

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 LL3
Canon City, CO 81212
June 30, 2020, 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of the May 26, 2020 Meeting
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
- VI. Old Business
- VII. New Business
 - A. Lease Extension for COVID Shelter

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May 26, 2020
2020 MEETING #5

The Fremont County Board of Human Services (BOHS) met in Regular Session Tuesday, May 26, 2020, in Conference Room 207 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 McFall moved, duly seconded by Board Member Bell, to accept the minutes of the April 28, 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 adding "Child Welfare Staffing" under New Business. Board Member Bell moved, duly seconded by Board Member McFall, to approve the May 26, 2020 meeting agenda with the requested change. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

FINANCIAL/CASELOAD REPORT: Stacie Kwitek-Russell shared graphs demonstrating the increase in issuance for Food Assistance, TANF, and Child Care, while Medicaid Transportation has experienced a decrease due to COVID. She also stated TANF dollars will still be sold. Following review and discussion of the financial and caseload reports, Board Member McFall moved, duly seconded by Board Member Bell to accept the April 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. There was discussion regarding a homeless individual being evicted from the property, and Stacie Kwitek-Russell said she had a conversation with the Chief of Canon City Police Department and the car hasn't moved but there haven't been any further incidents with the individual. She also said the port-a-potty situation has improved. She then mentioned there is still a crisis with child care, precautions are in place, but the facilities need the ability to reopen. The last update she provided was pertaining to CORE services planning for the upcoming fiscal year, and that the mentoring program is being eliminated.

After a discussion, 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 provided the Board with a written report on COVID-19. She explained the impact on limited court hearings and the length of time it is taking for either termination or returning children home. There hasn't been a large amount of food distribution this last month and it's been decided that the shelter will serve a dual purpose in the event of a fire. She requested that the lease to Loaves and Fishes be extended for 30 days for sheltering purposes. After discussion, Board Member McFall moved, duly seconded by Board Member Bell to approve the extension of the lease agreement with Loaves and Fishes. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

NEW BUSINESS:

Stacie Kwitek-Russell discussed Child Welfare Staffing. She said there are seven ongoing positions approved, with only four in the office. The State expectation is ten cases per worker; currently the Department has twenty-three. She requested permission to over hire by one additional worker so turnover would be absorbed. After discussion Board Member Bell moved, duly seconded by Board Member McFall to overfill by one staff person. Upon vote: Board Member McFall, aye; Board Member Bell, aye; Board Member Payne, aye. The motion carried.

With there being no other business to discuss, the meeting adjourned at 2:22 p.m.



Chairman, Fremont County Board of Human Services

06/30/2020

Date



Secretary

06/30/2020

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR MAY 2020

\$ 1,813,039.48

WARRANTS ISSUED MAY 21, 2020 THROUGH JUNE 25, 2020

5/28/2020	232,275.25
6/3/2020	80,764.79
6/11/2020	279,584.60
6/15/2020	10,573.20
6/17/2020	15,608.59
6/25/2020	348,011.14
Total	966,817.57

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.

6/30/2020

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 30th day of June, 2020.


Chairman Payne


Commissioner Bell


Commissioner McFall

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

EBT Issuance	Amount Issued	YTD AVG	Caseload Count	YTD AVG
TANF	\$104,252.15	\$98,720.51	237	231
AND	\$33,710.11	\$33,882.97	138	143
OAP	\$69,594.74	\$74,931.96	261	269
Child Care	\$70,256.17	\$69,986.41	116	124
LEAP	\$14,269.91	\$84,968.84	35	118
Food Assistance	\$1,328,402.00	\$1,078,685.20	3984	3760
OOH Placements	\$165,169.27	\$172,725.39	167	169
CORE	\$27,385.13	\$29,419.86	243	220
Case Services	\$0.00	\$1,226.00	0	1
Total EBT Issuance:	\$1,813,039.48	\$1,644,547.14		
Medicaid Transportation	\$8,746.32	\$10,000.21	40	55
Child Welfare Intake Referrals:				
Total Referrals	65			
Screened In	23			
% Screened In	35.38%			
APS:				
Total Referrals:	19			
Screened in	8			
% Screened in	42%			
Open cases with Legal Authority	7			
Open cases w/o Legal Authority	21			
Total Ongoing Cases	28			
SEP/OLTC:				
Pending	36			
Total Caseload	366			

Check Report

Fremont County, CO Human Services

Date Range: 05/21/2020 - 06/25/2020

Vendor Name	Payment Date	Payment Amount	Number
AB Court Reporting & Video	05/28/2020	21.00	180069
Arapahoe County Department of Finance	05/28/2020	9,240.00	180070
Black Hills Energy	05/28/2020	2,826.60	180071
Faricy Ford	05/28/2020	109.00	180072
Fremont County BOCC	05/28/2020	215,655.25	180073
Fremont County Sheriff's Office	05/28/2020	150.00	180074
Laboratory Corporation of America	05/28/2020	152.00	180075
Loaves and Fishes Ministries	05/28/2020	1,800.00	180076
Reserve Account	05/28/2020	1,592.40	180077
Acoustic Ventures, Inc.	05/28/2020	729.00	180078
TV 7 Inc.	06/03/2020	5,000.00	180079
M.K. Tatum	06/03/2020	10,000.00	180080
M.K. Tatum	06/03/2020	506.08	180081
Card Services	06/03/2020	2,275.74	180082
Void	06/03/2020	0.00	180083
Chaffee County Human Services	06/03/2020	3,378.90	180084
City Market	06/03/2020	5,000.00	180085
City of Canon City	06/03/2020	919.72	180086
Colorado Bar Association	06/03/2020	295.00	180087
Discover Goodwill	06/03/2020	5,000.00	180088
Faricy Ford	06/03/2020	10,000.00	180089
Fremont County BOCC	06/03/2020	1,778.25	180090
Fremont County BOCC	06/03/2020	2,993.25	180091
Fremont County Crusader, Inc.	06/03/2020	28.00	180092
Fremont County Sheriff's Office	06/03/2020	40.00	180093
Fremont Sanitation District	06/03/2020	535.92	180094
Gobins, Inc.	06/03/2020	1,210.52	180095
The Home Depot	06/03/2020	-10,000.00	180096
The Home Depot	06/03/2020	10,000.00	180096
In & Out Conoco	06/03/2020	281.89	180097
Kinder Haus dba The Ark Childcare	06/03/2020	9,210.00	180098
MGT OF AMERICA, LLC	06/03/2020	600.00	180099
New Horizons Ministry	06/03/2020	5,000.00	180100
Offerson Toner	06/03/2020	983.17	180101
Carrie Porter	06/03/2020	29.24	180102
RE-1 School District	06/03/2020	200.00	180103
Rocky Mountain Behavioral Health, Inc.	06/03/2020	1,545.00	180104
SECOM, INC.	06/03/2020	911.17	180105
Jonathan K. Martinez	06/03/2020	21.00	180106
Teller County DHS	06/03/2020	10.00	180107
Verizon Wireless	06/03/2020	3,011.94	180108
Boys & Girls Club of Fremont County Inc.	06/11/2020	5,665.00	180109
Colorado Bar Association	06/11/2020	280.00	180110
Colorado Bureau of Investigations	06/11/2020	513.50	180111
Colorado Rid-a-Critter	06/11/2020	8,885.00	180112
WEX Bank	06/11/2020	314.27	180113
Fed Ex	06/11/2020	9.20	180114
Fremont County BOCC	06/11/2020	251,846.53	180115
The Home Depot	06/11/2020	2,000.00	180116
The Home Depot	06/11/2020	2,000.00	180117
The Home Depot	06/11/2020	2,000.00	180118
The Home Depot	06/11/2020	2,000.00	180119
The Home Depot	06/18/2020	-2,000.00	180119
The Home Depot	06/18/2020	-2,000.00	180120
The Home Depot	06/11/2020	2,000.00	180120
Huerfano County Clerk	06/11/2020	216.86	180121
RE-1 School District	06/11/2020	50.00	180122
Rocky Mountain Behavioral Health, Inc.	06/11/2020	1,445.00	180123
Jonathan K. Martinez	06/11/2020	102.44	180124
Thomson Reuters-West	06/11/2020	256.80	180125
Medicaid Transportation	06/15/2020	29.04	180126

Medicaid Transportation	06/15/2020	93.28	180127
Medicaid Transportation	06/15/2020	78.32	180128
Medicaid Transportation	06/15/2020	142.56	180129
Medicaid Transportation	06/15/2020	158.84	180130
Medicaid Transportation	06/15/2020	260.04	180131
Medicaid Transportation	06/15/2020	33.00	180132
Medicaid Transportation	06/15/2020	142.12	180133
Medicaid Transportation	06/15/2020	217.36	180134
Medicaid Transportation	06/15/2020	97.68	180135
Medicaid Transportation	06/15/2020	32.12	180136
Medicaid Transportation	06/15/2020	130.68	180137
Medicaid Transportation	06/15/2020	48.40	180138
Medicaid Transportation	06/15/2020	100.32	180139
Medicaid Transportation	06/15/2020	34.32	180140
Medicaid Transportation	06/15/2020	844.80	180141
Medicaid Transportation	06/15/2020	30.36	180142
Medicaid Transportation	06/15/2020	123.20	180143
Medicaid Transportation	06/15/2020	79.20	180144
Medicaid Transportation	06/15/2020	288.64	180145
Medicaid Transportation	06/15/2020	92.40	180146
Medicaid Transportation	06/15/2020	101.64	180147
Medicaid Transportation	06/15/2020	33.00	180148
Medicaid Transportation	06/15/2020	74.36	180149
Medicaid Transportation	06/15/2020	25.52	180150
Medicaid Transportation	06/15/2020	1,210.90	180151
Medicaid Transportation	06/15/2020	73.04	180152
Medicaid Transportation	06/15/2020	151.36	180153
Medicaid Transportation	06/15/2020	27.28	180154
Medicaid Transportation	06/15/2020	86.24	180155
Medicaid Transportation	06/15/2020	66.00	180156
Medicaid Transportation	06/15/2020	95.04	180157
Medicaid Transportation	06/15/2020	455.40	180158
Medicaid Transportation	06/15/2020	33.00	180159
Medicaid Transportation	06/15/2020	826.32	180160
Medicaid Transportation	06/15/2020	57.20	180161
Medicaid Transportation	06/15/2020	266.20	180162
Medicaid Transportation	06/15/2020	127.16	180163
Medicaid Transportation	06/15/2020	15.40	180164
Medicaid Transportation	06/15/2020	21.56	180165
Medicaid Transportation	06/15/2020	46.64	180166
Medicaid Transportation	06/15/2020	1,070.08	180167
Medicaid Transportation	06/15/2020	184.36	180168
Medicaid Transportation	06/15/2020	663.86	180169
Medicaid Transportation	06/15/2020	162.80	180170
Medicaid Transportation	06/15/2020	78.76	180171
Medicaid Transportation	06/15/2020	90.64	180172
Medicaid Transportation	06/15/2020	54.12	180173
Medicaid Transportation	06/15/2020	47.08	180174
Medicaid Transportation	06/15/2020	31.24	180175
Medicaid Transportation	06/15/2020	198.44	180176
Medicaid Transportation	06/15/2020	29.92	180177
Medicaid Transportation	06/15/2020	113.16	180178
Medicaid Transportation	06/15/2020	462.00	180179
Medicaid Transportation	06/15/2020	225.28	180180
Medicaid Transportation	06/15/2020	181.28	180181
Medicaid Transportation	06/15/2020	130.24	180182
Atmos Energy	06/17/2020	127.27	180183
Business Solutions Leasing	06/17/2020	1,542.53	180184
Developmental Opportunities	06/17/2020	3,939.01	180185
Fed Ex	06/17/2020	14.15	180186
Fremont County BOCC	06/17/2020	2,585.68	180187
Mesa County Sheriff's Office	06/17/2020	27.50	180188
Offerson Toner	06/17/2020	71.96	180189
Pester Marketing Company	06/17/2020	5,000.00	180190
Lacey Arroyo	06/17/2020	69.25	180191
Stephani Braun	06/17/2020	62.00	180192
Kelly Broomfield	06/17/2020	79.75	180193

Logan Crumley	06/17/2020	10.50	180194
Kristi Degarmo	06/17/2020	71.30	180195
Alexis Enslow	06/17/2020	186.00	180196
Sarah Garrett	06/17/2020	183.35	180197
Jordan Gunter	06/17/2020	191.60	180198
Mary Tina Gurule	06/17/2020	230.85	180199
Corinna Lemay	06/17/2020	127.33	180200
Amy Maroni	06/17/2020	99.00	180201
Lynne Monahan	06/17/2020	21.15	180202
Amanda Noori	06/17/2020	49.93	180203
Kelly Nowak	06/17/2020	57.00	180204
Terri Rommel-Ruiz	06/17/2020	552.15	180205
Rebecca Tamez	06/17/2020	117.10	180206
Molly Willard	06/17/2020	92.76	180207
Kendyl Yates	06/17/2020	99.47	180208
Boys & Girls Club of Fremont County Inc.	06/25/2020	345.00	180209
Card Services	06/25/2020	16,742.11	180210
Void	06/25/2020	0.00	180211
Void	06/25/2020	0.00	180212
Fed Ex	06/25/2020	7.04	180213
Fremont County BOCC	06/25/2020	17,186.00	180214
Fremont County BOCC	06/25/2020	256,960.34	180215
HP INC.	06/25/2020	4,335.00	180216
King Soopers Customer Charges	06/25/2020	199.27	180217
iLoka, Inc. - Newcloud	06/25/2020	22,751.00	180218
iLoka, Inc. - Newcloud	06/25/2020	22,751.00	180219
Offerson Toner	06/25/2020	4.99	180220
Office Depot	06/25/2020	1,150.00	180221
Pitney Bowes, Inc.	06/25/2020	171.00	180222
Reserve Account	06/25/2020	1,539.61	180223
Stericycle, Inc.	06/25/2020	1,349.87	180224
Stamp of Excellence, Inc.	06/25/2020	5.50	180225
Walmart Community/RFCSLLC	06/25/2020	2,513.41	180226

Bank Code APBNK-HS Summary

	Payable	Payment	Payment
Payment Type			
Regular Checks	189	155	966,817.57
Manual Checks	0	0	0
Voided Checks	0	6	-14,000.00
Bank Drafts	0	0	0
EFT's	0	0	0
	189	161	952,817.57

**Estimated Expenditures /19-20 SFY Allocation
31-May**

	Allocation	Estimated Annual Expenses	Estimated % Used
County Admin	1,055,488.22	888,731.18	84.20%
HCPF Admin	765,700.32	892,892.44	116.61%
APS Admin	274,707.95	175,189.22	63.77%
Child Care	1,101,312.17	937,785.07	85.15%
Colo Works	1,784,015.00	1,688,249.50	94.63%
Child Welfare	4,404,623.98	3,660,891.92	83.11%
Core Services	1,100,192.09	960,294.55	87.28%

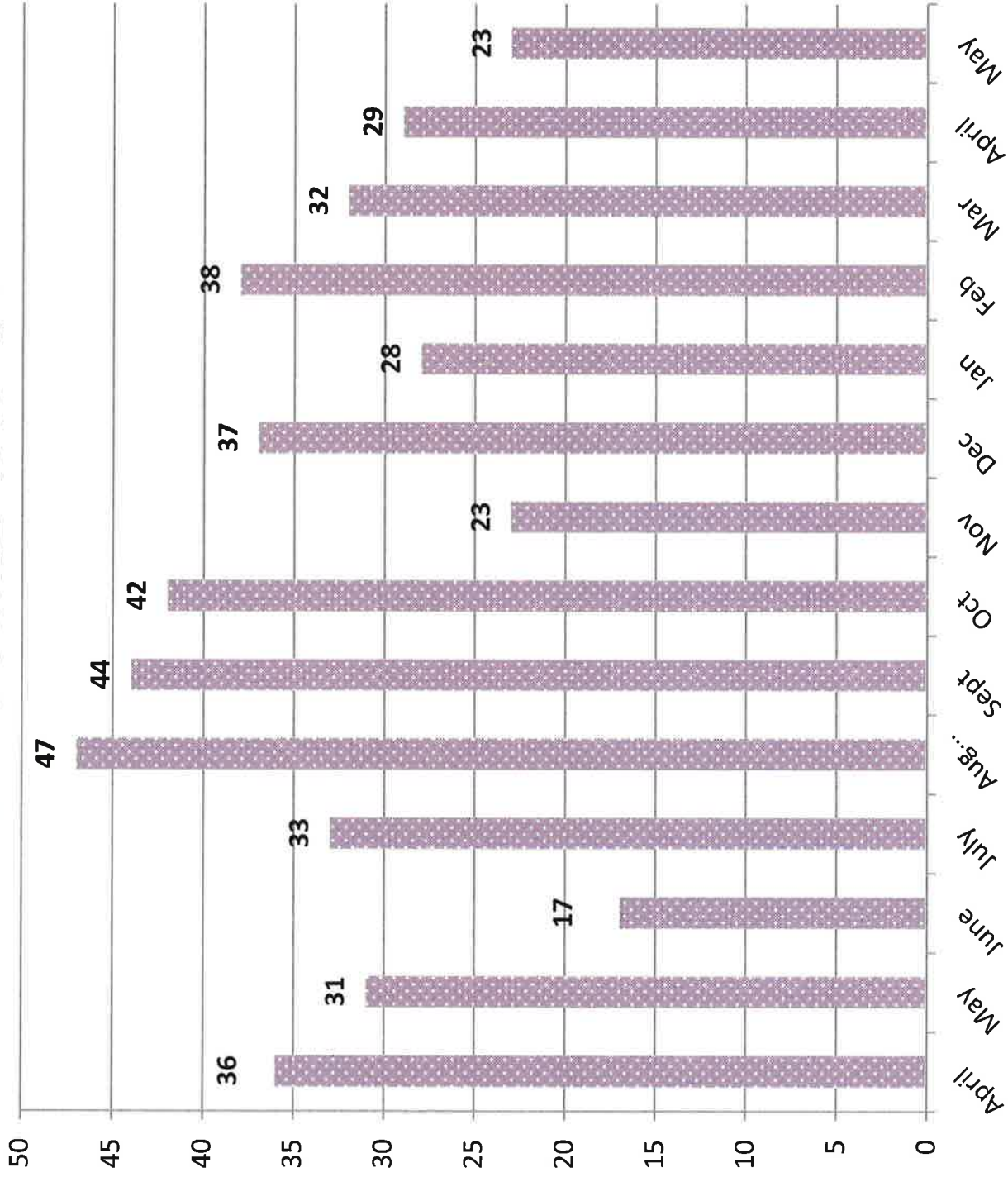
Summary Budget Report

Fremont County, CO Human Services

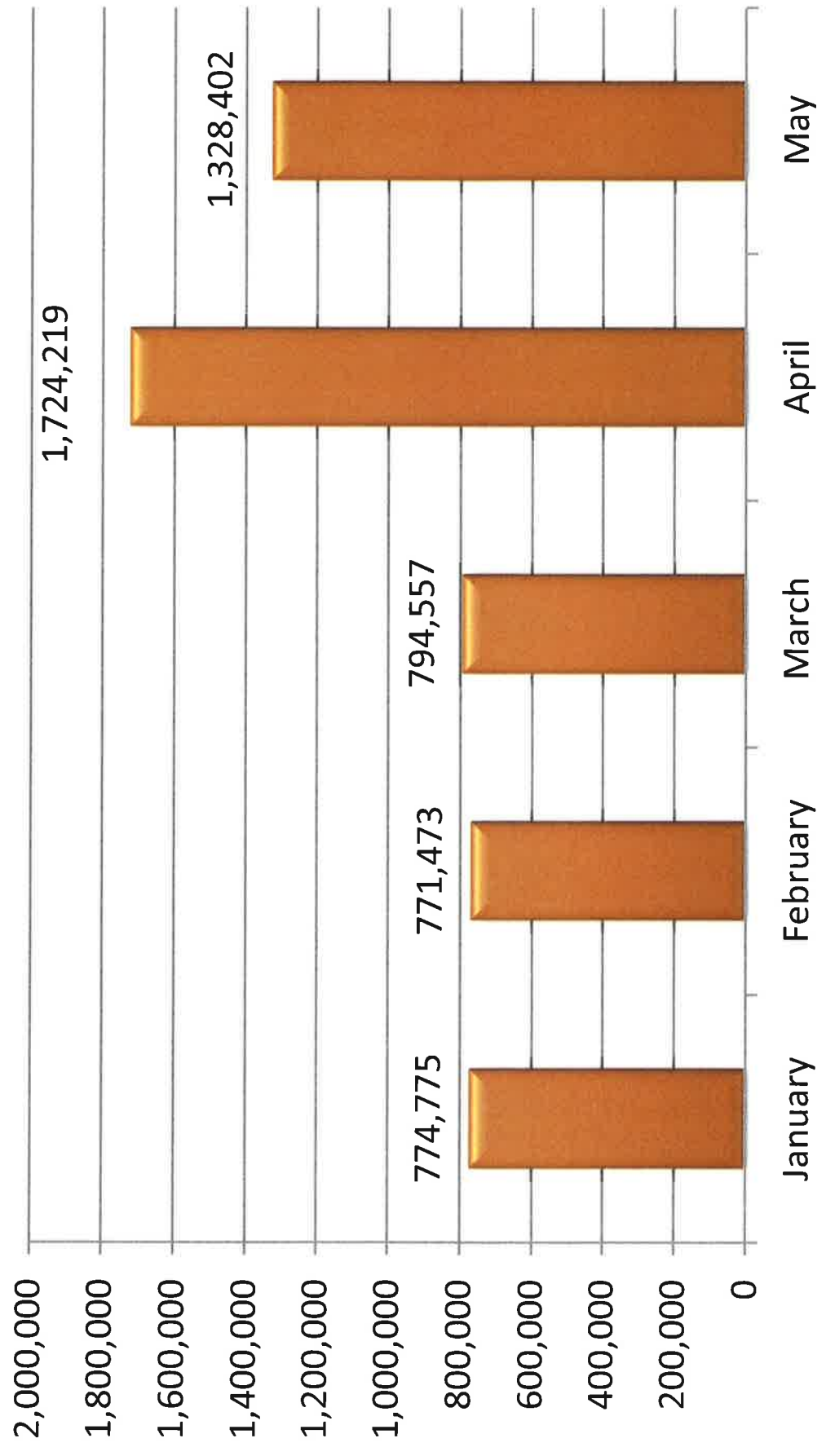
For Fiscal: 2020 Period Ending: 05/31/2020

	2020 Budget	May Activity	YTD Activity	% Remaining
Revenue				
Current Property Taxes	1,305,683.00	77,669.41	937,832.87	28.17%
Delinquent Taxes	1,500.00	30.07	135.28	90.98%
Specific Ownership Tax	175,000.00	18,917.74	77,554.66	55.68%
Other Financing Sources	50,000.00	2,832.69	23,183.34	53.63%
Interest & Penalties	1,000.00	150.91	228.99	77.10%
Program Revenue	7,102,989.00	452,088.49	2,784,917.29	60.79%
Child Welfare Donation	2,000.00	0.00	0.00	100.00%
Deferred Revenue	249,970.00	1,998.32	48,347.80	80.66%
Revenue Total:	8,888,142.00	553,687.63	3,872,200.23	56.43%
Expense				
Salary Expense	5,287,974.00	381,042.32	2,078,724.64	60.69%
Health Insurance	1,045,014.00	37,741.84	352,486.97	66.27%
Life Insurance	5,873.00	305.50	2,175.25	62.96%
Medicare	84,731.00	5,464.84	28,695.95	66.13%
Retirement	143,962.00	9,327.08	48,644.00	66.21%
Social Security	313,230.00	22,346.06	116,941.00	62.67%
Unemployment	16,687.00	1,077.17	5,820.53	65.12%
Workers Compensation	58,256.00	3,511.07	18,363.88	68.48%
RMS	501,500.00	41,262.45	242,237.45	51.70%
Contract Services	234,100.00	12,758.54	146,471.35	37.43%
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	3,818.52	20,166.78	77.85%
Building Maintenance	10,000.00	729.00	1,879.00	81.21%
Equipment Maintenance	51,100.00	1,246.85	8,234.90	83.88%
Equipment Rental	22,100.00	1,542.53	7,782.38	64.79%
Building Lease	21,339.00	1,778.25	8,891.25	58.33%
Travel	150,769.00	2,644.94	18,427.00	87.78%
School Transportation	6,000.00	-47.20	4,900.35	18.33%
Advertising	250.00	454.53	1,027.95	-311.18%
Telephone	108,778.00	3,524.80	17,201.23	84.19%
Printing & Forms	2,100.00	469.93	1,180.03	43.81%
Legal Fees	1,600.00	21.00	552.75	65.45%
Purchase of Service	20,000.00	275.00	8,916.73	55.42%
Books & Subscriptions	4,000.00	0.00	435.00	89.13%
Office Supplies	118,339.00	11,316.18	43,161.30	63.53%
Postage	25,300.00	1,658.04	8,668.54	65.74%
Document Scanning	4,700.00	0.00	0.00	100.00%
Expert Witness/Process Service	7,225.00	0.00	1,515.67	79.02%
Interpreter	1,100.00	0.00	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	0.00	5,400.00	41.62%
Vital Statistics	100.00	0.00	0.00	100.00%
Fingerprinting	8,380.00	308.00	2,541.47	69.67%
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	-41,262.45	-242,237.45	51.70%
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	10,745.86	73,390.90	66.67%
Program Expense	961,480.00	62,753.03	304,922.78	68.29%
EBT Costs	10,800.00	862.06	4,310.30	60.09%
Non-Reimbursable	21,500.00	90.53	895.10	95.84%
Expense Total:	9,099,167.00	577,766.27	3,343,671.37	63.25%
Report Surplus (Deficit):	-211,025.00	-24,078.64	528,528.86	

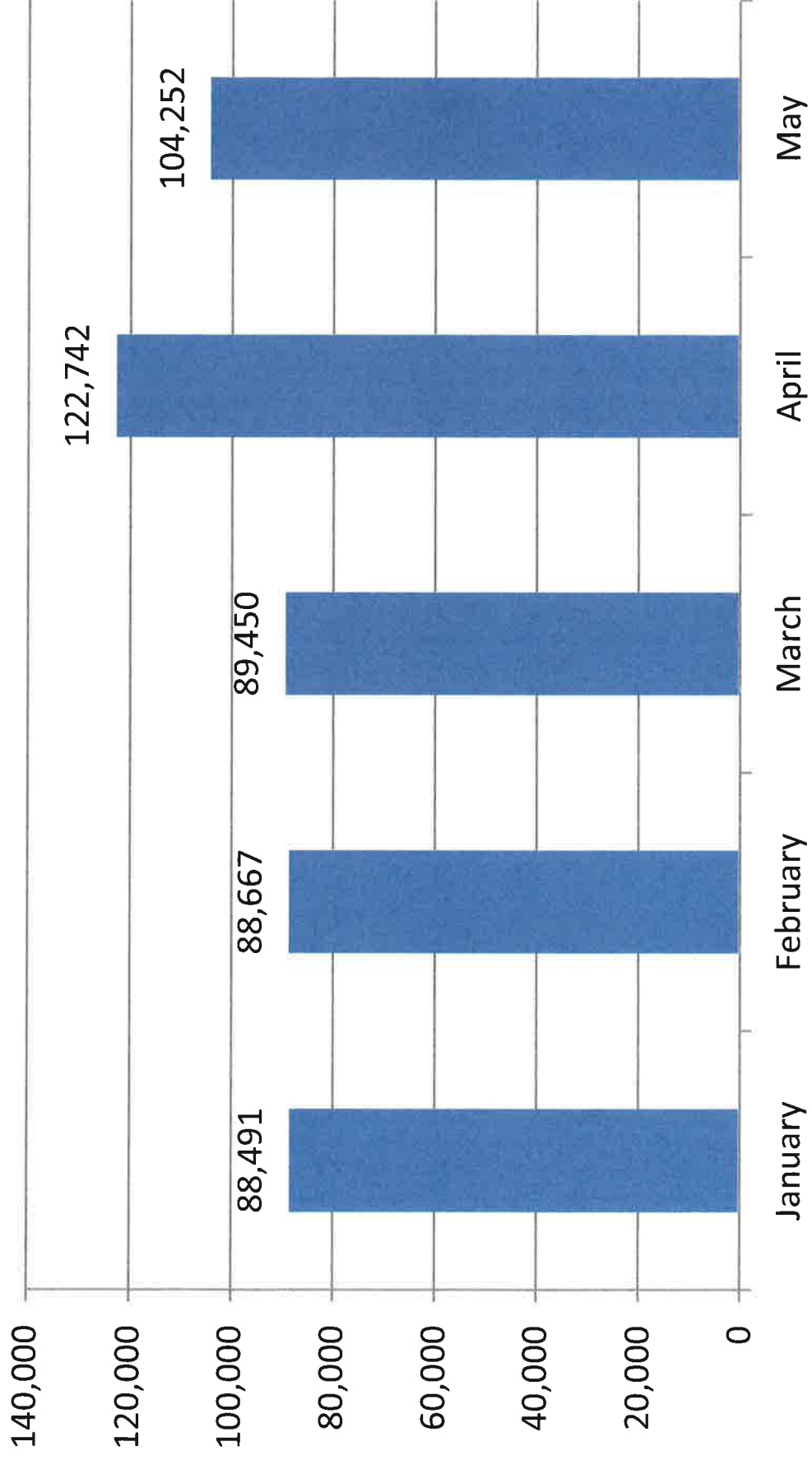
Child Welfare Intake Referrals



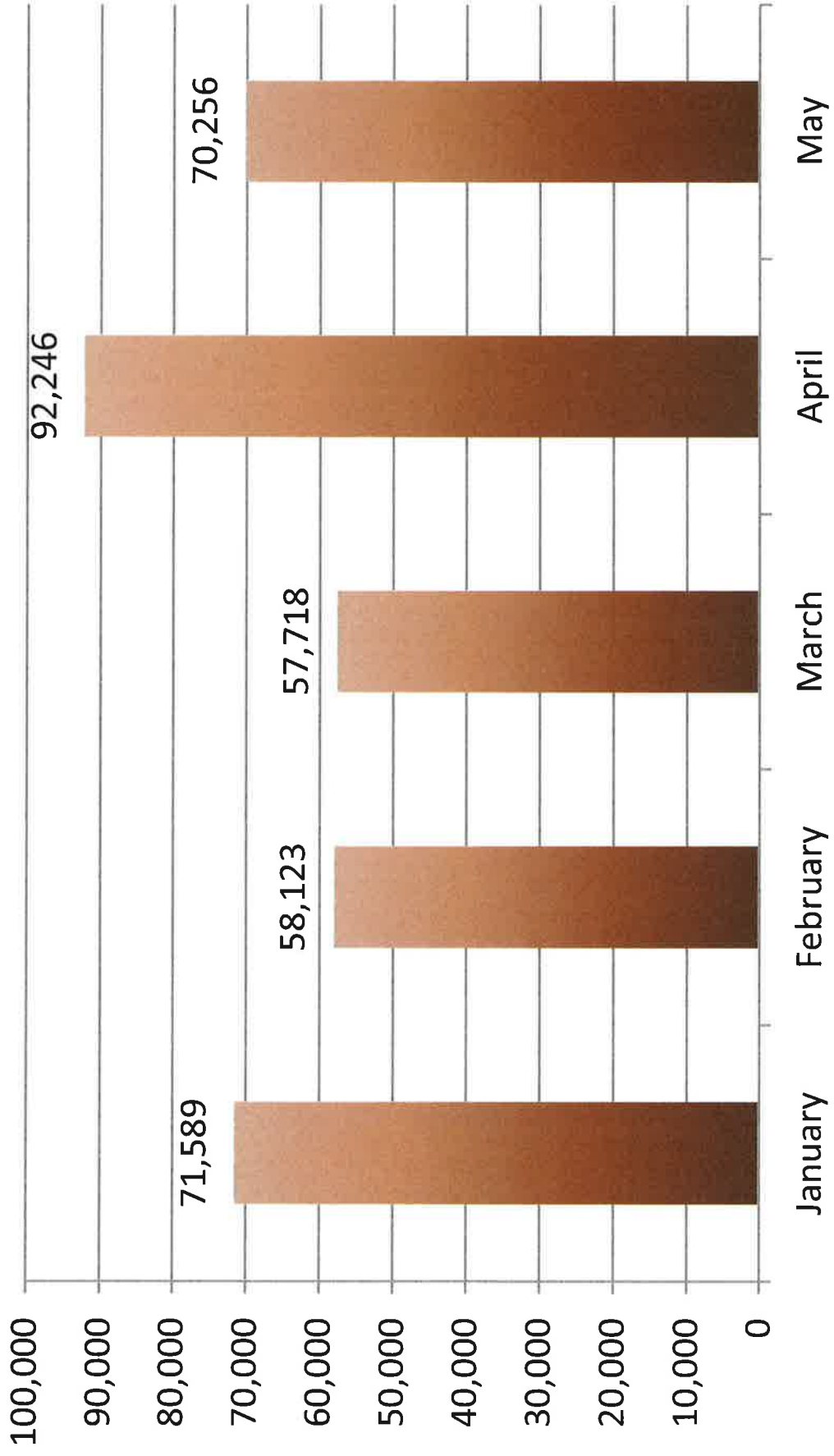
Food Assistance Issuance



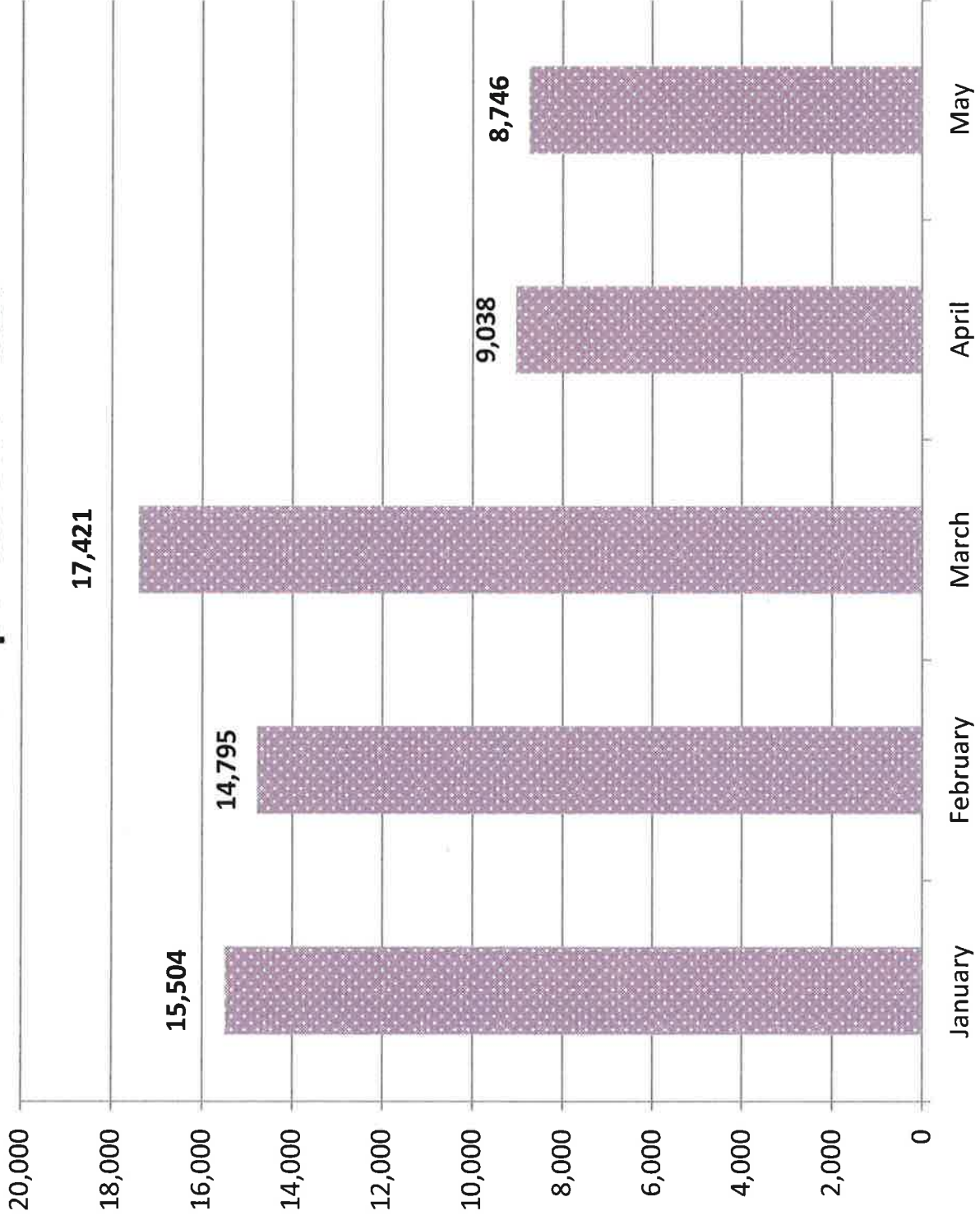
TANF Issuance



Child Care Issuance



Medicaid Transportation Issuance



Director's Report

June 2020

To: Fremont County Board of Human Services

From: Stacie Kwitek-Russell

Prepared: June 24, 2020

- I have started having a few of my monthly community partner meetings face to face again. All of the meetings with the Directors' Association and CDHS are still being held remotely.
- Our COVID support shelter remains available if needed, but as of today has not been utilized.
- We are still awaiting the letter of approval for the \$94,000 in TANF that we sold to Park County.
- I have participated in numerous meetings and discussions regarding upcoming allocations and statewide programmatic changes. As of this date, the only firm allocation information we have received is for Adult Protection Services. Our allocation has been decreased by approximately \$42,000 (16%). We should know more about other allocations within weeks.
- The Built for Zero team has increased outreach efforts to homeless camps. This is an effort to provide COVID prevention tools as well as general support.
- We have finalized an agreement for our new phone system. I anticipate that it will be installed in July.
- We have fully implemented the long awaited HS Connects program. Once everyone has mastered the program, the benefits will be amazing.
- The Single Entry Point program transition is going smoothly. Equipment and files are prepared to be moved. At least three of the team members are staying at DHS for other positions, which will begin July 1st. We held a team luncheon to celebrate all of the good work they've done for the Single Entry Point at DHS.
- I continue to be concerned about the state of child care in Fremont County. We were dangerously short of slots prior to COVID-19 and two centers closed during the crisis.
- We said goodbye to Carrie Porter as her last day with us was June 26th. This is a tremendous loss for the agency. She spent her last 8 weeks here training Tony to the position and orienting him to the agency. We have already benefited from his extensive professional experience.

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 a third additional monthly period until July 31, 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 _____ day of _____, 2020.

Loaves and Fishes Ministries of Fremont County
By: _____

FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

By: Chairman