

KIT CARSON COUNTY COMMISSIONERS

MINUTES NOVEMBER 26, 2014

8:00 A.M. WORK SESSION

- Including Consent Agenda Items:
- Payroll
- Payables
- Minutes
- Side Items
- 8:30 Dennis Kaan – will call in to discuss open 4-H position

8:00 A.M. BREANNA LIGHTLE – AMBULANCE SERVICE

9:30 A.M. COMMISSIONER MEETING TO CONVENE

9:30 A.M. KINDRA MULCH – FINANCIALS, CONTRACTS, HIRES

11:00 A.M. JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING

12:00 P.M. MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

CONSENT AGENDA ITEMS:

- Accounts Payables
- Payroll
- Minutes

NEW ITEMS:

- Med-Evac Subscription
- Draft mill levy
- Admin contract for 2015
- Kitchen help contract for 2015
- Orange sheet corrections
- Items for the budget
 - Step corrections

SIGNATURES:

- Sign Energy Impact Grant
- Review and sign contract with MKE Engineering

OLD ITEMS:

Conference call with Dennis Kaan about 4-H personnel new hire

- 1 Commissioner needs to be on the hiring committee
- Do you expect a master's degree or bachelor's?
- Is this a shared position?
- How does the formula work?

Conklin bid for Sheep/Hog Barn – review insurance claim

EMPLOYEE ITEMS:

FYI:

Resolutions for Board of Health – review state statutes

Meeting called to order by Chairman Gary Koop. Those present were Gary Koop, Dave Hornung, Dave Gwyn, Paula Weeks, and Della Calhoon.

BREANNA LIGHTLE – AMBULANCE SERVICE

Breanna met with the Board of County Commissioners and Kim Schallenbarger stated that he is negotiating on mattresses but believes this is the lowest he has seen and recommended that the Fasplint Full Body mattresses be purchased. Back Boards are not going away but the new mattresses are the new protocol. The invoice presented is for 5 new back support mattresses @ \$300.40 each for a total of \$1,502.00 from Life Assist. Motion to approve the purchase of 5

mattresses at \$300.40 for a total of \$1,502.00 was made by Dave Gwyn, seconded by Dave Hornung, motion carried by Gary Koop.

Ambulance KC 10 needs new brakes. The Board of County Commissioners stated that Breanna get this unit repaired.

CONSENT AGENDA

The Board of County Commissioners reviewed the following in the consent agenda: Payroll, Accounts Payables and minutes for Nov. 12, and Nov. 19, 2014. Motion to approve the consent agenda except for Social Services expenditures was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

ORANGE SHEET

The Board of County Commissioners reviewed orange sheet for wage change for the following:

Allan Robinson new hire for Dist. #1 at an hourly rate of \$13.65 for an annual rate of \$28,383.06. Motion to approve Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

The Board of County Commissioners recessed and convened as the Board of Health and Human Services at 9:30 A.M.

Agenda

FINANCIALS:

- Public Health
- Human Services

ACTION ITEMS:

Contracts:

- Connect for Health Colorado contract extension to June 30, 2015
- HCPF (Health Care Policy & Finance aka Medicaid) County Incentive Contract
- Colorado Works IGA with Weld County
- Lincoln County MOU's

PERSONNEL UPDATE:

- Orange sheets for Vicky Kosch & Mindy Kouri, Diana & Linda

PURCHASE ORDER APPROVAL:

- Family Planning
- Immunization

INFORMATION:

- Update on FRMS
- CCI: Hotline, CoWorks Allocation Committee, Child Welfare audit

OTHER:

Kindra Mulch, Nikki Halde and Doug Satterly met with the Board of Health and Human Services and reviewed the following financials. Kindra presented an amended Agenda.

PUBLIC HEALTH FINANCIALS

Doug presented the Public Health financials to the Board of Health and Human Services. Doug reviewed funds received from the State and other counties that we do service for. The State is three months behind in getting funds to the counties due to a new accounting system at the State. Kindra reviewed that they show \$100,000.00 to the good but the ARCH grant is \$48,000.00 so would only be 52,000.00. The ARCH grant is restricted funds and at the end of

the grant period we will talk to see if the money needs to be returned or can be rolled over to the next year. NFP moved to Human Services and are three months behind in payments. The reimbursement will be sent electronically to the Treasurer.

Doug reviewed receivables. At the end of October there is \$200,000.00 that still needs to be received.

The Balance with the Treasurer as of Oct. shows -100,000.00 and now shows \$-55,000.00 and was wondering if there needs to be a transfer. The Board of Health and Human Services will ask the new auditors and see if they suggest transferring any money.

Paula reviewed that once the funds are transferred from the General Fund into the Public Health and the State submits reimbursements we cannot get these funds back from the Public Health fund.

FINANCIALS HUMAN SERVICES

Kindra Mulch and Nikki Halde presented the Human Service Financials as follows:

Treasurers Fund Ledger for October

Balance Sheet from Tyler (Working with the State on some Reimbursements that have not been received at the Treasurer's office. Difference \$56.00 with the Treasurer)

Trial Balance from Tyler as well as the Excel Report to compare with Tyler report. (Food Assistance looks like it will come out under budget. Have more people on Food assistance but they receive less funding) (Kindra reviewed that if the EBT cards are used toward drugs this can be turned over for investigation and also if the individual sells the food can be investigated.)

Revenue/Expenditure Report (This is a County fiscal year)

State Fiscal CFMS (State keeps track of the reserves)

Discussion was held in regards to the Proceedings and the last that the Board of Health and Human Services received was from May, 2014. Nikki stated that the Board of Health and Human Services see this on the expenditure report.

CONNECT FOR HEALTH CONTRACT EXTENSION

Kindra reviewed that she had talked with Connect for Health and had ran the program for Lincoln, Cheyenne, and Kit Carson County. Starting Jan. Lincoln County will not do a contract. Kindra's proposal is to continue to do Connect Colorado. Since Nov. 1st there has been 6 individuals whom they have assisted, 4 were renewals and 2 were new. There are 500 people who are getting insurance in Kit Carson and there are at least 500 people that should be enrolling.

This grant is to amend the original contract and extend the contract scope of work to provide enrollment beginning Nov. 15, 2014 thru Feb. 15, 2015. If the Board should agree to continue the contract this would extend to June 30, 2015 and would budget approximately \$191,300.00 to cover costs. The new contract will be on the State's fiscal yr.

Diane Mettling runs the program, Dianna Gilley and Becky Richmond also are learning the program. If Connect for Colorado goes away these individuals would just go back to the programs that they work in the office.

Kindra is suggesting that the County continue with this program.

Contract is Feb. 15, 2015 but the budget is through June 30, 2015. The contract has an extension that goes through June 30, 2015.

Colorado is one of 11 states that have created an exchange. This program is 100% reimbursed.

Those that assist with Connect for Health only give information and the individuals go and find the insurance that best fits them.

Motion to sign Connect for Health Colorado contract through June 30, 2015 was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

HCPF (Health Care Policy & Finance aka Medicaid) COUNTY INCENTIVE CONTRACT

Kindra reviewed that this contract is an incentive contract and depends on the number of counties that sign up. If we do not sign up for this incentive we would not get money for work that we already do. Kindra believes we may receive around \$50,000.00. This must be decided by Dec. 30, 2014.

Kindra will bring this back to the Board for them to review the program.

COLORADO WORKS IGA WITH WELD COUNTY

This is an IGA with Weld County and NE Colorado County's where \$329,366.00 in funding will be distributed to the counties that participate. Weld County will be the fiscal agent for the program. This is an Employment-Focused Program from Aug. 1, 2014 through June 30, 2015. Kindra would like to assist people in obtaining their CDL driver's license. This would help to train people and assist them in getting a job and lower some of the other programs as people becoming self-sufficient.

There is no risk to participate. Motion to enter into Colorado Works with Weld County was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

LINCOLN COUNTY MOU'S

Kindra reviewed that she has increase some areas on the MOU and will send this to Lincoln County for approval before presenting this to the Kit Carson County Board for approval.

ORANGE SHEETS

The Board of Health and Human Services and Kindra reviewed the changes for the step and grade so they are in the same amount.

1) Diana Gilley has passed the trial period and request increase from \$14.20 DDS, \$16.00 hr annual wage of \$31,408.00 and change to \$14.20 DSS, \$16.07 PH for an annual salary of \$31,482.41.

2) Mindy Kouri Part-time position and has completed her trial period Salary adjustment from \$29.00 hr to \$30.00 per hour.

Motion to approve changes for Diana Gilley and Mindy Kouri was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

The Board of Health and Human Services reviewed that there were several staff that were in the higher end of the Step and Grade and the Board of Health and Human Services said that they will look at the Step and Grade to see where they will be better for the future and may not get the full 3% increase.

Linda Schreivogel Salary adjustment from \$17.20 Child Welfare, \$21.92 Healthy Promotions, \$15.74 WIC for annual wage \$35,244.00 to \$17.21 Child Welfare, \$22.61 Health Promotions, \$15.74 WIC for an annual wage of \$35,446.55.

Discussion was held in regards to having the same wage for the programs. Dave Hornung stated that it would make more sense to have the same hourly rate and have the same rate in all program for the individual. We can look at these as they come up for renewal.

PURCHASE ORDERS

Kindra presented invoices for Family Plan \$598.00 and that there was also another for around \$488.00 that was on the schedule of bills.

Immunizations \$1078.40, \$2,716.10, \$2,437.93 and \$384.20. Kindra will need to go back and make sure the amount is not higher.

Motion to approve purchase orders for immunization was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

The Board of Health and Human Services reviewed that there is sales tax on the credit card statement. Kindra reviewed that there are some companies that do not recognize the tax exemption.

The Board stated that there are also finance charges on some of the accounts. The Board of Health and Human Services stated that late fees are unacceptable and this was an issue before and was cleaned up. The Board reviewed that if this continues the cards could be pulled.

The Child Welfare hotline phone numbers have been created but do not have the numbers to give out at this time. They will also have the CoWorks Allocation Committee and review the inequities on the program. They will review the Child Welfare audit next week. Need to improve the computer system and need more help to streamline the processes.

EXPENDITURES – SOCIAL SERVICES

The Board of Health and Human Services reviewed expenditures for Social Services. Motion to approve expenditures for Social Services was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

The Board of Health and Human Services recessed at 11:15 A.M. and convened as Board of County Commissioners.

JEFF CURE – COUNTY ATTORNEY

Jeff met with the Board of County Commissioners and discussion was held in regards to annexations. Jeff would like to look at the Flagler Annexation for the sewer ponds and golf course. Jeff has been looking at the statutes in regards to the process to see if the City of Burlington should hold a hearing for annexations that may be coming up. Della will get copies for Jeff to review.

Jeff reviewed the annexation and there are items that the County needs to be informed of with an annexation. If over 10 acres need to provide annexation impact needs to be filed with the Board of County Commissioners. There would need to be a hearing and provide notice. Jeff will make sure that the City of Burlington complies with notice.

Jeff Cure suggested that he review the changes to Dispatch with Mike Grinnan, City of Burlington Attorney, and work through these items. Jeff and Mike will work on a contract for

the agreement that was met at the Council meeting where the City did approve the five year plan with an increase of funding over this time frame.

The Board of County Commissioners attended the City Council meeting and approved a five year plan for dispatch services.

MOTION TO GO INTO EXECUTIVE SESSION AT 11:40 A.M. WAS MADE BY DAVE HORNUNG, SECONDED BY DAVE GWYN, MOTION CARRIED BY UNANIMOUS VOTE OF GARY KOOP.

MOTION TO COME OUT OF EXECUTIVE SESSION AT 12:08 P.M. WAS MADE BY DAVE HORNUNG, SECONDED BY DAVE GWYN, MOTION CARRIED BY UNANIMOUS VOTE OF GARY KOOP.

MONTHLY REPORTS

The Board of County Commissioners reviewed the following monthly reports:
Admin Financials for the month of September 2014
Admin Financials for the month of October 2014

ENERGY IMPACT GRANT

The Board of County Commissioners reviewed an Energy Impact Grant in the amount of \$712,000.00 for overlay on County Rd 30 from County Rd N to County Rd U. Motion to submit Energy Impact Grant was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

VALE GRANT

The Vale grant that Katie Kirby applied for in the amount of \$14,125.00. Motion to approve and sign Vale Grant was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

MIKE ELLSBERRY – INDEPENDENT CONTRACT FOR SERVICE

The Board of County Commissioners reviewed the contract with Mike Ellsberry to assist with civil engineering projects for Road & Bridge. Motion to approve contract was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

SIGN AGREEMENT BRENDA CONDREY

Brenda Condrey for overtime wage of \$24.21 to cook meals at the county jail with a maximum of 65 hours per month for dispatch and jail cook. Motion to approve was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Meeting adjourned.



Gary Koop, Chairman

12-10-14
Date