KIT CARSON COUNTY COMMISSIONERS

MINUTES
OCTOBER 8, 2014

8:00 A.M. **PRE-DEPARTMENT HEAD MEETING**
8:30 A.M. **DEPARTMENT HEAD MEETING**
10:00 A.M. **WORK SESSION**
- **PAYABLES**
- **MINUTES**
- **SIDE ITEMS**

10:55 A.M. **MEETING TO CONVENE: Review & Approve Consent Agenda items**
11:00 A.M. **JEFF CURE – COUNTY ATTORNEY**
12:00 P.M. **LUNCH**
1:00 P.M. **KINDRA MULCH, DOUG SATTERLY, NIKKIE HALDE PRESENTING DRAFT OF 2015 BUDGETS FOR DHS AND PUBLIC HEALTH**
4:00 P.M. **BREANNA LIGHTLE – AMBULANCE SERVICE**
5:00 P.M. **MEETING ADJOURN WHEN BUSINESS IS COMPLETE**

CONSENT AGENDA ITEMS:
- **Accounts Payable**
- **Minutes**
- **Monthly reports**

NEW ITEMS:
- **CSU signage bid**
- **SEP & EPR Audit review**
- **El Pomar Grant - $5,000.00 for Carousel**
- **Overtime Pay out request for Dave Weber**
- **Resolutions**

SIGNATURES:
- **Treasurer's September Report**
- **Engagement Letter for Mayberry, Holscher**
- **Tox Med Contract**

OLD ITEMS:
EMPLOYEE ITEMS:
FYI:

Meeting called to order at 10:30 A.M. by Chairman Gary Koop at 10:30 A.M. Those present were Gary Koop, Dave Hornung, Dave Gwyn, Paula Weeks, and Della Calhoon.

DEPARTMENT HEAD MEETING

Gary Koop called the meeting to order with the Pledge of Allegiance. Those present were Ron Meyer, Breanna Lightle, Nicole Richards, Dave Weber, Paula Weeks, Abbey Mullis, Pam Mills, Gary Koop, Dave Hornung, Dave Gwyn, Kindra Mulch and Della Calhoon.

Gary reviewed that the County had passed a resolution to adopt a Drug and Alcohol Policy for all employees. Any new hires will have to be tested before they will be hired and those that are currently employed will need to be tested within the next three months.

Pam Mills reviewed her concerns with the policy and that there needs to be amendments to the policy that was sent out. Her concern was the process and if there are certified collectors for the process. Pam would like to work with the Board of County Commissioners to amend the policy. Board of County Commissioners asked everyone to review and bring their concerns to

them. Once everyone has brought their concerns they will review and amend the policy if needed.

Gary also informed everyone that they have entered into a new contract with Holscher, Mayberry & Co. out of Englewood, CO to do the audit for 2014.

Ron Meyer reviewed that the new office is coming along and hope to get moved once the work stations arrive and installed. Ron reviewed that Dave Weber has been working hard to get things painted and cabinets moved. They were informed Friday that they were awarded $4500.00 toward a flat screen TV, tables & Chairs and a computer from the Burlington Rotary Club. They will also be holding the Ag Advisory meeting in November and will hold this in the meeting room. The phones have been installed but the phone company is to trench in line in. It is currently running on top of the ground. They will have the 4H Banquet and close this year activities and begin the 2015 program. Ron continues to assist with Test Plots.

Dave Weber reviewed that he has been busy with the Extension building.

Paula Weeks reviewed that there is a new form on the web page for Open Records. There were changes in the statute that you cannot charge for the first hour of work. Requests must be sent by fax or mail and not by email due to spam filters and requests going to the junk file. There will be a training for all Department Heads and Elected Officials on the 15th of October at 1:30 P.M. to 3:30 P.M. for Harassment in the Work Place. Asked if at all possible everyone attend. When submitting time sheets and if changes are made the changes need to be initialed by the employee. Paula also reviewed the increase in the Health Insurance of around 9.9% and this is the first time there has been an increase in the dental.

Breanna Lightle reviewed that they have change the doctor who will give advice for the ambulance service. Dr. David Steinbruner with Memorial Hospital will help the service with a scope of work. Dr. Steinbruner also assists Cheyenne and Lincoln Counties ambulance services. EMT's can now get re-certification on-line but will need to print off certificates so they can be submitted when they sent in their documents.

Dave Hornung informed everyone that the Board of County Commissioners had appointed Breanna as Chief Operations Manager and Nicole Richards as assistant for the Kit Carson County Ambulance Service.

Pam Mills reviewed that they have been busy getting the tax year finished. They have advertised Real Property. Property that is not paid will go to bid on Nov. 19, 2014. They have collected approximately 98.94% of Real Property taxes. Pam stated that they are notifying businesses and individuals that have not paid their Personal Property stating that if they are not paid the equipment can be auctioned. Pam is also willing to setup a payment schedule for those that need to make payments.

Abbey Mullis stated that they are doing reports for land men who are looking for records. Most of the inquiries are for Pipelines and Wind Farms. Abbey had been contacted by Carousel Wind Farm nka NextEra Energy Resources that they will not be ready for the Planning Commission meeting on October 21, 2014 for hearing. Abbey stated that the final valuations will be available the end of November or the first part of December. The staff have gone out and collected measurements for new building at the industrial park.

Kindra stated that they had their first Drive Thru for Flu Shots and went well. They also had Motorcycles and scooters that went through the drive through. The will go back through protocol to see what needs to be amended. Motorcycles are harder to see and were between vehicles and may want to make changes so no one gets hurt. The have had several audits and have to make some changes where they found possible needs and comply with corrective

actions. Kindra stated that they have an opening for a caseworker. They have received a number of applications but most do not meet the requirements. They will call and setup interviews and see if they would be interested in getting their training to meet the requirements. This position needs a 4 year degree and they will no longer allow or grandfather people. Kindra stated that the cleaning individuals have been doing a great job. The windows have been washed and the screens fixed from the hail.

Della Calhoon reviewed they held the Logic and Accuracy Test on the Election system on Monday. They began at 9:00 AM and completed around 4:00 PM. It was found when there was a discrepancy it was human error and not the equipment or programing. Judges will come in on Tuesday Oct. 7, 2014 to begin getting ballots ready for the mail. Ballots will go out in the mail Oct. 14, 2014 to all active voters.

Dave Gwyn reviewed that they are continuing to mowing weed along the roads.

Dave Hornung reviewed that with the increase in the Health Insurance this will cost an additional $115,000.00. The Commissioners will consider a Step in Grade in the wages but this will add an additional $100,000.00 and will not be sure if this will happen until all budgets are completed. There will be a draft budget next week and the final budget will need adopted in December.

The Road and Bridge still have 2 miles of overlay that needs to be completed. One mile is north of Bethune and the other is one mile south of Stratton seven miles.

Next meeting will be Nov. 12, 2014 and conducted by Breanna Lightle.

14-059

RESOLUTION TO RESCIND RESOLUTION #14-037 TO ADOPT A FEE FOR IT CHARGES FOR KIT CARSON COUNTY IT SERVICES

The Board of County Commissioners reviewed the need to rescind a previous resolution where an error was found. This was for Resolution 14-037 which showed a fee for IT service of $45.00 per hour or $7.50 per minute was incorrect and should have read $.75 per minute. Motion to approve and rescind resolution #14-037 was made by Dave Gwyn, seconded Dave Hornung, motion carried by unanimous vote of Gary Koop.

RESOLUTION NO. 14-059

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 October, 2014, there were present:

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

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

A RESOLUTION TO RESCIND RESOLUTION #14-037 TO ADOPT A FEE FOR IT CHARGES FOR KIT CARSON COUNTY IT SERVICES

WHEREAS, the original resolution to adopt a fee for IT services of $45.00/hour, or $7.50/minute was incorrect and should have stated $45.00/hour, or .75/minute,

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

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

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

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

Board of County Commissioners

By: _____
Gary Koop, Chairman

By: _____
Dave Gwyn, Commissioner

By: _____
Dave Hornung, Commissioner

ATTEST:
_____
Della Calhoon, County Clerk

KIT CARSON COUNTY SEAL COLORADO

RESOLUTION NO. 14-059

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 October, 2014.

Della M. Calhoon
Della Calhoon, County Clerk

KIT CARSON COUNTY
SEAL
COLORADO

14-060

RESOLUTION TO ADPOT A FEE FOR IT CHARGES FOR KIT CARSON COUNTY IT SERVICES

The Board of County Commissioners reviewed a resolution to adopt a fee for IT services of $45.00/hour or $.75/minute and this fee is comparable to the usual and customary rate for IT services in this area.

Motion to approve resolution was made by was made by Dave Gwyn, seconded Dave Hornung, motion carried by unanimous vote of Gary Koop.

RESOLUTION NO. 14-060

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 October, 2014, there were present:

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

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

A RESOLUTION TO ADOPT A FEE FOR IT CHARGES FOR KIT CARSON COUNTY IT SERVICES

WHEREAS, Kit Carson County would like to adopt a fee for IT services of $45.00/hour, or $ 0.75/minute; and,

WHEREAS, this fee is comparable to the usual and customary rate for IT services in this area; and,

WHEREAS, the fee will be charge to each department within the County as IT services are used; and,

WHEREAS, IT personnel will be responsible for tracking services and billing out such services monthly, by the first day of each month.

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 October, 2014.

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

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

Board of County Commissioners

By: _____
Gary Koop, Chairman

By: _____
Dave Gwyn, Commissioner

By: _____
Dave Hornung, Commissioner

RESOLUTION NO. 14-060

ATTEST:

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 October, 2014.

Della Calhoon, County Clerk

TOXMED SERVICES – CONTRACT

The Board of County Commissioners reviewed the Contract with ToxMed Services who would administer the Substance Abuse testing of County employees. ToxMed will act as a consortium by managing a random selection pool containing the clients' non-federal employees. ToxMed will randomly select the members of the pool for testing.

Motion to approve and enter into contract with ToxMed Services for Substance Abuse Testing for all County Employees was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

HOLSCHER, MAYBERRY & COMPANY LLC – AUDIT CONTRACT

The Board of County Commissioners reviewed a contract with Holscher, Mayberry & Company LLC who will conduct the 2014 audit for Kit Carson County.

Motion to approve and enter into contract with Holscher, Mayberry & Company LLC for the 2014 Audit was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

CONSENT AGEND

The Board of County Commissioners reviewed the following items: Accounts Payables, Minutes for Oct. 1, 2014.

Della presented the following list of warrants that were reviewed by the Board of County Commissioners for the month of September 2014 for the County Clerk's office:

Colo. Dept. of Revenue (MV Remittance/License Fees)	$91,696.14
Colo. Dept. of Revenue (State & Flagler Sales Tax)	$21,170.75
City of Burlington Sales Tax	$8,149.95
Town of Seibert Sales Tax	$803.84
Town of Stratton Sales Tax	$0
State Treasurer (Drivers License)	$1,583.10
Colorado Department of Health Marriage License	$140.00
State Treasurer (Domestic Abuse) Marriage License	$21.00
	$123,564.78

Motion to approve the consent agenda and expenditures for the County Clerk's office was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

MONTHLY REPORTS

The Board of County Commissioners reviewed the following monthly reports:
County Clerk for the month of September, 2014
County Treasurer for the month of September, 2014

CAMERA – ELECTIONS

Della presented a quote for a camera that will cover the Mail Ballot receptacle at the South door of the courthouse. This box is to be filmed 24/7 60 days before the election and continue 30 days after the election. The current camera is not in focus and upon review with a consultant recommended a different camera and have this hard wired to the recorder. The cost for the camera, cable and power supply is $342.35. Motion to approve quote in the amount of

$342.35 from Super/Circuits was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

LETTER FROM EL POMAR – AWARDED FUNDS

Paula presented a letter from El Pomar who awarded $5,000.00 to assist with the repairs to the organ at the carousel.

SIGN FOR EXTENSION OFFICE

Paula presented a request for signage for the extension service. The Board of County Commissioners is waiting for other bids before they approve the sign.

DAVE WEBER – OVERTIME

The Board of County Commissioners reviewed a request to pay overtime for Dave Weber. Motion to approve overtime was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

JEFF CURE – COUNTY ATTORNEY

Jeff met with the Board of County Commissioners and reviewed that in regards to the Safeway hearing he will do himself but will piggy-back on one of the other counties arguments and experts. Jeff is still interested in receiving some help from one of the more experienced county attorneys on our docket day. Jeff will have another phone call on Friday.

Jeff also reviewed that the 21st Century issue with the road has not been settled but once it is will need to close the road.

Motion to go into executive session for attorney client privilege at 11:08 A.M. in accordance with CRS 24-6-402(4)(b) by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Motion to come out of executive session at 11:50 A.M. was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

The Board of County Commissioners recessed to convene as the Board of Health and Human Services at 1:00 P.M.

KINDRA MULCH – HEALTH AND HUMAN SERVICES

Kindra Mulch, Doug Satterly, Nikki Halde and Dawn James met with the Board of Health and Human Services. Budgets for Public Health were presented by Doug Satterly. Step and Grade was added to the Budgets. There is a decrease around $13,000.00 because of decreases in some of the programs. The decrease is due to the shuffling of staff in the different programs.

- Nursing remained about the same except for the Health Insurance which is most of the increase.
- Prenatal-This is for nine clients (have more under Medicaid) 9 contract clients @$850.00 found that some deposits were put in the wrong programs of around $2,000.00. County does not recover all costs. Will try and get a better handle with the Treasurer office.

KIT CARSON COUNTY BOARD OF COUNTY COMMISSIONERS ATTESTATION

DATE AND TIME OF EXECUTIVE SESSION 10-8-14 11:08

Attorney Attestation:

I, Jeffrey M. Cure, hereby attest that the portion of the executive session during which the recorder was directed not to take minutes which constituted a privileged attorney-client communication.

Jeff M Cure

County Attorney's signature

10-8-14

Date

Commissioner Attestation:

I, Gary Koop, hereby attest that the portion of the executive session during which no minutes were taken was confined to a topic authorized for discussion in an executive session.

Gary Koop

Chairman's Signature

10-8-14

Date

- WIC - $75,000.00 includes money from the State and Lincoln County for revenues. WIC expenses request $91,452.00 added the rent back into the budget. Cut other areas on line items.
- Healthy Communities - $17,300.00 revenue and will see an increase to $18,000.00. This is being covered by Becky Richmond. GO RED is in another budget.
- Health Officer Expenses
- EPR – Federal Mandate the next contract is 40/40/20 and in July 2015 will be equal shares. No County Money
- CVP – remains the same. Kindra reviewed in their drive through for flu shots they took a picture of the insurance cards so that they can bill the insurance. Salary and wages up due to new nurse, Health Insurance, Medical and Lab supplies decreased. There will be no county money in this program.
- OLTC – Revenue went down because there was a change in programs. Expenses have no county money.
- Connect for Health – used last year's budget because the State has not sent the 2015 budget but were informed this would be the same amount and a contract extension will be coming thru June 30, 2015. Open enrollment for health insurance is Nov. 15, 2014 thru Feb. 15, 2015. Kindra stated that they did receive May, June & July payments.
- ADRC – For non-Medicaid clients without regard to income. Kit Carson, Lincoln and Cheyenne counties. 44,000.00 was received for this program and have already received. Sent this money up front. Want to people in their homes as long as possible. No County money on this program. They may want to contract with someone with a business plan.
- Family Planning – Revenue down to $18,600.00 from $25,369.00. Will serve 180 clients of which 130 met the target group of clients at or below 188% of poverty. Decreased from $64,267.00 to $45,166.00 due to personnel changes.
- Health Specialist – Decrease in Federal funding. This is the money for food safety and hope this will be increase with the Federal Budget. Need to adjust insurance for Planning and Zoning.
- WWC – Revenue down to $9,223.00 decrease in clients do to Connect to Colorado or qualify for Medicaid. Insurance down because Diane is no longer in this program.
- Health Promotions – Tobacco grant, Go Red, March of Dimes etc. Capital is
- NFP – Revenue down around $12,000.00 but there is no County Money. 5 part-time nurses in this program. There is 65 clients' capacity and have a waiting list.
- Planning and Zoning Revenue – Slight increase due to insurance and wages.

Doug presented budget worksheets for all the programs and reviewed.

HUMAN SERVICES

Nikki presented budgets for Human Services for the 2015 budget. There is not a lot of control in this except for personnel. This is in the format that the State requires. Child protection hot line $8500.00 for cell phones and wages. Need to hire someone from the phone system to fix areas of the phone system. Adult Protection will receive $19,710.00 where in past years we only received 3,000.00 and coming out of County Admin. IV-E Waiver set at $37,300.00 and has mandates. There are activities that will be required to keep children in there permanent homes. Colorado Works county share is $33,000.00. These programs are reimbursed as expended. If we would decrease the State/Fed would decrease the programs and give to other counties. This budget shows around .16% increase.

State bailed the county out of overages of around $60,000.00. Colorado Works and Child Care reserves have to be budgeted.

AUDITS FOR PUBLIC HEALTH

Discussion was held in regards to possible ways to do payroll through one code and do payroll out of this one code. Then take the Y-Time sheets and then do journal entries. Will take the time sheets up to 5 days after payroll and then do Journal Entries to divide into the proper programs.

COST ALLOCATIONS PLAN

Ronny Farmer sent a fee of $1,500.00 for the Cost Allocation and has most of the work completed and asked the Board of Health and Human Services to allow this to be completed. Kindra stated that Ronny has data from 2012 and then would have the supporting data. With the change of auditors would give them a beginning and an end for the new auditor.

Motion to approve cost of $1500.00 for cost allocation was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Board of Health and Human Services recessed and convened as the Board of County Commissioners at 3:30 PM.

BREANNA LIGHTLE – AMBULANCE SERVICE

Breanna met with the Board of County Commissioners and presented two applications. Tera Miller would like to be hired full time but would work as a volunteer she is a level EMT-IV. This is a new hire at $1.05 hour for call pay plus run pay as a part-time position. Motion to hire Tera Miller as a volunteer EMT-IV was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Breanna also presented an application for Cindy McCombs and would like full time. Cindy would like to have $1200.00 per month.

Brenna reviewed that they would like to have an evening meal and invite the hospital board, doctors, and BOCC to visit and let everyone know what is available through the agencies.

Denis Stahlecker applied for the full time position but he is not an EMT.

Randy Fagerlund does not do the Physio-Control, Inc. contract but they have Life Pack 15 BLS model and they run around $25,000.00. The ALS model is around $35,000.00. Breanna will talk to Kim and see if there is grant money available for the Life Pack 15's and is see when the grant cycle is.

Meeting adjourned.

Gary Koop, Chairman

10-15-14
Date