

KIT CARSON COUNTY COMMISSIONERS

MINUTES APRIL 3, 2013

- 12:00 P.M. LUNCH**
1:00 P.M. REVIEW CONSENT AGENDA FOR APPROVAL
1:30 P.M. KINDRA MULCH – PUBLIC HEALTH & SOCIAL SERVICES FINANCIALS
5:00 P.M. MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

NEW ITEMS:

- Hwy 385 Project – Agreement
- Easement for Schaal Drilling
- Noxious Weed

SIGNATURES:

- Sign Title for 4-H Ambulance
- Sign Amendment 64 Ordinances
- Evaluation for Heith Rutledge

OLD ITEMS:

- Last Chance / Dirt
- Flagler Tower

Meeting called to order at 1:00 P.M. by Chairman Dave Hornung. Those present were Dave Hornung, Dave Gwyn, Gary Koop, Paula Weeks, and Della Calhoon.

DARCY JANSSEN – ENERGY IMPACT GRANT

Per advisement from Greg Etl Darcy reviewed that she had talked with Greg Etl and he recommended that Kit Carson County submit the Energy Impact for the second round of applications. If the Grant application that was submitted for on the first round is not awarded the county would be in the second round. Motion to apply for second round of Energy Impact Grant with minor changes as reviewed by Darcy was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

ACCOUNTS PAYABLES

The Board of County Commissioners reviewed expenditures for all funds. Motion to approve expenditures for all funds was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

The Board of County Commissioners recessed to convene as the Kit Carson County Health and Human Services at 1:30 P.M.

April 3, 2013

Agenda

Financials:

- Human Services
- Public Health

Program Updates:

- Human Services
- Public Health

Action Items:

- Purchase for Family Planning

- MOU for Chronic Disease Self- Management Education(CDSME; 10 participants @ \$160 each

Personnel Change Request:

- *Emergency Preparedness & Response*
- Change job duties for Doug Satterly & Ginny Halligan to include 0.25 FTE for EPR @ \$18.00/hr (remove 0.4 FTE of Kristi Robles from EPR)
- *Economic Security:*
 - Current vacancies: 1.5FTE salary \$52,000+11,000(benefit)= \$63,000
 - Move Kristi Robles into Economic Security 0.2 FTE @ cost of \$8,000
 - Request increase to \$30,000 for current Eligibility Technicians
 - Recommendation consider Grade 65 range \$27,558 - \$34,909
 - Economic Security Staff: Eligibility Technicians: \$27,148(current salary) Grade 60 range is \$24,357 - \$30,855.
 - Others in same position are/were Grade 69 range \$30,419 – \$38,533 & Grade 75 range \$30,419 - \$44,687
 - To increase current staff to \$30,000 would require \$5,700
 - Conclusion: \$63,000 - \$13,700= \$49,300 remains

Information Items:

- Cheyenne County IGA update
- RCCO; Regional Care Collaborative Organization update
 - Medicaid funded
- COHBE; update interest by numerous entities including government, non for profit, & private. There will be Regional hubs & local Assistants/Guides
 - KCCHHS draft proposal
- Child Welfare Funding
- Immunization Purchasing Proposal/update on contracting progress
- Child Care Grants for Quality Improvements approximately \$10,000

Other:

FINANCIALS FOR HUMAN SERVICES

SUMMARY OF PROCEEDINGS

Kindra presented the summary of Proceedings for February, 2013. Kindra reviewed the payout of benefits for Loas Winslow. Grand Total for Proceedings was \$223,492.36. Motion to approve was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

CFMS

Kindra presented the CFMS set of Books for County allocations/MOE Report and reviewed with the Board of Health and Human Services. Transfer for Cheyenne County support will not be received until closer to June. County will be overspent in County Admin for around \$44,000.00 after Cheyenne County contract. It is expected that the County will be made whole by the State again this year.

COUNTY BUDGET EXPENDITURES AND REVENUE REPORTS

Kindra reviewed the report for County Budget Expenditures and Revenues. Kindra reviewed that the Colorado Works program will be completely spent. Kindra will look at other counties to see if there is money that could be purchased and what we would have to pay in interest.

If Child Care funds are not spent funds would go to another county. Kindra will bring some programs to the Board of Health and Human Services for possible grants to Child Care facilities.

BALANCE SHEET

Kindra reviewed the Kit Carson County Human Services balance sheet and found that we are in balance.

BANK RECONCILIATION

Kindra reviewed in Feb. they found a \$12,000.00 discrepancy in their account. She is working with the Pam Mills County Treasurer to find this discrepancy. Pam Mills is looking at this to see if something has not been transferred to the wrong account. Pam Mills and Nikki Halde will work together to find discrepancy.

Kindra believes that when Ron Farmer County Auditor comes he will find all in order for her office.

PUBLIC HEALTH SUMMARY BALANCE

Kindra reviewed the Public Health Summary Balance for Revenue and Expenditures for February 28, 2013 and currently have a balance of \$46,676.86. Report gives a review of the following programs: Nursing, Prenatal, WIC, EPSDT, Health Officer, EPR, Immunization, SEP, Family Planning, Env. Health, WWC/Cancer Control, Health Promotions, Nurse Family Practice.

Kindra a stated that they are working on a report that will show the percentage of collections they have on the programs.

WOMENS HEALTH PROGRAM

Kindra stated that they have received \$6,682.00 for Women's Health Program. Kindra is asking for approval of an invoice in the amount of \$1,625.00. Motion to approve purchases in the amount of \$1,625.00 was made by Dave Gwyn, seconded by Gary Koop. Voting yes was Dave Gwyn and Gary Koop. Voting no was Dave Hornung.

MOU – CHRONIC DISEASE SELF-MANAGEMENT EDUCATION

Kindra stated that she had just received the MOU for 10 participants @\$160.00 each for a total of \$1600.00. Those that cannot pay are not turned away. Kindra reviewed that this course if for six weeks. The terms of the agreement will be effective as of the date of signing and shall be effective until August 31, 2013 for year 1 and renewal by end of July 2013 and 2014 for year 2 and year 3, based on funding availability. Motion to approve MOU for Chronic Disease Self-Management Education was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

EMERGENCY PREPAREDNESS & RESPONSE

Kindra reviewed that she would move Kristi Robles into other programs and asked the Board of Health and Human Services to allow a change in job duties for Doug Satterly & Ginny Halligan to include 0.25 FTE for EPR # \$18.00/hr (remove 0.4 FTE of Kristie Robles from EPR after she finishes a current program. Kindra stated Kristi would be a good person to assist Shelly Hornung in Economic Security.

Kindra stated that she had received an email that she is to receive \$48,720.00. She has not received a document stating that the County had received the funds. Kindra reviewed that she needs to have the plan re-written. Kindra is asking that the funds received be used for staff

wage instead of supplies. Kindra reviewed that the Emergency Preparedness is a Federal Program and they have plans that need to be re-written and what the deliverables will be met and why the money is needed for wages. This program will be for Kit Carson, Lincoln and Cheyenne Counties.

There is money in the EPR program on the current contract for the increase of wage for Doug Satterly if approved.

ECONOMIC SECURITY

Shelly Hornung would like to bring in help now to assist on the Economic Security programs so that staff keep from creating more overtime. There was \$49,300.00 budgeted for this year. Shelly reviewed that they are prudent in regards to salaries but believe that we may lose staff to other entities and some new hires are making more than current staff. Shelly reviewed some reports and they have learned to navigate through the report.

Kindra is proposing the following changes for the Emergency Preparedness & Response:

- Current vacancies: 1.5 FTE salary \$52,000 + 11,000 (benefit) = \$63,000
- Move Kristi Robles into Economic Security 0.2 FTE @ cost of \$8,000
- Request increase to \$30,000 for current Eligibility Technicians
- Recommendation consider Grade 65 range \$27,558 - \$34,909
- Economic Security Staff: Eligibility Technicians: \$27,148 (current salary) Grade 60 range is \$24,357 - \$30,855.
- Others in same position are/were Grade 69 range \$30,419 – \$38,533 & Grade 75 range \$30,419 - \$44,687
- To increase current staff to \$30,000 would require \$5,700
- Conclusion: \$63,000 - \$13,700 = \$49,300 remains

Shelly reviewed that there will be overtime for several months for several staff members by 15 to 20 hours per week of overtime.

The girls will be taking cases and organizing into their way of doing things and get work caught up. Shelly believes that they should see within the next six weeks to see how the work is progressing.

Kindra believes that the Step in Grade be raised to \$30,000.00 which is what Cheyenne, Yuma and Lincoln Counties are paying staff. We could not teach someone in two weeks what the current staff has learned over the years. If they would lose more staff not sure that they would be able to manage the programs.

INFORMATION ITEMS

Kindra stated that she has asked the Cheyenne County Commissioners continue with them for a five year period. During this period some of Cheyenne County staff may come to Kit Carson County. Kindra stated that Cheyenne County did receive an applicant for Director and encouraged them to interview this individual. Kindra would like to present a five year contract with a 12 month notice of stopping the Intergovernmental Agreement.

RCCO

Kindra attended a meeting last Monday and with those in the region and reviewed the organizational plan for the Regional Care Collaborative; the State has determined that there will be seven regions. Kindra would like to submit a plan for the local counties and have our own region. This would be run through the Public Health Office. This would assist with managed care for the Medicaid dollars.

COHBE

Kindra gave a review of COHBE and that there will be five to six regional hubs in the state. Kindra would like to apply to serve as a Hub:

Kindra provided the Board of Health and Human Services her document of what she is looking at for a Hub for Kit Carson County. Kindra believes the county would be better served since we understand our local areas and the cliental. Kindra reviewed a budget for 18 months period and what staff would be needed for this program. Kindra believes that the budget would be around \$400,000.00 for the hub. Kindra stated that offices would have to share office space and possibly use some of downstairs area.

Kindra believes she has a good understanding of what is needed. Current insurance will continue as is for the County but for those that do not have insurance they could assist. There will be four programs Bronze, Silver, Gold & Platinum and a broker will help decide what will work for the individual clients. The Board of County Commissioners informed Kindra that she could gather information about Health Insurance Exchange Grants and apply but the final decision as whether or not to except would be up to the Board of County Commissioners.

Ginny Halligan worked on the budget portion for the grant application.

CHILD WELFARE FUNDING

Dave Gwyn will try and attend this meeting with Kindra.

IMMUNIZATION PURCHASING PROPOSAL/UPDATE

Kindra stated that she will be testifying on Friday to allow counties to be able to purchase pharmaceuticals as a group to obtain a lower price because of the volume.

CHILD CARE GRANTS FOR QUALITY IMPROVEMENTS

Kindra would like the Board of Health and Human Services to consider some Quality Improvement grants to Child Care providers. Kindra will bring back to the Board of Health and Human Services. Also look at the Center and possibly allow some improvements of the facility.

SALARIES

Motion to approve salary increase for Barbara Like and Shelly Huddleston to \$29,665.85 on May 1, 2013 and beginning May 1st limit over time to 20 hours per week, and June 1st no over time without further approval of the Board of Health and Human Services was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

The Board of County Commissioners also agreed that Kindra could change the job duties of Doug Satterly, Ginni Hallagin and Kristi Robles but their salaries will remain the same for now.

Board of Health and Human Services recessed at 3:15 P.M. and reconvened as Board of County Commissioners.

EASEMENT OF RIGHT OF WAY – RUBEN SCHAAL

The Board of County Commissioners reviewed an Easement of Right of Way. This is for the temporary placement of a water line that will lie in the road easement for 1.6 miles. This line will be laid down for approximately three months or less in the south side bar ditch on Road D between County Rd 41 thru Road 43. There are no crossroads that will be crossed. Motion to approve Temporary placement of a water line for approximately 1.6 miles for Schaal Drilling was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

CAR DAMAGE

Abbey Mullis found that during the last snow storm at some time there was damage to the left quarter panel of the 2001 Ford Taurus. Abbey did have Dave Weber get an estimate which came in at around \$700.00. Abbey would like the Board of County Commissioners to consider changing the 2001 Ford Taurus due to repairs that will be needed in the near future. The door seals need replaced and other items that Dave Weber felt needed addressed. Dave Hornung will come in a look at the car to see what needs repaired.

TITLE FOR 4-H AMBULANCE

The Extension asked that the Board of County Commissioners sign the title for the 1976 Ford Ambulance serial #CCS336b174995 that will be going to auction. Motion to sign title was Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

13-12257

RESOLUTION TRANSFERRING \$80,000.00 OF FUNDING TO THE KIT CARSON COUNTY PUBLIC HEALTH AGENCY FROM THE COUNTY GENERAL FUND.

Paula reviewed that she was checking and balancing the accounts found that the Public Health Agency was short of funds. Paula reviewed the request with the Board of County Commissioners for the transfer. Motion to transfer \$80,000.00 from the General Fund to the Public Health Agency was made by Gary Koop, seconded by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

STATE OF COLORADO)
)ss.
COUNTY OF KIT CARSON)

RESOLUTION NO. 13-12257

At a regular meeting of the Board of County Commissioners for Kit Carson County, Colorado, held at the Court House in Burlington on Wednesday the 3rd day of April , 2013, there were present:

Dave Hornung..... Chairman
Dave Gwyn..... Commissioner
Gary Koop..... Commissioner
Della Calhoon..... County Clerk and Recorder
Paula Weeks..... Administrator

when the following proceedings, among others, were had and done, to-wit:

RESOLUTION TRANSFERRING \$80,000.00 OF FUNDING TO THE KIT CARSON COUNTY PUBLIC HEALTH AGENCY FROM THE COUNTY GENERAL FUND.

WHEREAS, the 2013 Kit Carson County Budget was adopted and appropriated on December 15, 2012, and;

WHEREAS, this budget included \$80,000.00 of funding to support programs administered under the Kit Carson County Public Health Agency, and;

WHEREAS, the Kit Carson County Public Health Agency receives its funds from transfers in from the County General Fund, then;

NOW THEREFORE be it resolved that the Board of County Commissioners of the County of Kit Carson hereby request the Treasurer to transfer \$80,000.00 into the Kit Carson County Public Health Fund from County General Fund.

DONE THIS 3rd day of April , 2013 at Burlington, Colorado.

Motion made by Gary Koop, seconded by Dave Gwyn,

motion carried by unanimous vote of Dave Hornung.

RESOLUTION NO. 13-12257

Board of County Commissioners

By: *Dave Hornung*
Dave Hornung, Chairman

By: *Dave Gwyn*
Dave Gwyn, Commissioner

By: *Gary Koop*
Gary Koop, Commissioner

ATTEST:

Della M. Calhoon
Della M. Calhoon, County Clerk



STATE OF COLORADO)
)ss.
COUNTY OF KIT CARSON)

I, Della M. Calhoon, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing Resolution is truly copied from the Records of the Proceedings of the Board of County Commissioners of said Kit Carson County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County at Burlington, this 3rd day of April, 2013.

Della M. Calhoon
Della M. Calhoon, County Clerk



ORANGE SHEET - HEITH RUTLEDGE – DIST #2

Paula presented the evaluation and Orange sheet for Heith Rutledge that has completed his appraisal period and to increase wage to \$14.48 for annual wage of \$30,113.00. Motion to approve orange Sheet was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

DENNIS STAHLECKER - UNEMPLOYMENT

Paula reviewed that she received a denial for unemployment for Dennis Stahlecker. Dennis continues to work for the Ambulance service as a part-time employee.

DENISE MAROSTICA – UNEMPLOYMENT

Paula reviewed that she received notice that the unemployment for Denise Marostica was approved. Paula stated that she will appeal this decision.

SIMON CONTRACTORS –GARY QUEEN BORROW AREA

Paula reviewed that she had received an application from Simon Contractors who have made application with the State Reclamation for the development of a gravel pit. This will be for construction and improvements for Hwy 385. This guarantees that Simon Contractors will not damage County Rd BB. Motion to sign and approve the Structure Agreement for Simon Contractors was made by Gary Koop, seconded by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

FLAGLER TOWER

There are some mice in the Flagler Building and to clean and place ultra sonic devices that will keep rodents out. There is no way to make sure that the Generator starts. The Board of County Commissioners will ask Ted Foth to go and check the generator once a month at the Flagler Tower.

BETHUNE TOWER – ELECTRONIC EYE

Tom sent an email to Paula that the upgrade for the Bethune Tower would run \$1500.00. The Board of County Commissioners asked that a quote for the upgrade for the electronic eye for the lights on the Bethune tower.

VEHICLES AND EQUIPMENT TO GO TO AUCTION

Dave Gwyn stated that District #2 will be taking the following to the auction this weekend:

- 1990 HOMEMADE TRAILER SERIAL # ID262510CO
- 1975 INRTNATIONAL TRUCK SERIAL # 74722EGB11739
- 1987 GMC PICKUP SERIAL # 1GTEV14H6HS530244
- 2 FARM TRACTORS THAT ARE NOLONGER USED DIST 2
- 1 FARM TRACTORS THAT ARE NOLONGER USED DIST 1

Motion to approve and for Dave Gwyn to sign the titles was made by Gary Koop, seconded by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

Meeting adjourned.

(SIGNED BY DAVE HORNUNG)

Dave Hornung, Chairman

(04-17-2013)

Date