

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 207
Canon City, CO 81212
July 28, 2020, 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of the June 30, 2020 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
 - A. Shelter Lease Extension
- VII. New Business
 - A. Building Safety & Security
 - B. Network/Internet Issues
 - C. Medicaid Grant
 - D. Medicaid Transportation
 - E. CORE Plan

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June 30, 2020
2020 MEETING #6

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, June 30, 2020, in Conference Room LL3 at the Fremont County Administration Building, 615 Macon, Cañon City, Colorado. Chairman Payne called the meeting to order at 2:06 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 Bell moved, duly seconded by Board Member McFall, to accept the minutes of the May 26, 2020 meeting with no additions or deletions. Upon vote: Board Member Payne, aye; Board Member McFall, 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 June 30, 2020 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 current allocation reports, stating that HCPF Admin would be covered by County Admin funds during close-out. 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 discussing current activity within the Department with an addendum to the written report reflecting the 20-21 SFY allocation figures and an update on current and upcoming expenditures. She also presented a re-opening plan for the building with the following questions: When transporting clients are masks required or encouraged, the answer was required. Do we have to take names down of everyone who enters the building, the answer was no. Can we post entry only for those with business in the building, no loitering, the answer was yes. Can cubicle walls serve the same purpose as plexi-glass, is there still a limit of no more than ten in a room or is it six foot distancing or is it 50% capacity, she was advised to ask the Public Health Director for clarification on those questions.

Stacie Kwitek-Russell then provided an update on the most current program area changes. The Single Entry Point program transition is going smoothly. Child Care (CCCAP) will continue to pay for additional absences and parent fees through August, and the federal waiver for SNAP has ended meaning there are no additional dollars issued, no waived interviews, and no extended redeterminations. There is an anticipated surge in eligibility and she requested receiving some of the CARES Act dollars for overtime. She said caseloads will increase with new requirements, and we don't have available space to hire additional workers.

Stacie Kwitek-Russell stated that she was just notified that the shelter has been utilized for high risk homeless individuals.

She then informed those present that she has been working with the County IT Department to have a technician housed at DHS. A list of daily supports that can be provided has been developed.

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 requested that the lease to Loaves and Fishes be extended for 30 days through July 31st for sheltering purposes. After discussion, Board Member McFall moved, duly seconded by Board Member Bell to approve the extension of the lease agreement with Loaves and Fishes. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

With there being no other business to discuss, the meeting adjourned at 2:30 p.m.



Chairman, Fremont County Board of Human Services

07/28/2020

Date



Secretary

07/28/2020

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR JUNE 2020

\$ 2,298,674.93

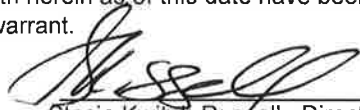
WARRANTS ISSUED JUNE 26, 2020 THROUGH JULY 23, 2020

7/1/2020	11,722.70
7/9/2020	299,606.33
7/15/2020	9,629.04
7/21/2020	13,706.19
7/23/2020	260,038.13
Total	594,702.39

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.

7/28/2020

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 July, 2020.


Chairman Payne


Commissioner Bell


Commissioner McFall

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$95,352.73	\$98,159.21	223	230
AND	\$48,358.04	\$36,295.48	130	141
OAP	\$78,417.22	\$75,512.84	260	268
Child Care	\$70,153.28	\$70,014.23	120	124
LEAP	\$460,711.68	\$147,592.65	1525	353
Food Assistance	\$1,338,252.00	\$1,121,946.33	4085	3815
OOH Placements	\$179,292.98	\$173,819.99	170	169
CORE	\$28,137.00	\$29,206.05	213	219
Case Services	\$0.00	\$1,021.67	0	1
Total EBT Issuance:	\$2,298,674.93	\$1,753,568.44		
Medicaid Transportation	\$10,573.20	\$10,095.71	72	58

Child Welfare Intake Referrals:

Total Referrals	77
Screened In	30
% Screened In	38.96%

APS:

Total Referrals:	30
Screened in	15
% Screened in	50%
Open cases with Legal Authority	7
Open cases w/o Legal Authority	29
Total Ongoing Cases	36

Check Report

Fremont County, CO Human Services

Date Range: 06/26/2020 - 07/23/2020

Vendor Name	Payment Date	Payment Amount	Number
Black Hills Energy	07/01/2020	3,220.68	180227
Fremont County BOCC	07/01/2020	2,079.19	180228
Fremont County Sheriff's Office	07/01/2020	48.80	180229
Gobins, Inc.	07/01/2020	1,122.24	180230
Loaves and Fishes	07/01/2020	1,800.00	180231
Offerson Toner	07/01/2020	891.78	180232
Rocky Mountain Behavioral Health, Inc.	07/01/2020	1,640.00	180233
SECOM, INC.	07/01/2020	920.01	180234
Card Services	07/09/2020	950.38	180235
City of Canon City	07/09/2020	1,707.65	180236
City of Canon City	07/09/2020	40.34	180237
Developmental Opportunities	07/09/2020	3,066.93	180238
Douglas County	07/09/2020	100.00	180239
WEX Bank	07/09/2020	558.37	180240
Fed Ex	07/09/2020	9.04	180241
Fremont County BOCC	07/09/2020	260,140.10	180242
FC Department of Transportation	07/09/2020	619.35	180243
Fremont County Sheriff's Office	07/09/2020	150.00	180244
Fremont Sanitation District	07/09/2020	1,610.95	180245
In & Out Conoco	07/09/2020	622.00	180246
Loaves and Fishes	07/09/2020	25,000.00	180247
Newcloud	07/09/2020	2,168.00	180248
Jonathan K. Martinez	07/09/2020	490.76	180249
Teller County DHS	07/09/2020	20.00	180250
Verizon Wireless	07/09/2020	2,352.46	180251
Atmos Energy	07/15/2020	63.14	180252
Business Management Daily	07/15/2020	189.00	180253
Business Solutions Leasing	07/15/2020	1,542.53	180254
Colorado Bureau of Investigations	07/15/2020	300.50	180255
Fremont County BOCC	07/15/2020	1,351.67	180256
Fremont County Public Health	07/15/2020	3,000.00	180257
LexisNexis	07/15/2020	95.08	180258
Offerson Toner	07/15/2020	724.93	180259
Pitney Bowes, Inc.	07/15/2020	738.45	180260
RE-3 School District	07/15/2020	871.94	180261
Thomson Reuters-West	07/15/2020	256.80	180262
Steven C. Zentz	07/15/2020	495.00	180263
Medicaid Transportation	07/21/2020	98.12	180264
Medicaid Transportation	07/21/2020	125.40	180265
Medicaid Transportation	07/21/2020	142.56	180266
Medicaid Transportation	07/21/2020	119.68	180267
Medicaid Transportation	07/21/2020	134.20	180268
Medicaid Transportation	07/21/2020	289.08	180269
Medicaid Transportation	07/21/2020	35.20	180270
Medicaid Transportation	07/21/2020	289.08	180271
Medicaid Transportation	07/21/2020	91.96	180272
Medicaid Transportation	07/21/2020	95.92	180273
Medicaid Transportation	07/21/2020	96.36	180274
Medicaid Transportation	07/21/2020	223.32	180275
Medicaid Transportation	07/21/2020	31.24	180276
Medicaid Transportation	07/21/2020	157.08	180277
Medicaid Transportation	07/21/2020	121.00	180278
Medicaid Transportation	07/21/2020	150.92	180279
Medicaid Transportation	07/21/2020	33.88	180280
Medicaid Transportation	07/21/2020	577.28	180281
Medicaid Transportation	07/21/2020	33.44	180282
Medicaid Transportation	07/21/2020	844.80	180283
Medicaid Transportation	07/21/2020	106.92	180284
Medicaid Transportation	07/21/2020	126.72	180285
Medicaid Transportation	07/21/2020	748.44	180286
Medicaid Transportation	07/21/2020	144.32	180287
Medicaid Transportation	07/21/2020	46.20	180288
Medicaid Transportation	07/21/2020	253.00	180289

Medicaid Transportation	07/21/2020	12.76	180290
Medicaid Transportation	07/21/2020	71.72	180291
Medicaid Transportation	07/21/2020	548.64	180292
Medicaid Transportation	07/21/2020	403.46	180293
Medicaid Transportation	07/21/2020	93.72	180294
Medicaid Transportation	07/21/2020	88.44	180295
Medicaid Transportation	07/21/2020	30.36	180296
Medicaid Transportation	07/21/2020	394.24	180297
Medicaid Transportation	07/21/2020	986.52	180298
Medicaid Transportation	07/21/2020	28.60	180299
Medicaid Transportation	07/21/2020	179.54	180300
Medicaid Transportation	07/21/2020	132.88	180301
Medicaid Transportation	07/21/2020	373.12	180302
Medicaid Transportation	07/21/2020	501.60	180303
Medicaid Transportation	07/21/2020	401.28	180304
Medicaid Transportation	07/21/2020	482.68	180305
Senior Services Solutions Plus	07/21/2020	1,250.04	180306
Medicaid Transportation	07/21/2020	23.76	180307
Medicaid Transportation	07/21/2020	621.28	180308
Medicaid Transportation	07/21/2020	102.96	180309
Medicaid Transportation	07/21/2020	107.36	180310
Medicaid Transportation	07/21/2020	49.72	180311
Medicaid Transportation	07/21/2020	40.92	180312
Medicaid Transportation	07/21/2020	44.88	180313
Medicaid Transportation	07/21/2020	84.87	180314
Medicaid Transportation	07/21/2020	594.00	180315
Medicaid Transportation	07/21/2020	225.28	180316
Medicaid Transportation	07/21/2020	145.20	180317
Medicaid Transportation	07/21/2020	95.92	180318
Medicaid Transportation	07/21/2020	267.52	180319
Medicaid Transportation	07/21/2020	44.00	180320
Medicaid Transportation	07/21/2020	162.80	180321
OAP Client Overcollect	07/23/2020	245.00	180322
Fremont County BOCC	07/23/2020	251,666.87	180323
Istonish, Inc.	07/23/2020	418.45	180324
RE-2 School District	07/23/2020	5,383.56	180325
Walmart Community/RFCSELLC	07/23/2020	34.43	180326
Lacey Arroyo	07/23/2020	65.65	180327
Diane Bengé	07/23/2020	138.50	180328
Kelly Broomfield	07/23/2020	96.50	180329
Kora Burrell	07/23/2020	15.60	180330
Amanda Clausen	07/23/2020	78.55	180331
Kristi Degarmo	07/23/2020	59.90	180332
Alexis Enslow	07/23/2020	144.75	180333
Grace Flynn	07/23/2020	144.60	180334
Sarah Garrett	07/23/2020	68.85	180335
Jordan Gunter	07/23/2020	135.45	180336
Mary Tina Gurule	07/23/2020	260.70	180337
Corinna Lemay	07/23/2020	171.40	180338
Amy Maroni	07/23/2020	175.00	180339
Janell Miller	07/23/2020	279.91	180340
Lynne Monahan	07/23/2020	15.30	180341
Evanny Orellana	07/23/2020	88.30	180342
Rebecca Tamez	07/23/2020	95.85	180343
Molly Willard	07/23/2020	82.25	180344
Kendyl Yates	07/23/2020	172.76	180345

Bank Code APBNK-HS Summary

	Payable	Payment	Payment
Payment Type			
Regular Checks	158	119	594,702.39
Manual Checks	0	0	0.00
Voided Checks	0	0	0.00
Bank Drafts	0	0	0.00
EFT's	0	0	0.00
	158	119	594,702.39

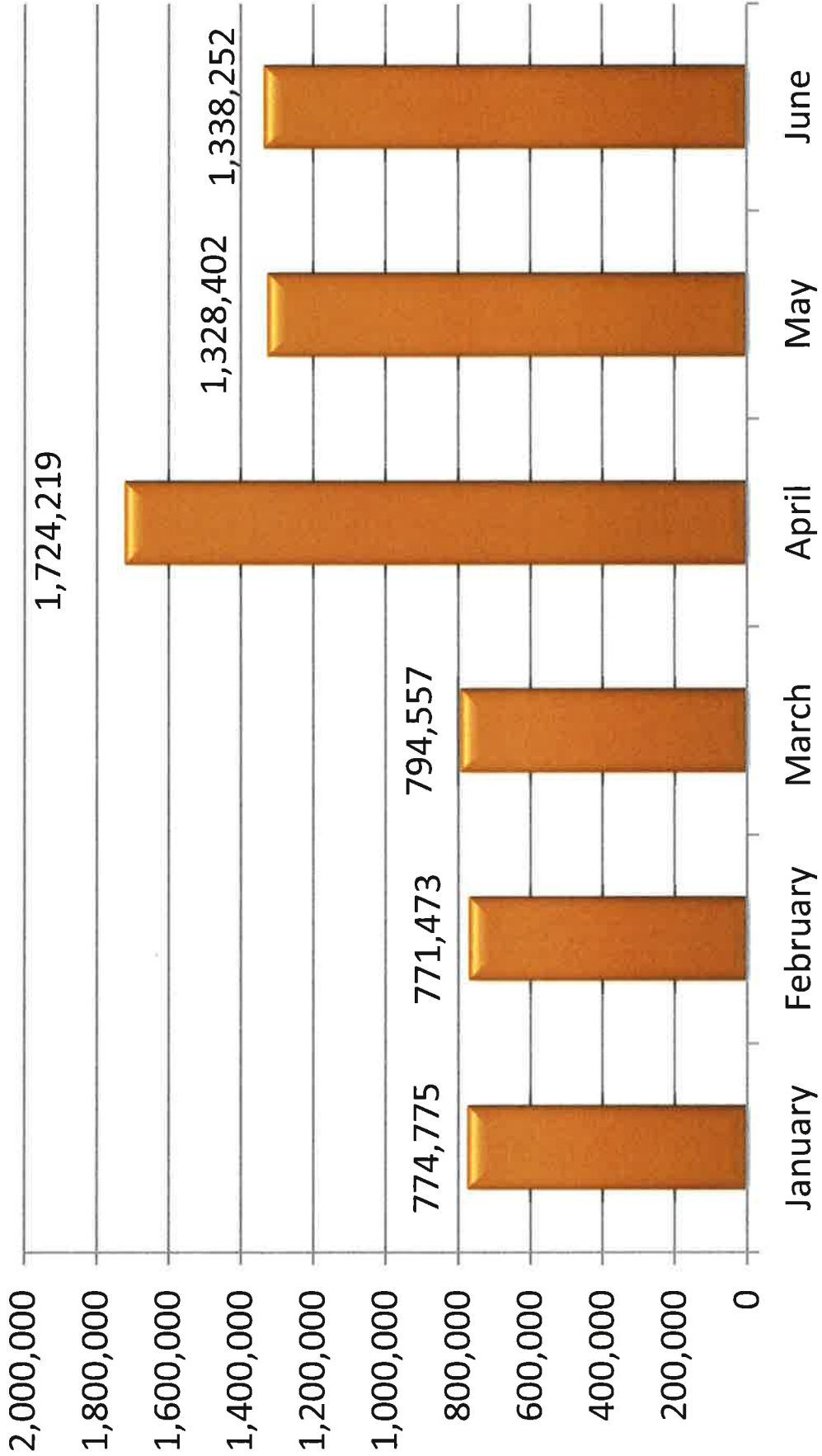
Summary Budget Report

Fremont County, CO Human Services

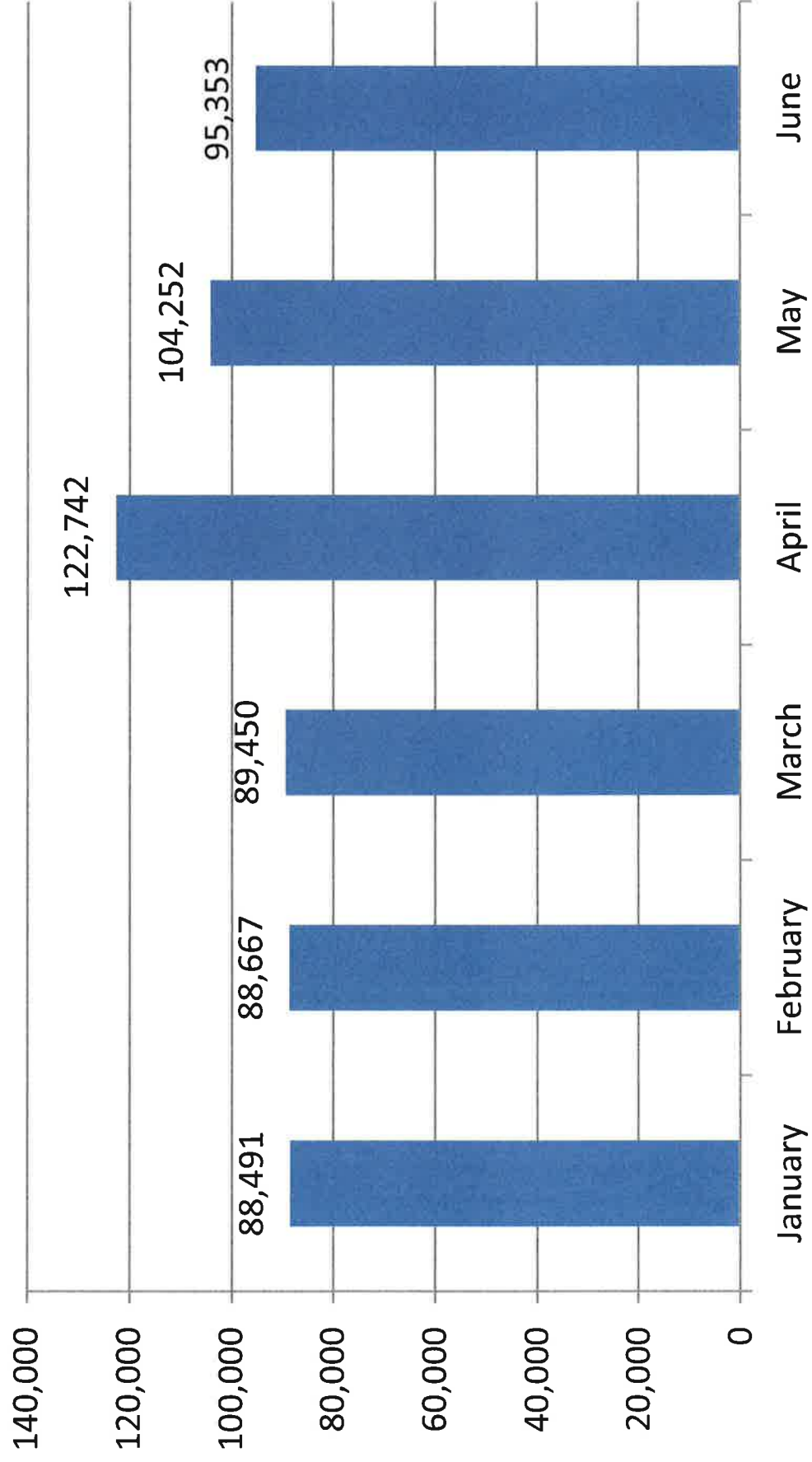
For Fiscal: 2020 Period Ending: 06/30/2020

	2020 Budget	June Activity	YTD Activity	Remaining
Revenue				
Current Property Taxes	1,305,683.00	289,864.69	1,227,697.56	5.97%
Delinquent Taxes	1,500.00	-404.71	-269.43	117.96%
Specific Ownership Tax	175,000.00	15,862.07	93,416.73	46.62%
Other Financing Sources	50,000.00	3,026.76	26,210.10	47.58%
Interest & Penalties	1,000.00	468.58	697.57	30.24%
Program Revenue	7,102,989.00	663,600.55	3,448,517.84	51.45%
Child Welfare Donation	2,000.00	0.00	0.00	100.00%
Deferred Revenue	249,970.00	-16,040.66	32,307.14	87.08%
Revenue Total:	8,888,142.00	956,377.28	4,828,577.51	45.67%
Expense				
Salary Expense	5,287,974.00	480,133.07	2,558,857.71	51.61%
Health Insurance	1,045,014.00	74,576.46	427,063.43	59.13%
Life Insurance	5,873.00	607.96	2,783.21	52.61%
Medicare	84,731.00	5,434.36	34,130.31	59.72%
Retirement	143,962.00	9,608.48	58,252.48	59.54%
Social Security	313,230.00	21,947.89	138,888.89	55.66%
Unemployment	16,687.00	1,057.95	6,878.48	58.78%
Workers Compensation	58,256.00	4,441.33	22,805.21	60.85%
RMS	501,500.00	37,469.10	279,706.55	44.23%
Contract Services	234,100.00	-5,053.32	141,418.03	39.59%
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	18,768.91	38,935.69	57.24%
Building Maintenance	10,000.00	0.00	1,879.00	81.21%
Equipment Maintenance	51,100.00	1,210.52	9,445.42	81.52%
Equipment Rental	22,100.00	1,713.53	9,495.91	57.03%
Building Lease	21,339.00	1,778.25	10,669.50	50.00%
Travel	150,769.00	2,661.60	21,088.60	86.01%
School Transportation	6,000.00	0.00	4,900.35	18.33%
Advertising	250.00	0.00	1,027.95	-311.18%
Telephone	108,778.00	49,425.11	66,626.34	38.75%
Printing & Forms	2,100.00	0.00	1,180.03	43.81%
Legal Fees	1,600.00	28.00	580.75	63.70%
Purchase of Service	20,000.00	3,165.00	12,081.73	39.59%
Books & Subscriptions	4,000.00	0.00	435.00	89.13%
Office Supplies	118,339.00	7,328.84	50,490.14	57.33%
Postage	25,300.00	1,570.00	10,238.54	59.53%
Document Scanning	4,700.00	0.00	0.00	100.00%
Expert Witness/Process Service	7,225.00	150.94	1,666.61	76.93%
Interpreter	1,100.00	0.00	10.99	99.00%
Document Destruction	2,000.00	1,349.87	2,045.27	-2.26%
Dues & Memberships	5,000.00	600.00	600.00	88.00%
Audit Fees	9,250.00	600.00	6,000.00	35.14%
Vital Statistics	100.00	0.00	0.00	100.00%
Fingerprinting	8,380.00	553.50	3,094.97	63.07%
Foster Parent Training	1,250.00	0.00	240.00	80.80%
Fraud Registration Fees	100.00	0.00	0.00	100.00%
Admin RMS	-501,500.00	-37,469.10	-279,706.55	44.23%
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	10,573.20	83,964.10	61.87%
Program Expense	961,480.00	38,018.34	342,941.12	64.33%
EBT Costs	10,800.00	862.06	5,172.36	52.11%
Non-Reimbursable	21,500.00	1,897.99	2,793.09	87.01%
Expense Total:	9,099,167.00	735,009.84	4,078,681.21	55.18%
Report Surplus (Deficit):	-211,025.00	221,367.44	749,896.30	

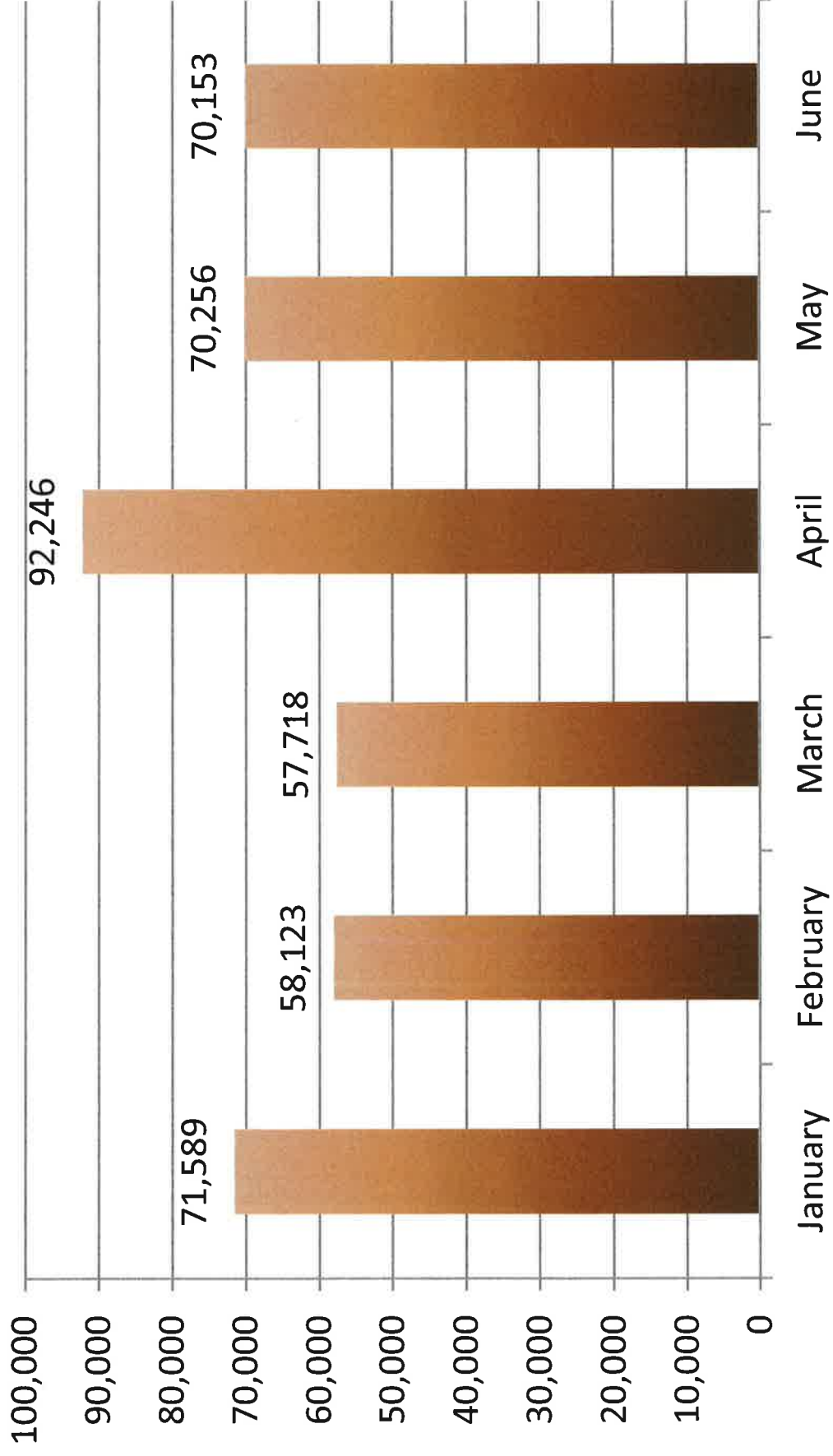
Food Assistance Issuance



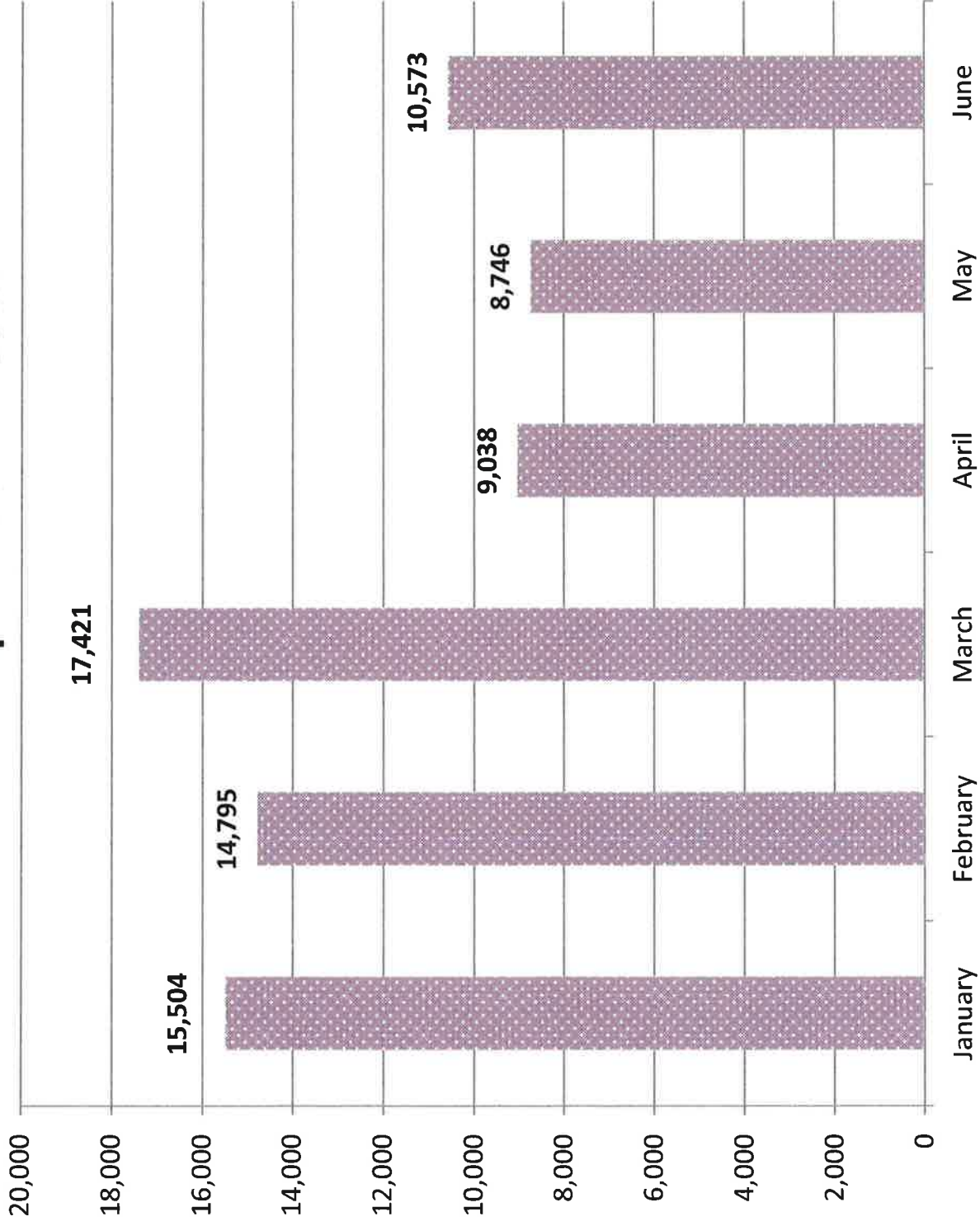
TANF Issuance



Child Care Issuance



Medicaid Transportation Issuance



Director's Report

July 2020

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: July 22, 2020

- Since the last BOHS meeting, our building has reopened. We intentionally did not do any publicity around the change, to allow for a soft reopening. News has quickly traveled, however and our lobby is busier with each passing day. We have implemented extensive precautionary measures to ensure safe practices to prevent the spread of COVID-19
- Our COVID I/Q Shelter continues to house two high risk individuals. There have three other people referred who ultimately chose not to utilize the service.
- Our '20-'21 Core Plan is in the final stages of preparation.
- I completed my annual team meetings this week. I enjoyed 1-2 hours with each team discussing what has gone well for them since our last meeting, what challenges have they faced, what cost control measures could they help us implement and what did they specifically need from management to more effectively do their job? I always learn a great deal and we now have an extensive list of issues to review and address. We also learned what changes we've implemented that are proving effective and beneficial.
- We have begun our budget preparations. We now have our preliminary allocations for TANF \$1,718,414 (\$65,601) and CCCAP \$993,709 (\$107,603).
- We are experiencing significant turnover right now, with varying reasons for departure. We are currently seeking to hire 3 technicians in eligibility, four caseworkers and two case aides in Child Welfare.
- The Colorado Child Care Assistance Program has changed the rules temporarily starting August 1st, that qualified parents will have a parental fee of 7%; we have been waiving this fee for qualified parents for a few months now. Also, the paid absences through the program will return to 5, per CDHS rather than the 31 we were allowing since the waiver was approved at the onset of the COVID crisis.
- CDHS has requested a waiver to allow for maximum SNAP benefits to qualified households for the month of August; they are awaiting a federal decision.
- We are holding our quarterly Professional Development Day on July 29th and the building will be closed. We are excited that our new phone system will be installed that day as well.
- We are undergoing an audit with CBI for our civil background checks. We will notify you of the results.

Extension of Term of Group Rental Agreement

WHEREAS the parties hereto previously entered into a Group Rental Agreement (the "*Agreement*") on May 1, 2020 (the "*Effective Date*") regarding premises consisting of a camper located at 241 Justice Center Road and 3 rooms at the New Creations Inn transitional housing site located at 2990 East Main Street, Cañon City, Colorado 81212, (collectively the **Premises**); and

WHEREAS the County has given notice that it desires to extend the Rental Period as provided in Paragraph 2 of the *Agreement*;

NOW THEREFORE, it is agreed as follows:

1. Extension of Rental Period. The rental period is hereby extended for a fourth additional monthly period until August 31, 2020. Such period may be further extended as provided in paragraph 2 of the *Agreement*.

All remaining provisions of the *Agreement* shall remain in full force and effect.

IN WITNESS WHEREOF, FCDHS and Lessor have executed this Extension of Term of Group Rental Agreement this 29th day of July, 2020.

Deirdra Clement
Loaves and Fishes Ministries of Fremont County
By: Deirdra Clement

FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

T. Paul
By: