

KIT CARSON COUNTY COMMISSIONERS

MINUTES AUGUST 10, 2016

8:00 AM BREAKFAST WITH CORY GARDNER AT FARM CREDIT
8:30 AM DEPARTMENT HEAD MEETING – PAM MILLS HOST
10:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS
10:30 AM COMMISSIONER MEETING TO CONVENE
11:00 AM JEFF CURE – COUNTY ATTORNEY – *in Work Session*
12:00 PM LUNCH
1:00 PM VALERIE RHOADES – COSI GRANT
2:00 PM TODD HOLMES – IT - IRON MOUNTAIN BACKUP SUBSCRIPTION
3:00 PM DAWN JAMES – PUBLIC HEALTH BOARD MEETING
5:00 PM ADJOURN

CONSENT AGENDA:

- Minutes – August 3, 2016
- Accounts Payable

NEW ITEMS:

PURCHASE ORDERS:

- #255 – Nurse Family Partnership- Public Health - \$10,368.00

MONTHLY REPORTS:

- Treasurer’s July Report
- Clerk’s July Report
- July CAPP & WCP Report

OLD ITEMS:

PERSONNEL ITEMS:

- New Hire – Security – Glenn Phipps

FYI

- Department heads – set up time in September for board meetings to do budget requests

TABLED

DEPARTMENT HEAD MEETING

The Department Head Meeting was hosted by Pam Mills which opened at 8:45 a.m. in the Ambulance Building meeting room. Those present were Pam Mills, Jason Richardson, Abbey Mullis, Della Calhoun, Paula Weeks, Dawn James, Katie Kirby, Breanna Lightle, Dave Hornung, Gary Koop, Cory Wall, and Susan Corliss. The meeting started with the Pledge of Allegiance.

Pam Mills, County Treasurer, reported that the Treasurer’s Office has reached 97.3% taxes collected.

Susan Corliss, County Clerk & Recorder, shared that Crystal Richards, Amanda Ross, and she attended the Summer Colorado County Clerk’s Association Conference in Englewood. It was a very good conference in all departments. The DRIVES program is moving ahead for the Drivers License in February 2017 and Motor Vehicle in August 2018. Department of Revenue is requesting 8 county employees to spend 18 months in preparing the motor vehicle program beginning in February. The small counties are not going to be able to handle this expense and being short an employee. Everything in the Clerk & Recorder’s office is busy.

Cory Wall, Commissioner District 2, indicated that the county had a very successful fair. Road and Bridge District 2 is catching up on the mowing and roads. There is chip & seal is presently being done North and South of Stratton and North of Bethune.

Breanna Lightle stated that the Ambulance call volume is up compared to last year at this time.

Katie Kirby, Human Services, shared that by the end of September there will be five trained and certified employees that can do paperwork. Matt has just completed the Adult Protection

training. Darren Newberry has completed the all of the in-house training; he will continue with training at the state and should be certified for the big four by the end of September.

Dawn James, Public Health Director, has hired a new nurse that will be attending Unit 2 training in Denver in the middle of September and then she will be able to carry her own caseload. Public Health will receive additional funding for Zika Virus outreach, but the type of mosquito that carries the virus are not in Colorado. There are active West Nile cases in Colorado. They are currently working on the Public Health 5 year health assessment which will be a major tool in getting future funding for their programs. There will be a doctoral student from the University of Colorado Denver working with the Public Health department.

Abbey Mullis, County Assessor, indicated that all is going well in her office. They are expecting the final property audit any day. The preliminary report in June did not have any issues, so she is not expecting any surprises. They are working on certification and abstracts with a lot of new construction value that has happened. The State Assessed Value is up \$715,800 assessed value, with one property that was lower but most were up a little. The minerals splits are making a lot of work because the splits are getting smaller. Abbey thanked Susa for sending out the minutes to the Department Heads prior to their posting on the website, so that they are informed and can ask questions if needed.

Jason Richardson, Grounds and Buildings, is staying busy after surviving the county fair.

Della Calhoon, OEM Director, has been working on a grant for the NOAA radio tower North of Bethune that will serve Kit Carson and Cheyenne counties. A thank you to Zeb Stalter for bringing water to the fire last week. Elected officials and Department Heads need to complete their emergency management training courses of 100, 200, 300, & 700 as soon as possible. McCook National Bank would like to help with something during the 100th Kit Carson County Fair. There will be Red Cross Training on the evening of August 26 and all day on August 27. Della has sent out information to the Ministerial Alliance, county newspapers, and will be contacting the senior centers. This will be a basic shelter training that can lead to the Red Cross Shelter Manager training for those interested. There is a great need for support of this program in the county, since there are several times a year that the shelters are needed to be open. The current shelter locations in the county will not allow animals, so the fairgrounds may be a possible location for this type of shelter.

Paula Weeks, Administrator, gave all of the department heads a flyer with the dates of upcoming budget timeline. Paula has been working on the budget templates with a reminder that the top four lines do not have to be filled in because the figures for insurance and wages are not available yet. There are some possible changes to the Performance Appraisal form that department heads will be using for the annual evaluations that will need to be completed in September. As long as the format stays the same, the categories may be edited if there is some area the department head would rather evaluate. On December 1st, a new law goes into effect for exempt employees. There are 5 parts to the duties test. Each duties test has its own specific regulations. First, the employee has to make above \$47,476.00/yr. Then the job specs. Nurses fall under professional because they have to have special training to do their jobs. If employees are earning comp time, anything over 240 hours must be paid out. The commissioners reminded the department heads that time off can be requested but that they have the right to tell employees no for time off.

Dave Hornung, Commissioner District 3, thanked Jason Richardson for the extra work and managing the Road and Bridge workers during the county fair. It needs to be mentioned that the county fair would not run as smooth without all of the county employees that are there to make things happen. There will be a fair board meeting next Monday night and the planning for the 100th will begin shortly.

Gary Koop, Commissioner District 1, wanted to also thank everyone for a good fair, there weren't any major issues that he was aware of. The beer garden had regular patrol of the Sheriff's Department, so things went well this year. The Road & Bridge are trying to catch up with their roads and the mowing.

The Kit Carson County Department Head Meeting adjourned at 9:20 a.m.

Next meeting is September 14, 2016, with Clerk and Recorder – Susan Corliss.

The Board of County Commissioners meeting was called to order at 1:05 PM at the Kit Carson County Courthouse Commissioners' Room. Those present were Gary Koop, Cory Wall, Dave Hornung, Valerie Rhoades, Paula Weeks, and Susan Corliss.

VALERIE RHOADES – COSI GRANT

Valerie Rhoades explained the first phase of Colorado Opportunity Scholarship Initiative (COSI) Matching Student Scholarships will begin collecting new matching funds by November 1st with additional matching fund up to \$14,750 by April 2018. The plan is for this scholarship money to be used for students in Kit Carson County.

TODD HOLMES – IT - IRON MOUNTAIN BACKUP SUBSCRIPTION

Todd Holmes presented information about changing the current back up for the county network and the county email. After researching several companies, Iron Mountain has a program that would be a good solution. The Board of County Commissioners would like to see a contract with Iron Mountain for addition details.

Work on a new webpage with Pacifica will begin around the end of November 2016 through SIPA. The current webpage is hosted through GoDaddy with that contract expiring in December 2017.

DAWN JAMES – PUBLIC HEALTH BOARD MEETING

August 10, 2016

Public Health Agenda

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

Financials:

- NA

Action Items:

- \$3k additional funding for EPR due to Zika virus. Amended contract will arrive soon
- \$5k funding for CHAPS. We will get an amended chronic health contract soon.
- We will be a pilot site for the electronic health records (EHR) coming up. We will need to have the IT manager, Todd, involved in this. We are one of six counties piloting this as it will be mandatory in the near future for Medicaid and Medicare.
- MOU with Cheyenne County for Kelly to do environmental health related inspections in that county. We currently do not have one.

Personnel update:

- Public Health will have a doctoral student from CU Boulder intern with public health. This internship is free of charge. The student will help with WWC, DPP, and CHAPS.

Purchase Order approval:

Information:

Other:

- General information sharing

Dave Hornung moved to call the Board of Public Health to order by Chairman Cory Wall at 2:10 PM in the Kit Carson County Commissioners' Meeting Room. Those present were Cory Wall, Gary Koop, Dave Hornung, Dawn James, Kelly Alvarez, Paula Weeks, and Susan Corliss.

MOU WITH CHEYENNE COUNTY FOR SEPTIC INSPECTIONS

Dawn James and Kelly Alvarez explained the current agreement with Cheyenne County for the work that Kelly does as Public Health Specialist. The Public Health auditors would like to see an Intergovernmental Agreement with all of the Health Specialist details. Dawn and Kelly will contact Linda Roth, Cheyenne County Public Health Director, to go over the IGA before presenting to the Cheyenne County Board of Commissioners.

Dave Hornung moved to sign an IGA with Cheyenne County for the provision of services provided by the Kit Carson County Public Health Specialist effective September 1, 2016 through August 31, 2017, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

EPR AMENDED CONTRACT DUE TO ZIKA VIRUS

There will be an amended contract coming for EPR with an additional amount of \$3,000 for educational flyers and supplies about the Zika virus.

\$5K FUNDING FOR CHAPS

The Chronic Health contract will be amended to reflect an additional amount of \$5,000 in funding.

ELECTRONIC HEALTH RECORDS (EHR) PILOT

Kit Carson County Public Health is one of six counties that will be participating in the Electronic Health Records (EHR) pilot. This online data base will be used state-wide in the future. The staff is excited to part in the pilot project.

INTERN DOCTORAL STUDENT FROM CU BOULDER WITH PUBLIC HEALTH

Dawn James presented a Clinical Training Agreement from the College of Nursing at the University of Colorado Denver for the student's rural public health rotation. The student will be working primarily with the WWC program and the 5 year assessment plan.

Dave Hornung moved to accept the University of Colorado Denver's Clinical Training Agreement beginning August 5, 2016 that will run through December 2016, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

PURCHASE ORDERS

Purchase Order #255

Gary Koop moved to approve Purchase Order #255 for Public Health to Nurse Family Partnerships for Program & Consult Fees at 100% Reimbursement for a total of \$10,368.00, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

ORANGE SHEET - WEBBER

Dave Hornung moved to approve the corrected Orange Sheet for Whitney Webber for Public Health - FTE in Nursing 0.1, CVP 0.2, Family Planning 0.1, Health Promotions 0.1, and NFP 0.5 at \$28.84 per hour for an annual wage of \$60,000.00 full time Exempt employee with benefits, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

Dawn asked for an update on the Annex parking lot. The Board of County Commissioners are currently looking at optional bids.

Dave Hornung moved to adjourn the Board of Public Health meeting at 2:35 PM, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

The Board of County Commissioners reconvened at 2:40 p.m.

CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of August 3, 2016, and Accounts Payables.

Gary Koop moved to approve minutes of August 3, 2016, and to pay the Accounts Payables, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

ORANGE SHEET – PHIPPS

The Board of County Commissioners reviewed an Orange Sheet for Glenn Phipps.

Dave Hornung moved to approve the New Hire Orange Sheet for Glenn Phipps to Sheriff Department – Court Security at Grade 28 Step 0 receiving \$13.46/hr – Annual Salary \$28,000.00/yr. that is full time with benefits as Non-Exempt; the effective date is August 15, 2016, with a 6 month probation period ending on February 15, 2017, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

JULY CAPP & CWCP REPORTS

The Board of County Commissioners reviewed the July CAPP & CWCP Report.

Gary Koop moved to approve the July CAPP & CWCP Report, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

JULY TREASURER REPORT

Pam Mills submitted the Treasurer’s July Report for the Board of County Commissioners to review:

AUGUST 4, 2016
 TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS
 KIT CARSON COUNTY COLORADO
 MONTHLY REPORT OF ACTIVITY IN THE VARIOUS COUNTY FUNDS
 MONTH ENDING - JULY 31, 2016

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
County General	\$ 4,364,737.50	\$ 610,146.14	\$ (494,917.09)	\$ 4,479,966.55
KCC Public Health Agency	\$	\$ 118,916.18	\$ (229,830.83)	\$ (110,914.65)
Contingent	\$ 204,517.54	\$	\$	\$ 204,517.54
Road and Bridge	\$ 1,620,126.33	\$ 248,898.63	\$ (211,339.84)	\$ 1,657,685.12
Ambulance	\$	\$ 157,621.70	\$ (329,837.83)	\$ (172,216.13)
Social Services	\$ 119,086.54	\$ 14,275.73	\$ (65,160.06)	\$ 68,202.21
Capital Expenditures	\$ 100,412.82	\$ 245.90	\$ (3.33)	\$ 100,655.39
Conservation Trust	\$ 47,450.62	\$ 6.21	\$ (3,669.57)	\$ 43,787.26
Solid Waste	\$ 1,285,714.87	\$ 31,320.64	\$ (63,398.70)	\$ 1,253,636.81
E-911	\$ 90,551.15	\$ 16,696.25	\$ (7,572.19)	\$ 99,675.21
KCC Facilities Corp	\$ 11,968.18	\$	\$ (8,756.30)	\$ 3,211.88

Gary Koop moved to approve the Treasurer’s July Report, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

JULY CLERK'S REPORT

The following report was submitted by the Clerk and Recorder's Office, including a list of warrants that need approved by the Board of County Commissioners for the month of July 2016 for the County Clerk's office:

KIT CARSON COUNTY COMMISSIONERS REPORT				
July-16	To General	To Towns	Warrants	
	COUNTY	STATE	STATE	TOTAL
BURLINGTON CITY SALES TAX			\$ 3,093.73	\$ 3,093.73
CERTIFICATES OF TITLE	\$ 828.00		\$ 662.40	\$ 1,490.40
CIVIL UNION LICENSE	\$ -		\$ -	\$ -
CONFIDENTIAL DL			\$ -	\$ -
CONFIDENTIAL MV			\$ -	\$ -
CONFIDENTIAL VT			\$ -	\$ -
DRIVERS LICENSE	\$ 1,886.40		\$ 2,131.95	\$ 4,018.35
DUP REG/CUSTOMER INQ	\$ 21.00			\$ 21.00
DUP'S	\$ 110.50		\$ 28.90	\$ 139.40
E-RECORDING SURCHARGE	\$ 165.00			\$ 165.00
FLAGLER CITY SALES TAX			\$ -	\$ -
ID'S	\$ 2.50		\$ 1.00	\$ 3.50
MARRIAGE LICENSE	\$ 42.00		\$ 138.00	\$ 180.00
MISCELLANEOUS	\$ 2,466.47			\$ 2,466.47
MOTOR VEHICLE AUTO TAX	\$ 535.00	\$ 56,147.32		\$ 56,682.32
MV LICENSE FEE/PERMITS	\$ 3,944.20		\$ 79,098.92	\$ 83,043.12
ORGAN DONOR			\$ 6.00	\$ 6.00
RECEPTION	\$ 5,306.00			\$ 5,306.00
ROAD \$1.50 FEES		\$ 1,386.00		\$ 1,386.00
ROAD \$2.50 FEES		\$ 2,025.00		\$ 2,025.00
SB03-103 PD/SAFETY	\$ 41.45			\$ 41.45
SB09-108 LATE FEES	\$ 840.00			\$ 840.00
SEIBERT SALES TAX			\$ 43.50	\$ 43.50
STATE DOCUMENTARY FEE	\$ 480.02			\$ 480.02
STATE SALES TAX			\$ 9,961.68	\$ 9,961.68
STRATTON SALES TAX			\$ 52.20	\$ 52.20
TORRENS TITLES	\$ -			\$ -
VENDOR FEES	\$ 453.12			\$ 453.12
GRAND TOTAL	\$ 17,121.66	\$ 59,558.32	\$ 95,218.28	\$ 171,898.26
		\$	154,776.60	

Gary Koop moved to approve the Clerk's July Report as presented on August 10, 2016, and pay a total of \$95,241.28 in warrants which pays \$23.00 for one marriage license that was in August and is short \$46.00 for two marriage licenses that were not returned in July, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

ROAD & BRIDGE DISTRICT 3 – PAINTING

Purchase Order #254 – John Stanley Painting has an updated invoice that indicates a 10 year warranty on the paint.

The Board of County Commissioners meeting adjourned at 3:35 p.m.

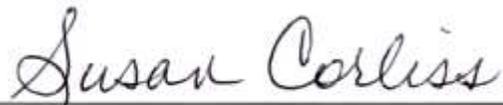
Submitted by: Susan Corliss, County Clerk and Recorder



 Cory Wall, Chairman

Date 8-17-16



Attest:


 Susan Corliss, County Clerk & Recorder