

KIT CARSON COUNTY COMMISSIONERS

MINUTES
JANUARY 8, 2014

- 8:00 A.M. **WORK SESSION**
Including Consent Agenda Items:
 Payables
 Minutes
 Side Items
- 10:30 A.M. **COMMISSIONER MEETING TO CONVENE – REVIEW CONSENT
AGENDA FOR APPROVAL**
- 11:00 A.M. **RON MEYER & MICK LIVINGSTON – EXTENSION BUILDING**
- 12:00 A.M. **LUNCH**
- 1:00 P.M. **DARCY OWENS – TRASK – OEDIT MEETING WITH
COMMISSIONERS AND CITY OF BURLINGTON**
- 2:00 P.M. **JO DOWNEY – ECCOG FOR CDG GRANT**
- 5:00 P.M. **MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE**

NEW ITEMS:

- Purchase order from IT – as discussed during budget hearings for Microsoft license updates
- IT – department head's billing issue with them not calling Katrina when there are issues because they don't want to pay for IT services. Suggestions?
- Easement from Black Hills

SIGNATURES:

- Adopt policy changes for 2014
- Veteran condolence letter
- Black Hills Easement
- Honoraria Reports

EMPLOYMENT:

- Dean Talamentez – Wage change due to Minimum wage increase to \$8.00
- James (Mitch) Mitchell – moving to FTE for district 1

OLD ITEMS:

- ❖ Carousel Park bid – waiting for 2nd bid from Weber

FYI:

- Carnival for 2014 Fair
- Concern brought to attention about grounds people both taking off on vacation at the same time. This left the buildings unattended for the last 2 weeks of the year, so other employees were left to unplug toilets. Idea was brought up about setting a policy to set limits.
- Starting EIG grant for 2014 chip and seal project

Meeting called to order by Chairman Dave Hornung at 10:00 A.M. Those present were Dave Hornung, Dave Gwyn, Gary Koop, Paula Weeks, and Della Calhoun.

REMODEL - COURT

The Board of County Commissioners went with Sharlene Mills and reviewed what would be remodeled in the large court room. The cost will be covered by a grant that was given to the Court Clerk.

ORANGE SHEETS

Dean Talamentez hourly salary was changed from \$7.78 to \$8.00 for R&B District #1.

James Mitchell was part-time and was changed to Full-time for R&B District #1. Wage change from \$13.65 for an annual wage of \$28,383.06.

Krista Davis is a new hire for Social Services and hourly wage is set at \$16.63 with an annual wage of \$35,820.00.

Motion to approve Dean Talamentez, James Mitchell, and Krista Davis orange sheets was made by

CCI STEERING COMMITTEE – PROXY VOTE

The Board of County Commissioners reviewed a proxy for Kindra Mulch for when a Board member is not in attendance at the CCI Steering Committee meetings. Motion to allow proxy and appoint Kindra Mulch for Health and Human Services was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

IT – NEW SOFTWARE

Paula presented a purchase order for software to upgrade to Microsoft Office 2013. Each office will be charged for the number of programs. Motion to approve purchase order for software license in the amount of \$13,067.12 to Insight Public Sector was made by Dave Hornung, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

IT – CHARGE TO OFFICES

Discussion was held in regards to billing to each office for time that the IT is used in each office. It was discussed if it was necessary and the Board stated that this is the only way that we can track so that the County is reimbursed by the State for Social Services. Katrina will need to continue to document her time at each office and each office will be billed for IT time that is used.

CONSENT AGENDA

The Board of County Commissioners reviewed Accounts Payables and County Clerk payables, Minutes for December 30, 2013, Monthly reports for County Clerk, County Treasurer and the Semi-Annual report for July 1, 2013 thru December 31, 2013 for the County Treasurer. Motion to approve consent agenda was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

The Board of County Commissioners reviewed accounts payables for the County Clerk for the month of December, 2013.

Colo. Dept. of Revenue (MV Remittance/License Fees)	\$144,362.21
Colo. Dept. of Revenue (State & Flagler Sales Tax)	\$16,434.02
City of Burlington Sales Tax	\$3,658.71
Town of Seibert Sales Tax	\$293.31
Town of Stratton Sales Tax	\$
State Treasurer (Drivers License)	\$2,073.00
Colorado Department of Health Marriage License	\$12.00
State Treasurer (Domestic Abuse) Marriage License	\$80.00
	<hr/>
	\$166,913.25

VETERAN CONDOLENCE LETTER

The Board of County Commissioners reviewed and signed a letter of condolence to the Garvin Wiedman Family.

14-001

PERSONNEL & EMPLOYMENT CHANGES

The Board of County Commissioners reviewed the changes that were made to the Personnel & Employment Policies of Kit Carson County effective as of Jan. 8, 2014. Motion to approve changes was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

PERSONNEL & EMPLOYMENT POLICY

Addendum to Kit Carson County Personnel Policy

REVISED AND ADOPTED

1/8/2014

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES OFFICE. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE COUNTY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR CHANGE THEM WITHOUT PRIOR NOTICE.

ALL CHANGES TO THE EXISTING POLICY ARE UNDERLINED.

402.1 INSURANCE ELIGIBILITY

There is up to a ninety (90) day waiting period for all new hires for health insurance benefits. Any new employee will receive health insurance benefits beginning on the 1st day of the month, not more than 90 days following date of hire.

402.3 DEDUCTIBLE REIMBURSEMENT, FLEX PLAN & HEALTH SAVINGS ACCOUNT (HSA)

In 2014, the KCC added a Health Savings Account (HSA) option along with a new high deductible health plan (HDHP).

A health savings account (HSA) is a tax-exempt account that is set up with a qualified HSA trustee to pay for certain medical expenses as defined by the IRS Publication 969. KCC has named McCook National Bank and Eastern Colorado Bank as trustees of these HSA accounts.

Because of the added impact to the employees of KCC paying a high deductible, the county will reimburse the employees for any deductible expense up to the maximum amount per policy. County employees may submit a voucher with a copy of the Explanation of Benefits (EOB) from the insurance company for full reimbursement of the deductible.

To aid in this initial output of the deductible expense, KCC will put the first \$200.00 of the expected deductible reimbursement into an HSA for the employee if the employee chooses to have an HSA. The employee may continue to make deposits into their HSA through payroll. The HSA belongs to the employee, even if the employee leaves their job with KCC.

Any employee choosing to open an HSA will need to submit EOB's for reimbursement to show they have expended the first \$200.00. If the employee's job with KCC ends before they have expended the initial \$200.00 that was placed into the HSA, then any funds not expended up to that \$200.00 will be charged back to the employee in the final pay check.

KCC also offers employees the option of Flexible Spending Account (FSA) which is also a tax-exempt account.

705 EMAIL

Because the County provides the email system to employees to help them with the performance of their job, it should be used for official County business. Incidental and occasional personal use of email is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice. The County may monitor email from time to time. As noted in Section 615, computer files, emails and voice mails have limited personal use, and may be searched at any time.

Also, employees cannot control where their messages will ultimately end up. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, emails that were deleted are stored elsewhere on the system.

Employees should use discretion when sending emails. Do not write anything in an email message that is inappropriate to say to another face-to-face. Regardless, the County prohibits the display, transmittal, or downloading of material that in violation of County guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's email messages.

Any information containing personally identifiable information (name, address, date of birth, social security numbers) should always be encrypted before sending over email.

303 PAY DAY

Paydays are on the last banking day of each month and cover the immediately preceding payroll period. If the regular payday occurs on a weekend or holiday, the payday is on the last banking day prior to the weekend or holiday.

No advance wages will be paid. If an employee's first day of work falls on a County holiday, the employee will not be paid for the holiday. The County has established procedures and rules for the submittal of time sheets and other information, and these are available in the Human Resources Office.

The County requires that all employees use direct deposit.

ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK ADDENDUM DATED January 8, 2014. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- EMPLOYMENT WITH KIT CARSON COUNTY IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE COUNTY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE COUNTY'S GUIDELINES.
- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE COUNTY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR CHANGE THEM WITHOUT PRIOR NOTICE.
- NO REPRESENTATIVE OF KIT CARSON COUNTY, OTHER THAN THE BOARD OF COUNTY COMMISSIONERS, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE BOARD OF COUNTY COMMISSIONERS AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Employee Signature

Date

Printed Employee Name

This page must be returned to the Human Resources Department.

CHAPTER X ADOPTION

This personnel management handbook was amended on the 8th day of January, 2014 at Burlington, CO by the following:

Motion made by Dave Gwyn, seconded by Gary Koop

Motion carried by unanimous vote of Dave Hornung

Board of County Commissioners

By: Dave Hornung
Dave Hornung, Chairman

By: Dave Gwyn
Dave Gwyn, Commissioner

By: Gary Koop
Gary Koop, Commissioner

ATTEST:

Della Calhoon
Della Calhoon, County Clerk



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

I, Della 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 8th day of January, 2014

Della Calhoon
Della Calhoon, County Clerk



Amended January 8, 2014

EASEMENT OF RIGHT-OF-WAY – CODY HEGER

The Board of County Commissioners reviewed an Easement of Right of Way for Cody Heger for the placement of a natural gas line. This gas line will be crossing County Rd 4 approximately 700' north of County Rd V. Motion to approve placement for a gas line was made by Gary Koop, seconded by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

EXTENSION SERVICE – DRAFT DIAGRAM FOR BUILDING

Roy Meyer, Mick Livingston and Molly Witzel met with the Board of County Commissioners and reviewed a 40 x 60 building. Board of County Commissioners met Extension staff at the fairgrounds to review two locations of where a new building could be located.

DARCY OWENS – OEDIT

Darcy Owens, Kari Linker, Greg Etl, Rol Hudler, Bob Churchwell, Jo Downey met with the Board of County Commissioners in regards to possible businesses that need help through grants, infrastructure needs etc. for our rural area. Discussion was held in regards to issues for those who need CDL licenses and if something could be created for training before the individual goes for drive testing. Grants could also be applied for from companies that want to expand their workforce.

JO DOWNEY – ECCOG FOR CDG GRANT

Jo met with the Board of County Commissioners and presented Community Development Block Grant. They helped with CDCP loans with the Carousel Inn motel and also helped to get Denny's in the county. There is the potential machine shop, also a motel that has closed and may look at \$300,000.00. Jo wanted to know if the Board was interested in doing the IGA with the surrounding counties. Motion to enter into Lincoln County CDBG grant for more capital of the region was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

At the fairgrounds there are nine lights at the carousel park and only three are working. They want all nine lights replaced. To remove the existing ballast and bulb and install a 45 watt LED lamp would be approximately \$245.00 per pole. Motion to purchase all the lights for the carousel park at a cost of \$2,205.00 and come out of the Conservation Trust Funds, Jo will work with Daniel Electric on the color of the lights was made by Gary Koop, seconded by Dave Gwyn, motion carried by unanimous vote of Dave Hornung.

PAM MILLS – INVESTMENTS

Pam met with the Board and reviewed the investments that have been made since October thru December 2013:

500 Bank Insured Deposit interest – Money Market Dividend taxable	\$ 469.36
Cash – Interest – Regular Bond	\$1,050.00
Cash – Interest – Regular Bond	<u>\$1,775.00</u>
	\$3,296.29

14-002

RESOLUTION TO ADD A HEALTH SAVINGS ACCOUNT (HSA) OPTION TO COUNTY EMPLOYEES COVERED UNDER THE NEW HIGH DEDUCTIBLE HEALTH PLAN (HDHP) 2500

The Board of County Commissioners reviewed a resolution in regards to the Health Savings Account and the option to county employees covered under the new high deductible health plan.

Motion to approve resolution to add a Health Savings Account (HSA) was made by Dave Gwyn, seconded by Gary Koop, motion carried by unanimous vote of Dave Hornung.

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

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 8th day of January, 2014, there were present:

- David L. Hornung Chairman
- Dave Gwyn.....Commissioner
- Gary Koop.....Commissioner
- Della CalhoonCounty Clerk
- Paula Weeks.....Administrator

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

A RESOLUTION TO ADD A HEALTH SAVINGS ACCOUNT (HSA) OPTION TO COUNTY EMPLOYEES COVERED UNDER THE NEW HIGH DEDUCTIBLE HEALTH PLAN (HDHP) 2500

WHEREAS, Kit Carson County (KCC) added a HDHP for its full time employees for 2014, and;

WHEREAS, A health savings account (HSA) is a tax-exempt trust or custodial account that is set up with a qualified HSA trustee to pay for certain medical expenses as defined by the IRS Publication 969;

WHEREAS, KCC has named McCook National Bank and Eastern Colorado Bank, both of Burlington, CO as trustee's of these HSA accounts;

WHEREAS, because of the added impact to the employees of KCC paying a high deductible, the county will reimburse the employees for any deductible expense. To aid in this initial output of the deductible expense, KCC will put the first \$200.00 of the expected deductible into an HSA for the employee if the employee chooses to have an HSA;

WHEREAS, if the employees choose to open an HSA they will need to submit EOB's for reimbursement to show they have expended the first \$200.00; and,

WHEREAS, if the employee's job with KCC ends before they have expended the initial \$200.00 that was placed into the HSA, then any funds not expended up to that \$200.00 will be charged back to the employee in the final pay check.

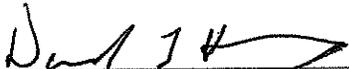
NOW THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County that this resolution is adopted.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 8th day of January, 2014.

DONE THIS 8th day of January, 2014, at Burlington, Colorado.

Motion made by Dave Gwyn, seconded by Gary Koop, Motion carried by unanimous vote of Dave Hornung.

Meeting adjourned



Dave Hornung, Chairman

1-14-14
Date