

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
October 29, 2019 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of the September 24, 2019 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
 - A. Legal Representation
- VII. New Business
 - A. Built For Zero

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September 24, 2019
2019 MEETING #9

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, September 24, 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 Bell, to accept the minutes of the August 27, 2019 meeting. Upon vote: Board Member McFall, aye; Board Member Payne, 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 September 24, 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 August 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. Board Member McFall asked for more information regarding the "Built for Zero" project and Stacie said its purpose is to create a plan to strategically address homelessness.

After a full discussion of the topics included in the report, 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 again met with Assistant County Attorney, Roger Larsen, to discuss his current contract and said he is still negotiating the terms. More options were discussed to formulate a resolution to this on-going issue. All present agreed Stacie should move forward now to hire an additional full-time attorney.

NEW BUSINESS:

Stacie Kwitek-Russell had a draft FLSA Leave Policy for the Board to review. She stated Tammy Childs, Human Resources Director, has reviewed it and that it follows the County Manager's policy. With the Board having no revisions for the policy, Board Member Bell moved, duly seconded by Board Member McFall, to approve the FLSA Leave Policy. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

Stacie Kwitek-Russell then moved on to discuss foster homes and immunization changes. She said the Department could give exemptions for immunizations for religious reasons. Her concern is placing a child in a home where other children haven't been immunized. If exemptions aren't given, we could lose foster homes. After a full discussion, it was agreed the Department will not provide immunization exemptions.

Stacie Kwitek-Russell informed the Board that it was chosen to not renew the Chafee program contract for this next fiscal year. She said the current Chafee worker took a different position within the Department, and the Chafee funding allocation isn't enough to cover a position and the program expenses. She said there will be continued support for the program until it is fully transitioned out of Fremont County.

The next item on the agenda was regarding the Single Entry Point outlook. Stacie Kwitek-Russell stated the program is changing to a fee for service, versus a flat rate contract, effective July 1, 2020. Michael Stumph, Family and Adult Services Administrator, and Vivian Simon, Supervisor for the SEP program, have put together estimated revenue projections based on the past year's actual provided services. Using this information, expenses will exceed revenue received. She said further research and discussion will be on-going and she will keep the Board apprised as more information is known.

Stacie Kwitek-Russell then discussed how it's now allowed for a caseworker to sign the application for a foster child to get their driver's license permit without any requirement for a liability waiver to be signed. She said foster parents and a guardian ad litem may also sign the application. After a full discussion, it was decided that DHS caseworkers will not have approval to sign applications for drivers' license permits.

The final conversation was regarding employment confidentiality statements. The Department has confidentiality statements that employees are required to sign and new employees will sign the County's confidentiality pledge during their new hire orientation with Human Resources.

With there being no other business to discuss, the meeting adjourned at 2:44 p.m.



Chairman, Fremont County Board of Human Services

10/29/2019

Date



Secretary

10/29/2019

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR SEPTEMBER 2019
\$ 1,253,010.69

WARRANTS ISSUED SEPTEMBER 20, 2019 THROUGH OCTOBER 23, 2019


9/25/2019	12,441.64
10/3/2019	277,821.53
10/9/2019	223,095.08
10/15/2019	13,519.80
10/16/2019	278,560.02
10/21/2019	4,623.24
10/23/2019	2,880.14
Total	\$812,941.45

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.

29-Oct-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 29th day of October, 2019.


Chairman Payne

Absent
Commissioner Bell


Commissioner McFall

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$91,338.77	\$104,594.64	243	288
AND	\$33,178.91	\$33,836.67	139	140
OAP	\$77,969.36	\$76,446.90	278	280
Child Care	\$58,336.27	\$64,149.41	125	115
LEAP	\$0.00	\$54,124.21	0	301
Food Assistance	\$762,766.00	\$781,943.60	3622	3640
OOH Placements	\$197,094.15	\$214,365.09	171	184
CORE	\$30,727.23	\$28,475.22	163	159
Case Services	\$1,600.00	\$1,390.56	2	2
Total EBT Issuance:	\$1,253,010.69	\$1,359,326.29		
Medicaid Transportation	\$17,440.76	\$12,082.80	104	84

Child Welfare Intake Referrals:

Total Referrals	117
Screened In	44
% Screened In	37.61%

APS:

Total Referrals:	22
Screened in	7
% Screened in	32%
Open cases with Legal Authority	7
Open cases w/o Legal Authority	26
Total Ongoing Cases	33

SEP/OLTC:

Pending	37
Total Caseload	365

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 09/19/2019 - 10/23/2019

Vendor DBA Name	Payment Date	Payment Amount	Number
Lacey Arroyo	09/25/2019	164.66	178881
Nicole Bartell	09/25/2019	208.01	178882
Braun, Stephani	09/25/2019	36.54	178883
Kelly Broomfield	09/25/2019	98.00	178884
Kristine Brown	09/25/2019	122.00	178885
Kora Burrell	09/25/2019	243.70	178886
Kaylee Caudill	09/25/2019	25.40	178887
Logan Crumley	09/25/2019	60.00	178888
Kristi Degarmo	09/25/2019	63.00	178889
Janis Enderud	09/25/2019	14.65	178890
Alexis Enslow	09/25/2019	140.80	178891
Grace Flynn	09/25/2019	57.93	178892
Garrett, Sarah	09/25/2019	277.25	178893
Gunter, Jordan	09/25/2019	191.50	178894
Mary Tina Gurule	09/25/2019	100.75	178895
Anna Kehl	09/25/2019	92.85	178896
Corinna Lemay	09/25/2019	171.49	178897
Amy Maroni	09/25/2019	230.25	178898
Janell Miller	09/25/2019	227.44	178899
Lynne Monahan	09/25/2019	48.90	178900
Kelly Nowak	09/25/2019	227.46	178901
Kara Reichert	09/25/2019	146.10	178902
Rochelle Reiter	09/25/2019	71.50	178903
Ieshia Salas	09/25/2019	35.55	178904
Michelle Short	09/25/2019	26.50	178905
Vivian Simon	09/25/2019	22.00	178906
Natasha Sparks	09/25/2019	48.00	178907
Rebecca Tamez	09/25/2019	240.60	178908
Kim Tauber	09/25/2019	86.50	178909
Amanda Whitt	09/25/2019	47.50	178910
Kendyl Yates	09/25/2019	38.72	178911
Black Hills Energy	09/25/2019	3,611.07	178912
Fed Ex	09/25/2019	7.10	178913
Fremont County BOCC	09/25/2019	954.12	178914
The Green Thumb Initiative	09/25/2019	189.39	178915
Matthew Bender & Co., Inc.	09/25/2019	90.61	178916
Peak Printing, Inc.	09/25/2019	696.25	178917
Pitney Bowes, Inc.	09/25/2019	555.09	178918
Reserve Account	09/25/2019	1,968.25	178919
Sign Language Network, Inc.	09/25/2019	156.00	178920
UAACOG	09/25/2019	350.00	178921
Walmart Community/RFCSELLC	09/25/2019	298.21	178922
Adams County Sherriff	10/03/2019	46.00	178923
CW Client Services	10/03/2019	25.00	178924
Bridges Child Placement Agency	10/03/2019	273.00	178925
CCI Foundation	10/03/2019	365.00	178926
Starpoint	10/03/2019	961.44	178927
Fremont County BOCC	10/03/2019	1,778.25	178928
Fremont County BOCC	10/03/2019	241,589.82	178929
Fremont Sanitation District	10/03/2019	2,118.68	178930
Gobins, Inc.	10/03/2019	1,430.06	178931
In & Out Conoco	10/03/2019	2,281.07	178932
Istonish, Inc.	10/03/2019	758.50	178933
JM McGrail Construction, LLC	10/03/2019	13,356.00	178934
RE-1 School District	10/03/2019	7,000.00	178935
RE-2 School District	10/03/2019	3,000.00	178936
CW Client Services	10/03/2019	25.00	178937
Southern Colorado Process Serving, LLC	10/03/2019	269.86	178938
Verizon	10/03/2019	184.34	178939
Verizon Wireless	10/03/2019	2,284.51	178940

CW Client Services	10/03/2019	75.00	178941
Bureau of Vital Records	10/09/2019	15.00	178942
Card Services	10/09/2019	3,851.18	178943
City of Cañon City	10/09/2019	1,954.41	178944
Colorado Bureau of Investigations	10/09/2019	711.00	178945
Department of Health	10/09/2019	60.00	178946
Department of Health Care Policy and Financing	10/09/2019	211,173.33	178947
Department of Health Care Policy and Financing	10/09/2019	25.00	178948
Douglas County	10/09/2019	50.00	178949
WEX Bank	10/09/2019	913.86	178950
Fed Ex	10/09/2019	16.35	178951
Fremont County Department of Transportation	10/09/2019	988.74	178952
Fremont County Sheriff's Office	10/09/2019	38.21	178953
Goodneighbor LLC	10/09/2019	3,060.00	178954
LexisNexis Risk Solutions	10/09/2019	150.00	178955
Logan County Sheriff's Office	10/09/2019	20.00	178956
Michigan Dept of Health and Human Services	10/09/2019	68.00	178957
Medicaid Transportation	10/15/2019	186.14	178958
Medicaid Transportation	10/15/2019	91.84	178959
Medicaid Transportation	10/15/2019	189.83	178960
Medicaid Transportation	10/15/2019	29.48	178961
Medicaid Transportation	10/15/2019	400.23	178962
Medicaid Transportation	10/15/2019	1,026.92	178963
Medicaid Transportation	10/15/2019	73.80	178964
Medicaid Transportation	10/15/2019	40.92	178965
Medicaid Transportation	10/15/2019	239.44	178966
Medicaid Transportation	10/15/2019	31.57	178967
Medicaid Transportation	10/15/2019	250.51	178968
Medicaid Transportation	10/15/2019	606.80	178969
Medicaid Transportation	10/15/2019	414.51	178970
Medicaid Transportation	10/15/2019	67.24	178971
Medicaid Transportation	10/15/2019	30.75	178972
Medicaid Transportation	10/15/2019	256.25	178973
Medicaid Transportation	10/15/2019	84.46	178974
Medicaid Transportation	10/15/2019	209.51	178975
Medicaid Transportation	10/15/2019	553.09	178976
Medicaid Transportation	10/15/2019	93.48	178977
Medicaid Transportation	10/15/2019	202.95	178978
Medicaid Transportation	10/15/2019	751.50	178979
Medicaid Transportation	10/15/2019	75.95	178980
Medicaid Transportation	10/15/2019	33.44	178981
Medicaid Transportation	10/15/2019	758.50	178982
Medicaid Transportation	10/15/2019	217.80	178983
Medicaid Transportation	10/15/2019	319.96	178984
Medicaid Transportation	10/15/2019	6.15	178985
Medicaid Transportation	10/15/2019	114.39	178986
Medicaid Transportation	10/15/2019	132.43	178987
Medicaid Transportation	10/15/2019	615.00	178988
Medicaid Transportation	10/15/2019	29.11	178989
Medicaid Transportation	10/15/2019	181.72	178990
Medicaid Transportation	10/15/2019	42.68	178991
Medicaid Transportation	10/15/2019	42.23	178992
Medicaid Transportation	10/15/2019	154.68	178993
Medicaid Transportation	10/15/2019	6.56	178994
Medicaid Transportation	10/15/2019	84.87	178995
Medicaid Transportation	10/15/2019	31.68	178996
Medicaid Transportation	10/15/2019	333.00	178997
Medicaid Transportation	10/15/2019	41.82	178998
Medicaid Transportation	10/15/2019	8.61	178999
Medicaid Transportation	10/15/2019	501.02	179000
Medicaid Transportation	10/15/2019	30.34	179001
Medicaid Transportation	10/15/2019	28.29	179002
Medicaid Transportation	10/15/2019	54.94	179003
Medicaid Transportation	10/15/2019	71.75	179004
Medicaid Transportation	10/15/2019	35.26	179005
Medicaid Transportation	10/15/2019	304.22	179006
Medicaid Transportation	10/15/2019	24.19	179007

Medicaid Transportation	10/15/2019	9.02	179008
Medicaid Transportation	10/15/2019	593.68	179009
Senior Services Solutions Plus	10/15/2019	850.31	179010
Medicaid Transportation	10/15/2019	46.33	179011
Medicaid Transportation	10/15/2019	11.88	179012
Medicaid Transportation	10/15/2019	109.06	179013
Medicaid Transportation	10/15/2019	85.80	179014
Medicaid Transportation	10/15/2019	6.60	179015
Medicaid Transportation	10/15/2019	6.97	179016
Medicaid Transportation	10/15/2019	79.54	179017
Medicaid Transportation	10/15/2019	419.84	179018
Medicaid Transportation	10/15/2019	36.96	179019
Medicaid Transportation	10/15/2019	146.55	179020
Medicaid Transportation	10/15/2019	33.78	179021
Medicaid Transportation	10/15/2019	30.75	179022
Medicaid Transportation	10/15/2019	612.92	179023
Medicaid Transportation	10/15/2019	328.00	179024
Arapahoe County Department of Finance	10/16/2019	242.25	179025
Atmos Energy	10/16/2019	66.95	179026
Business Solutions Leasing	10/16/2019	1,542.53	179027
Fed Ex	10/16/2019	35.14	179028
Fremont County BOCC	10/16/2019	262,294.33	179029
Golden Age Center	10/16/2019	996.12	179030
King Soopers Customer Charges	10/16/2019	136.48	179031
McCasland Glass Inc.	10/16/2019	65.00	179032
Offerson Toner	10/16/2019	673.50	179033
Office Depot	10/16/2019	390.57	179034
Rocky Mountain Behavioral Health, Inc.	10/16/2019	515.00	179035
Rocky Mountain Behavioral Health, Inc.	10/16/2019	1,517.54	179036
SECOM, INC.	10/16/2019	10,084.61	179037
Sherry Anderson	10/22/2019	39.10	179038
Lacey Arroyo	10/22/2019	169.53	179039
James Arthur	10/22/2019	55.45	179040
Scott Blair	10/22/2019	34.50	179041
Kelly Broomfield	10/22/2019	112.52	179042
Kristine Brown	10/22/2019	193.00	179043
Kora Burrell	10/22/2019	148.09	179044
Kaylee Caudill	10/22/2019	113.50	179045
Logan Crumley	10/22/2019	65.10	179046
Kristi Degarmo	10/22/2019	41.25	179047
Alexis Enslow	10/22/2019	44.40	179048
Grace Flynn	10/22/2019	297.39	179049
Tiffany Franklin	10/22/2019	3.00	179050
Garrett, Sarah	10/22/2019	348.90	179051
Gunter, Jordan	10/22/2019	101.50	179052
Mary Tina Gurule	10/22/2019	120.73	179053
Heller, Ryan	10/22/2019	19.40	179054
Melanie Herold	10/22/2019	55.50	179055
Anna Kehl	10/22/2019	182.65	179056
Corinna Lemay	10/22/2019	76.20	179057
Christen LoPresti	10/22/2019	170.55	179058
Amy Maroni	10/22/2019	256.10	179059
Janell Miller	10/22/2019	393.54	179060
Lynne Monahan	10/22/2019	71.25	179061
Angela Near	10/22/2019	104.40	179062
Kelly Nowak	10/22/2019	181.50	179063
Kara Reichert	10/22/2019	150.63	179064
Terri Rommel-Ruiz	10/22/2019	555.30	179065
Michelle Short	10/22/2019	32.50	179066
Vivian Simon	10/22/2019	33.50	179067
Natasha Sparks	10/22/2019	121.00	179068
Rebecca Tamez	10/22/2019	226.60	179069
Kim Tauber	10/22/2019	58.50	179070
Amanda Whitt	10/22/2019	27.50	179071
Kendyl Yates	10/22/2019	18.66	179072
AND Overcollect	10/23/2019	1.95	179073
Laboratory Corporation of America	10/23/2019	228.00	179074

Offerson Toner	10/23/2019	113.97	179075
Reserve Account	10/23/2019	1,119.86	179076
Rocky Mountain Behavioral Health, Inc.	10/23/2019	480.00	179077
Spokane Computer, Inc.	10/23/2019	345.00	179078
Stamp of Excellence, Inc.	10/23/2019	31.45	179079
Teller County Sheriff's Office	10/23/2019	20.00	179080
Walmart Community/RFCSELLC	10/23/2019	188.91	179081
Steven C. Zentz, Attorney at Law	10/23/2019	351.00	179082

Bank Code APBNK-HS Summary

Payment Type	Payable	Payment	Payment
Regular Checks	228	202	812,941.45
Manual Checks	0	0	0.00
Voided Checks	0	0	0.00
Bank Drafts	0	0	0.00
EFT's	0	0	0.00
	228	202	812,941.45

Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2019 Period Ending: 09/30/2019

	2019 Budget	Sept Activity	YTD Activity	% Remaining
Revenue				
Current Property Taxes	1,186,840.00	7,865.73	1,158,590.85	2.38%
Delinquent Taxes	1,500.00	512.33	1,895.95	26.40%
Specific Ownership Tax	175,000.00	16,687.33	151,401.21	13.49%
Other Financing Sources	80,000.00	1,928.23	35,387.19	55.77%
Interest & Penalties	1,000.00	616.46	2,745.50	174.55%
Admin/Program Revenue	6,814,224.00	832,279.28	5,069,426.86	25.61%
Child Welfare Donation	2,000.00	71.46	616.01	69.20%
Deferred Revenue	428,789.00	31,351.14	266,598.09	37.83%
Revenue Total:	8,689,353.00	891,311.96	6,686,661.66	23.05%
Expense				
Salary Expense	5,052,998.00	357,754.93	3,462,481.69	31.48%
Health Insurance	1,019,654.00	75,211.86	670,251.91	34.27%
Life Insurance	5,663.00	323.18	2,961.57	47.70%
Medicare	84,846.00	5,127.35	50,320.28	40.69%
Retirement	151,619.00	8,688.66	80,252.21	47.07%
Social Security	315,384.00	20,809.96	202,535.82	35.78%
Unemployment	16,874.00	1,003.25	9,791.16	41.97%
Workers Compensation	59,907.00	3,864.70	31,969.85	46.63%
RMS	-15,259.00	0.00	0.00	19.21%
Contract Services	266,000.00	15,429.83	142,973.41	46.25%
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	10,957.08	65,572.39	32.78%
Maintenance Grounds	0.00	0.00	9,600.00	0.00%
Building Maintenance	7,000.00	2,064.00	9,583.21	-36.90%
Equipment Maintenance	40,250.00	2,406.24	32,229.39	19.93%
Equipment Rental	21,150.00	1,713.53	13,354.59	36.86%
Building Lease	0.00	1,778.25	26,673.75	0.00%
Travel	210,642.00	5,234.96	132,260.27	37.21%
Advertising	750.00	0.00	0.00	100.00%
Telephone	36,045.00	2,836.34	24,854.22	31.05%
Printing & Forms	1,500.00	220.00	925.33	38.31%
Legal Fees	1,500.00	0.00	675.60	54.96%
Purchase of Service	0.00	3,291.85	4,596.85	0.00%
Books & Subscriptions	4,165.00	181.22	658.22	84.20%
Office Supplies	107,200.00	11,311.91	58,227.55	45.68%
Postage	24,100.00	2,030.37	15,730.23	34.73%
Document Scanning	30,700.00	0.00	13,345.23	56.53%
Expert Witness	7,700.00	444.17	3,584.16	53.45%
Interpreter	1,900.00	416.00	708.50	62.71%
Document Destruction	2,000.00	432.00	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	25.00	75.00%
Fingerprinting	7,350.00	534.00	4,135.00	43.74%
Foster Parent Training	5,400.00	-180.00	16,393.07	-203.58%
Fraud Registration Fees	100.00	0.00	50.00	50.00%
Other Equipment	0.00	480.00	4,132.40	0.00%
TANF Burials	500.00	0.00	200.00	60.00%
Client Services	195,729.00	19,044.10	156,408.19	20.09%
Program Expense	968,400.00	53,341.61	599,708.13	38.07%
EBT Costs	10,800.00	862.06	7,603.56	29.60%
Non Reimbursable	158,000.00	18,860.04	47,736.51	85.84%
Expense Total:	8,918,477.00	626,473.45	5,915,176.25	33.68%
Report Surplus (Deficit):	-229,124.00	264,838.51	771,485.41	

**Estimated Expenditures /19-20 SFY Allocation
30-Sep**

	Allocation	Estimated Annual Expenses	Estimated % Used
County Admin	1,055,488.22	1,017,406.72	96.39%
HCPF Admin	765,700.32	964,696.12	125.99%
APS Admin	274,707.95	185,005.76	67.35%
Child Care	1,101,312.17	986,933.32	89.61%
Colo Works	1,784,015.00	1,840,368.56	103.16%
Child Welfare	4,404,623.98	4,230,069.20	96.04%
Core Services	1,100,192.09	1,115,103.76	101.36%