

KIT CARSON COUNTY COMMISSIONERS

MINUTES – OCTOBER 17, 2018

8:00 AM WORK SESSION
10:00 AM LYMAN HAMBIN, CPA
11:00 AM TIFFANY RAMOS – PURCHASE OF SERVICE CONTRACT
11:30 AM ABBEY MULLIS – LETTER OF TERMINATION FOR CONDUENT (ACS) – *did not attend*
12:00 PM LUNCH
12:55 PM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE
• REVIEW & APPROVE CONSENT AGENDA ITEMS
1:00 PM COLLIN KOOP – DEPARTMENT HEAD EVALUATION
1:30 PM DELLA CALHOON – DH EVALUATION
2:00 PM CITY MANAGER – JIM KEEHNE - AIRPORT

AGENDA:

- Minutes – October 10
- Accounts Payable

NEW ITEMS:

- Service Contract for Jennifer Lynn Higgens, LPC – Human Services
- Agreement for Brenda Condrey
- MRAP vehicle for Sheriff's Office
- MOU for Goat Pens

PURCHASE ORDERS:

PUBLIC HEALTH:

• PO#659	Sanofi Pasteur Inc	Public Health	\$9,906.23	Fluzone QIV
• PO#660	GSK	Public Health	\$947.00	Kinrix, Infarix, Havrix-ped
• PO#661	Pfizer	Public Health	\$1,800.48	Prevnar
• PO#662	Merck	Public Health	\$4,354.30	Pedvaxhib, RotaTeq, Proquad

MONTHLY REPORTS:

- CAPP/CWCP September

OLD ITEMS

PERSONNEL ITEMS:

- Orange Sheet – Christa Durbin
- Orange Sheet – Collin Koop

FYI:

- EEOC Claim – Technical Update

TABLED:

ADDITIONAL ITEMS:

The Board of County Commissioners meeting was called to order at 10:44 AM in the Commissioners Meeting Room. The Pledge of Allegiance was recited. Those present were Gary Koop, Cory Wall, Dave Hornung, Paula Weeks, and Susan Corliss.

CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of October 10, 2018, and Accounts Payable.

Cory Wall moved to approve minutes of October 10, 2018, meeting and to pay the Accounts Payables in the amount of \$66,520.26, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

KITCHEN CONTRACT FOR BRENDA CONDREY

The Board of County Commissioners received the agreement for rate and amount of pay for kitchen work for Brenda Condrey.

Gary Koop moved to approve the Agreement with Brenda Condrey for kitchen work in the jail at a rate of \$27.41/hr. that will be limited to maximum of 65 hours per month in each calendar month, any additional hours beyond the 65 hours per month must be approved in advance by the Board of County Commissioners and the Sheriff, and there will be no annual leave, sick leave, or holidays for duties as a kitchen worker, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

MOU FOR GOAT PENS

The Board of County Commissioners reviewed the Memorandum of Understanding for the new goat pens that will be used with any donations to help pay for the purchase as agreed.

The Board of County Commissioners meeting recessed at 10:46 AM.

Cory Wall moved to open the Board of Public Health meeting at 10:47 AM in the Kit Carson County Commissioners' Meeting Room for the purpose of purchase orders only, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung. Those present were Dave Hornung, Gary Koop, Paula Weeks, and Susan Corliss.

PURCHASE ORDERS

Purchase Order #659

Cory Wall moved to approve Purchase Order #659 for the Public Health to Sanofi Pasteur Inc. PHPO #2764 for Fluzone QIV totaling \$9,906.23, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

Purchase Order #660

Gary Koop moved to approve Purchase Order #660 for the Public Health to GSK PHPO #2765 for Kinrix, Infarix, and Havrix- ped vaccines totaling \$947.00, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

Purchase Order #661

Cory Wall moved to approve Purchase Order #661 for the Public Health to Pfizer PHPO #2766 for Prevnar vaccine totaling \$1,800.48, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

Purchase Order #662

Gary Koop moved to approve Purchase Order #662 for the Public Health to Merck PHPO #2767 for Pedvaxhib, RotaTeq, and Proquad vaccines totaling \$4,354.30, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

Cory Wall moved to adjourn the Board of Public Health meeting at 10:48 AM, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting reconvened at 10:48 AM.

SEPTEMBER CAPP/CWCP

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

ORANGE SHEETS – DURBIN & KOOP

Gary Koop moved to approve the Human Service Salary Adjustment Raise – Orange Sheet for Christa Durbin at \$18.39 per hour for Step .25 and Grade 38 with annual wage of \$38,250.00 as an Exempt Full Time Employee with Benefits effective November 1, 2018, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

Cory Wall moved to approve the Grounds & Building Raise – Orange Sheet for Collin Koop at \$17.31 per hour for Step 0 and Grade 36 with annual wage of \$36,000.00 as an Exempt Full Time Employee with Benefits effective October 1, 2018, seconded by Dave Hornung. The motion was carried. Gary Koop abstained from the vote.

AUDITOR BIDS

Paula Weeks presented bids from three companies for the 2018 Kit Carson County audit.

Hamblin and Associates, LLC	\$23,000.00
Ronnie Farmer	\$26,500.00
Watson, Coon, Ryan, LLC	\$28,000.00

The Board of County Commissioners reviewed a letter of engagement from Hamblin and Associates, LLC to provide services for the 2018 Audit. The audit process will begin on approximately December 1, 2018, and that the audit should be to the county by June 30, 2019, so that it can be properly submitted to the state and other agencies by the deadline of July 31, 2019. Lyman Hamblin stated that the in house audit will be conducted the last week of March.

Gary Koop moved to sign the Letter of Engagement with Hamblin and Associates, LLC to prepare the 2018 Audit including financial statements, single audit, and the cost allocations for \$23,000.00, seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

TIFFANY RAMOS – PURCHASE OF SERVICE CONTRACT

Tiffany Ramos explained the need to hire Jennifer Higgens as a supplement for services that are provided by Centennial Mental Health. There is a need to advertise for the PSSF position as soon as possible.

SERVICE CONTRACT FOR JENNIFER LYNN HIGGENS, LPC

Tiffany Ramos presented an Agreement for Independent Contractor, Jennifer Lynn Higgens, to provide intake services for clients within three days of receiving a referral from Kit Carson County Department of Human Services. After the initial intake, services may be needed for continued client progress. The contractor agrees to safe guard information and confidentiality of the child and the child’s family in accordance with the rules of the Colorado Department of Humans Services and the Kit Carson County Department of Human Services.

Cory Wall moved to sign the agreement with Jennifer Lynn Higgens at the negotiated service rate of \$80.00 per session for individual and \$120.00 for an intake assessment effective October 1, 2018 through June 30, 2019, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

ABBEY MULLIS – LETTER OF TERMINATION FOR CONDUENT (ACS)

The Board of County Commissioners were informed that Abbey Mullis has sent the required Letter of Termination to Conduent (ACS) via email and registered mail, which completes the final step of the transfer to the new Tyler software that went live on October 15th.

The Board of County Commissioners recessed at 12:00 PM for lunch.

The Board of County Commissioners returned for work session at 1:00 PM.

The Board of County Commissioners meeting reconvened at 3:00 PM in the Commissioners Meeting Room. Those present were Gary Koop, Cory Wall, Dave Hornung, Jim Keehne, and Susan Corliss.

CITY MANAGER – JIM KEEHNE - AIRPORT

Jim Keehne addressed the Board of County Commissioners about concerns of some of the ballot measures on the upcoming General Election ballot. The Burlington City Council is currently working on an article for the newspaper expressing their views on Amendment 74, Proposition 109 and 110.

He explained the need for future chip and seal projects in Burlington and would like to look at working together on these projects to save expenses. The Board of County Commissioners would be willing to help them out when they are working on their projects in the area but that would be at least three years out because next year's chip and seal projects are in the Flagler area including the Town of Flagler and in 2020 the Road & Bridge crews are scheduling to do County Road 40 North of Bethune.

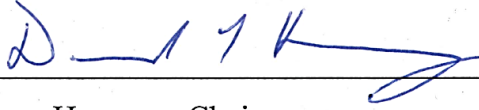
There are concerns about the continued revenue loss at the Burlington Airport. The only sources of revenue are from the hanger rental, housing overnight planes, and fuel. Plans are to look for a fuel truck to accommodate airplanes and helicopters better but this will not be a substantial money maker. There may also be some grant applications that could help with funding. One area that the county could help with is repairing the road and redirecting it to allow for expansion of the hangers.

The VA Clinic has reopened after major repairs. They are going to add a peaked roof to prevent water leaking through the flat roof again. A five year fixed and then five year renewable lease has been signed with the Veterans Administration.

Jim shared updates on the water wells and blending station along with being one of seven finalists on possible use of the prison, which will be decided by the end of year.

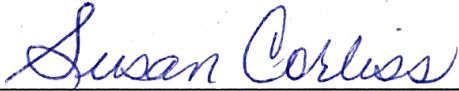
The Board of County Commissioners meeting adjourned at 3:30 PM.

Submitted by: Susan Corliss, County Clerk and Recorder



Dave Hornung, Chairman

Attest:



Susan Corliss, County Clerk & Recorder

10/24/2018

Date

