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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
February 26, 2019 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of January 29, 2019 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
 - A. Homelessness Efforts
 - B. SEP Update
- VII. New Business
 - A. On-Call Policy Amendment
 - B. Self Defense Policy
 - C. CCCAP Allocation

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January 29, 2019
2019 MEETING #1

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, January 29, 2019, in Conference Room 208 at the Fremont County Administration Building, 615 Macon, Canon 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 December 26, 2018 meeting with no additions or deletions. Upon vote: Board Member Bell, aye; Board Member McFall, aye; Board Member Payne, aye. 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 January 29, 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 December 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 with information regarding current outreach efforts the Department is making by having representation at the Fremont County Campus of Pueblo Community College, the status of purchasing Agency vehicles, the completion of transitioning to a P-Card system, and all the meetings she attended during the month pertaining to community and child welfare needs.

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

OLD BUSINESS:

Stacie Kwitek-Russell informed those present that the Department has begun using the Training Center for internal trainings. There was a discussion pertaining to the installation of an overhead microwave in the kitchen, with Sunny Bryant stating she would follow-up with CTSI to ensure it's permissible under safety guidelines.

Stacie Kwitek-Russell then shared that she met with the City of Canon City and Chief Harvey to further discuss the mobile shower unit to aid in the efforts of homelessness in the County. No final decisions have been made, and all involved continue to address the issue.

The final item under Old Business to discuss was the status of reimbursing SEP funds. There hasn't been any update on how future funding will be handled. Counties are still pursuing having a minimum of a three month coffer to safeguard the ability to pay current expenditures. Stacie Kwitek-Russell mentioned many SEP programs pay rent to the counties. After a lengthy discussion, it was determined Brenda Jackson, Stacie Kwitek-Russell and Sunny Bryant will work together on establishing a draft lease agreement for the Board's review.

NEW BUSINESS:

Stacie Kwitek-Russell then discussed the impact of the federal shutdown on the SNAP program. All counties were required to complete all applications and redetermination packets (RRR's) in advance to guarantee issuance of February benefits. She said the staff was amazing; nineteen employees worked overtime and completed hundreds of applications and RRR's. Debbie Bell asked that she let all the employees know how much they are appreciated.

Stacie Kwitek-Russell then addressed funding for the Kindred Kids Child Advocacy Center. She said last year the Department provided \$20,000 to the center to be used for rent. She then asked if the Board would approve an additional contribution this year. There are dollars in the budget for community needs. After discussion, it was determined up to \$10,000 could be available for the center should it be needed.

The last item discussed under New Business was regarding current staffing needs in the Long Term Care Adult Eligibility Unit. She reiterated how the workload in that unit is tremendous; meeting timeliness deadlines is an issue and it impacts the amount of incentive dollars the Department receives. There was discussion of possibly hiring an additional employee in the future, and she wants the Board to have advance notice should that become necessary.

The meeting adjourned at 2:42 p.m.



Chairman, Fremont County Board of Human Services

02/26/2019

Date



Secretary

02/26/2019

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR JANUARY 2019
\$ 2,131,737.37

WARRANTS ISSUED JANUARY 29, 2019 THROUGH FEBRUARY 22, 2019

1/30/2019	5,871.60
2/6/2019	260,841.33
2/14/2019	27,855.06
2/19/2019	12,676.21
2/21/2019	241,855.51
Total	\$549,099.71

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.

26-Feb-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 26th day of February, 2019.


Chairman McFall


Commissioner Bell


Commissioner Payne

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

EBT	<u>Amount Issued</u>	<u>Caseload Count</u>
TANF	\$114,067.70	308
AND	\$32,769.69	138
OAP	\$72,078.09	281
Child Care	\$72,163.84	111
LEAP	\$54,791.39	237
Food Assistance	\$1,514,766.00	3681
OOH Placements	\$238,090.08	193
CORE	\$30,610.58	148
Case Services	\$2,400.00	1
Total Issuance:	\$2,131,737.37	

Medicaid Transportation:

\$8,939.15 82

Child Welfare Intake Referrals:

Total Referrals 83
 Screened In 37
 % Screened In 44.58%

APS:	
Total Referrals:	22
Screened in	10
% Screened in	45%
Open cases with Legal Authority	8
Open cases w/o Legal Authority	24
Total Ongoing Cases	32

SEP/OLTC:	
Pending	28
Total Caseload	350

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 01/29/2019 - 02/22/2019

Vendor DBA Name	Payment Date	Payment Amount	Number
Medicaid Transportation	02/06/2019	-124.64	177435
Black Hills Energy	01/30/2019	500.00	177541
Black Hills Energy	01/30/2019	425.24	177542
Black Hills Energy	01/30/2019	2,996.38	177543
Black Hills Energy	01/30/2019	400.00	177544
Domino's Pizza	01/30/2019	42.04	177545
FIOG Client Services	01/30/2019	400.00	177546
Fed Ex	01/30/2019	8.95	177547
Fremont County Crusader, Inc.	01/30/2019	27.20	177548
Full Circle Restorative Justice	01/30/2019	125.00	177549
King Soopers Customer Charges	01/30/2019	83.90	177550
Roger Larsen	01/30/2019	68.19	177551
Offerson Toner	01/30/2019	458.16	177552
Portable Affordable Auto	01/30/2019	118.00	177553
SECOM, INC.	01/30/2019	218.54	177554
1634 Poplar Ave, LLC	02/07/2019	400.00	177555
Atmos Energy	02/07/2019	65.00	177556
Business Management Daily	02/07/2019	159.00	177557
City of Cañon City	02/07/2019	535.62	177558
Country Green Apartments Sub, LLC.	02/07/2019	400.00	177559
Domino's Pizza	02/07/2019	23.95	177560
Fed Ex	02/07/2019	9.19	177561
Fremont County BOCC	02/07/2019	246,585.59	177562
Fremont County Combined Court	02/07/2019	20.00	177563
Fremont County Sheriff's Office	02/07/2019	6,940.68	177564
Fremont County Sheriff's Office	02/07/2019	47.84	177565
Fremont Sanitation District	02/07/2019	115.64	177566
Garland County Sheriff's Office	02/07/2019	50.00	177567
Gobins, Inc.	02/07/2019	1,560.60	177568
In & Out Conoco	02/07/2019	260.00	177569
Medicaid Transportation	02/07/2019	124.64	177570
Office Depot	02/07/2019	4.82	177571
Otero County DHS	02/07/2019	10.00	177572
Pitney Bowes, Inc.	02/07/2019	322.98	177573
Pueblo Dodge Chrysler Jeep Ram	02/07/2019	453.00	177574
Southern Colorado Process Serving, LLC	02/07/2019	251.40	177575
Stamp of Excellence, Inc.	02/07/2019	46.00	177576
Verizon	02/07/2019	184.34	177577
Verizon Wireless	02/07/2019	2,271.04	177578
Atmos Energy	02/14/2019	821.06	177579
Business Solutions Leasing	02/14/2019	280.90	177580
Business Solutions Leasing	02/14/2019	914.45	177581
Card Services	02/14/2019	3,204.00	177582
Kinship Client Services	02/14/2019	750.00	177583
Colorado Bureau of Investigations	02/14/2019	118.50	177584
Case Services	02/14/2019	540.00	177585
Eagle County Sheriff's Office	02/14/2019	64.78	177586
Fed Ex	02/14/2019	6.65	177587
Jim's Tire Service, Inc.	02/14/2019	384.38	177588
Laboratory Corporation of America	02/14/2019	418.00	177589
LexisNexis Risk Solutions	02/14/2019	67.25	177590
Master Printers	02/14/2019	133.04	177591
National Business Furniture, LLC	02/14/2019	13,589.04	177592
Pueblo West Transmissions	02/14/2019	750.00	177593
Rocky Mountain Behavioral Health, Inc.	02/14/2019	1,120.00	177594
Summit Education Group	02/14/2019	400.00	177595
Villa Canon Apartments	02/14/2019	125.00	177596
VISA	02/14/2019	2,235.17	177597
OOH Client Services	02/14/2019	1,932.84	177598
Medicaid Transportation	02/19/2019	50.84	177599

Medicaid Transportation	02/19/2019	69.70	177600
Medicaid Transportation	02/19/2019	277.16	177601
Medicaid Transportation	02/19/2019	47.15	177602
Medicaid Transportation	02/19/2019	13.94	177603
Medicaid Transportation	02/19/2019	236.16	177604
Medicaid Transportation	02/19/2019	213.20	177605
Medicaid Transportation	02/19/2019	576.46	177606
Medicaid Transportation	02/19/2019	41.00	177607
Medicaid Transportation	02/19/2019	106.60	177608
Medicaid Transportation	02/19/2019	493.64	177609
Medicaid Transportation	02/19/2019	119.72	177610
Medicaid Transportation	02/19/2019	205.41	177611
Medicaid Transportation	02/19/2019	648.21	177612
Medicaid Transportation	02/19/2019	33.62	177613
Medicaid Transportation	02/19/2019	129.97	177614
Medicaid Transportation	02/19/2019	70.93	177615
Medicaid Transportation	02/19/2019	131.61	177616
Medicaid Transportation	02/19/2019	119.72	177617
Medicaid Transportation	02/19/2019	907.74	177618
Medicaid Transportation	02/19/2019	360.80	177619
Medicaid Transportation	02/19/2019	213.44	177620
Medicaid Transportation	02/19/2019	39.36	177621
Medicaid Transportation	02/19/2019	697.82	177622
Medicaid Transportation	02/19/2019	310.78	177623
Medicaid Transportation	02/19/2019	50.02	177624
Medicaid Transportation	02/19/2019	364.90	177625
Medicaid Transportation	02/19/2019	171.38	177626
Medicaid Transportation	02/19/2019	95.53	177627
Medicaid Transportation	02/19/2019	31.16	177628
Medicaid Transportation	02/19/2019	31.98	177629
Medicaid Transportation	02/19/2019	19.27	177630
Medicaid Transportation	02/19/2019	31.57	177631
Medicaid Transportation	02/19/2019	13.53	177632
Medicaid Transportation	02/19/2019	29.93	177633
Medicaid Transportation	02/19/2019	122.59	177634
Medicaid Transportation	02/19/2019	84.87	177635
Medicaid Transportation	02/19/2019	282.90	177636
Medicaid Transportation	02/19/2019	32.30	177637
Medicaid Transportation	02/19/2019	27.88	177638
Medicaid Transportation	02/19/2019	56.58	177639
Medicaid Transportation	02/19/2019	91.96	177640
Medicaid Transportation	02/19/2019	31.98	177641
Medicaid Transportation	02/19/2019	28.29	177642
Medicaid Transportation	02/19/2019	140.63	177643
Medicaid Transportation	02/19/2019	185.32	177644
Medicaid Transportation	02/19/2019	897.90	177645
Medicaid Transportation	02/19/2019	25.83	177646
Medicaid Transportation	02/19/2019	187.37	177647
Medicaid Transportation	02/19/2019	59.04	177648
Medicaid Transportation	02/19/2019	46.33	177649
Medicaid Transportation	02/19/2019	344.28	177650
Medicaid Transportation	02/19/2019	229.60	177651
Senior Services Solutions Plus	02/19/2019	1,594.17	177652
Medicaid Transportation	02/19/2019	350.96	177653
Medicaid Transportation	02/19/2019	243.95	177654
Medicaid Transportation	02/19/2019	95.12	177655
Medicaid Transportation	02/19/2019	123.41	177656
Medicaid Transportation	02/19/2019	63.55	177657
Medicaid Transportation	02/19/2019	124.23	177658
Medicaid Transportation	02/19/2019	51.66	177659
Medicaid Transportation	02/19/2019	19.68	177660
Medicaid Transportation	02/19/2019	56.58	177661
Medicaid Transportation	02/19/2019	123.00	177662
Business Management Daily	02/21/2019	159.00	177663
City of Attleboro	02/21/2019	10.00	177664
Domino's Pizza	02/21/2019	35.49	177665
WEX Bank	02/21/2019	112.96	177666

Fremont County BOCC	02/21/2019	238,688.21	177667
Fremont County Crusader, Inc.	02/21/2019	27.20	177668
Fremont County Sheriff's Office	02/21/2019	86.05	177669
King Soopers Customer Charges	02/21/2019	27.93	177670
Knox County Sheriff's Office	02/21/2019	42.00	177671
Laboratory Corporation of America	02/21/2019	266.00	177672
IV-E Savings Client Services	02/21/2019	99.00	177673
McCasland Glass Inc.	02/21/2019	184.75	177674
Reserve Account	02/21/2019	2,042.42	177675
Stamp of Excellence, Inc.	02/21/2019	74.50	177676

Bank Code APBNK-HS Summary

Payment Type	Payable	Payment	Payment
Regular Checks	185	136	549,099.71
Manual Checks	0	0	0.00
Voided Checks	0	1	-124.64
Bank Drafts	0	0	0.00
EFT's	0	0	0.00
	185	137	548,975.07

Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2019 Period Ending: 01/31/2019

	2019 Total Budget	January Activity	YTD Activity	Percent Remaining
Revenue				
Current Property Taxes	1,186,840.00	83,731.34	83,731.34	92.95%
Delinquent Taxes	1,500.00	156.50	156.50	89.57%
Specific Ownership Tax	175,000.00	17,413.21	17,413.21	90.05%
Other Financing Sources	80,000.00	1,656.10	1,656.10	97.93%
Interest & Penalties	1,000.00	2.66	2.66	99.73%
Admin/Program Revenue	6,814,224.00	502,655.65	502,655.65	92.62%
Child Welfare Donation	2,000.00	244.55	244.55	87.77%
Deferred Revenue	428,789.00	66,862.02	66,862.02	84.41%
Revenue Total:	8,689,353.00	672,722.03	672,722.03	92.26%
Expense				
Salary Expense	5,052,998.00	363,203.49	363,203.49	92.81%
Health Insurance	1,019,654.00	74,934.22	74,934.22	92.65%
Life Insurance	5,663.00	329.24	329.24	94.19%
Medicare	84,846.00	5,311.85	5,311.85	93.74%
Retirement	151,619.00	9,796.70	9,796.70	93.54%
Social Security	315,384.00	21,360.37	21,360.37	93.23%
Unemployment	16,874.00	1,029.71	1,029.71	93.90%
Workers Compensation	59,907.00	3,621.47	3,621.47	93.95%
RMS	480,659.00	37,491.04	37,491.04	92.20%
Contract Services	266,000.00	4,656.11	4,656.11	98.25%
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	4,171.81	4,171.81	95.72%
Building Maintenance	7,000.00	1,650.00	1,650.00	76.43%
Equipment Maintenance	40,250.00	1,136.97	1,136.97	97.18%
Equipment Rental	21,150.00	1,195.35	1,195.35	94.35%
Travel	205,642.00	80,048.52	80,048.52	61.29%
Advertising	5,000.00	1,663.20	1,663.20	66.74%
Telephone	750.00	0.00	0.00	100.00%
Printing & Forms	36,045.00	2,949.95	2,949.95	91.82%
Legal Fees	1,500.00	0.00	0.00	100.00%
Purchase of Service	1,500.00	602.40	602.40	59.84%
Books & Subscriptions	4,165.00	0.00	0.00	100.00%
Office Supplies	107,200.00	6,172.63	6,172.63	94.24%
Postage	24,100.00	1,480.45	1,480.45	93.86%
Document Scanning	30,700.00	0.00	0.00	100.00%
Expert Witness	7,700.00	351.13	351.13	95.44%
Interpreter	1,900.00	0.00	0.00	100.00%
Document Destruction	2,000.00	0.00	0.00	100.00%
Dues & Memberships	7,000.00	0.00	0.00	100.00%
Audit Fees	12,110.00	0.00	0.00	100.00%
Vital Statistics	100.00	0.00	0.00	100.00%
Fingerprinting	7,350.00	821.50	821.50	88.82%
Foster Parent Training	5,400.00	0.00	0.00	100.00%
Fraud Registration Fees	100.00	0.00	0.00	100.00%
RMS	-495,918.00	-37,491.04	-37,491.04	92.44%
Other Equipment	0.00	3,652.40	3,652.40	0.00%
TANF Burials	500.00	0.00	0.00	100.00%
Clie Services	195,729.00	11,987.88	11,987.88	93.88%
Program Expense	968,400.00	94,495.02	94,495.02	90.24%
EBT Costs	10,800.00	836.23	836.23	92.26%
Non Reimbursable	158,000.00	3,934.38	3,934.38	97.49%
Expense Total:	8,918,477.00	701,392.98	701,392.98	92.21%
Report Surplus (Deficit):	-229,124.00	-28,670.95	-28,670.95	90.52%

Director's Report

February 2019

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: February 19, 2019

- On February 4th, I had the honor of sitting on a panel for Social Work students at Colorado State University-Pueblo, who were interviewing for Child Welfare stipends. Successful candidates receive a stipend to complete their internship (448 hours) in Child Welfare and commit to employment in Child Welfare for one year post graduation per stipend.
- I have embarked on a Continuous Quality Improvement endeavor and am meeting with each team to support them in creating client centered measurable goals. I've met with almost half of the team thus far. I hope to have this finalized to share with the BOHS at the next Board meeting.
- The Customer Service Committee met this month and we are creating a menu of mini trainings that will be offered as professional development. Today will be our annual customer service survey. We have staff with survey booths at the office.
- The Recruitment & Retention Committee has met twice this month and we will distribute our bi-annual survey later this month.
- On February 13th, I participated in a collaborative community meeting for Re-1 School District, led by Civic Canopy in an effort to help the district attract and retain high quality staff. It was part one of four in the process.
- The agency had a booth at the Chocolate Walk this year. Three staff braved the cold and handed out chocolate bars wrapped in DHS facts. We received positive feedback.
- The agency special project coordinators assisted Loaves & Fishes in the Point in Time study at the end of January. We do not have the results yet.
- We have also renewed our efforts for the "Don't leave your Children in the Car" campaign. Signs have been distributed to businesses throughout Fremont County.
- Child Welfare has recently experienced a great deal of turnover; we currently have two Core Service positions, an ongoing caseworker and two kinship/certification caseworkers open.