

KIT CARSON COUNTY COMMISSIONERS

MINUTES MARCH 16, 2016

8:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS
10:00 AM ABBEY MULLIS - OFFICE FURNITURE BIDS
10:30 AM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE;
REVIEW & APPROVE CONSENT AGENDA ITEMS
11:00 AM JEFF CURE – COUNTY ATTORNEY
12:00 PM LUNCH
1:00 PM CONFERENCE CALL WITH KATHLEEN MATTHEWS
• Call her at 303-692-2361
1:30 PM DAWN JAMES – PUBLIC HEALTH
• Connect For Health, NFP Rental/Kiowa, MOU With Rocky Mountain Health Plans
2:30 PM COMMISSIONER WORK SESSION CONTINUED
3:30 PM ADJOURN

CONSENT AGENDA:

- Minutes – March 9, 2016
- Accounts Payable
- Side Items

NEW ITEMS:

- Ambulance Billing write off

PURCHASE ORDERS:

- #179 – Dept. of Finance – Academy for Jo Cisneros – Sheriff's Office - \$2,000.00
- #180 – Great Copier Service – Lanier Color Printer – Clerk's Office - \$2,775.00

MONTHLY REPORTS:

- February Financials

OLD ITEMS:

- Corrected February CAPP & CWCP Report

PERSONNEL ITEMS:

- New Hire/Reassign Orange Wage Sheets

FYI:

TABLED:

The Board of County Commissioners was called to order by Chairman Cory Wall at 10:35 A.M. in the Kit Carson County Courthouse Board of County Commissioners Room. The Pledge of Allegiance was said. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, and Susan Corliss.

CONSENT AGENDA

The Board of County Commissioners reviewed the following items: Minutes of March 9, 2016, and Accounts Payables.

Dave Hornung moved to approve minutes of March 9, 2016, and to pay the Accounts Payables – General Fund and Social Services, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

PURCHASE ORDERS

Purchase Order #179

Dave Hornung moved to approve Purchase Order #179 for the Sheriff Department to Colorado Department of Finance for Academy for Jon Cisneros for a total of \$2,000.00 Invoice #113463, seconded by Gary Koop. The motion was carried by unanimous vote of Cory Wall.

Purchase Order #180

Dave Hornung moved to approve Purchase Order #180 for the Clerk and Recorder's Office to Great Copier Service for Lanier LD830dn Color Printer for a total of \$2,775.00 Sales Order #000026, seconded by Gary Koop. The motion was carried by unanimous vote of Cory Wall.

Purchase Order #181

Dave Hornung moved to approve Purchase Order #181 for the Clerk and Recorder's Office to DHE for TPC Receipt Printer and Switch for a total of \$729.19 Quote #16063, seconded by Gary Koop. The motion was carried by unanimous vote of Cory Wall.

ABBEY MULLIS - OFFICE FURNITURE BIDS

Abbey Mullis presented a floor plan and bids for a new office furniture for the Assessor's Office. The amount of the bid is within the amount that was approved in the 2016 budget.

Purchase Order #182

Dave Hornung moved to approve Purchase Order #182 for the Assessor's Office to Everything for Offices for Office Furniture for three desks, filing, and shelving units for a total of \$13,181.64 Sale Order #24357, seconded by Gary Koop. The motion was carried by unanimous vote of Cory Wall.

ADMIN FEBRUARY FINANCIALS

The Board of County Commissioners tabled the Admin February Financials to the next meeting.

CORRECTED FEBRUARY CAPP & CWCP REPORT

The Board of County Commissioners reviewed the corrected February CAPP & CWCP Report because the CWCP was not included in the report submitted last week. Gary Koop moved to approve the February CAPP & CWCP Report as corrected, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

ORANGE SHEETS – PUBLIC HEALTH DIRECTOR AND SOCIAL SERVICES DIRECTOR

The Board of County Commissioners reviewed job change Orange Sheets for Dawn James and Katie Kirby.

Dave Hornung moved to approve the Promotion and Job Change for Dawn James as Public Health Director in Nursing 0.5 and NFP 0.5 at \$38.33 per hour for an annual wage of \$79,746.00 as a Full Time Exempt Employee with Benefits with a Trial Period of 6 months ending on September 15, 2016, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

Dave Hornung moved to approve the Promotion and Job Change for Katie Kirby effective April 1, 2016, as Human Services Director Grade 42 Step .5 at \$20.43 per hour for an annual wage of \$42,500.00 as a Full Time Exempt Employee with Benefits with a Trial Period of 8 months per agreement ending on January 1, 2017, which will be Eligible for January 1 Raise, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

JEFF CURE-COUNTY ATTORNEY-WEEKLY MEETING

Jeff Cure updated the Board of County Commissioners on letters and phone conversations that he has had this week. There is a need to finish the wind regulations, so Jeff will work on

finishing them soon. Discussion was held on the new hires for Public Health and Human Services Directors. Jeff prepared a Confidential Disclosure Agreement for the IT position.

AMBULANCE BILLING WRITE OFF

Brianna Lightle submitted a claim that did not cover an infant that was transported with a parent and sibling by insurance.

Gary Koop moved to send a letter to Quad Billing to write off \$1,118.00 in charges for the infant that was transported with their parent, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting adjourned for lunch at 11:55 a.m.

CONFERENCE CALL WITH KATHLEEN MATTHEWS

The Board of County Commissioners visited Kathleen Matthews from the Colorado Department of Public Health and Environment Office of Planning, Partnerships and Improvement about hiring directors for Public Health and Human Services.

The Board of Public Health meeting was called to order at 1:30 p.m. Those present were Cory Wall, Gary Koop, Dave Hornung, Dawn James, Doug Satterly, Paula Weeks, and Susan Corliss.

DAWN JAMES – PUBLIC HEALTH

March 16, 2016

Agenda

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

Financials:

- NA

Action Items:

- MOU's for OAP, RMHP, and WWC

Personnel update:

- Orange sheets for: Sally Ortega, Doug Satterly, Dawn James, Dawn Bueno, and Nikkie Halde

Purchase Order approval:

Information

- Name change for KCCHHS. Will it stay the same or will it be changed:
- Kim Duell has asked for one supervisor, would like it to be PH director.
- Kelly program, is she still under PH director?

Other:

LOW INCOME SENIOR DENTAL ASSISTANCE PROGRAM

The Collaboration Agreement/Memorandum of Understanding that will benefit Kit Carson County Public Health and Burlington Family Dentistry to provide dental services for low income seniors. Cheyenne County is looking at working with Burlington Family Dentistry and Kit Carson County to provide services in Cheyenne Wells as well.

Dave Hornung moved to sign the MOU with Burlington Family Dentistry for the Low Income Senior Dental Assistance Program for services beginning March 14, 2016 to July 30, 2016, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

ROCKY MOUNTAIN HEALTH PLANS FOUNDATION

Memorandum of Understanding between Rocky Mountain Health Plans for the Baby & Me – Tobacco Free for July 1, 2015 through June 30, 2018 will provide training, program materials, and vouchers for diapers for participants who have maintained tobacco abstinence at their third and fourth prenatal session, and for up to twelve months postpartum.

Dave Hornung moved to sign the MOU with the 2016 Budget for the Rocky Mountain Health Plans for the Baby & Me – Tobacco Free, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

WOMEN'S WELLNESS CONNECTION

The Statement of Work for the WISE WOMAN program will provide \$1,000 for training to restart the program for cancer screenings on July 1, 2016. There will be a new budget at that time to continue the March 5, 2016 to August 31, 2017 term.

Dave Hornung moved to sign the Statement of Work for Women's Wellness Connection – Wise Woman program for three months to provide training, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

ORANGE SHEETS: SALLY ORTEGA, DOUG SATTERLY, DAWN BUENO, AND NIKKIE HALDE

Dawn James went over the changes needed in Orange Sheets to separate the employees between Public Health and Human Services. There will be two employees, Kim Duell and Linda Schrivogel, will be employed by both KCC Public Health and KCC Human Services.

The Board of County Commissioners reviewed Job Change Orange Sheets for Sally Ortega, Doug Satterly, Dawn Bueno, and Nikkie Halde.

Dave Hornung moved to approve the Job Change for Sally Ortega for Public Health Grade 33 Step .500 in Nursing 0.2, CVP 0.2, and NFP 0.6 at \$16.11 per hour for an annual wage of \$33,500.00 as a Full Time Non-Exempt Employee with Benefits, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

Dave Hornung moved to approve the Job Change for Doug Satterly for Public Health Grade 35 Step .500 in Nursing 0.85, EPR 0.1, and OLTC 0.05 at \$17.07 per hour for an annual wage of \$35,500.00 as a Full Time Non-Exempt Employee with Benefits, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

Dave Hornung moved to approve the Job Change for Dawn Bueno for Public Health with .75 FTE in Nursing 0.15, WIC 0.05, EPR 0.15, CVP 0.15, Family Planning 0.1, and Health Promotions 0.15 at \$28.00 per hour for an annual wage of \$43,680.00 as a Part Time Non-Exempt Employee without Benefits, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

Dave Hornung moved to approve the Job Change for Nicole Halde for Human Services – 1 FTE Grade 35 Step 0 at \$16.83 per hour for an annual wage of \$35,000.00 as a Full Time Non-Exempt Employee with Benefits, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

CONNECT FOR HEALTH COLORADO

Dawn James would like to abandon the Connect for Health Colorado program when it expires on June 30, 2016. The Board of County Commissioners agreed with this request.

NURSE FAMILY PARTNERSHIP RENTAL AGREEMENT

Dave Hornung moved to sign the Nurse Family Partnership Rental Agreement with Cecil Brown for an office space at 214 Comanche Street, Kiowa, Colorado, for \$450.00 per month including utilities beginning April 1st on a year to year basis, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

NAME FOR KIT CARSON COUNTY HEALTH & HUMAN SERVICES

The Board of County Commissioners agreed that the name will continue to be Kit Carson County Health & Human Services with two departments – Public Health and Human Services.

KIT CARSON COUNTY HEALTH & HUMAN SERVICES RECEPTIONIST

The Board of County Commissioners would like to have the two directors work together with the job description and any matters dealing with the receptionist position.

ENVIRONMENTAL HEALTH POSITION

The Board of County Commissioners said that the Environmental Health will continue to report to the Public Health Director.

The Board of Public Health adjourned at 2:15 p.m.



Cory Wall, Chairman

3-23-16

Date