

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
June 25, 2019 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of May 28, 2019 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
- VII. New Business
 - A. General Property Upkeep
 - B. Face to Face Grant
 - C. FFPSA Preparation
 - D. TANF Allocation
 - E. Legal Services
 - F. Staffing Update & Needs

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May 28, 2019
2019 MEETING #5

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, May 28, 2019, in Conference Room 208 at the Fremont County Administration Building, 615 Macon, Cañon City, Colorado. Chairman Payne called the meeting to order at 2:15 p.m. Those present included:

Tim Payne	Chairman	Present
Dwayne McFall	Chairman Pro Tem	Present
Debbie Bell	Treasurer	Absent

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 April 30, 2019 meeting with no additions or deletions. Upon vote: Board Member McFall, aye; Board Member Payne, aye. The motion carried.

AGENDA: There were no additions or corrections to the agenda requested. Board Member McFall moved, duly seconded by Board Member Payne, to approve the May 28, 2019 meeting agenda. Upon vote: Board Member McFall, aye; Board Member Payne, aye. The motion carried.

FINANCIAL/CASELOAD REPORT: Following review and discussion of the financial and caseload reports, Board Member Payne moved, duly seconded by Board Member McFall to accept the April financial and caseload reports. Upon vote: Board Member McFall, 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 and the present staff turnover rate within the Department. She also shared artwork for a coloring book that is being created by one of the Department's Special Projects Coordinators that will be given to children as educational material.

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

OLD BUSINESS:
There was no Old Business to discuss.

NEW BUSINESS:
The 2019-2020 Single Entry Point (SEP) lease between Fremont County and Fremont County Central Mountain Options for Long Term Care was presented to the Board to review. Stacie Kwitek-Russell said the lease is exactly the same as the previous year and that only the dates in the contract have been changed. After a discussion, Board Member McFall moved, duly seconded by Board Member Payne, to approve and sign the SEP lease. Upon vote: Board Member McFall, aye; Board Member Payne, aye. The motion carried.

The next item discussed was regarding personnel staffing. Stacie Kwitek-Russell informed the Board that one employee has submitted her notice of retirement. She said the position will not be re-filled in that unit, but she does want to add a supervisor position in another unit that will utilize the budgeted FTE position. After a brief discussion, those present agreed with her plan.

Lastly, Stacie Kwitek-Russell apprised the Board that Kathryn Larsen has submitted her resignation as an Assistant County Attorney. She said having two in-house attorneys will be sufficient, but in the event additional support is needed the Department will contract with an external attorney.

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



Chairman, Fremont County Board of Human Services

6/25/2019

Date



Secretary

6/25/2019

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR MAY 2019
\$ 1,474,442.76

WARRANTS ISSUED MAY 23, 2019 THROUGH JUNE 20, 2019

5/30/2019	213,485.24
6/5/2019	16,822.11
6/11/2019	247,056.15
6/18/2019	14,746.21
6/19/2019	3,213.23
6/20/2019	32,455.85
Total	\$527,778.79

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.

25-Jun-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 25th day of June, 2019.


Chairman Payne


Commissioner Bell


Commissioner McFall

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$106,340.84	\$109,718.46	298	307
AND	\$30,343.05	\$33,255.60	135	142
OAP	\$76,550.40	\$76,323.57	277	279
Child Care	\$73,442.20	\$60,421.37	110	110
LEAP	\$154,265.06	\$97,295.20	1449	541
Food Assistance	\$787,903.00	\$791,864.48	3646	3661
OOH Placements	\$212,567.32	\$217,118.07	188	190
CORE	\$31,430.89	\$28,733.79	157	152
Case Services	\$1,600.00	\$988.00	2	1
Total EBT Issuance:	\$1,474,442.76	\$1,415,718.54		
Medicaid Transportation	\$13,577.66	\$9,714.69	92	71

Child Welfare Intake Referrals:

Total Referrals	118
Screened In	31
% Screened In	26.27%

APS:

Total Referrals:	31
Screened in	7
% Screened in	23%
Open cases with Legal Authority	7
Open cases w/o Legal Authority	18
Total Ongoing Cases	25

SEP/OLTC:

Pending	36
Total Caseload	354

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 05/23/2019 - 06/20/2019

Vendor DBA Name	Payment Date	Payment Amount	Number
Medicaid Transportation	06/07/2019	-41.82	176619
Oklahoma Judicial Process Servers	06/07/2019	-79.99	176693
Dani Jones	06/07/2019	-98.50	176807
Colorado Department of Revenue	06/07/2019	-95.00	177012
Colorado Department of Revenue	06/07/2019	-95.00	177023
Medicaid Transportation	06/07/2019	-105.37	177297
Melanie Herold	06/07/2019	-44.50	177342
Medicaid Transportation	06/07/2019	-185.32	177442
Chafee Client Services	06/07/2019	-25.00	177467
Fremont County Dept. of Human Services	06/07/2019	-13.47	177532
Summit Education Group	06/07/2019	-400.00	177595
Melanie Herold	06/07/2019	-69.50	177692
Assurance Investigations and Process Service LLC	05/30/2019	105.00	178219
Black Hills Energy	05/30/2019	3,177.07	178220
Boys & Girls Club of Fremont County Inc.	05/30/2019	3,300.00	178221
Canon City Property Management	05/30/2019	750.00	178222
Fremont County BOCC	05/30/2019	201,283.70	178223
House Buyers, Inc.	05/30/2019	700.00	178224
King Soopers Customer Charges	05/30/2019	50.47	178225
Loaves and Fishes Ministries of Fremont County	05/30/2019	2,500.00	178226
FIOG Client Services	05/30/2019	375.00	178227
Meals on Wheels of Canon City, Colorado, Inc.	05/30/2019	700.00	178228
RE-1 School District	05/30/2019	125.00	178229
SECOM, INC.	05/30/2019	216.00	178230
Molly Willard	05/30/2019	108.00	178231
Kinship Client Services	05/30/2019	95.00	178232
Black Hills Energy	06/05/2019	295.69	178233
Card Services	06/05/2019	6,034.37	178234
Void	06/05/2019	0.00	178235
City of Cañon City	06/05/2019	1,212.12	178236
Fed Ex	06/05/2019	8.92	178237
Fremont County BOCC	06/05/2019	1,437.82	178238
Fremont Sanitation District	06/05/2019	1,069.01	178239
Gobins, Inc.	06/05/2019	1,377.14	178240
In & Out Conoco	06/05/2019	402.01	178241
King Soopers Customer Charges	06/05/2019	100.00	178242
Loaves and Fishes Ministries of Fremont County	06/05/2019	750.00	178243
FIOG Client Services	06/05/2019	500.00	178244
Mothership PropCo GSE CO, LLC	06/05/2019	495.71	178245
Mountain Vista Apartments	06/05/2019	203.00	178246
Office Depot	06/05/2019	453.99	178247
Southern Colorado Process Serving, LLC	06/05/2019	30.00	178248
Verizon Wireless	06/05/2019	2,452.33	178249
Business Solutions Leasing	06/11/2019	1,541.30	178250
Colorado Bar Association	06/11/2019	285.00	178251
WEX Bank	06/11/2019	624.12	178252
Fed Ex	06/11/2019	16.29	178253
Fremont County BOCC	06/11/2019	238,782.76	178254
Fremont County Crusader, Inc.	06/11/2019	46.00	178255
King Soopers Customer Charges	06/11/2019	171.44	178256
LexisNexis Risk Solutions	06/11/2019	93.70	178257
OOH Client Services	06/11/2019	49.50	178258
Loaves and Fishes Ministries of Fremont County	06/11/2019	354.61	178259
Office Depot	06/11/2019	1,450.50	178260
Reserve Account	06/11/2019	2,515.13	178261
Rocky Mountain Behavioral Health, Inc.	06/11/2019	1,035.00	178262
Santilli's Child Care & Preschool	06/11/2019	45.00	178263
The Arc Aurora	06/11/2019	45.80	178264
Medicaid Transportation	06/18/2019	27.06	178265
Medicaid Transportation	06/18/2019	6.08	178266

Medicaid Transportation	06/18/2019	324.72	178267
Medicaid Transportation	06/18/2019	256.66	178268
Medicaid Transportation	06/18/2019	27.47	178269
Medicaid Transportation	06/18/2019	38.95	178270
Medicaid Transportation	06/18/2019	246.00	178271
Medicaid Transportation	06/18/2019	35.67	178272
Medicaid Transportation	06/18/2019	198.85	178273
Medicaid Transportation	06/18/2019	9.02	178274
Medicaid Transportation	06/18/2019	307.50	178275
Medicaid Transportation	06/18/2019	40.18	178276
Medicaid Transportation	06/18/2019	239.44	178277
Medicaid Transportation	06/18/2019	40.59	178278
Medicaid Transportation	06/18/2019	209.51	178279
Medicaid Transportation	06/18/2019	645.75	178280
Medicaid Transportation	06/18/2019	826.15	178281
Medicaid Transportation	06/18/2019	93.48	178282
Medicaid Transportation	06/18/2019	120.54	178283
Medicaid Transportation	06/18/2019	132.43	178284
Medicaid Transportation	06/18/2019	100.45	178285
Medicaid Transportation	06/18/2019	93.48	178286
Medicaid Transportation	06/18/2019	55.35	178287
Medicaid Transportation	06/18/2019	179.58	178288
Medicaid Transportation	06/18/2019	785.97	178289
Medicaid Transportation	06/18/2019	225.50	178290
Medicaid Transportation	06/18/2019	707.25	178291
Medicaid Transportation	06/18/2019	28.88	178292
Medicaid Transportation	06/18/2019	788.84	178293
Medicaid Transportation	06/18/2019	66.83	178294
Medicaid Transportation	06/18/2019	57.40	178295
Medicaid Transportation	06/18/2019	399.75	178296
Medicaid Transportation	06/18/2019	50.02	178297
Medicaid Transportation	06/18/2019	799.50	178298
Medicaid Transportation	06/18/2019	172.61	178299
Medicaid Transportation	06/18/2019	129.92	178300
Medicaid Transportation	06/18/2019	97.97	178301
Medicaid Transportation	06/18/2019	138.17	178302
Medicaid Transportation	06/18/2019	57.40	178303
Medicaid Transportation	06/18/2019	29.93	178304
Medicaid Transportation	06/18/2019	18.45	178305
Medicaid Transportation	06/18/2019	34.03	178306
Medicaid Transportation	06/18/2019	326.77	178307
Medicaid Transportation	06/18/2019	47.15	178308
Medicaid Transportation	06/18/2019	127.51	178309
Medicaid Transportation	06/18/2019	85.69	178310
Medicaid Transportation	06/18/2019	132.84	178311
Medicaid Transportation	06/18/2019	179.58	178312
Medicaid Transportation	06/18/2019	28.29	178313
Medicaid Transportation	06/18/2019	145.96	178314
Medicaid Transportation	06/18/2019	100.86	178315
Medicaid Transportation	06/18/2019	338.25	178316
Medicaid Transportation	06/18/2019	135.41	178317
Medicaid Transportation	06/18/2019	50.02	178318
Medicaid Transportation	06/18/2019	327.18	178319
Medicaid Transportation	06/18/2019	61.09	178320
Medicaid Transportation	06/18/2019	165.64	178321
Medicaid Transportation	06/18/2019	109.47	178322
Medicaid Transportation	06/18/2019	630.99	178323
Medicaid Transportation	06/18/2019	39.36	178324
Medicaid Transportation	06/18/2019	73.39	178325
Medicaid Transportation	06/18/2019	11.48	178326
Senior Services Solutions Plus	06/18/2019	1,329.31	178327
Medicaid Transportation	06/18/2019	66.42	178328
Medicaid Transportation	06/18/2019	37.72	178329
Medicaid Transportation	06/18/2019	2.05	178330
Medicaid Transportation	06/18/2019	59.45	178331
Medicaid Transportation	06/18/2019	595.73	178332
Medicaid Transportation	06/18/2019	13.94	178333

Medicaid Transportation	06/18/2019	79.04	178334
Medicaid Transportation	06/18/2019	126.69	178335
Medicaid Transportation	06/18/2019	68.88	178336
Medicaid Transportation	06/18/2019	186.96	178337
Medicaid Transportation	06/18/2019	31.98	178338
Medicaid Transportation	06/18/2019	88.56	178339
Medicaid Transportation	06/18/2019	99.22	178340
Diane Benge	06/19/2019	54.50	178341
Kelly Broomfield	06/19/2019	56.50	178342
Kora Burrell	06/19/2019	246.30	178343
Janis Enderud	06/19/2019	28.91	178344
Grace Flynn	06/19/2019	7.10	178345
Garrett, Sarah	06/19/2019	143.40	178346
Shirley Gray	06/19/2019	54.18	178347
Gunter, Jordan	06/19/2019	161.50	178348
Mary Tina Gurule	06/19/2019	80.80	178349
Melanie Herold	06/19/2019	53.50	178350
Cindy Jones-Shoeman	06/19/2019	54.00	178351
Anna Kehl	06/19/2019	74.95	178352
Shannon Kinahan	06/19/2019	179.50	178353
Corinna Lemay	06/19/2019	27.99	178354
Christen LoPresti	06/19/2019	124.45	178355
Amy Maroni	06/19/2019	103.18	178356
Lynne Monahan	06/19/2019	66.60	178357
Angela Near	06/19/2019	43.50	178358
Kelly Nowak	06/19/2019	248.86	178359
Kara Reichert	06/19/2019	182.65	178360
Terri Rommel-Ruiz	06/19/2019	322.60	178361
Carie Rutherford	06/19/2019	56.37	178362
Ieshia Salas	06/19/2019	164.90	178363
Kimberly Seal	06/19/2019	53.88	178364
Michelle Short	06/19/2019	33.00	178365
Vivian Simon	06/19/2019	23.00	178366
Tonia Sutton	06/19/2019	135.60	178367
Kim Tauber	06/19/2019	18.50	178368
Claudia Torres	06/19/2019	329.68	178369
Amanda Whitt	06/19/2019	37.50	178370
Molly Willard	06/19/2019	9.70	178371
Kendyl Yates	06/19/2019	36.13	178372
Chafee Client Services	06/20/2019	25.00	178373
Atmos Energy	06/20/2019	240.42	178374
Colorado Bureau of Investigations	06/20/2019	197.50	178375
Crowley County Sheriff's Office	06/20/2019	36.50	178376
Fremont County BOCC	06/20/2019	17,186.00	178377
Montgomery County Precinct 1	06/20/2019	75.00	178378
Office Depot	06/20/2019	3,683.99	178379
Laurine L. Smith LLC	06/20/2019	800.00	178380
Stamp of Excellence, Inc.	06/20/2019	37.00	178381
State of Colorado	06/20/2019	8,959.44	178382
Kinship Client Services	06/20/2019	909.00	178383
Steven C. Zentz, Attorney at Law	06/20/2019	306.00	178384

Bank Code APBNK-HS Summary

Payment Type	Payable	Payment	Payment
Regular Checks	229	165	527,778.79
Manual Checks	0	0	0
Voided Checks	0	13	-1,253.47
Bank Drafts	0	0	0
EFT's	0	0	0
	229	178	526,525.32

Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2019 Period Ending: 05/31/2019

		May 2019	YTD Fiscal	Percent
Revenues:	2019 Budget	Activity	Activity	Remaining
Current Property Taxes	1,186,840.00	111,775.49	860,926.12	27.46%
Delinquent Taxes	1,500.00	74.33	388.29	74.11%
Specific Ownership Tax	175,000.00	17,659.12	81,559.25	53.39%
Other Financing Sources	80,000.00	3,977.58	25,076.54	68.65%
Interest & Penalties	1,000.00	177.49	250.56	74.94%
Admin/Program Revenue	6,814,224.00	697,478.26	2,701,715.76	60.35%
Child Welfare Donation	2,000.00	300.00	544.55	72.77%
Deferred Revenue	428,789.00	21,865.80	167,365.77	60.97%
Revenue Total:	8,689,353.00	853,308.07	3,837,826.84	55.83%
Expenses:				
Salary Expense	5,052,998.00	542,871.05	2,010,136.61	60.22%
Health Insurance	1,019,654.00	75,793.17	376,536.62	63.07%
Life Insurance	5,663.00	326.76	1,634.53	71.14%
Medicare	84,846.00	7,942.22	29,112.66	65.69%
Retirement	151,619.00	14,227.23	53,205.43	64.91%
Social Security	315,384.00	32,306.92	117,958.27	62.60%
Unemployment	16,874.00	1,557.21	5,686.60	66.30%
Workers Compensation	59,907.00	4,878.03	18,719.27	68.75%
RMS	480,659.00	54,908.79	211,460.79	56.01%
Contract Services	266,000.00	14,064.58	58,492.69	78.01%
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	6,223.99	20,618.07	78.86%
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	1,624.52	15,919.45	60.45%
Equipment Rental	21,150.00	1,630.80	6,754.20	68.07%
Building Lease	0.00	21,339.00	21,339.00	0.00%
Travel	205,642.00	5,230.15	103,856.69	49.00%
Advertising	5,000.00	95.01	5,585.47	-11.71%
Telephone	750.00	0.00	0.00	100.00%
Printing & Forms	36,045.00	2,996.30	13,917.73	61.39%
Legal Fees	1,500.00	0.00	705.33	52.98%
Purchase of Service	1,500.00	0.00	629.60	58.03%
Books & Subscriptions	4,165.00	0.00	318.00	92.36%
Office Supplies	107,200.00	3,363.34	29,497.25	72.48%
Postage	24,100.00	25.05	7,400.37	69.29%
Document Scanning	30,700.00	261.98	261.98	99.15%
Expert Witness	7,700.00	636.41	2,398.64	68.85%
Interpreter	1,900.00	0.00	136.50	92.82%
Document Destruction	2,000.00	60.00	60.00	97.00%
Dues & Memberships	7,000.00	3,325.00	3,355.00	52.07%
Audit Fees	12,110.00	0.00	0.00	100.00%
Vital Statistics	100.00	0.00	10.00	90.00%
Fingerprinting	7,350.00	227.50	2,404.00	67.29%
Foster Parent Training	5,400.00	782.00	15,058.45	-178.86%
Fraud Registration Fees	100.00	0.00	50.00	50.00%
RMS	-495,918.00	-54,908.79	-211,460.79	57.36%
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	21,708.86	86,665.59	55.72%
Program Expense	968,400.00	82,568.28	363,806.72	62.43%
EBT Costs	10,800.00	836.23	4,181.15	61.29%
Non Reimbursable	158,000.00	5,284.63	16,699.78	89.00%
Expense Total:	8,918,477.00	852,186.22	3,413,233.26	61.73%
Report Surplus (Deficit):	-229,124.00	1,121.85	424,593.58	

Director's Report

June 2019

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: June 19, 2019

- On May 30th I participated in the Supervisors' training on sexual harassment and ethical behavior. I thought it was very informative and useful.
- I also met with the training coordinator at SolVista Health on the 30th about training opportunities for FCDHS and domestic violence practices for referrals from Child Welfare to their Domestic Violence program.
- I attended the CCI conference on June 3rd-5th. I was able to participate in the Child Welfare Allocation Meeting as well as the Works Allocation Meeting. I attended several wonderful sessions, including Building a Collective Strategy for Child Maltreatment Prevention Through Early Childhood Investments, Gearing Up for Family First Implementation and 2019 Legislative Review.
- We are busy working on our Core Plan. Carrie Porter is taking lead, while Kim Grondahl and I provide technical assistance and collaboration with partners to ensure we offer the children and families in the community the most effective services possible.
- I have participated in several meetings regarding concerns and challenges at the Child Advocacy Center. I have two more scheduled before the end of the month.
- On June 10th, I had a meeting with DHS and RE-1 staff to further discuss the vision for having an embedded position at the District. We continue to explore what exactly this could encompass and prioritize the possibilities.
- On June 11th we had DeeDee Clement and Rochelle Reiter present the Point in Time Survey results at the monthly Supervisors' Meeting. I also facilitated the monthly Directors meeting in Pueblo that day.
- I held my third monthly Administrative In-Office Day on the 12th. I had two staff visit me with issues they wanted to discuss. I also was able to meet with Chief Harvey about our upcoming FIOG agenda, a potential staff person and got caught up on some filing.
- On the 18th we held our third monthly New Worker Orientation. We had six new staff that participated in this day long training. It is a great way to get our staff started on the right foot with basic knowledge and expectations.
- I attended the Fremont Managers Lunch on the 18th, as well as the CTC Key Leader Board Meeting.
- On June 19th I chaired the FIOG meeting. We received presentations from eight community recipients of FIOG funding. Our group will take the summer off from meetings and won't meet again until September.
- On the 20th I am scheduled to have my monthly meetings with RE-1 and Rocky Mountain Behavioral Health.
- The management team is diligently working on finalizing our first Quarterly Professional Development Day.