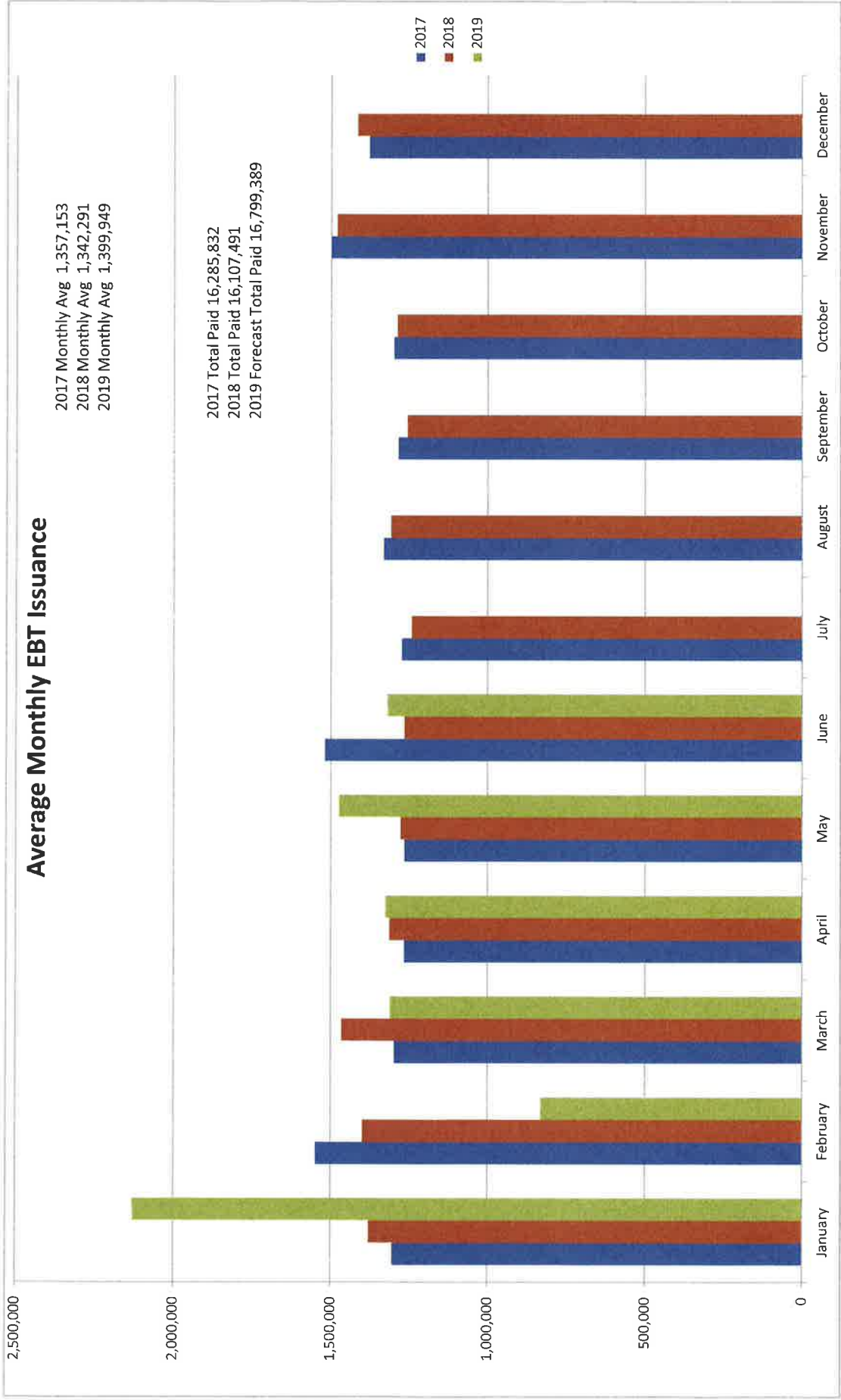
Fremont County, CO Human Services
For Fiscal: 2019 Period Ending: 06/30/2019

	2019 Budget	June 2019 Activity	YTD Fiscal Activity	Percent Remaining
Revenues:				
Current Property Taxes	1,186,840.00	253,285.33	1,114,211.45	6.12%
Delinquent Taxes	1,500.00	73.36	461.65	69.22%
Specific Ownership Tax	175,000.00	18,558.03	100,117.28	42.79%
Other Financing Sources	80,000.00	3,246.80	28,323.34	64.60%
Interest & Penalties	1,000.00	234.99	485.55	51.45%
Admin/Program Revenue	6,814,224.00	511,867.46	3,213,583.22	52.84%
Child Welfare Donation	2,000.00	0.00	544.55	72.77%
Deferred Revenue	428,789.00	9,058.73	176,424.50	58.86%
Revenue Total:	8,689,353.00	796,324.70	4,634,151.54	46.67%
Expenses:				
Salary Expense	5,052,998.00	363,966.30	2,374,102.91	53.02%
Health Insurance	1,019,654.00	74,941.55	451,478.17	55.72%
Life Insurance	5,663.00	375.19	2,009.72	64.51%
Medicare	84,846.00	5,579.38	34,692.04	59.11%
Retirement	151,619.00	9,253.19	62,458.62	58.81%
Social Security	315,384.00	21,080.14	139,038.41	55.91%
Unemployment	16,874.00	1,043.67	6,730.27	60.11%
Workers Compensation	59,907.00	3,246.17	21,965.44	63.33%
RMS	-15,259.00	0.00	0.00	100.00%
Contract Services	266,000.00	6,687.36	65,180.05	75.50%
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	23,024.11	43,642.18	55.26%
Maintenance Grounds	0.00	0.00	9,600.00	0.00%
Building Maintenance	7,000.00	0.00	6,669.21	4.73%
Equipment Maintenance	40,250.00	1,377.14	17,296.59	57.03%
Equipment Rental	21,150.00	1,712.30	8,466.50	59.97%
Building Lease	0.00	0.00	21,339.00	0.00%
Travel	205,642.00	7,370.79	111,227.48	46.00%
Advertising	5,000.00	176.64	5,762.11	-15.24%
Telephone	750.00	0.00	0.00	100.00%
Printing & Forms	36,045.00	2,546.03	16,463.76	54.32%
Legal Fees	1,500.00	0.00	705.33	52.98%
Purchase of Service	1,500.00	46.00	675.60	54.96%
Books & Subscriptions	4,165.00	0.00	318.00	92.36%
Office Supplies	107,200.00	12,533.51	42,030.76	60.79%
Postage	24,100.00	3,412.24	10,812.61	55.13%
Document Scanning	30,700.00	8,959.44	9,221.42	69.96%
Expert Witness	7,700.00	61.51	2,460.15	68.05%
Interpreter	1,900.00	0.00	136.50	92.82%
Document Destruction	2,000.00	0.00	60.00	97.00%
Dues & Memberships	7,000.00	555.00	3,910.00	44.14%
Audit Fees	12,110.00	0.00	0.00	100.00%
Vital Statistics	100.00	15.00	25.00	75.00%
Fingerprinting	7,350.00	791.50	3,195.50	56.52%
Foster Parent Training	5,400.00	1,514.62	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	21,070.36	107,735.95	44.96%
Program Expense	968,400.00	71,977.35	435,784.07	55.00%
EBT Costs	10,800.00	836.23	5,017.38	53.54%
Non Reimbursable	158,000.00	4,344.35	21,044.13	86.68%
Expense Total:	8,918,477.00	648,497.07	4,061,730.33	54.46%
Report Surplus (Deficit):	-229,124.00	147,827.63	572,421.21	

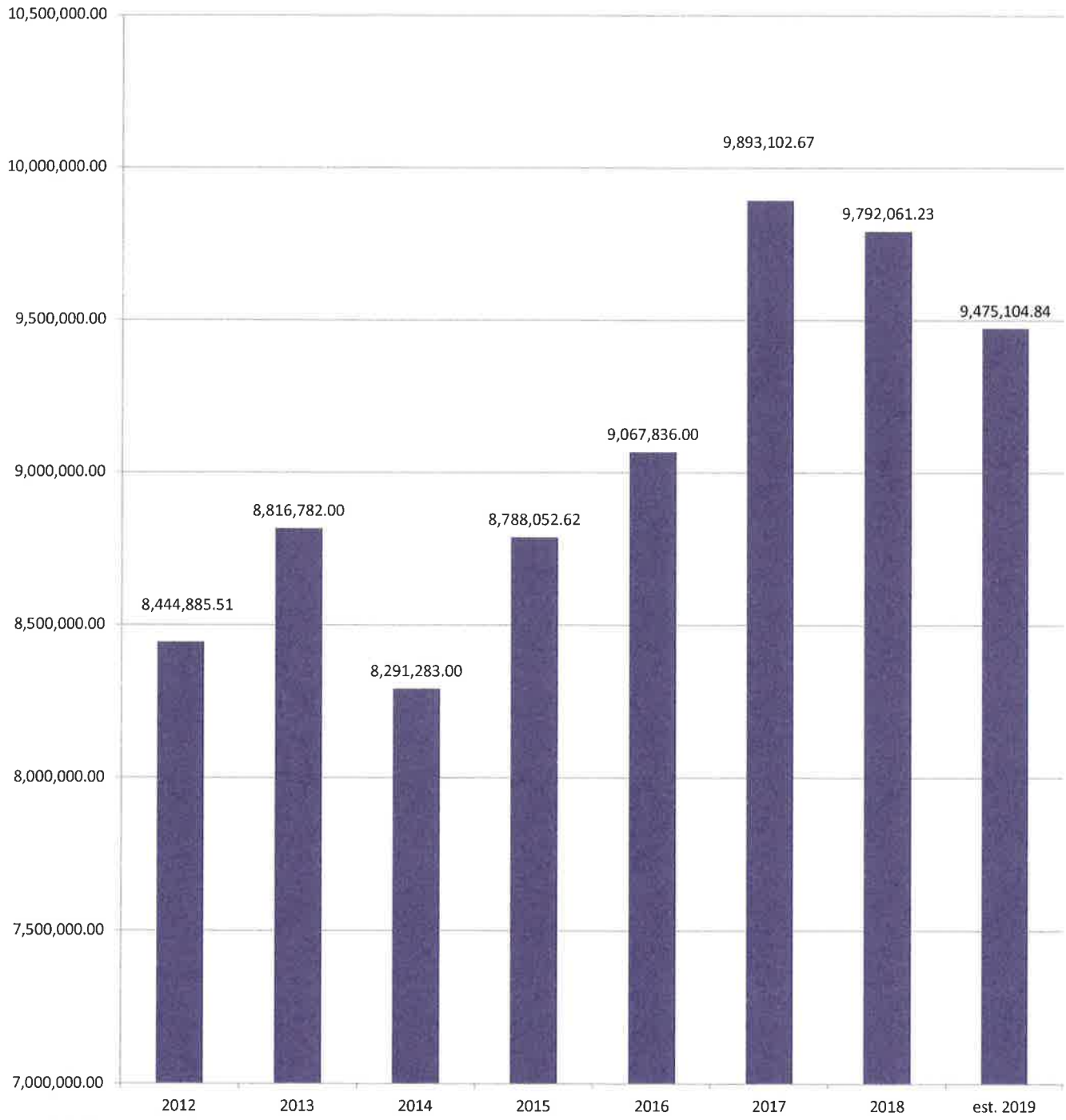
Average Monthly EBT Issuance

2017 Monthly Avg 1,357,153
 2018 Monthly Avg 1,342,291
 2019 Monthly Avg 1,399,949

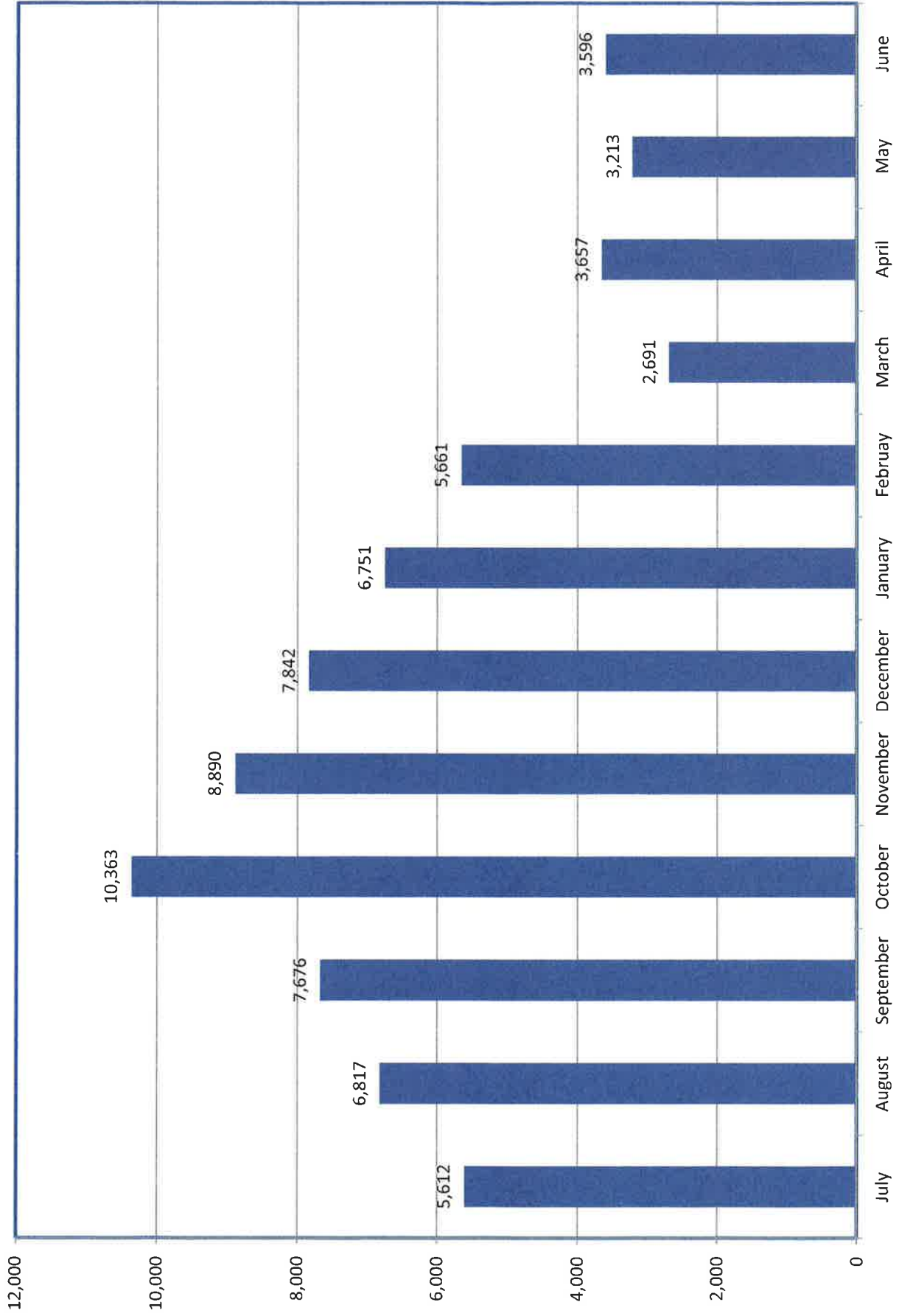
2017 Total Paid 16,285,832
 2018 Total Paid 16,107,491
 2019 Forecast Total Paid 16,799,389



Annual Food Issuance



18-19 SFY Mileage Expense



Director's Report

July 2019

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: July 24, 2019

- A major focus throughout the agency in June and July is transitioning from one fiscal year to another. This includes financial closeout, new contracts for treatment providers, placement providers and all of the FIOG contracts. We begin preparation on the Core Plan, submit our annual Medicaid grant, negotiate our Medicaid incentives, and submit various annual reports to CDHS & HCPF. We also received our allocation letter, identifying the allocation for each program, allowing budgeting for 2020 to begin. It has been a very busy time at our office.
- We have finalized our Professional Development Day plan for July 31st. We are anxious to have our first one complete so we can make any necessary adjustments.
- We have spent a great deal of time this month finalizing our proposed policy and protocol for allowing the option of 4-10 hour days to our eligible staff. I will present our proposal during the meeting.
- Kim Grondahl and I met with Luis Garcia from CDHS, TANF division, to discuss our allocation and strategies to prevent it from continuing to decrease. It was very educational and provided ideas on ways we can utilize TANF to meet needs within the community and maximize our dollars.
- On July 9th, I participated in our monthly all supervisors meeting and then traveled to Pueblo for the Regional Directors' meeting. Michelle Barnes, the new CDHS Director, joined us and presented her Department's Wildly Important Goals and discussed some challenging issues that counties are facing.
- I had most of my regular monthly meetings with community partners this month.
- On July 16th I welcomed three new employees during our July Orientation Day. I also attended the monthly Managers' Lunch.
- I participated in two meetings regarding Kindred Kids Child Advocacy Center. I believe there will be some major changes within that organization soon that may result in their request for financial support from DHS.
- We have been working with Tammy Childs to rewrite all of our job descriptions. This will be a process as there are a lot of variations in our positions, but we are working on being more consistent, thorough and accurate.
- I participated in Fremont County's Community Based Child Abuse Prevention meeting on July 24th and I'm scheduled to attend a Division of Youth Services Community Board Meeting on July 29th.

Ten Hour Day Shifts

All new or returning employees serving their initial probationary period will be ineligible to work ten-hour days until completion of their probationary period. Any employee under a disciplinary action is ineligible for 4-10s. A flex schedule is a privilege and not a right. If at any time an employee demonstrates a decrease in quality or quantity of work, they will return to 8 hour days and will not be eligible to reapply for 4-10s for 90 days.

Any eligible employee, who is interested in working 4-10 hour days, must submit an application to their supervisor. The supervisor and management team will review and ensure the employee is currently working at a satisfactory level and that the team can accommodate the request. Any schedule change will be implemented the first working day of the following month after a 30 day notice.

Ten-hour day shifts will be scheduled between the hours of 7:00 a.m. and 6:00 p.m. Vacation and sick leave for 10-hour days will be 10 hours. During weeks with holidays, all employees shall work 8-hour shifts with the holiday off.

Management reserves the right to change or amend schedules as needed to ensure adequate staffing to deliver excellent customer service. If essential work duties are scheduled or assigned on a day off, the employee must amend their work schedule for that week.



Fremont County Department of Human Services

Application for 4/10s

By putting in this application for the 10-hour work day schedule I understand that the Fremont County Department of Human Services building will remain open 5 days a week and client services and customer service will be top priority no matter the working schedule. I understand that if approved to work 10-hour work days I must meet all requirements outlined in the FCDHS policy manual outlined at the end of this document.

Applicant Information

Name: _____ Date: _____

Position: _____ Supervisor: _____ Length of Employment: _____

Have you applied for 4/10s previously? YES NO If so, how many times? 1 2+

Are you currently under disciplinary action? YES NO

If yes, explain: _____

Preferred Work Hours

What day of the week would be your preferred day off? _____

What day of the week would be your second choice? _____

Are you flexible with day of the week? YES NO If no, why? _____

What would be your preferred daily work hours? _____ To: _____ Are you flexible with daily work hours? YES NO If no, why? _____

Reason for Application

Please detail why 10-hour work days are a good option for you:

Coverage Plan

How will your work be impacted by switching to a schedule with four 10 hour shifts?

What qualities in your work ethic would help you be successful in being productive and responsible?

Policy, Disclaimer and Signature

Ten Hour Day Shifts Policy

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Disclaimer

My supervisor will check to ensure there are no concerns with my attendance or productivity and will conduct reviews to ensure the 10-hour work schedule is equitable and following the guidelines. Yearly reviews will be conducted to ensure this work schedule is best for clients, myself, and our team.

I understand that submission of an application does not guarantee I will be approved for 10-hour work days and that supervisor and administration approval is necessary.

I acknowledge that I have read the Fremont County DHS Personnel Policy above and understand the requirements for a 10-hour work day schedule.

I certify that all information on this application is correct and subject to supervisor and administrative review.

Printed Name: _____

Signature: _____

Date: _____

To be completed by supervisor/administration:

Application Approved?

YES

NO

Start date, if approved:

Comments:

Supervisor
Signature:

Date:

Administration
Signature:

Date:
