

KIT CARSON COUNTY COMMISSIONERS

MINUTES SEPTEMBER 2, 2015

8:00 AM	WORK SESSION – INCLUDING CONSENT AGENDA ITEMS
10:00 AM	MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE; REVIEW & APPROVE CONSENT AGENDA ITEMS
11:00 AM	JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING
12:00 PM	LUNCH
1:00 PM	KINDRA MULCH – FINANCIALS, CONTRACTS – PERSONNEL
2:30 PM	GLEN MARCINIAK – VSO UPDATES
3:30 PM	JAMES LEOFFLER – REQUEST TO CHIP ROAD
5:00 PM	MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

CONSENT AGENDA:

- Accounts Payable
- Minutes –August 26, 2015
- DOLA Contract
- EMPG Contract
- Side Items

NEW ITEMS:

- MOU with Department of Human Services – CoWorks
- Re-Appointment of Walt Isenbart – Stratton Cemetery
- Re-Appointment of Justin Stephen – Fairboard
- Exchange Server – Extended Warranty

SIGNATURES:

OLD ITEMS:

- Blue Grama Easment

EMPLOYEE ITEMS:

- New Hire – Chelsea Flynn

FYI:

NOTES:

- Meeting with Ed Mills – FirstNet Sept 23 7PM

The Board of County Commissioners meeting was called to order by Chairman Gary Koop at 10:00 AM. Those present were Gary Koop, Dave Hornung, Cory Wall, Paula Weeks, and Susan Corliss. Dave Hornung led the Pledge of Allegiance.

CONSENT AGENDA

The Board of County Commissioners reviewed the following items: Accounts Payables, , EMPG, and the minutes of August 26, 2015. Dave Hornung moved to approve the minutes of August 26, 2015 and to pay the Accounts Payable, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Dave Hornung moved to sign to 2015 EMPG/LEMS Grant Agreement between State of Colorado Department of Public Safety Division of Homeland Security and Emergency Management, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

MOU WITH DEPARTMENT OF HUMAN SERVICES

The Board of County Commissioners reviewed MOUs for Colorado Works Program and Child Care Program, Pikes Peak Council of Governments for ADRC, and a contract for Nurse Home Family Partnership.

Cory Wall moved to sign the Memorandum of Understanding with the State of Colorado of Human Services for the Personal Responsibility and Work Opportunity Act of 1996 adopting the

Colorado Works Program and Colorado Child Care Assistance Program from July 1, 2015 to June 30, 2016, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

Cory Wall moved to sign the Memorandum of Understanding with Pikes Peak Council of Governments for the 2014-2015 Aging and Disability Resources of Colorado (ADRC) from July 1, 2015 to June 30, 2016 to receive a grand total of \$88,000 to help seniors and adults with disabilities live independently in their own homes living in Kit Carson, Cheyenne, and Lincoln counties, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

Cory Wall moved to sign the Nurse Home Family Partnership (NFP) for the term of July 1, 2015 to June 30, 2016 for fiscal management of the Colorado Nurse Home Visitor Program for \$366,899 to provide Nurse Home Visitor services, State requested meetings and trainings, Medicaid reimbursements, refer families to other programs, and Early Intervention Colorado referrals, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

CORRESPONDENCE

The Board of County Commissioners received acceptance letters for the Kit Carson County Fair Board from Justin Stephen and the Stratton Cemetery District Board from Walt Isenbart.

Cory Wall moved to approve Justin Stephen for a 3-year term for the Kit Carson County Fair Board that will expire in September 2018, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

Cory Wall moved to approve Walt Isenbart for a six year term for the Stratton Cemetery District Board that will expire September 2021, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

PURCHASE ORDERS – EXCHANGE SERVER MAINTENANCE

Cory Wall moved to approve Purchase Order #81 for the Grounds and Maintenance to Sunrise Tree Service, Inc. for tree removal and clean up at the Courthouse for \$2,155.00, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop

Cory Wall moved to approve Purchase Order #82 for the Grounds and Maintenance to Rod's Locksmith Shop for lock changes at the fairgrounds for a total of \$772.50, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

Cory Wall moved to approve Purchase Order #83 for the IT to Dell/APOS for the Exchange Server Extended Warranty Contract until October 22, 2017 for \$959.42, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

CMCA CONFERENCE – PAULA WEEKS

Dave Hornung moved to approve the CMCA Conference registration fee and hotel expenses for Paula Weeks to attend the CGFOA/CMCA Fall & Region VIII Conference/Winter Academy in Loveland in November 2015, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

ORANGE SHEET

The Board of County Commissioners reviewed a new hire Orange Sheet for Chelsea Flynn for the Sheriff Department.

Dave Hornung moved to approve the New Hire Orange Sheet for Chelsea Flynn in the Sheriff Department in the Jail as a Step 15 Grade 1 at \$12.06 for an Annual Salary of \$25,086.49

during the trial period ending February 10, 2016, as a Non-Exempt, full time with benefits employee, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

VA CLINIC SUPPORT

Dave Hornung moved to offer the City of Burlington payment of half of the Utilities and half of the Casualty Insurance for the VA Clinic beginning in January of 2017 with new MOU between Kit Carson County and the City of Burlington, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING

Jeff Cure reviewed issues the Blue Gramma and Whitecliff pipelines going across county ground with the Board of County Commissioners. Letters concerning lawn and tree damage across from the fairgrounds were sent out.

The Board of County Commissioners meeting recessed for additional work session and lunch at 11:20 p.m.

The Board of Public Health reconvened at 1:10 p.m. Those present were Gary Koop, Dave Hornung, Cory Wall, Kindra Mulch, Paula Weeks and Susan Corliss.

KINDRA MULCH – FINANCIALS, CONTRACTS – PERSONNEL

August 26, 2015

Public Health & Human Services Agenda

This Agenda is subject to addition/correction & final approval.

Financials:

- Public Health
- Human Services

Action Items:

- Contracts:

Personnel update:

- Resignation: Lindsey Richards from the NFP program, transition will be over several months. Currently a 0.6 FTE
- Request to hire:
 - Increase one 0.6 FTE in NFP (Nurse Family Partnership) to 1.0 FTE this will result in a net decrease of 0.2 FTE
 - Child Welfare Caseworker 1.0 FTE starting salary dependent on experience & education range \$31,000 to \$38,000
 - Child Care 0.5 FTE salary dependent on experience \$13.00 to \$15.00/hr
- Changes to orange sheets

Purchase Order approval:

Other:

- **Update:** Burlington Water & Nitrate matter
- FRMS (Financial Risk Management System) site visit on October 8th
- Mini Grant for Chronic Disease Prevention Capacity for 10/2/15 to 9/30/16 for \$20,000
- Vehicle
- Carpet
- Copy Machine

The Board of Public Health meeting was called to order by Chairman Gary Koop at 2:00 PM. Those present were Gary Koop, Dave Hornung, Cory Wall, Kindra Mulch, Paula Weeks and Susan Corliss.

PUBLIC HEALTH & HUMAN SERVICES FINANCIALS

Kindra Mulch presented reports for Revenue and Expenditures, Balance Sheet, Bank Reconciliation, Accounts Receivable, County Allocations/MOE Report for July 2015.

PERSONNEL

Kindra Mulch informed the Board of County Commissioners that Lindsey Richards has resigned from the NFP (Nurse Family Partnership) of the 0.6 FTE, which will be transitioned out over several months to finish work with pregnant clients. Through this transition period, Kindra would like to work Whitney Andreason into a full time employee in NFP by December. The Board of County Commissioners would approve this when present on an Orange Sheet.

On July 1st, additional funding came available to hire an additional case worker. The state has indicated that Kit Carson County needs more caseworkers because of early intervention cases that require a case plan which has increased work load.

Kindra requested a half time position in Child Care to attend trainings and help qualified and licensed daycares. These two positions will be included in the next budget for Health & Human Services.

PURCHASE ORDER APPROVAL

Dave Hornung moved to approve Purchase Order #84 for the Social Services to DHE Computer Systems for a projector and cables for \$576.40, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

BURLINGTON WATER & NITRATE MATTER

Kindra Mulch attend a recent meeting concerning the nitrates in the Burlington water.

FRMS (FINANCIAL RISK MANAGEMENT SYSTEM) SITE VISIT ON OCTOBER 8TH

The Annex is preparing for the Financial Risk Management System site visit on October 8th.

MINI GRANT FOR CHRONIC DISEASE PREVENTION CAPACITY

Kit Carson County Health and Human Services has been offering cooking classes for people that have diabetes, high cloistral, etc. The goal is to apply for a Mini Grant for Chronic Disease Prevention Capacity from October 2, 2015 to September 30, 2016 for \$20,000 to help fund this project and provide additional programs in Stratton and Flagler.

VEHICLE

Kindra Mulch requested a newer van and/or car for the Health and Human Services because the two Taurus cars and van are getting old. Dave Hornung stated that there has a concern of keeping a good working operation between the offices.

CARPET

There is a need to replace carpet in the common areas and hallways. Kindra Mulch would like to be estimates for these areas for carpet. The office areas do not need to be replaced. The

employees and Bridget will be having an Annex clean-up day on September 29th, while they are open for regular business.

COPY MACHINE

The main copier for the main floor of the Annex building is being repaired regularly. There is a request for a working copier in the near future.

The Board of Public Health Meeting adjourned at 2:25 p.m.

The Board of County Commissioners reconvened at 2:25 p.m. Those present were Gary Koop, Dave Hornung, Cory Wall, Paula Weeks, Susan Corliss and Glen Marciniak.

GLEN MARCINIAK – VSO UPDATES

Glen Marciniak reported to the Board of County Commissioners a recap of the reports that he sends monthly with a typical number of contacts of 8-12 per month. He has been attending veteran meetings in the area. Presently, he is working on getting local physical therapy, eye doctors, and audiology signed up as providers for the VA, which help the veterans in eliminating the amount of travel for care.

CSC eRECORDING MOU

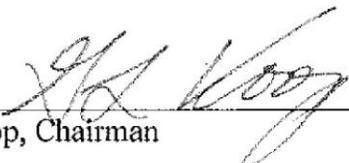
The representative from CSC eRecording contacted Susan Corliss about an MOU that had been signed in July 22, 2013 to implement CSC eRecording in Kit Carson County. The IT staff of CSC eRecording would like to start the process again and apologized for not having the system installed already.

Dave Hornung moved to sign the Memorandum of Understanding with Corporation Service Company for Electronic Recording, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

JAMES LEOFFLER – REQUEST TO CHIP ROAD

James Leoffler requested to have the Board of County Commissioners consider laying ground-up asphalt on Road 30.5 North of Colorado Avenue in Stratton because of the blowing gravel and sand that comes into Stratton. Cory Wall stated that he would talk to Scott about what can be done help resolve the situation.

Meeting adjourned at 3:45 p.m.



Gary Koop, Chairman



Date