Minutes of the Board of County Commissioners Meeting, held on November 21, 2011 at 8:30 a.m. in the Commissioners Chambers, Alamosa County Services Center, 8900 Independence Way, Alamosa, CO 81101.

Members Present: Darius Allen, Chair  
George Wilkinson, Vice-Chair  
Mike Yohn, Commissioner  
Jason Kelly, County Attorney  
Mark Garcia, Interim Administrator  
Carol Osborn, Administrative Assistant  
Belina Ramirez, Administrative Secretary

Call the Meeting to Order

Pledge of Allegiance

Additions/Deletions to the Agenda

Approval of the Agenda

Delete Officials Payments Contract off of Consent Agenda to make changes

M/S Wilkinson/Yohn motion to approve the agenda of November 21, 2011 with changes. Motion was passed unanimously.

Consent agenda Items:

Approval of General Business/Minutes

The Following Minutes were presented:  
Regular Minutes- November 9, 2011  
Minor Subdivision –Hooper Ridge Farms LLC

M/S Wilkinson/Yohn motion to approve the Minutes of November 21, 2011. Motion was passed unanimously.

Approval of Bills/Obligations

M/S Wilkinson/Yohn motion to approve the Bills/Obligations Motion was passed unanimously.

Public Comment
Approval of Consent Agenda
FUND Report for October
Amended CORHIO Participant Agreement
Ratify Letter of Commitment for Grant in support of Workplace Wellness
Clerk & Recorder’s Report for October 2011

M/S Wilkinson/Yohn motion to approve Consent Agenda
Motion was approved unanimously.

Alamosa County Local Marketing District
Colorado Entrepreneurship Marketplace-Request Letter of Endorsement

Jamie Greeman was present. She is requesting a Letter of Endorsement for Colorado Entrepreneurship Marketplace. Commissioner Allen had forwarded her the RFP to host this event. It is at a good time in the fall after their summer rush. She has included Mike Wisdom, Donna Wehe, and Randy Wright to come on board with this since it more towards supporting rural businesses and the economic development. It is a one day event with a reception that evening so most would spend two nights. They expect 300 people with 150 being local. They have also spoken with the college. Commissioner Wilkinson asked when this will be. It is October 5th. It has been in the southern part of Colorado the last couple of years so they might want to even it out and chose somewhere in the northern part of Colorado.

M/S Yohn/Wilkinson motion to provide a Letter of Endorsement
Motion was approved unanimously.

Alamosa County Department of Human Services

Larry Henderson was present.

Food Stamp Issuance Report showed Alamosa County issued $481,475 with 1785 cases and Statewide issued $62,951,133.15 with 203,842 cases.

Ongoing Workload Summary
Adult Financial 341
Adult Medical 605
Colorado Works 156
Family Medical 1044
Food Stamps 1846
Long Term Care 448
Medicare Savings Program 267
Total 4707

Leap Report showed 415 applications where 182 have been approved, 7 have been denied, 226 are pending, and the average benefit is $331.23. Statewide showed 28307 applications where 11338 have been approved, 759 have been denied, 16210 are pending, and the average benefit is $287.78.
The Investigation Report, Recovery Collection Comparison Report, and Child Support Collection Comparison Report were presented. Commissioner Allen asked how many cases Mr. Bonadies deals with a month. Mr. Henderson is not sure he will check into it. Mr. Kelly asked if we get that money back. We do get a share of it but some goes to the state and federal. The amount can be put on a payment schedule that is agreed up on the client and the department. Sometime it is court ordered stated Mr. Henderson. Commissioner Wilkinson stated it would be tough to come up with the money in a lump sum for the client.

The Statement of Expenditures and the Statement of Revenues were also presented.

Commissioner Yohn asked if the amount of Leap applications is typical each year. Mr. Henderson stated the state mails out applications each year and then they have some that come and pick up applications. Commissioner Yohn asked about the income guidelines changing and if it is in effect now. Mr. Henderson stated the income guidelines did change and it is in effect now. They may get more applications but fewer will be eligible.

**Alamosa County Land Use**

Employee Vacancy Request

This position includes the duties as the following:
Provides public with regulatory information that does not require interpretation, issues building permits, septic permits, drive way access applications, new addresses, hands out information, collects application fees, prepares necessary reports, performs content review of all buildings, septic, drive way access permits, notes obvious deficiencies and mistakes and forwards them to reviewer, prepares/categorizes all data bases to include applicable software, computerizes filing systems, enters and updates information and cross indexes all files, prepares and maintains current computer records of expiration dates, reissue of building and septic permits, prepares and composes letters/notification letters/stop order letters/correspondence to applicants and owners, prepares and transcribes minutes for Planning Commission, prints and posts notices of public hearings, composes notices to adjoining land owners of proposed land development applications, answers phones, routes documents, filing, prepares all Board of Appeals packets, and assists department management.

Qualifications: perform job successfully the individual must be able to perform each essential job duty satisfactory, the requirements are representative of the knowledge, skill, and ability required. High School diploma or general education or one or two years of related work experience or equivalent of combination of education and experience, ability to read, analyze, and interpret general business prearticles, professional generalers, technical procedures of government regulations, ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and responds to questions from groups of managers, clients, customers, and the general public, ability to calculate figures in amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume, ability to apply concepts of basic algebra and geometry, ability to define problems, draw valid conclusions, ability to interpret and extensive variety of technical instructions in mathematical or diagram form, deal in several abstract and concrete variables.
Physical demands are representative of those that must be met by the employee to successfully perform the essential functions of this job reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The employee is regularly required to sit, use hands, finger, handle, feel, talk or hear, the employee frequently is required to reach with hand or arm, occasionally required to stand, walk, or climb or balance and stoop, kneel, crouch, or crawl, employee must regularly lift and/or move up to 10 lbs or frequently lift or move up to 25 lbs., specific vision abilities required of this job include close vision, color vision, ability to adjust, and focus.

Also they have added code enforcement to this position. Commissioner Wilkinson asked why they have added code enforcement when they have someone already with a badge. Mr. Vanlwarden stated they are working together and they have to go along sometimes because that person doesn’t know what is going on and also to take pictures. There has been a lapse of communication between them in the last couple of weeks. Commissioner Wilkinson stated if there is additional work if there is additional pay. They are working with reclassification stated Mr. Vanlwarden. Mr. Garcia stated this job description doesn’t fall under the classification plan. He would like to visit more on this reclassification with Mr. Vanlwarden. Mr. Garcia believes this should fall under permit technician and reclassifying Pat Lucero’s job some.

M/S Wilkinson/Yohn motion to approve Employee Vacancy
Motion was approved unanimously.

Break

Alamosa County Sheriff

Dave Stong Sheriff and Adam Abeyta the new Sergeant Jail Administrator were present.

Monthly Detention Report was provided. The daily average is 111 with an average of 32 housed out of our facility. Mr. Garcia asked if booking in takes the same time as booking out. It generally takes more time to book in. They are averaging about 1 hour. The Monthly Food Service Report showed 7888 meals served. The Incident Report was provided showing 1081 calls per service.

Their pre-trial release program has begun. Julie Zaragoza with Private Probation got the RFP to do this program. They are screening all the new inmates who enter their facility to see if they are eligible for this pre-trial release program. Commissioner Wilkinson asked if they have had anyone released. Currently no inmates have been released. Prior to advisement before a judge they will recommend whether one is qualified for this program. Commissioner Yohn asked if they have somewhere for her there in their facility. Sheriff Stong stated they let her use their interview room. Commissioner Wilkinson stated their office location is at Private Probation but they come in to screen the inmate.

Sheriff Stong has met with Mike Norris the Saguache County Sheriff, Brian Norton the Rio Grande County Sheriff, and Robert Gurule the Conejos County Sheriff to discuss inmate housing. These counties are reviewing the MOU with their BOCC and Legal representatives.
One of the concerns is they are not responsible for major medial. We already have an issue with an inmate that received extensive medical expense while housed at Chaffee County.

They have had some changes within the Detention Center. Adam Abeyta has been appointed Detention Division Sergeant/Jail Administrator. Jerry Orton, Chris Westerman, Rick Martinez, and Tanya Vigil have been appointed to Detention Division Corporal. They have implemented their Evacuation Protocol and Krav Maga as Police Defensive Training. They are moving into the replacement of Sleuth with Archonix as their Public Safety Software.

Sheriff Stong has asked if there was any way they could qualify the kitchen as non-profit because they could get a lot of free food. Community Corrections qualifies as non-profit. The County is non-profit. Sheriff Stong will send the requirements to get into this program to Mr. Kelly so he could look at them. Their cook has started a program where you can donate items to the prisoners. Commissioner Allen asked if they have a dietician. Sergeant Abeyta stated they are in the process of that with the help of Public Health. Mr. Garcia also stated they could look into cooking for non-profit organizations maybe they could qualify that way such as for headstart or senior center.

Commissioner Allen asked stated if he requests or if they have to request a reduction of fees for dispatch. Sheriff Stong stated they have been asking for it. Commissioner Allen asked about INS building being closed if they could use their facilities. They haven’t closed just cut back a little. They only have two people to run the building. Sergeant stated it is just a temporary 24 hour holding then they ship them out to Colorado Springs. They would have to hire someone to oversee them there. Sheriff Stong stated there are just holding cells with just seats not housing facilities. Sergeant Abeyta stated they usually come to the Sheriff’s facility to get the information then go back to their own facility do the paperwork and return just to send them to Colorado Springs so they are being kept at the Detention.

**Board/Staff Updates**

*Official Payments Contract*

Recommend Indemnification section be changed to read to the extent permitted by law.

M/S Wilkinson/Yohn motion to approve Official Payments Contract with change Motion was approved unanimously.

Juan Altamirano gave an update on the Energy Performance Contract. The lighting audit was completed last week. He drafted a letter of intent for the lighting service company to provide services to Alamosa County to replace the lighting. He received feedback from the larger company who is handling the technical energy audit and they said it was a thorough letter. It basically said that in the event they do not enter a technical energy audit with the Semmons than they would be responsible for paying any services that the lighting company would provide to them. They need to get this done before December 31st soon to receive the benefits of energy rebates that Xcel is offering.
M/S Wilkinson/Yohn motion to approve Letter of Intent for Energy Audit
Motion was approved unanimously.

Lunch

Public Hearing
2012 Final Budget

SEE PUBLIC HEARING MINUTES FOR MORE INFORMATION

There being no further business, the Regular Meeting of the Board of Alamosa County
Commissioners was adjourned.

ATTEST:

Belina Ramírez, Administrative Secretary
Carol Osborn, Administrative Assistant

Darius Allen, Chairman
George Wilkinson, Vice-Chair
Mike Yohn, County Commissioner
Minutes of the Public Hearing for 2012 Budget was held on November 21, 2011 at 8:30 a.m. in the Commissioners Chambers, Alamosa County Services Center, 8900 Independence Way, Alamosa, CO 81101.

Members Present: Darius Allen, Chair
George Wilkinson, Vice-Chair
Mike Yohn, Commissioner
Jason Kelly, County Attorney
Mark Garcia, Interim Administrator
Carol Osborn, Administrative Assistant
Belina Ramirez, Administrative Secretary

Mark Garcia spoke. This was performed by former County Administrator Barry Shioshita. They have had the budget available for the public for a month and a half. They have not received any comments in written form. They have a $31,407,327 million budget it denotes 100% recording required by the state for their Department of Human Services (HHS) fund. Previously it was not required 100% recording. In comparison to 2011 Budget it was $19,519,797 so that is 11 million additional dollars because of the 100% recording. Assessed values are up for 2012 for a total of $147,822,295 up from 2010 Assessed valuation $142,955,492. Mill levies are set and fixed by voter approved referendum fixed at 25.238 mills. 3 funds have increased and 3 funds have decreased. Our beginning year actual fund balance was $2,849,178 and their estimated year end fund balance was $2,638,215. All our funds for the most part all departmental expenditures are in line with the 2011 Budget with the exception of the Sheriff's Department. They are experiencing over $300,000 in overages primarily due to additional inmates being required to be housed within our detention facility. This is reflected in our fund balance as well. The 2012 Budget has some job reclassification work and the Commissioners intent to provide 2% merit increases to all staff following satisfactory evaluations by supervisors or department heads. December 14th they will adopt final budget and certify mill levy as well. Commissioner Allen asked about the reporting of DHS. It looks like our budget has grown but they have to list DHS funds on our budget. Commissioner Wilkinson stated the funds just pass through them. Technically the budget will increase slightly because of the additional raises identified and additional revenues due to the increase in assessed valuations. In essence it is similar to last year’s budget.

Joyce Gunn private citizen spoke. She wishes everyone a Happy Thanksgiving. As Alamosa County Commissioners they cannot look over every little bit and piece of a department under your control but someone should. In looking at the papers that must be filed by the Marketing District she noticed there are items missing in the budget presented to the County. If the budget for the Marketing District is passed it could be without full information to the County or to the public. She requested a breakdown for the budget on the Gateway Center. She was told the budget was done during a retreat but that is all that was needed legally was the form turned into the County. How is anyone supposed to follow the money if additional information is withheld especially when the Executive Director states that she has a budget for the money but it gets moved around. Is this also true for the $175,000 listed under for Marketing District listed under the Lodging Tax. She noticed the lease purchase to cover Tabor for the Local Marketing District was not part of the budget. Last year she went over the County records and closing records and
she doesn't know how last year's lease purchase agreement was correct but she guesses she will have to see some expert advice. When you sit on the board you know many things from experience. Several years ago Debra Goodman had a retreat with the Local Marketing District Board where they discussed and agreed that there shall be several documents in place on subjects such as whistle blowers, deportment, conflicts of interest and harassment. Each board member signed these documents. When our own agendas takes the place of the agenda what is best for the people of the county we often make mistakes. The Local Marketing District Treasurer appears to have made one of those mistakes. Papers proving so were sent to Denver where they were looked over to decide if an ethical problem had appeared. In Denver they agreed there was an ethical problem but because the Local Marketing District Board were not elected; those from Denver could not do anything against those committing the error. It appears the Alamosa County Commissioners have an ethical problem to worry about and a possible lack of full disclosure of budget funds. It doesn't seem like everything is moving in the same positive direction and it is not quite kosher.

Dorothy Brandt Chairman of Museum Board spoke. She spoke the last time that they felt they were not treated fairly, morally or ethically. They are back today to ask for help because they have done their job. She asked them if they have considered whether they can help them with some extra money. Commissioner Allen stated they have not adopted the budget yet so they are still working on the budget. They offered them $28,000 before and this year they cut them to $27000. The tax money is coming in so there is no reason for that. The $45,000 that they asked for is their share in order to run the museum and do a first class job. They invite them and need them to come in and see what they are doing. The difference between what they are offering and what they are doing now is only $17,000. The tax money is coming in so it is not like she is asking for County money. She respects them; they are not going away and please help them do what the voters told them to do. They have not let you down so don't let them down. They are not begging it is due them. They will be pleased when they do. You be fair with them and they will be fair with us.

Dorothy VanTreese representing Alamosa Senior Center spoke. She realizes they are probably late in requesting any funds but if there is any way they can help them at all. They would really appreciate it. She has been getting help with CSBG and gas expense. Commissioner Allen asked what amount she is looking for. They used to get $19000 so if she could even get half. They are trying to get more grants. Commissioner Allen asked if they don't get this half what happens with them and their meals. South Central leases the kitchen to provide the meals. They are in bad shape that they may in a year have to close down. They are aware of their situation due to Commissioner Yohn attending their meetings. The Commissioners are working on some solutions.

Sandra Blevins who is assisting the Senior Center spoke. She was the director for sixteen years and it does still have her great concern. Without this place seniors would be in Nursing homes or be depressed. Socializing for them is very important to them. They have two people already saying if they didn't have a place like this for their mom or dad they wouldn't be able to work.

Ms. Osborn stated CSBG funds they are doing things different this year where they are asking for a proposal. They used to get it automatic and now the CAA (Community Action Agency)
will determine. They won't know until March 1st of CAA decision. Mr. Garcia asked if the Senior Center was aware of this. They stated they are.

December 14th they will adopt the final budget stated Commissioner Allen.

There being no further business, the Public Hearing for 2012 Budget was adjourned.

ATTEST:

Belina Ramirez, Administrative Secretary

Carol Osborn, Administrative Assistant

Darius Allen, Chair

George Wilkinson, Vice-Chairman

Mike Yohn, County Commissioner