

DIRECTOR
Stacie Kwitek-Russell
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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
March 31, 2020, 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of the February 25, 2020 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report (Verbal)
- VI. Old Business
- VII. New Business
 - A. DHS COVID-19 Response

**Fremont County Board of Human Services (2:00 p.m.)
Tuesday, March 31, 2020**

Availability Options:

Facebook Live: <https://www.facebook.com/FremontCountyCO/>

Teleconference listening:
Dial-in number (US): (605) 313-4186

Access code: 769250#

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February 25, 2020
2020 MEETING #2

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, February 25, 2020, 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	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 January 28, 2020 meeting with no additions or deletions. Upon vote: Board Member McFall, aye; Board Member Payne, aye. The motion carried.

AGENDA: Stacie Kwitek-Russell requested removing Recruitment and Retention Survey Results from New Business on the agenda. Board Member McFall moved, duly seconded by Board Member Payne, to approve the February 25, 2020 meeting agenda with the one revision. 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 McFall moved, duly seconded by Board Member Payne to accept the January 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 with information from 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. Board Member McFall commented on the Built For Zero (BFZ) progress, and Stacie Kwitek-Russell said as of the last BFZ meeting there are only nine veterans left on the list.

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:

Stacie Kwitek-Russell discussed the results of the Department's recent customer service survey. She said there were 103 participants compared to 54 last year. There was an overall decrease in customer service compared to the survey from the previous year. She stated the most significant area that affected the results related to communication, and that recent process changes of going to a "pull system" that were made in the Eligibility Unit did not service customers well, and that a decision has been made to return to the alpha-based process.

The final item of discussion regarded a Breastfeeding Policy that Stacie Kwitek-Russell presented for Board approval. She informed the Board to be identified as a "Breastfeeding Friendly Employer," Public Health has a requirement for employers to have an approved policy. After a full discussion regarding the policy, Board Member Payne moved, duly seconded by Board Member McFall to approve the Breastfeeding Policy. Upon vote: Board Member Payne, aye; Board Member McFall, aye. The motion carried.

With there being no other business to discuss, the meeting adjourned at 2:17 p.m.



Chairman, Fremont County Board of Human Services

03/31/2020

Date



Secretary

03/31/2020

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR FEBRUARY 2020

\$ 1,514,220.57

WARRANTS ISSUED FEBRUARY 21, 2020 THROUGH MARCH 25, 2020

2/24/2020	3,535.22
2/26/2020	7,684.69
3/5/2020	294,875.91
3/11/2020	26,964.99
3/18/2020	247,746.99
3/23/2020	42,740.81
Total	623,548.61

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.

3/31/2020

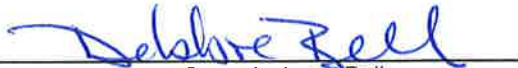
Date


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 31st day of March, 2020.



Chairman Payne



Commissioner Bell



Commissioner McFall

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$88,667.23	\$88,578.91	231	234
AND	\$32,490.59	\$33,407.42	141	143
OAP	\$78,054.61	\$78,013.20	273	274
Child Care	\$58,123.27	\$64,855.97	125	126
LEAP	\$291,279.88	\$179,794.28	141	373
Food Assistance	\$771,473.00	\$773,124.00	3601	3614
OOH Placements	\$165,426.77	\$174,507.47	164	164
CORE	\$28,705.22	\$29,839.09	205	211
Case Services	\$0.00	\$800.00	0	1
Total EBT Issuance:	\$1,514,220.57	\$1,422,920.32		
Medicaid Transportation	\$14,795.46	\$15,149.63	90	95
Child Welfare Intake Referrals:				
Total Referrals	88			
Screened In	38			
% Screened In	43.18%			
APS:				
Total Referrals:	23			
Screened in	9			
% Screened in	39%			
Open cases with Legal Authority	7			
Open cases w/o Legal Authority	20			
Total Ongoing Cases	27			
SEP/OLTC:				
Pending	50			
Total Caseload	360			

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 02/21/2020 - 03/25/2020

Vendor Name	Payment Date	Payment Amount	Number
Kendyl Yates	02/26/2020	-18.66	179072
Sherri Anderson	02/24/2020	103.00	179659
Lacey Arroyo	02/24/2020	123.55	179660
Braun, Stephani	02/24/2020	44.40	179661
Kelly Broomfield	02/24/2020	59.40	179662
Kristine Brown	02/24/2020	153.00	179663
Kaylee Caudill	02/24/2020	174.20	179664
Logan Crumley	02/24/2020	12.50	179665
Grace Flynn	02/24/2020	119.60	179666
Teresa R. Flynn	02/24/2020	92.38	179667
Garrett, Sarah	02/24/2020	236.05	179668
Gunter, Jordan	02/24/2020	131.90	179669
Mary Tina Gurule	02/24/2020	199.65	179670
Heller, Ryan	02/24/2020	41.10	179671
Anna Kehl	02/24/2020	214.84	179672
Corinna Lemay	02/24/2020	46.53	179673
Christen LoPresti	02/24/2020	325.25	179674
Amy Maroni	02/24/2020	184.35	179675
Janell Miller	02/24/2020	116.63	179676
Lynne Monahan	02/24/2020	77.95	179677
Katherine Moyer	02/24/2020	15.00	179678
Josh Peterson	02/24/2020	3.50	179679
Terri Rommel-Ruiz	02/24/2020	616.48	179680
Michelle Short	02/24/2020	55.00	179681
Vivian Simon	02/24/2020	34.50	179682
Rebecca Tamez	02/24/2020	109.25	179683
Kim Tauber	02/24/2020	91.50	179684
Amanda Whitt	02/24/2020	34.50	179685
Molly Willard	02/24/2020	119.21	179686
Black Hills Energy	02/26/2020	2,832.45	179687
Canon City Property Management	02/26/2020	750.00	179688
DSD Civil Division	02/26/2020	22.75	179689
Fremont County BOCC	02/26/2020	503.56	179690
Fremont County Sheriff's Office	02/26/2020	35.00	179691
Master Printers	02/26/2020	280.00	179692
Mesa County School District 51	02/26/2020	715.00	179693
Offerson Toner	02/26/2020	758.37	179694
Reserve Account	02/26/2020	1,768.90	179695
Kendyl Yates	02/26/2020	18.66	179696
Card Services	03/05/2020	5,423.20	179697
Void	03/05/2020	0.00	179698
Void	03/05/2020	0.00	179699
City of Canon City	03/05/2020	550.14	179700
Developmental Opportunities	03/05/2020	-25,599.25	179701
Developmental Opportunities	03/05/2020	25,599.25	179701
Douglas County	03/05/2020	50.00	179702
DSD Civil Division	03/05/2020	21.10	179703
ENXX Propane	03/05/2020	46.95	179704
Fremont County BOCC	03/05/2020	1,778.25	179705
Fremont County BOCC	03/05/2020	246,615.20	179706
Fremont County Sheriff's Office	03/05/2020	38.45	179707
Fremont Sanitation District	03/05/2020	124.78	179708
Gobins, Inc.	03/05/2020	1,876.70	179709
Grand County Sheriff's Office	03/05/2020	20.00	179710
Client Services	03/05/2020	3.03	179711
In & Out Conoco	03/05/2020	1,840.63	179712
Insight Public Sector, Inc.	03/05/2020	733.00	179713
King Soopers Customer Charges	03/05/2020	26.82	179714
Magpie Daycare	03/05/2020	400.00	179715
Strive Communities, LLC	03/05/2020	400.00	179716

Offerson Toner	03/05/2020	1,291.42	179717
Peak Printing, Inc.	03/05/2020	577.50	179718
Rocky Mountain Behavioral Health, Inc.	03/05/2020	2,320.00	179719
Santa Barbara County Sherriff's Office	03/05/2020	40.00	179720
SECOM, INC.	03/05/2020	919.29	179721
Jonathan K. Martinez	03/05/2020	236.16	179722
School Transportation	03/05/2020	534.40	179723
Teller County DHS	03/05/2020	25.00	179724
Verizon	03/05/2020	184.34	179725
Verizon Wireless	03/05/2020	2,277.13	179726
Walmart Community/RFCSLLC	03/05/2020	923.17	179727
Business Solutions Leasing	03/11/2020	1,542.53	179728
Colorado Bureau of Investigations	03/11/2020	395.00	179729
Developmental Opportunities	03/11/2020	12,799.63	179730
Developmental Opportunities	03/11/2020	3,546.56	179731
District Clerk Tarrant County	03/11/2020	12.00	179732
ENXX Propane	03/11/2020	17.46	179733
WEX Bank	03/11/2020	406.27	179734
Fed Ex	03/11/2020	21.05	179735
Fremont County BOCC	03/11/2020	2,431.69	179736
Fremont County Crusader, Inc.	03/11/2020	28.00	179737
King Soopers Customer Charges	03/11/2020	117.00	179738
Mesa County School District 51	03/11/2020	1,359.00	179739
Thomson Reuters-West	03/11/2020	256.80	179740
Steven C. Zentz	03/11/2020	4,032.00	179741
Atmos Energy	03/18/2020	699.81	179742
Business Management Daily	03/18/2020	159.00	179743
Business Management Daily	03/18/2020	179.00	179744
Domino's Pizza	03/18/2020	91.99	179745
Fremont County BOCC	03/18/2020	245,035.58	179746
Fremont County Sheriff's Office	03/18/2020	48.80	179747
King Soopers Customer Charges	03/18/2020	50.00	179748
New Horizons Ministry	03/18/2020	1,000.00	179749
Offerson Toner	03/18/2020	464.49	179750
Office Depot	03/18/2020	18.32	179751
Medicaid Transportation	03/23/2020	19.80	179752
Medicaid Transportation	03/23/2020	51.04	179753
Medicaid Transportation	03/23/2020	322.52	179754
Medicaid Transportation	03/23/2020	169.84	179755
Medicaid Transportation	03/23/2020	52.36	179756
Medicaid Transportation	03/23/2020	61.60	179757
Medicaid Transportation	03/23/2020	249.32	179758
Medicaid Transportation	03/23/2020	173.80	179759
Medicaid Transportation	03/23/2020	258.72	179760
Medicaid Transportation	03/23/2020	100.76	179761
Medicaid Transportation	03/23/2020	415.36	179762
Medicaid Transportation	03/23/2020	37.40	179763
Medicaid Transportation	03/23/2020	351.56	179764
Medicaid Transportation	03/23/2020	634.04	179765
Medicaid Transportation	03/23/2020	35.20	179766
Medicaid Transportation	03/23/2020	175.56	179767
Medicaid Transportation	03/23/2020	221.76	179768
Medicaid Transportation	03/23/2020	96.36	179769
Medicaid Transportation	03/23/2020	130.68	179770
Medicaid Transportation	03/23/2020	237.16	179771
Medicaid Transportation	03/23/2020	269.72	179772
Medicaid Transportation	03/23/2020	98.12	179773
Medicaid Transportation	03/23/2020	44.00	179774
Medicaid Transportation	03/23/2020	44.00	179775
Medicaid Transportation	03/23/2020	33.44	179776
Medicaid Transportation	03/23/2020	63.36	179777
Medicaid Transportation	03/23/2020	809.60	179778
Medicaid Transportation	03/23/2020	516.12	179779
Medicaid Transportation	03/23/2020	35.20	179780
Medicaid Transportation	03/23/2020	30.36	179781
Medicaid Transportation	03/23/2020	30.80	179782
Medicaid Transportation	03/23/2020	855.36	179783

Medicaid Transportation	03/23/2020	46.20	179784
Medicaid Transportation	03/23/2020	139.04	179785
Medicaid Transportation	03/23/2020	42.68	179786
Medicaid Transportation	03/23/2020	89.32	179787
Medicaid Transportation	03/23/2020	157.52	179788
Medicaid Transportation	03/23/2020	132.44	179789
Medicaid Transportation	03/23/2020	85.80	179790
Medicaid Transportation	03/23/2020	560.56	179791
Medicaid Transportation	03/23/2020	31.24	179792
Medicaid Transportation	03/23/2020	117.92	179793
Medicaid Transportation	03/23/2020	31.24	179794
Medicaid Transportation	03/23/2020	31.68	179795
Medicaid Transportation	03/23/2020	123.64	179796
Medicaid Transportation	03/23/2020	290.40	179797
Medicaid Transportation	03/23/2020	145.20	179798
Medicaid Transportation	03/23/2020	297.00	179799
Medicaid Transportation	03/23/2020	188.76	179800
Medicaid Transportation	03/23/2020	303.60	179801
Medicaid Transportation	03/23/2020	68.64	179802
Medicaid Transportation	03/23/2020	925.32	179803
Medicaid Transportation	03/23/2020	85.80	179804
Medicaid Transportation	03/23/2020	35.64	179805
Medicaid Transportation	03/23/2020	42.24	179806
Medicaid Transportation	03/23/2020	163.68	179807
Medicaid Transportation	03/23/2020	248.16	179808
Medicaid Transportation	03/23/2020	197.65	179809
Medicaid Transportation	03/23/2020	242.00	179810
Medicaid Transportation	03/23/2020	321.20	179811
Medicaid Transportation	03/23/2020	401.28	179812
Medicaid Transportation	03/23/2020	42.24	179813
Senior Services Solutions Plus	03/23/2020	1,224.52	179814
Medicaid Transportation	03/23/2020	49.72	179815
Medicaid Transportation	03/23/2020	47.52	179816
Medicaid Transportation	03/23/2020	249.92	179817
Medicaid Transportation	03/23/2020	31.24	179818
Medicaid Transportation	03/23/2020	80.52	179819
Medicaid Transportation	03/23/2020	297.44	179820
Medicaid Transportation	03/23/2020	33.88	179821
Medicaid Transportation	03/23/2020	47.08	179822
Medicaid Transportation	03/23/2020	40.92	179823
Medicaid Transportation	03/23/2020	279.84	179824
Medicaid Transportation	03/23/2020	36.52	179825
Medicaid Transportation	03/23/2020	627.00	179826
Medicaid Transportation	03/23/2020	175.12	179827
Medicaid Transportation	03/23/2020	290.40	179828
Medicaid Transportation	03/23/2020	52.36	179829
Medicaid Transportation	03/23/2020	31.68	179830
Medicaid Transportation	03/23/2020	826.32	179831
Medicaid Transportation	03/23/2020	135.08	179832
Medicaid Transportation	03/23/2020	651.20	179833
Sherri Anderson	03/23/2020	145.30	179834
Lacey Arroyo	03/23/2020	64.30	179835
Braun, Stephani	03/23/2020	48.70	179836
Kelly Broomfield	03/23/2020	161.09	179837
Kora Burrell	03/23/2020	50.35	179838
Logan Crumley	03/23/2020	142.02	179839
Kristi Degarmo	03/23/2020	51.70	179840
Alexis Enslow	03/23/2020	233.65	179841
Grace Flynn	03/23/2020	336.19	179842
Garrett, Sarah	03/23/2020	247.40	179843
Gunter, Jordan	03/23/2020	124.00	179844
Mary Tina Gurule	03/23/2020	141.00	179845
Anna Kehl	03/23/2020	65.30	179846
Christen LoPresti	03/23/2020	172.55	179847
Amy Maroni	03/23/2020	219.80	179848
Janell Miller	03/23/2020	320.97	179849
Lynne Monahan	03/23/2020	87.05	179850

Katherine Moyer	03/23/2020	122.50	179851
Josh Peterson	03/23/2020	22.00	179852
Michelle Short	03/23/2020	143.50	179853
Vivian Simon	03/23/2020	16.50	179854
Rebecca Tamez	03/23/2020	92.25	179855
Kim Tauber	03/23/2020	70.50	179856
Amanda Whitt	03/23/2020	24.00	179857
Brandy Wilcox	03/23/2020	10.00	179858
Molly Willard	03/23/2020	189.90	179859
Gobins, Inc.	03/23/2020	4,973.46	179860
HP INC.	03/23/2020	1,654.00	179861
Loaves and Fishes Ministries	03/23/2020	15,000.00	179862
Offerson Toner	03/23/2020	329.78	179863
Office Depot	03/23/2020	20.76	179864
Weld County Sheriff	03/23/2020	39.00	179865

Bank Code APBNK-HS Summary

Payment Type	Payable	PaymentCount	Payment
Regular Checks	274	205.00	623,548.61
Manual Checks	0	0.00	0.00
Voided Checks	0	4.00	-25,617.91
Bank Drafts	0	0.00	0.00
EFT's	0	0.00	0.00
	274	209.00	597,930.70

Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2020 Period Ending: 02/29/2020

	2020 Budget	February Activity	YTD Activity	% Remaining
Revenue				
Current Property Taxes	1,305,683.00	384,486.51	465,080.57	64.38%
Delinquent Taxes	1,500.00	-11.24	15.36	98.98%
Specific Ownership Tax	175,000.00	16,145.19	31,889.65	81.78%
Other Financing Sources	50,000.00	2,144.85	3,572.14	92.86%
Interest & Penalties	1,000.00	3.71	30.70	96.93%
Program Revenue	7,102,989.00	519,366.22	1,004,404.55	85.86%
Child Welfare Donation	2,000.00	0.00	0.00	100.00%
Deferred Revenue	249,970.00	6,724.38	8,356.61	96.66%
Revenue Total:	8,888,142.00	928,859.62	1,513,349.58	82.97%
Expense				
Salary Expense	5,287,974.00	368,484.92	744,664.75	85.92%
Health Insurance	1,045,014.00	62,040.39	133,425.29	87.23%
Life Insurance	5,873.00	291.78	627.83	89.31%
Medicare	84,731.00	4,673.21	9,975.67	88.23%
Retirement	143,962.00	7,453.32	16,482.41	88.55%
Social Security	313,230.00	18,763.52	40,519.36	87.06%
Unemployment	16,687.00	1,089.40	2,137.30	87.19%
Workers Compensation	58,256.00	2,390.42	6,195.66	89.36%
RMS	501,500.00	41,654.74	81,547.49	83.74%
Contract Services	234,100.00	47,032.95	52,490.93	77.58%
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	4,110.16	8,253.41	90.94%
Building Maintenance	10,000.00	0.00	1,150.00	88.50%
Equipment Maintenance	51,100.00	1,618.69	3,208.93	93.72%
Equipment Rental	22,100.00	1,441.26	2,983.79	86.50%
Building Lease	21,339.00	1,778.25	3,556.50	83.33%
Travel	150,769.00	4,638.69	9,932.32	93.41%
School Transportation	6,000.00	1,120.50	1,188.65	80.19%
Advertising	250.00	0.00	0.00	100.00%
Telephone	108,778.00	3,522.56	6,912.33	93.65%
Printing & Forms	2,100.00	0.00	132.60	93.69%
Legal Fees	1,600.00	178.75	503.75	68.52%
Purchase of Service	20,000.00	215.00	2,630.00	86.85%
Books & Subscriptions	4,000.00	0.00	97.00	97.58%
Office Supplies	118,339.00	3,190.34	6,382.64	94.61%
Postage	25,300.00	1,795.08	3,513.96	86.11%
Document Scanning	4,700.00	0.00	0.00	100.00%
Expert Witness/Process Service	7,225.00	322.69	855.18	88.16%
Interpreter	1,100.00	3.29	3.29	99.70%
Document Destruction	2,000.00	363.40	695.40	65.23%
Dues & Memberships	5,000.00	0.00	0.00	100.00%
Audit Fees	9,250.00	0.00	0.00	100.00%
Vital Statistics	100.00	0.00	0.00	100.00%
Fingerprinting	8,380.00	957.97	1,155.47	86.21%
Foster Parent Training	1,250.00	-90.00	150.00	88.00%
Fraud Registration Fees	100.00	0.00	0.00	100.00%
Admin RMS	-501,500.00	-41,654.74	-81,547.49	83.74%
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	16,393.01	33,176.95	84.93%
Program Expense	961,480.00	57,980.54	128,224.88	86.66%
EBT Costs	10,800.00	862.06	1,724.12	84.04%
Non-Reimbursable	21,500.00	19.91	145.90	99.00%
Expense Total:	9,099,167.00	612,642.06	1,223,096.27	86.56%
Report Surplus (Deficit):	-211,025.00	316,217.56	290,253.31	

Estimated Expenditures /19-20 SFY Allocation
29-Feb

	Allocation	Estimated Annual Expenses	Estimated % Used
County Admin	1,055,488.22	879,575.99	83.33%
HCPF Admin	765,700.32	844,259.30	110.26%
APS Admin	274,707.95	173,001.17	62.98%
Child Care	1,101,312.17	907,841.43	82.43%
Colo Works	1,784,015.00	1,634,401.70	91.61%
Child Welfare	4,404,623.98	3,753,916.02	85.23%
Core Services	1,100,192.09	939,679.52	85.41%