

**KIT CARSON COUNTY COMMISSIONERS**  
**MINUTES – NOVEMBER 14, 2018**

8:00 AM PRE-DEPARTMENT HEAD MEETING  
8:30 AM DEPARTMENT HEAD MEETING – HOSTED BY PUBLIC HEALTH DIRECTOR – DAWN JAMES  
11:00 AM JEFF CURE – COUNTY ATTORNEY – WEEKLY MEETING  
12:00 PM LUNCH  
1:00 PM DENNIS KAAAN - CSU  
1:00 PM COMMISSIONER MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE  
• REVIEW & APPROVE CONSENT AGENDA ITEMS  
1:30 PM DELLA CALHOON – OEM – ALL HAZARDS GRANT PLANNING

**AGENDA:**

- Minutes – November 7
- Accounts Payable

**NEW ITEMS:**

- Veteran’s Condolence Letters

**PURCHASE ORDERS:**

**PUBLIC HEALTH:**

- PO#669 Bayer Public Health \$575.46 Kyleena

**MONTHLY REPORTS:**

- Public Trustee October Report
- October CAPP/CWCP Report

**OLD ITEMS**

**PERSONNEL ITEMS:**

**FYI:**

- No Meeting on November 28, due to CCI Conference
  - Need bills and payroll signed on November 29
- AirMed – Reimbursement Plan

**TABLED:**

**ADDITIONAL ITEMS:**

- *Sheriff Department Request for Overtime*
- *HUTF November Report*
- *Revised Short Easement Form*

The Department Head Meeting was hosted by Dawn James, Department of Public Health and Environment Director and Mick Livingston, CSU Extension provided homemade cinnamon rolls; the meeting opened at 8:35 AM in the Kit Carson County Ambulance Building meeting room. The meeting started with the Pledge of Allegiance. Those present were Dawn James, Tony Rodriguez, Tom Ridnour, Randy Gorton, Della Calhoon, Gary Koop, Mick Livingston, Dennis Kaan, Scott Stinnett, Korena Laue, Nicole Richards, Abbey Mullis, Paula Weeks, Collin Koop, Susan Corliss, Dave Hornung, and Cory Wall.

**DEPARTMENT HEADS MEETING**

**Dawn James – Public Health & Environment Director** – shared a family experience that she wanted to remind everyone to be thankful for everyday because it’s a gift; we don’t know what tomorrow brings. Immunizations is wrapping up flu vaccine with this being the last day of the sweep of the county. Shots will still available at the clinic through February or March but reminded everyone that the earlier you are vaccinated the better it will work.

**Sheriff Tom Ridnour** – reported that there are three officers covering the county right now with the resignation of Shane Whitmore. The department is also short in Dispatch. There will be 25 counties that will have new sheriffs next year.

**Tony Rodriguez – Department of Human Services Director** – shared that the department is needing a Case Aide. Prairie Family will be starting teen classes and parenting classes, which is cost effective to have Prairie Family do class through the PSSF funds rather than duplicate efforts. He has appreciated all of the support during his first year of this position as he is celebrating his first anniversary.

**Della Calhoon – OEM** – indicated that she has been attending a lot of meetings lately. Senate Bill 167 mandates that the county will need to call 811 before grading roads. She will be sharing additional new items to share with the Commissioners during their meeting. The EMS Council has postponed tonight's meeting because of short attendance. Paula Weeks will be attending the G291 PIO planning meeting in Ft. Collins with her shortly.

**Randy Gorton – Landfill / Coroner** – reported that things are staying caught up at the landfill since the winds have been staying down. The wind screens are working well to contain the trash. The Coroner office has more deaths than last year. There will be 22 new coroners across the state next year.

**Mick Livingston – CSU Extension** – shared that they are starting the fall enrollment for 4-H. He is looking forward to fishing and hunting following his retirement as of January 2, 2019. Dennis Kaan will be meeting with the Board of County Commissioners to go over the transition plan. Dave Hornung stated that the county owes Mr. 4-H (Mick) a lot for all he has done for Extension and the county fair. Dawn James appreciated that Mick and Scott Stinnett are serving on the EPR Response Team for livestock losses.

**Nicole Richards – Ambulance** – stated that on Saturday will be the inspection of the rigs including the new transfer unit for their annual inspection. They are excited to get the new transfer rig into service. Cindy McCombs will be out for 6 six weeks following surgery. She is looking for a new fulltime EMT.

**Abbey Mullis – Assessor** – reported that recertification are to be sent out next week. They are waiting on a possible value change of a telecommunications company that could affect the assessments. The staff is cooking right along on the new system and they are getting ready to do the tax roll in the new system, which will be less time consuming.

**Collin Koop – Grounds & Buildings** – shared that they are working on finishing up things from the construction project with one replacement window in the jail and a breaker was replaced under warranty that made for three days of trying to keep everyone comfortable without a working heating system. There is daily spraying down the doorknobs and hand rails to slow down the spreading of germs. Please let Collin or Paula know if you need anything. P1 and the engineers are looking at heat problems in the control room and a few locations in the courthouse.

**Susan Corliss – Clerk and Recorder** – reported that Wednesday, November 14, (today) is the last day for curing ballots with signature discrepancies and to receive UOCAVA ballots. The judges will finish counting on Thursday with the Risk Limiting Audit and Canvas on Monday, November 19 to finish the certification of the election. It is time to look are the Reorganization of the County, so she will be emailing department heads portions of the upcoming meeting for review. Once the reviews are returned, a draft copy will be available for proofreading before the January 8, 2019 meeting. It is business as usual for Motor Vehicle, Driver License, and Recording. Everyone is extremely happy that the construction has finished and how nice the building looks. We are receiving compliments from the public as well.

**Paula Weeks – Administration** – shared a handout of reminders for deadlines and meetings, *see attachment*. The fact that the single audit is late will increase the chances of more federal audits. The county will have a new auditor next year. The commissioners will be working on some new policies. There is a vacancy on the Sickbank Board, so Phil is getting a ballot ready. It is a good idea to contact Paula to contact CTSI with EOB questions since they carry our insurance and know it better than Anthem. It is very important to share all of this information with the employees.

**Cory Wall – Commissioner District 2** – stated that it has been a busy fall harvest which has been taking a toll on the roads and then the moisture just made mud. The blade guys were working on other things until they could work on the roads again. He received one call about a bad road, so the crew worked on Friday, Saturday, & Sunday and repaired that road; only to come home to a blow up on Facebook about some of the county roads and how the commissioners don't care but they only received one phone call to report road damage. He wanted to make sure that people please call before things are posted; you can't fix what you don't know about.

**Gary Koop – Commissioner District 1** – indicated that the road signs are getting old & weathered, so they are trying to get the signs so that they can be seen again. They are looking at putting larger ones on the highways 385 and 24. Two bridges are going to be replaced with culverts because they are too narrow and farm equipment keep taking out the load limit signs on a regular basis. He has hired Mark Stoker to work the gravel pits.

**Dave Hornung – Commissioner District 3** – stated that the Courthouse project is done but they are still working out some details. The generator was a disappointment but they are hoping to get more areas of the courthouse on it in the future. The DOLA grant hearing was last week and seemed to go well. The Board of County Commissioners are waiting on the announcement of the awards. Road and Bridge District 3 has started getting rock in for the 2019 chip and seal project north of Flagler. The crew will be taking out a couple of bridges that have really low ton limits and they will be replaced with culverts. He reminded the department heads that the Draft Budget is a working document, so nothing is guaranteed until it is certified in December.

The Kit Carson County Department Head Meeting adjourned at 9:30 AM.

Next meeting is Wednesday, December 12, 2018, with Mick Livingston, CSU Extension, as the host.

### **DENNIS KAAN – CSU EXTENSION**

Dennis Kaan explained the transition plan that will go into process when Mick Livingston retires on January 2, 2019. Scott Stinnett will be the office coordinator during the transition whether a direct hire or county search that would be completed no earlier than January or February. CSU Extension will be interviewing five candidates for the Livestock position on December 3 and 4. Scott stated that the 4-H Clubs have the new version of the MOU for repayment of the goat pens as agreed when they were added to the fairgrounds prior to the 2018 fair. Agfest will continue under a joint leadership with all of the physical materials being stored in Kit Carson County. The dates in 2019 will be the last part of April and first part of May with the Kit Carson and Lincoln Counties event to be held in Stratton. Meat Quality Assurance (MQA) training will continue as designed for the next couple of years as transition to the Youth Quality Care Assurance (YQCA) is decided. Texas and Colorado are not in favor of the switch to a two hour lecture class or paying for an online training instead of the hands on approach they have developed with MQA. The State Fairs in Texas and Colorado have agreed to continue accepting MQA certificates and the National Western Stock Show is still considering the request.

The Board of County Commissioners meeting was called to order at 2:19 PM in the Commissioners Meeting Room. 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 November 7, 2018, and Accounts Payable.

Cory Wall moved to approve minutes of November 7, 2018, meeting and to pay the Accounts Payables in the amount of \$247,831.78 and Special Run Accounts Payable of \$3,675.00, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

## **VETERAN'S CONDOLENCE LETTER – BURIAN & SNYDER**

The Board of County Commissioners signed and mailed a letter to Nadine Burian in honor of Tom Burian and to Judy Snyder in honor of Jay Snyder for their service to their country as a Kit Carson County Military Veterans.

The Board of County Commissioners meeting recessed at 2:20 PM.

Cory Wall moved to open the Board of Public Health meeting at 2:20 PM 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 #669**

Gary Koop moved to approve Purchase Order #669 for the Public Health to Bayer PHPO #2798 for Kyleena – birth control totaling \$575.46, seconded by Cory Wall. The motion was carried with Dave Hornung voting against it.

Cory Wall moved to adjourn the Board of Public Health meeting at 2:21 PM, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting reconvened at 2:21 PM.

## **OCTOBER CAPP/CWCP**

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

## **2018 NOVEMBER HUTF REPORT**

The Board of County Commissioners reviewed the November HUTF report and money from the State providing the county with a total of \$278,816.19 for the month of October, which is a decrease of \$38,042.85 from October of 2017.

**PUBLIC TRUSTEE – OCTOBER REPORT**

The Board of Commissioners reviewed the October Public Trustee Fee Report:

*KIT CARSON COUNTY - Treasurer and Public Trustee*

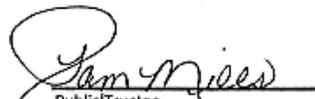


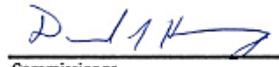
*Pamela J. Mills Treasurer/Public Trustee*

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS  
KIT CARSON COUNTY COLORADO  
PUBLIC TRUSTEE FEES PAID TO PUBLIC TRUSTEE

Month Ending Oct. 2018

| <u>PUBLIC TRUSTEE FEES</u>  | <u>Fee</u> | <u>Quantity</u> | <u>Total</u> |
|-----------------------------|------------|-----------------|--------------|
| Foreclosures                | \$150.00   | 1               | \$150.00     |
| PT Deeds                    | \$30.00    | 1               | \$30.00      |
| Withdrawals                 | \$35.00    | 1               | \$35.00      |
| Admin Withdrawals           | \$50.00    | 0               | \$0.00       |
| Intent to Cure              | \$15.00    | 0               | \$0.00       |
| Cure of Default             | \$35.00    | 0               | \$0.00       |
| Redemption                  | \$30.00    | 0               | \$0.00       |
| Releases of Deed of Trust   | \$15.00    | 19              | \$285.00     |
| Total PT Fees for Oct. 2018 |            |                 | \$500.00     |

  
Public Trustee  
Date 11/7/2018

  
Commissioner  
Date 11-14-18

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

**ALL HAZARDS GRANT PLANNING**

Cory Wall moved to appoint Paula Weeks, Kit Carson County Administrator, as a Designated Agent’s Delegation of Project Management Duties of the Hazard Mitigation Application for the Northeast Colorado Regional HMP Update with the Colorado Division of Homeland Security & Emergency Management, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

Gary Koop move to appoint Jerry Casebolt, Logan County Director of Emergency Management, as a Designated Agent’s Delegation of Project Management Duties of the Hazard Mitigation Application for the Northeast Colorado Regional HMP Update with the Colorado Division of Homeland Security & Emergency Management, seconded by Gary Koop. The motion was carried by unanimous vote by Dave Hornung.

**SHERIFF'S REQUEST FOR OVERTIME**

Sheriff Tom Ridnour sent a request for all overtime to be paid out for November 2018 through January 2019 instead of offering compensatory time to staff since they are short staffed with only three patrol staff (Undersheriff Belden, Deputy Jon Cisneros, and himself).

Gary Koop moved to approve payment of November 2018 through January 2019 overtime for the Sheriff's patrol staff (Belden and Cisneros), seconded by Cory Wall. The motion was carried by unanimous vote by Dave Hornung.

The Board of County Commissioners meeting adjourned at 2:30 PM.

Submitted by: Susan Corliss, County Clerk and Recorder

*D. Hornung*

Dave Hornung, Chairman

11/21/2018

Date

Attest:

*Susan Corliss*

Susan Corliss, County Clerk & Recorder



## PAULA WEEKS, ADMIN - DEPARTMENT HEAD NOTES

### ✚ Schedule with Commissioners:

- Call or email Admin to schedule. Please provide a description of your meeting and the amount of time you are expecting to need.
- By statute, all departments (except for Public Health) must schedule to meet with the commissioners 24 hours in advance. Deadline is Monday at 4:00 pm.
- Public Health must schedule 72 hours in advance by statute. Deadline is Friday at 4:30 pm

### ✚ Work Session:

- 8:00 am to 10:00 am every Wednesday except on the 2<sup>nd</sup> Wednesday of month due to Department head meeting
- No appointment is necessary for Work Session unless you are asking for a signature that day. Drop-ins are welcome.

### ✚ Contracts:

- Please send all contracts over to me by Monday 4:00 pm before the board meeting that they are expected to be approved.
  - I read & review each contract for the commissioners and make a summary page for them to review.
    - This also makes it easier to track for the audits

### ✚ Orange sheets

- These are due to Paula by Monday at 4:00 pm for the meeting on Wednesday.
- Phil sends out a reminder when an employee is at 5 months so DH's can do the evaluation and request a raise

### ✚ Open Enrollment - Due November 15 to Phil

- He is waiting on several

### ✚ Audit

- New Auditor
- 2018 interim Audit will be in January
- 2018 complete audit will be the last week of March
- 2017 Single audit has still not been received or Federally filed
  - This was due July 31<sup>st</sup> with a drop-dead deadline of September 30.
  - There is no Late File Penalty
    - This puts us into the High Risk Category with grants
      - This triggers more audits of individual grants

### ✚ New Hires

- **MUST schedule with HR for the new hire orientation**
- **We cannot just accept drop-in's**
- **Each appointment will take approximately 1 hour**
  - **Set times are:**
    - **M-F 8:30 am to 10:30 am**
    - **M-F 1:30 pm to 3:00 pm**

### ✚ Due dates for bills and payroll have not changed

- Bills are due by 4:00 pm on Monday
  - Unless there is a holiday on Monday, then they are due by 4:00 pm the Friday before
- Payroll is due to the Department head by 4:00 PM on the first working day after the 1<sup>st</sup> of the month.
  - Payroll is then due to our office two working days later
  - We are still having problems getting Part-time employees time sheets on time.
    - We don't want anyone to miss a paycheck, but that can happen

#### ✚ Exit Interviews:

- Friendly exit
- Benefits Review
  - There has been a lot of confusion as to what this is and why it is needed
    - We're changing the name from Exit Interview to **Benefits Review** because Exit interview traditionally means that the employee is interrogated about their department head. That is not what I do during an exit interview.
      - We will meet and go over their final pay out.
        - Employees hired after 4/1/11 do NOT get any payout of benefits.
      - We will discuss their insurance, COBRA, Retirement, Boston Mutual, Aflac, etc.
        - We give them a list of the names and numbers of who to call to transfer these benefits

#### ✚ Budgets:

- Any last minute changes need to be to me by December 1, 2018
- Budget approval will be Monday, December 17 @ 4:00 pm - Just to sign the budget

#### ✚ Policies:

- Personally Identifiable Information Policy
  - New law went into place September 1, 2018 requiring we have a policy on this
- County wide Retention Schedule
  - Grantees are requiring this document in our policies
    - Each department can have their own retention schedules that are stricter than the full county document
- Policy on Pets in the office place
- Possibly others – we are reviewing

#### ✚ Storm Tree

- Please let me know you have received my text when I send one out. If not, I will follow up with a phone call.

#### ✚ Sick Bank

- Election is coming up
  - There may be a special election to replace Judy Fuchs for 1 year

#### ✚ Insurance Questions

- **Please contact me with your questions on EOB's. Sometimes calling Anthem isn't as effective as calling our CTSI rep.**

#### ✚ Holidays

- **Holidays are set annually by the commissioner's**
- **The 2019 dates are already set**
- **Please share this information with your employees so they aren't surprised**