

DIRECTOR
Stacie Kwitek-Russell
Phone: (719) 275-2318
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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
December 31, 2019, 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of the November 26, 2019 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
- VII. New Business
 - A. Human Services Resolution #1, Series 2019, Election of 2020 Officers
 - B. Human Services Resolution #2, Series 2019 Establishment of 2020 Meeting Date, Time & Place
 - C. DHS 2020 Quarterly Professional Development Closure Dates

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November 26, 2019
2019 MEETING #11

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, November 26, 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 October 29, 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 November 26, 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 October 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. Topics of special interest were the Built For Zero Kick Off and the status of employees applying for 4-10 work schedules.

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

OLD BUSINESS:

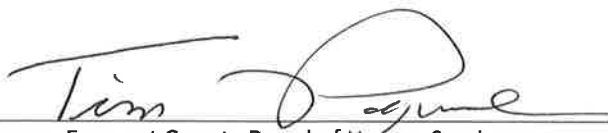
There was no Old Business to discuss.

NEW BUSINESS:

Stacie Kwitek-Russell informed the Commissioners that Pam Walker from the Early Childhood Council has requested a meeting with them to provide information on all that the Council does. She asked if this meeting could be included at the December mid-month meeting. The Commissioners agreed to meet with her at that time.

The CDHS 2020 County Merit Letter was the last item on the agenda for discussion. After a brief explanation was provided that the Chairman of the Board of County Commissioners should be the authorized signature, Board Member Bell moved, duly seconded by Board Member Payne, to authorize Commissioner McFall signing the 2020 County Merit System certification. Upon vote: Board Member Payne, aye; Board Member Bell, aye; Board Member McFall, aye. The motion carried.

With there being no other business to discuss, the meeting adjourned at 2:13 p.m.



Chairman, Fremont County Board of Human Services

12/31/2019

Date



Secretary

12/31/2019

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR NOVEMBER 2019

\$ 1,371,178.96

WARRANTS ISSUED NOVEMBER 21, 2019 THROUGH DECEMBER 26, 2019

11/27/2019	210,653.86
12/4/2019	13,119.44
12/12/2019	253,854.66
12/17/2019	5,965.14
12/19/2019	14,628.63
12/23/2019	3,871.20
12/26/2019	<u>252,289.82</u>
Total	\$754,382.75


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.

12/31/2019

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 31st day of December, 2019.


Chairman Payne


Commissioner Bell


Commissioner McFall

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$92,905.46	\$102,634.62	239	280
AND	\$31,946.71	\$33,522.26	125	138
OAP	\$72,892.84	\$75,827.97	273	278
Child Care	\$55,835.13	\$64,598.97	144	118
LEAP	\$140,365.43	\$57,043.94	619	302
Food Assistance	\$761,726.00	\$779,780.49	3587	3633
OOH Placements	\$185,908.56	\$209,016.20	172	182
CORE	\$29,598.83	\$28,870.96	192	164
Case Services	\$0.00	\$1,137.73	0	1
Total EBT Issuance:	\$1,371,178.96	\$1,352,433.15		
Medicaid Transportation	\$17,176.87	\$12,676.54	106	78

Child Welfare Intake Referrals:	
Total Referrals	66
Screened In	23
% Screened In	34.85%

APS:	
Total Referrals:	31
Screened in	6
% Screened in	19%
Open cases with Legal Authority	7
Open cases w/o Legal Authority	21
Total Ongoing Cases	28

SEP/OLTC:	
Pending	36
Total Caseload	365

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 11/21/2019 - 12/26/2019

Vendor DBA Name	Payment Date	Payment Amount	Number
Medicaid Transportation	11/27/2019	0.10	178335
Black Hills Energy	11/27/2019	2,849.16	179236
Canadian County Sheriff's Office	11/27/2019	50.00	179237
Fremont County BOCC	11/27/2019	828.24	179238
Fremont County BOCC	11/27/2019	200,091.09	179239
Meals on Wheels of Canon City, Colorado, Inc.	11/27/2019	693.00	179240
Offerson Toner	11/27/2019	234.82	179241
Rocky Mountain Behavioral Health, Inc.	11/27/2019	755.00	179242
Rocky Mountain Behavioral Health, Inc.	11/27/2019	1,206.86	179243
Ashley Smith	11/27/2019	168.00	179244
Social Security Administration	11/27/2019	1,105.00	179245
Social Security Administration	11/27/2019	771.00	179246
Social Security Administration	11/27/2019	771.00	179247
Walmart Community/RFCSLLC	11/27/2019	1,130.69	179248
City of Cañon City	12/04/2019	1,257.52	179249
Fed Ex	12/04/2019	9.17	179250
Fremont County BOCC	12/04/2019	1,778.25	179251
Fremont County BOCC	12/04/2019	1,013.76	179252
Fremont Sanitation District	12/04/2019	1,133.21	179253
Gobins, Inc.	12/04/2019	2,031.35	179254
In & Out Conoco	12/04/2019	2,250.07	179255
Offerson Toner	12/04/2019	256.99	179256
SECOM, INC.	12/04/2019	918.09	179257
Verizon	12/04/2019	184.34	179258
Verizon Wireless	12/04/2019	2,286.69	179259
Atmos Energy	12/12/2019	465.38	179260
Black Hills Energy	12/12/2019	195.03	179261
Card Services	12/12/2019	2,753.49	179262
Void	12/12/2019	0.00	179263
Void	12/12/2019	0.00	179264
Chaffee County Sheriff	12/12/2019	25.00	179265
Colorado Supreme Court	12/12/2019	325.00	179266
WEX Bank	12/12/2019	659.73	179267
Fremont County BOCC	12/12/2019	247,053.62	179268
Fremont County Crusader, Inc.	12/12/2019	28.00	179269
Heatherwood Apartments	12/12/2019	284.00	179270
Laboratory Corporation of America	12/12/2019	380.00	179271
Client Overcollect	12/12/2019	0.62	179272
Office Depot	12/12/2019	1,208.43	179273
Southern Colorado Process Serving, LLC	12/12/2019	219.56	179274
Thomson Reuters-West or West	12/12/2019	256.80	179275
Business Solutions Leasing	12/18/2019	1,542.53	179276
Purcell, Caitlyn	12/18/2019	1,500.00	179277
Client Services	12/18/2019	300.00	179278
Colorado Bureau of Investigations	12/18/2019	474.00	179279
Fremont County BOCC	12/18/2019	834.86	179280
Pitney Bowes, Inc.	12/18/2019	1,007.75	179281
Steven C. Zentz, Attorney at Law	12/18/2019	306.00	179282
Medicaid Transportation	12/19/2019	53.68	179283
Medicaid Transportation	12/19/2019	197.56	179284
Medicaid Transportation	12/19/2019	222.20	179285
Medicaid Transportation	12/19/2019	81.40	179286
Medicaid Transportation	12/19/2019	148.72	179287
Medicaid Transportation	12/19/2019	66.88	179288
Medicaid Transportation	12/19/2019	456.72	179289
Medicaid Transportation	12/19/2019	1,242.56	179290

Medicaid Transportation	12/19/2019	376.87	179291
Medicaid Transportation	12/19/2019	32.56	179292
Medicaid Transportation	12/19/2019	44.00	179293
Medicaid Transportation	12/19/2019	224.84	179294
Medicaid Transportation	12/19/2019	45.32	179295
Medicaid Transportation	12/19/2019	208.56	179296
Medicaid Transportation	12/19/2019	619.08	179297
Medicaid Transportation	12/19/2019	347.16	179298
Medicaid Transportation	12/19/2019	35.20	179299
Medicaid Transportation	12/19/2019	199.76	179300
Medicaid Transportation	12/19/2019	192.72	179301
Medicaid Transportation	12/19/2019	406.12	179302
Medicaid Transportation	12/19/2019	124.08	179303
Medicaid Transportation	12/19/2019	429.00	179304
Medicaid Transportation	12/19/2019	64.68	179305
Medicaid Transportation	12/19/2019	33.44	179306
Medicaid Transportation	12/19/2019	34.32	179307
Medicaid Transportation	12/19/2019	716.32	179308
Medicaid Transportation	12/19/2019	151.80	179309
Medicaid Transportation	12/19/2019	66.88	179310
Medicaid Transportation	12/19/2019	792.00	179311
Medicaid Transportation	12/19/2019	168.08	179312
Medicaid Transportation	12/19/2019	2,012.12	179313
Medicaid Transportation	12/19/2019	66.00	179314
Medicaid Transportation	12/19/2019	295.68	179315
Medicaid Transportation	12/19/2019	233.20	179316
Medicaid Transportation	12/19/2019	36.52	179317
Medicaid Transportation	12/19/2019	870.76	179318
Medicaid Transportation	12/19/2019	109.56	179319
Medicaid Transportation	12/19/2019	42.24	179320
Medicaid Transportation	12/19/2019	279.84	179321
Medicaid Transportation	12/19/2019	10.56	179322
Medicaid Transportation	12/19/2019	321.20	179323
Medicaid Transportation	12/19/2019	34.76	179324
Medicaid Transportation	12/19/2019	267.52	179325
Medicaid Transportation	12/19/2019	14.08	179326
Medicaid Transportation	12/19/2019	9.68	179327
Senior Services Solutions Plus	12/19/2019	868.28	179328
Medicaid Transportation	12/19/2019	49.72	179329
Medicaid Transportation	12/19/2019	117.48	179330
Medicaid Transportation	12/19/2019	242.88	179331
Medicaid Transportation	12/19/2019	19.80	179332
Medicaid Transportation	12/19/2019	47.52	179333
Medicaid Transportation	12/19/2019	30.80	179334
Medicaid Transportation	12/19/2019	628.32	179335
Medicaid Transportation	12/19/2019	51.04	179336
Medicaid Transportation	12/19/2019	45.32	179337
Medicaid Transportation	12/19/2019	141.24	179338
Barry Acton	12/23/2019	58.11	179339
Sherri Anderson	12/23/2019	68.60	179340
Lacey Arroyo	12/23/2019	113.55	179341
Braun, Stephani	12/23/2019	69.40	179342
Kelly Broomfield	12/23/2019	29.81	179343
Kristine Brown	12/23/2019	227.53	179344
Kaylee Caudill	12/23/2019	251.15	179345
Logan Crumley	12/23/2019	7.60	179346
Kristi Degarmo	12/23/2019	54.10	179347
Alexis Enslow	12/23/2019	258.50	179348
Grace Flynn	12/23/2019	267.50	179349
Garrett, Sarah	12/23/2019	245.95	179350
Gunter, Jordan	12/23/2019	255.50	179351

Mary Tina Gurule	12/23/2019	99.45	179352
Heller, Ryan	12/23/2019	40.70	179353
Melanie Herold	12/23/2019	55.50	179354
Anna Kehl	12/23/2019	21.55	179355
Shannon Kinahan	12/23/2019	39.55	179356
Corinna Lemay	12/23/2019	83.42	179357
Christen LoPresti	12/23/2019	228.65	179358
Amy Maroni	12/23/2019	171.45	179359
Lynne Monahan	12/23/2019	91.25	179360
Nancy Myers	12/23/2019	39.31	179361
Angela Near	12/23/2019	46.90	179362
Kara Reichert	12/23/2019	57.41	179363
Terri Rommel-Ruiz	12/23/2019	585.81	179364
Michelle Short	12/23/2019	40.00	179365
Vivian Simon	12/23/2019	20.00	179366
Natasha Sparks	12/23/2019	35.50	179367
Rebecca Tamez	12/23/2019	209.25	179368
Kim Tauber	12/23/2019	50.50	179369
Amanda Whitt	12/23/2019	35.00	179370
Molly Willard	12/23/2019	12.70	179371
Black Hills Energy	12/26/2019	2,855.95	179372
Fremont County BOCC	12/26/2019	244,584.20	179373
Fremont County BOCC	12/26/2019	907.75	179374
Fremont County Dept. of Human Services	12/26/2019	41.92	179375
Fremont County Sheriff's Office	12/26/2019	47.84	179376
Laboratory Corporation of America	12/26/2019	304.00	179377
Offerson Toner	12/26/2019	414.57	179378
Office Depot	12/26/2019	6.52	179379
Pitney Bowes, Inc.	12/26/2019	171.00	179380
Prime Realty	12/26/2019	300.00	179381
Reserve Account	12/26/2019	1,107.20	179382
Rocky Mountain Behavioral Health, Inc.	12/26/2019	450.00	179383
Sol Vista Health	12/26/2019	105.00	179384
Walmart Community/RFCSLLC	12/26/2019	993.87	179385

Bank Code APBNK-HS Summary

Payment Type	Payable	Payment	Payment
Regular Checks	171	148	754,382.75
Manual Checks	0	0	0.00
Voided Checks	0	2	0.00
Bank Drafts	1	1	0.10
EFT's	0	0	0.00

172 151 754,382.85

Budget Report

Fremont County, CO Human Services

For Fiscal: 2019 Period Ending: 11/30/2019

	2019 Budget	11/19 Activity	YTD Activity	% Remaining
Revenue				
Current Property Taxes	1,186,840.00	10,893.55	1,172,844.41	1.18%
Delinquent Taxes	1,500.00	2,422.42	4,738.48	215.90%
Specific Ownership Tax	175,000.00	19,437.01	187,314.14	7.04%
Other Financing Sources	80,000.00	978.16	38,648.91	51.69%
Interest & Penalties	1,000.00	2,104.59	5,131.32	413.13%
Admin/Program Revenue	6,814,224.00	460,876.46	5,957,931.50	12.57%
Child Welfare Donation	2,000.00	0.00	616.01	69.20%
Deferred Revenue	428,789.00	19,789.42	319,254.90	25.54%
Revenue Total:	8,689,353.00	516,501.61	7,686,479.67	11.54%
Expense				
Salary Expense	5,052,998.00	365,442.21	4,403,560.27	12.85%
Health Insurance	1,019,654.00	37,173.05	819,521.43	19.63%
Life Insurance	5,663.00	165.15	3,617.47	36.12%
Medicare	84,846.00	5,337.03	63,605.97	25.03%
Retirement	151,619.00	7,739.38	100,828.12	33.50%
Social Security	315,384.00	21,904.00	256,761.17	18.59%
Unemployment	16,874.00	1,055.80	12,404.83	26.49%
Workers Compensation	59,907.00	3,842.40	41,639.87	30.49%
RMS	-15,259.00	0.00	0.00	6.35%
Contract Services	266,000.00	25,560.94	187,291.52	29.59%
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	5,988.18	78,945.06	19.07%
Maintenance Grounds	0.00	0.00	9,600.00	0.00%
Building Maintenance	7,000.00	116.59	9,764.80	-39.50%
Equipment Maintenance	40,250.00	1,618.37	35,277.82	12.35%
Equipment Rental	21,150.00	1,542.53	16,439.65	22.27%
Building Lease	0.00	1,778.25	30,230.25	0.00%
Travel	210,642.00	5,092.06	146,216.90	33.53%
Advertising	750.00	0.00	0.00	100.00%
Telephone	36,045.00	2,471.03	40,946.80	-13.60%
Printing & Forms	1,500.00	0.00	925.33	38.31%
Legal Fees	1,500.00	0.00	675.60	54.96%
Purchase of Service	0.00	1,979.88	7,981.73	0.00%
Books & Subscriptions	4,165.00	0.00	658.22	84.20%
Office Supplies	107,200.00	669.57	63,897.13	40.39%
Postage	24,100.00	1,547.90	18,433.13	23.51%
Document Scanning	30,700.00	0.00	13,345.23	56.53%
Expert Witness	7,700.00	405.56	4,383.79	43.07%
Interpreter	1,900.00	0.00	708.50	62.71%
Document Destruction	2,000.00	0.00	957.00	52.15%
Dues & Memberships	7,000.00	0.00	3,910.00	44.14%
Audit Fees	12,110.00	0.00	7,800.00	35.59%
Vital Statistics	100.00	0.00	168.00	-68.00%
Fingerprinting	7,350.00	324.50	5,319.00	27.63%
Foster Parent Training	5,400.00	-90.00	16,816.07	-211.41%
Fraud Registration Fees	100.00	0.00	50.00	50.00%
Other Equipment	0.00	0.00	4,132.40	0.00%
TANF Burials	500.00	0.00	200.00	60.00%
Client Services	195,729.00	19,082.87	189,509.98	3.18%
Program Expense	968,400.00	69,176.64	742,154.72	23.36%
EBT Costs	10,800.00	862.06	9,327.68	13.63%
Non Reimbursable	158,000.00	-34.19	61,957.08	76.78%
Expense Total:	8,918,477.00	580,751.76	7,409,962.52	16.91%
Report Surplus (Deficit):	-229,124.00	-64,250.15	276,517.15	

Director's Report
December 2019

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: December 23, 2019

Since my last report, the following are many of my activities:

- I attended the Winter CCI Conference, where we had several sessions regarding Family First Prevention and Services Act. We also had an informative session from Health Care Policy and Financing and a particularly poignant session regarding Teen Suicide.
- The Built For Zero team held our VI-SPDAT training in which we had an incredible turnout. That same day we held our Case Conferencing Planning meeting. The first case conferencing was held two weeks later. Carrie Porter and Rochelle Reiter will be the primary representatives for DHS. We have already found huge benefits to case conferencing. Other good news on the BFZ front is that UAACOG did receive confirmation that they were approved for the grant request submitted to the RAE for reinvestment funds for a Housing Navigator. This will be extremely helpful.
- I participated in most of my monthly meetings with community partners.
- From December 10th through December 18th, I met with each team to discuss what has gone well for their team during the past year, what challenges they faced, and what the management team could do to assist them to do their jobs more effectively and/or efficiently. I learned a great deal from these meetings and have prepared eleven pages of notes for the management team to review and plan accordingly. One issue arose that required consultation with the County Attorney and County Human Resources Manager.
- I was thrilled to attend the Fremont County Employee of the Year Nominee recognition and announcement of the selected employee. We had an agency celebration that afternoon with cake for all of the nominees.
- December has been filled with Christmas parties and planning for the children in Child Welfare. We have a very generous community that showers our Child Welfare children with gifts and food to make this a special time of year for them, to ease the pain of their situation.

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HUMAN SERVICES RESOLUTION # 1

SERIES 2019

WHEREAS, the Fremont County Board of Commissioners acting in their capacity as the Fremont County Board of Human Services pursuant to C.R.S. 26-1-101 et. seq. do desire to elect officers for the Board of Human Services to serve effective January 1, 2020 for the calendar year 2020;

NOW, THEREFORE, BE IT RESOLVED that the Fremont County Board of Human Services has elected the following officers:

Chairman	Commissioner	<u>Payne</u>
Chairman Pro Tem	Commissioner	<u>McFall</u>
Treasurer	Commissioner	<u>Bell</u>

Commissioner Bell MOVED THE ADOPTION OF THE FOREGOING RESOLUTION;

SECOND, Commissioner Payne WHEREUPON THE FOLLOWING VOTE WAS TAKEN.

Commissioner Payne

Tim Payne

Commissioner Bell

Debbie Bell

Commissioner McFall

D McFall

The above resolution was duly adopted the 31st day of December, 2019.

DIRECTOR
Stacie Kwitek-Russell
Phone: (719) 275-2318
Fax: (719) 275-5206

FREMONT COUNTY
Department of Human Services
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Debbie Bell Dist. 2
Dwayne McFall Dist. 3

HUMAN SERVICES RESOLUTION # 2

SERIES 2019

WHEREAS, the Fremont County Board of Commissioners acting in their capacity as the Fremont County Board of Human Services pursuant to C.R.S. 26-1-101 et. seq. do desire to establish a set meeting date, time and place for the Fremont County Board of Human Services;

NOW, THEREFORE, BE IT RESOLVED that, effective January 1, 2020 the Fremont County Board of Human Services will meet the last Tuesday of each and every month, at the hour of 2:00 P.M. in a designated conference room of the Fremont County Administration Building, 615 Macon, Canon City, Colorado with posting of the agendas, at least twenty-four (24) hours in advance, at the Fremont County Administration Building and the Fremont County Department of Human Service.

Commissioner McFall MOVED THE ADOPTION OF THE FOREGOING RESOLUTION;

SECOND, Commissioner Bell WHEREUPON THE FOLLOWING VOTE WAS TAKEN.

Commissioner Payne

Tim Payne

Commissioner Bell

Debbie Bell

Commissioner McFall

Dw McFall

The above resolution was duly adopted the 31st day of December, 2019.