

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

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
May 26, 2020, 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of the April 28, 2020 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
 - A. COVID 19 Updates
 - B. Updated Lease with Loaves and Fishes
- VII. New Business

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

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

April 28, 2020
2020 MEETING #4

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, April 28, 2020, in Conference Room LL3 at the Fremont County Administration Building, 615 Macon, Cañon City, Colorado. Chairman Payne called the meeting to order at 2:00 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, 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 March 31, 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: Stacie Kwitek-Russell requested that Item D, "Position Request" under New Business be removed, and asked to replace it with "Approval of a Lease with Loaves and Fishes." Board Member McFall moved, duly seconded by Board Member Bell, to approve the April 28, 2020 meeting agenda with the requested changes. 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 Bell moved, duly seconded by Board Member McFall to accept the March 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 identifying areas where she has focused her time during the last month with most of it pertaining to COVID-19.

After a discussion, Board Member Bell moved, duly seconded by Board Member Payne, 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 provided the Board with a full update on the feeding and sheltering activities for COVID. She discussed specific program statistics; economic security needs have increased while child welfare referrals have decreased. She had a list of businesses and community partners she thanked for donations and their collaboration as countless people are being connected to needed resources.

NEW BUSINESS:

The first item under New Business for discussion was the Sub-Adopt Policy. CDHS is requiring an updated policy be put in place that references back to other policies at the state. After discussion, Board Member McFall moved, duly seconded by Board Member Bell to approve the Sub-Adopt Policy. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

The next topic of discussion for the Board to consider was Selling TANF dollars. Stacie Kwitek-Russell told those present the Department is anticipating having \$94,000 available to sell to other counties, which will save 20% of the MOE (Maintenance of Effort) County share that the Department is responsible for. Board Member Bell said it also helps the other counties that may be in need or overspent with its allocation. After a general discussion, Board Member Bell moved, duly seconded by Board

Member McFall to sell up to \$94,000 of TANF to other counties if requests are received. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

Stacie Kwitek-Russell then discussed the Options for Long Term Care contract, stating after legal reviewed the proposed contract, it was advised that the financial impact of changing to a fee for service reimbursement is not in the best interest of Fremont County. There was a full discussion about specific details of the contract, the steps that will be taken to not renew it, and the affect it will have on DHS employees. All agreed it was a difficult decision to make. Board Member McFall moved, duly seconded by Board Member Bell to not continue with the Options for Long Term Care contract in the next state fiscal year. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

The final item under New Business to discuss was a proposed lease with Loaves and Fishes for sheltering purposes related to COVID. The lease includes space at New Creation Inn and a camper at Loaves and Fishes. The term of the lease is for the month of May, total cost \$1800, and it includes necessary staff security. After discussion, Board Member Bell moved, duly seconded by Board Member McFall to approve the proposed lease between DHS and Loaves and Fishes. Upon vote: Board Member Bell, aye; Board Member McFall, aye; Board Member Payne, aye. The motion carried.

With there being no other business to discuss, the meeting adjourned at 2:19 p.m.



Chairman, Fremont County Board of Human Services

05/26/2020

Date



Secretary

05/26/2020

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR APRIL 2020

\$ 2,285,635.85

WARRANTS ISSUED APRIL 23, 2020 THROUGH MAY 20, 2020

4/30/2020	263,514.01
5/6/2020	18,717.20
5/14/2020	253,285.71
5/18/2020	8,746.32
5/19/2020	6,783.95
Total	551,047.19

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.

5/26/2020

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 26th day of May, 2020.


Chairman Payne


Commissioner Bell


Commissioner McFall

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$122,742.48	\$97,162.96	226	230
AND	\$34,541.92	\$34,075.03	142	144
OAP	\$73,100.38	\$76,598.28	268	271
Child Care	\$92,245.61	\$73,352.81	128	126
LEAP	\$16,497.08	\$89,699.31	37	139
Food Assistance	\$1,724,219.00	\$1,013,234.17	3947	3705
OOH Placements	\$187,029.12	\$179,656.96	173	169
CORE	\$31,530.26	\$30,528.73	225	215
Case Services	\$3,730.00	\$1,799.17	1	1
Total EBT Issuance:	\$2,285,635.85	\$1,596,107.40		
Medicaid Transportation	\$9,037.99	\$13,929.08	59	58

Child Welfare Intake Referrals:

Total Referrals	84
Screened In	29
% Screened In	34.52%

APS:

Total Referrals:	23
Screened in	7
% Screened in	30%
Open cases with Legal Authority	7
Open cases w/o Legal Authority	21
Total Ongoing Cases	28

SEP/OLTC:

Pending	38
Total Caseload	366

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 04/23/2020 - 05/20/2020

Vendor Name	Payment Date	Payment Amount	Number
Black Hills Energy	04/30/2020	2,809.97	179983
Family Support Registry	04/30/2020	297.00	179984
Fremont County BOCC	04/30/2020	251,604.07	179985
Loaves and Fishes Ministries of Fremont County	04/30/2020	1,800.00	179986
MGT OF AMERICA, LLC	04/30/2020	5,400.00	179987
Offerson Toner	04/30/2020	72.97	179988
Rocky Mountain Behavioral Health, Inc.	04/30/2020	1,530.00	179989
Arapahoe County DHS	05/06/2020	2,170.00	179990
Card Services	05/06/2020	5,040.05	179991
Void	05/06/2020	0.00	179992
City of Canon City	05/06/2020	610.97	179993
Douglas County	05/06/2020	50.00	179994
Family Support Registry	05/06/2020	9.00	179995
Fed Ex	05/06/2020	9.44	179996
Fremont County BOCC	05/06/2020	3,992.88	179997
Fremont Sanitation District	05/06/2020	114.67	179998
Gobins, Inc.	05/06/2020	1,246.85	179999
In & Out Conoco	05/06/2020	551.83	180000
Offerson Toner	05/06/2020	349.98	180001
Progressive Services, Inc.	05/06/2020	469.93	180002
SECOM, INC.	05/06/2020	913.22	180003
State of Colorado-Judicial Department	05/06/2020	320.00	180004
Thomson Reuters-West or West	05/06/2020	256.80	180005
Verizon	05/06/2020	184.34	180006
Verizon Wireless	05/06/2020	2,427.24	180007
Atmos Energy	05/14/2020	266.28	180008
Business Solutions Leasing	05/14/2020	1,542.53	180009
City of Canon City	05/14/2020	77.62	180010
Colorado Bureau of Investigations	05/14/2020	158.00	180011
Dahlstrom & Company	05/14/2020	140.00	180012
WEX Bank	05/14/2020	145.91	180013
Elizabeth Fredrickson	05/14/2020	800.00	180014
Fremont County BOCC	05/14/2020	249,481.87	180015
Middick's Locksmith Shop	05/14/2020	11.50	180016
Rocky Mountain Behavioral Health, Inc.	05/14/2020	230.00	180017
Steven C. Zentz	05/14/2020	432.00	180018
Medicaid Transportation	05/18/2020	29.04	180019
Medicaid Transportation	05/18/2020	22.44	180020
Medicaid Transportation	05/18/2020	106.92	180021
Medicaid Transportation	05/18/2020	14.96	180022
Medicaid Transportation	05/18/2020	146.08	180023
Medicaid Transportation	05/18/2020	193.60	180024
Medicaid Transportation	05/18/2020	96.80	180025
Medicaid Transportation	05/18/2020	35.64	180026
Medicaid Transportation	05/18/2020	1,461.24	180027
Medicaid Transportation	05/18/2020	915.20	180028
Medicaid Transportation	05/18/2020	607.20	180029
Medicaid Transportation	05/18/2020	534.60	180030
Medicaid Transportation	05/18/2020	148.72	180031
Medicaid Transportation	05/18/2020	65.12	180032
Medicaid Transportation	05/18/2020	81.84	180033
Medicaid Transportation	05/18/2020	822.80	180034
Medicaid Transportation	05/18/2020	105.60	180035
Medicaid Transportation	05/18/2020	84.48	180036
Medicaid Transportation	05/18/2020	133.76	180037
Medicaid Transportation	05/18/2020	508.64	180038
Senior Services Solutions Plus	05/18/2020	1,578.72	180039
Medicaid Transportation	05/18/2020	82.72	180040
Medicaid Transportation	05/18/2020	40.92	180041
Medicaid Transportation	05/18/2020	429.00	180042

Medicaid Transportation	05/18/2020	117.92	180043
Medicaid Transportation	05/18/2020	110.88	180044
Medicaid Transportation	05/18/2020	173.80	180045
Medicaid Transportation	05/18/2020	97.68	180046
Fremont County BOCC	05/19/2020	3,548.28	180047
Walmart Community/RFCSELLC	05/19/2020	729.99	180048
Lacey Arroyo	05/19/2020	75.65	180049
Diane Bengé	05/19/2020	93.20	180050
Braun, Stephani	05/19/2020	27.50	180051
Kelly Broomfield	05/19/2020	74.75	180052
Kora Burrell	05/19/2020	192.40	180053
Kristi Degarmo	05/19/2020	62.70	180054
Alexis Enslow	05/19/2020	170.25	180055
Grace Flynn	05/19/2020	143.54	180056
Garrett, Sarah	05/19/2020	157.90	180057
Gunter, Jordan	05/19/2020	103.30	180058
Mary Tina Gurule	05/19/2020	209.65	180059
Corinna Lemay	05/19/2020	95.68	180060
Amy Maroni	05/19/2020	51.50	180061
Janell Miller	05/19/2020	46.51	180062
Lynne Monahan	05/19/2020	24.15	180063
Kelly Nowak	05/19/2020	551.86	180064
Rebecca Tamez	05/19/2020	160.95	180065
Molly Willard	05/19/2020	117.49	180066
Jacquelyn Wilner	05/19/2020	106.30	180067
Kendyl Yates	05/19/2020	40.40	180068

Bank Code APBNK-HS Summary

	Payable	Payment	Payment
Payment Type			
Regular Checks	99	85	551,047.19
Manual Checks	0	0	0.00
Voided Checks	0	1	0.00
Bank Drafts	0	0	0.00
EFT's	0	0	0.00
	99	86	551,047.19

Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2020 Period Ending: 04/30/2020

	2020 Budget	April Activity	YTD Activity	% Remaining
Revenue				
Current Property Taxes	1,305,683.00	269,583.18	860,163.46	34.12%
Delinquent Taxes	1,500.00	47.40	105.21	92.99%
Specific Ownership Tax	175,000.00	14,820.85	58,636.92	66.49%
Other Financing Sources	50,000.00	3,954.91	20,350.65	59.30%
Interest & Penalties	1,000.00	24.73	78.08	92.19%
Program Revenue	7,102,989.00	826,740.38	2,332,828.80	67.16%
Child Welfare Donation	2,000.00	0.00	0.00	100.00%
Deferred Revenue	249,970.00	14,531.42	46,334.75	81.00%
Revenue Total:	8,888,142.00	1,129,702.87	3,318,497.87	62.82%
Expense				
Salary Expense	5,287,974.00	575,933.71	1,697,682.32	67.90%
Health Insurance	1,045,014.00	112,420.81	314,745.13	69.88%
Life Insurance	5,873.00	916.85	1,869.75	68.16%
Medicare	84,731.00	7,980.28	23,231.11	72.58%
Retirement	143,962.00	13,803.47	39,316.92	72.69%
Social Security	313,230.00	32,558.24	94,594.94	69.80%
Unemployment	16,687.00	1,569.26	4,743.36	71.57%
Workers Compensation	58,256.00	5,214.67	14,852.81	74.50%
RMS	501,500.00	73,471.78	200,975.00	59.93%
Contract Services	234,100.00	45,694.12	133,712.81	42.88%
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	6,720.12	16,348.26	82.04%
Building Maintenance	10,000.00	0.00	1,150.00	88.50%
Equipment Maintenance	51,100.00	1,902.42	6,988.05	86.32%
Equipment Rental	22,100.00	1,713.53	6,239.85	71.77%
Building Lease	21,339.00	1,778.25	7,113.00	66.67%
Travel	150,769.00	2,454.37	15,782.06	89.53%
School Transportation	6,000.00	1,544.80	4,947.55	17.54%
Advertising	250.00	573.42	573.42	-129.37%
Telephone	108,778.00	3,383.34	13,676.43	87.43%
Printing & Forms	2,100.00	0.00	710.10	66.19%
Legal Fees	1,600.00	0.00	531.75	66.77%
Purchase of Service	20,000.00	3,416.73	8,641.73	56.79%
Books & Subscriptions	4,000.00	0.00	435.00	89.13%
Office Supplies	118,339.00	15,438.59	31,845.12	73.09%
Postage	25,300.00	3,475.49	7,010.50	72.29%
Document Scanning	4,700.00	0.00	0.00	100.00%
Expert Witness/Process St	7,225.00	204.98	1,515.67	79.02%
Interpreter	1,100.00	7.70	10.99	99.00%
Document Destruction	2,000.00	0.00	695.40	65.23%
Dues & Memberships	5,000.00	0.00	0.00	100.00%
Audit Fees	9,250.00	5,400.00	5,400.00	41.62%
Vital Statistics	100.00	0.00	0.00	100.00%
Fingerprinting	8,380.00	287.00	2,233.47	73.35%
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	-73,471.78	-200,975.00	59.93%
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	9,593.51	62,645.04	71.55%
Program Expense	961,480.00	59,661.79	242,169.75	74.81%
EBT Costs	10,800.00	862.06	3,448.24	68.07%
Non-Reimbursable	21,500.00	-12,714.24	804.57	93.93%
Expense Total:	9,099,167.00	901,795.27	2,765,905.10	69.60%
Report Surplus (Deficit):	-211,025.00	227,907.60	552,592.77	

Director's Report

May 2020

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: May 19, 2020

- We continue to spend a great deal of time managing COVID related issues in the continuity of our services as well as additional agency functions.
- We have started to see a decrease in reporting of child abuse and neglect. Our eligibility applications have stabilized and slightly decreased thus far in May. Everyone has worked very hard to support each other during this time and if there is any "down time" they are working on purging of files, preparing files for digitization, or working with the community response team.
- We received 36 laptops from CDHS. Most of them have been assigned to staff to accommodate remote work. We greatly appreciate the support from CDHS.
- Our COVID support shelter is established and as of today has not been utilized.
- Tony Carochi has joined our management team and is working diligently to gain an overall perspective of the agency mission and the scope of responsibility within Child Welfare. He is going to be a tremendous asset to our team!
- I arranged the sale of \$94,000 of TANF to Park County. We are awaiting the letter of approval.
- I have participated in numerous meetings and discussions regarding the current budget crisis, resulting from COVID. I am closely monitoring the JBC actions as they pertain to DHS and community partners that serve our community. We are proceeding with caution and are limiting large budgeted expenditures, such as vehicles. We are, however moving forward with the new telephone system; it is a necessity at this point.
- The Single Entry Point program transition is underway. Health Care Policy & Financing was notified of our intent to not continue the contract on April 29, 2020. We have learned that Starpoint has been awarded the contract. We believe this will make for a smooth transition for the clients and the program. Three of the SEP staff have accepted positions to remain at our agency. Those positions are in Colorado Works, Child Support and Child Welfare.
- I continue to partner with the Built for Zero team to decrease homelessness in Fremont County. Since January 104 households have secured housing. We have reduced the number of Veterans on our By-Name-List to 6 individuals and three of those veterans are actively getting housed. This team has implemented strategies that work! It is very exciting to see the progress.

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 an additional monthly period until June 30, 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 26th day of May, 2020.

Loaves and Fishes Ministries of Fremont County
By: _____

FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

By: Chairman