

KIT CARSON COUNTY COMMISSIONERS

MINUTES NOVEMBER 25, 2015

8:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS
9:30 AM KINDRA MULCH - FINANCIALS
10:30 AM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE;
REVIEW & APPROVE CONSENT AGENDA ITEMS
10:30 AM MONICA WEIAND – ROYALTY INTERVIEW – *work session*
11:00 AM JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING – *work session*
12:00 PM LUNCH
1:00 PM DELLA CALHOON – EMERGENCY MANAGER AAR FOR NOVEMBER 17TH SNOW STORM
1:30 PM BREANNA LIGHTLE – PURCHASE ORDER AND BUDGET REQUEST
5:00 PM MEETING TO ADJOURN WHEN BUSINESS IS COMPLETE

CONSENT AGENDA:

- Accounts Payable
- Minutes – November 18, 2015
- Side Items

NEW ITEMS:

- Carousel Wind Farm Master Road Use Agreement
- Purchase Orders
- October Financials

SIGNATURES:

- November Veteran's Service Officer report

OLD ITEMS:

EMPLOYEE ITEMS:

FYI:

- Soil Conservation budget
- Maps for fire district

NOTES:

November 25, 2015

Public Health & Human Services Agenda

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

Financials:

- Public Health
- Human Services

Action Items:

Personnel update:

- Resignations:
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 - Andrea Jenkins: has 46 hours of AL, request to pay for this time in order that works Nov 30 to Dec 4
 - Jessica Comer - SEP
 - Requesting permission to hire
 - 2.0 FTE Public Health Nurses
 - 1.0 FTE Single Entry Point Case Manager
- Advertising for Director position
- New Positions for 2016
 - Request
 - Child Welfare Caseworker 1.0 FTE
 - Child Care 0.5 FTE

Transition/Interim Plan

- Team:
 - Public Health: Dee Kaster & Dawn James
 - Human Services: Shelley Hornung & Alissa James
 - Finance team members: Doug Satterly & Nikki Halde
 - Kindra's last day & determine if desire to pursue any future contracting & if so terms

Purchase Order approval:

- Vaccine

Other:

- Regional Grant requests
- Food Service license fees
- Burlington Water Issue
- Communicable Disease Update
- Carpet for Annex
- Car for Annex

The Board of Public Health meeting was called to order by Chairman Gary Koop at 9:00 AM. Those present were Gary Koop, Dave Hornung, Cory Wall, Paula Weeks, Susan Corliss, and Kindra Mulch. The meeting began with the Pledge of Allegiance.

FINANCIALS

Kindra reviewed the financials for Social Services revenues for October are 152,802.48 and the expenditures are \$154,285.29. The Human Services funds look good for the year. At the current rate of spending, there will be \$56,000 over-spent of the budget; this will be adjusted in the State contracts for next year. The County Diversion Grant that works with TANF has not been used in the past few years but could be put in action again to allow fund to be paid upfront for major items with the understanding that the monthly payments would not be received until the upfront balance is met.

Kindra reviewed Public Health financials for October 2015. Kindra stated they had received 62% revenue and expended 68% of the budget. Reconciliation of the Treasurer and fund balance was in balance for October 2015 and accounts receivable for October 31, 2015 was \$213,265.46. Two areas that will be looked into are the SEP funds and Connect for Health. Connect for Health is very slow except for the months of November and December. Becky Richmond has already helped 35 families with insurance paperwork this month.

PERSONNEL UPDATE

The resignation of Andrea Jenkins' last day with the county is December 4th. There is presently advertisement for a nursing position for there is not a need to start an additional one. Kindra is requesting to have an exemption on paying the final payout.

Dave Hornung moved to pay Annual Leave to Andrea Jenkins upon her resignation, seconded Cory Wall. The motion failed unanimously based on the current personnel policy.

Jessica Comer has resigned from the SEP program because her family is moving. Kindra is requesting to begin advertising for the position with detailed information about the requirements. The Board of County Commissioners approved the advertisement for the SEP program vacancy.

ORANGE SHEET – WHITNEI WEBBER - HHS

The Board of County Commissioners reviewed Whitney Webber as a new hire for NFP to fill the position that Lindsay Richards will leave on December 31.

Dave Hornung moved to approve the Raise Change for Whitney Webber for HHS from 0.6 NFP current \$30.00 per hour for an annual wage of \$37,440, to the new salary at 1.0 NFP at \$28.84 per hour for an annual wage of \$60,000.00 full time Exempt employee with benefits, which is Ineligible for January 1st raise, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

ADVERTISING FOR DIRECTOR POSITION

The Board of County Commissioners will be looking into options of how to advertise for the Director Position of Public Health and Social Services. There are many options to consider such as two different directors, regional public health, continuing in a similar position, and more. This item was tabled to the next meeting.

TRANSITION/INTERIM PLAN

The transition period for Public Health Team Members will begin in December: Dee Kaster & Dawn James, Human Services: Shelley Hornung & Alissa James, and Finance team members: Doug Satterly & Nikki Halde will meet three times a week to see what needs to be done and work as a team. Kindra Mulch will be working with the teams to make as smooth of a transition as possible. Kindra's final day with Kit Carson County Health and Human Services has not been determined at this time.

PURCHASE ORDERS

Dave Hornung moved to approve the Purchase Order #120 for Public Health to McKesson for Havrix, Adult TDAP, ACTHIB, and Rotateq for a total of \$1,638.87, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

REGIONAL GRANT REQUESTS

The Regional Grant that Kindra has been working on has been granted. The funds will be handled through Morgan County. There will be deliverables that will need to be met in the near future.

FOOD SERVICE LICENSE FEES

There is concern that the food service inspection fees should not be a set figure in statute but a formula for the fees. Kindra asked the Board of County Commissioners to look into this upcoming bill.

BURLINGTON WATER ISSUE

Kindra has talked with the Town of Burlington and DOLA and feels comfortable that things are going to get better. There is a plan to write a grant to get help with the nitrates in the water.

COMMUNICABLE DISEASE UPDATE

The quarantine for a possible TB case was not active, so the quarantine was canceled after three days. There is a need for someone to work on this every day, to watch what is going on and keep up with the paperwork.

The Board of Public Health Meeting adjourned at 10:25 a.m.

MONICA WEIAND – ROYALTY COORDINATOR INTERVIEW

The Board of County Commissioners interviewed Monica Weiand for the Royalty Coordinator. A review of the past two years' expenses for the Royalty program and a proposed set of rules were requested of Monica if selected as the new coordinator.

The Board of County Commissioners meeting was called to order by Chairman Gary Koop at 11:35 AM. Those present were Gary Koop, Dave Hornung, Cory Wall, Paula Weeks, and Susan Corliss.

CONSENT AGENDA

The Board of County Commissioners reviewed the following items: Accounts Payables, Payroll, and the minutes of November 18, 2015. Dave Hornung moved to approve the minutes of November 18, 2015 and to pay the Accounts Payables and Payroll, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

CAROUSEL WIND FARM MASTER ROAD USE AGREEMENT

The Board of County Commissioners received a final road use agreement. They decided to wait to sign the agreement until County Road 55 is repaired.

PURCHASE ORDERS

Dave Hornung moved to approve the Purchase Order #117 for the Road and Bridge District 2 to Auto Truck Group for an 8 1/2' MVP3 V-Plow for a total of \$6,864.00, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve the Purchase Order #118 for the Grounds and Buildings to Office Furniture.com for five bench seats for the front lobby of the courthouse for a total of \$2,100.00, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve the Purchase Order #119 for the Clerk and Recorder Office to DocuTek, Inc. for ViewScan Annual Maintenance for a total of \$995.00, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve the Purchase Order #121 for the Clerk and Recorder Office to Quill for three HON Brigade Lateral, 2-drawer file cabinets and calendar for a total of \$1,035.26, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

OCTOBER FINANCIALS

The October Financials were tabled to the next meeting.

NOVEMBER VETERAN'S SERVICE OFFICER REPORT

The VSO November Report was presented to the Board of County Commissioners to be reviewed. Dave Hornung moved to approve VSO November Report, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

ROYALTY COORDINATOR - 2016

Dave Hornung moved to accept the volunteer application of Sheri Ridder for the 2016 Royalty Coordinator that will be added to the Kit Carson County Re-Org appointments as a one year appointment, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

The Board of County Commissioners meeting recessed for lunch at 12:00 p.m.

The Board of County Commissioners reconvened at 1:00 p.m. Those present were Gary Koop, Cory Wall, Dave Hornung, Paula Weeks, Susan Corliss, and Della Calhoon.

DELLA CALHOON – AAR FOR NOVEMBER 17TH SNOW STORM

Della Calhoon presented the Kit Carson County Consequence Management Report and After Action Report for the November 17th Blizzard Situation to the Board of County Commissioners. Della reviewed a liability waiver form that would be used at any shelter locations that are not Red Cross Shelters. The After Action Report covers a telephone call list and timing for activating a shelter to improve the form of communication in the community.

BREANNA LIGHTLE – PURCHASE ORDER AND BUDGET REQUEST

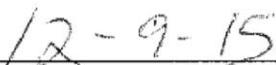
Breanna Lightle explained that one of the Ambulance Department computers is an XP that needs to be replaced. Katrina Trobee has a quote for a Dell OptiPlex 3020 Small Form Factor (BTX) and Dell 20 Monitor for a total of \$661.93. The Board of County Commissioners would like to see if there are any other departments that need to replace XP computers that could ordered together. The representative from Stryker indicated that the extended warranty can be added at any time. For next year’s budget, Breanna would like add IV drill kits for two or four of the ambulances at cost \$1,400 to \$3,000. The Board of County Commissioners thought it would be effective to budget for four kits.

The Stratton Fire Protection District and Kit Carson County Ambulance Service Interagency Agreement was received fully executed.

The Board of County Commissioners meeting adjourned at 2:00 p.m.



Gary Koop, Chairman



Date