

**KIT CARSON COUNTY COMMISSIONERS
MINUTES
JULY 3, 2019**

8:00 AM WORK SESSION
 10:00 AM DELLA CALHOON – 2ND QTR OEM REPORT
 10:30 AM LIZ HICKMAN – CENTENNIAL MENTAL HEALTH - UPDATES
 11:00 AM JEFF CURE – COUNTY ATTORNEY
 12:00 PM LUNCH
 12:55 PM 9:53 AM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE
 • REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS
 1:00 PM 1:30 PM DAWN JAMES – PUBLIC HEALTH PERSONNEL
 1:30 PM 1:00 PM TONY RODRIGUEZ –
 MEETING TO ADJOURN

AGENDA:

- Minutes – June 26, 2019
- Accounts Payable

NEW ITEMS:

- Road Easement – American Engineering Testing, Inc.
- *Acceptance Letter for Mental Health Board*

PURCHASE ORDERS:

- PO#782 Great Copier Service Ambulance \$699.00 Printer

MONTHLY REPORTS:

- Clerk's June Reports
 - Clerk's Report with Warrants – Driver License, Motor Vehicle, & Marriage License
 - ERTF Report & Transfer
- VSO Report

OLD ITEMS:

PERSONNEL ITEMS:

- Orange Sheet – Nancy Gilley

FYI:

- 2019 July State Assessed Valuations
- Eastern District Coalition – Regional Oil & Gas Plan

TABLED:

- IGA – Reciprocal Ambulance Service Licensing – discussed during work session
- PSSF Contract – no action

ADDITIONAL ITEMS

- *Orange Sheets – District 2 – Chad Pace, Ty Louthan, Tucker Long*

BOARD OF PUBLIC HEALTH AGENDA:

- Low Income Senior Dental Program MOU

PURCHASE ORDERS

- | | | | | |
|----------|-----------------|---------------|------------|--------------------------------------|
| • PO#778 | Strike It Vinyl | Public Health | \$2,495.00 | Custom Clothing |
| • PO#779 | GSK | Public Health | \$1,706.25 | Pediarix, Infanrix, HepA-Ped, Menevo |
| • PO#780 | Pfizer | Public Health | \$1,890.13 | Prevnar |
| • PO#781 | Merck | Public Health | \$4,483.24 | Proquad, Pedvax-Hib, Gardisil9 |

BOARD OF DEPARTMENT OF HUMAN SERVICES AGENDA:

- New Hire – Lonna Lloyd

The Board of County Commissioners meeting was called to order at 9:53 AM in the Kit Carson County Courthouse Commissioners Room. The Pledge of Allegiance was recited. Those present were Cory Wall, Gary Koop, Dave Hornung, Della Calhoon, Paula Weeks, and Susan Corliss.

EMERGENCY MANAGER - UPDATES

There was an anhydrous spill/leak last month that should have been reported to the Emergency Manager at the time for safety concerns. It is important that these types of events are report in case additional agencies need to be contacted.

Della has attended trainings and meetings for NOAA training, RETAC, 911 Authority Board, 1-70 TIMS, Eastern Region OEM, Hazard Mediation, and Mass Fatality Exercise. The ICS 300 & 400 classes were hosted at the Kit Carson County Ambulance Building with approximately 20 attendees for both. The Red Cross trailer will now be located at the Wheatland Conference Center in Flagler. The hazmat trailer will still be located at the fairgrounds. A vacuum valve came loose on the car and has been repaired. The LEPC conference will be in Breckenridge – Beaver Run in August or September and the OEM conference will be in February 2020.

It would be beneficial to apply for grant funding for additional 800 radios for public works as they were really needed during the overlay project on County Road 40.

DELLA CALHOON – OEM – 2nd QUARTER REPORT

Della Calhoon presented Calendar Year 2019 EMPG-LEMS 2nd Quarter Grant Activities Work Plan – Part I with documentation for activities during April through June of 2019. The financial report will be submitted in a couple of weeks.

Dave Hornung moved to sign 2019 2nd Quarter EMPG-LEMS Grant Activities April through June Work Plan, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

CREDIT CARD – CORY WALL / FAIR

Dave Hornung moved to sign a Kit Carson County credit card agreement with Cory Wall for the Fair and as Commissioner, seconded by Gary Koop. The motion was carried by unanimous vote of Cory Wall.

CENTENNIAL MENTAL HEALTH - UPDATES

Liz Hickman and Cristy Gerke provided a handout with statistics for the services provided last year. They are excited to have 218 current employees. Prevention Services to individuals has gone up and continues to increase this year. These services are partially funded by marijuana dollars. Burlington uses approximately 92% of the funds for Kit Carson County for these services. Logan County is the contract holder for the funding for the Jail Based Behavioral programs that Kit Carson County participates in. There is expanded funding for more types of services from the last legislative term. Crisis Proposal services has had major changes with the regional lines and a decrease in funding.

Cristy Gerke is the Operations Director for the South Region including Elbert, Lincoln, Kit Carson, and Cheyenne counties. The Burlington office is fully staffed with two full time clinical employees and traveling staff from Elizabeth that provides support and helps when families need additional staff members.

Tony Rodriguez also attended this portion of the meeting stating that there has been wonderful improvement in the Burlington office. The Board of County Commissioners were pleased to hear that there is a better working relationship with Centennial Mental Health. It is also has helped to have several Department of Human Service directors added to the CMH board because it is a good working environment and they understand what it really needed.

JEFF CURE – COUNTY ATTORNEY

Jeff Cure met briefly to review for progress updates on items from the last meeting.

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

The Board of County Commissioners meeting reconvened at 12:57 PM in the Kit Carson County Courthouse Commissioners Room. Those present were Cory Wall, Gary Koop, Dave Hornung, Tony Rodriguez, and Susan Corliss.

Dave Hornung moved to go into the Board of Human Services meeting at 12:58 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

BOARD OF HUMAN SERVICES - AGENDA

- Personnel
 - Orange Sheet – Lonna Lloyd
- Tabled
 - PSSF Contract – no action

ORANGE SHEET – LONNA LLOYD

Dave Hornung moved to approve New Hire Orange Sheet for Lonna Lloyd for the Department of Human Services at \$17.31 per hour for Step 00 and Grade 36 with annual wage of \$36,000.00 as a Non-Exempt Full Time Employee with Benefits effective August 1, 2019, with a six month trial period ending February 1, 2019, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Update on the On-Call schedule will have Christa Durbin as coverage on weekends and neighboring counties helping with additional on-call time. Tony Rodriguez requested to receive additional pay for the on-call hours he will be taking until the certification of new case workers is completed, which could be several months.

POLICIES – UPDATE SENT TO STATE FOR TANF

There is a need for policies for the Department of Human Services for Colorado Works. The policies were updated in 2017. The state is in the process of reviewing an updated format. There is a current need to use the new format when approved by the State.

Dave Hornung moved to adjourn the Board of Human Services meeting at 1:25 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

BOARD OF PUBLIC HEALTH AGENDA:

- Contracts
 - Low Income Senior Dental Program MOU

PURCHASE ORDERS

• PO#778	Strike It Vinyl	Public Health	\$2,495.00	Custom Clothing
• PO#779	GSK	Public Health	\$1,706.25	Pediarix, Infanrix, HepA-Ped, Menevo
• PO#780	Pfizer	Public Health	\$1,890.13	Prevnar
• PO#781	Merck	Public Health	\$4,4483.24	Proquad, Pedvax-Hib, Gardasil9

Dave Hornung moved to go into the Board of Public Health meeting at 1:28 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall. Those present were Cory Wall, Gary Koop, Dave Hornung, Angela Berry, Dawn James, Paula Weeks, and Susan Corliss

ORANGE SHEETS – BRIEGEL

Dave Hornung moved to approve Salary Adjustment Orange Sheet for Kari Briegel for the Public Health FTE of 0.9 SEP, 0.05 HCA, and 0.05 Aging Resources at \$18.03 per hour for Step .50 and Grade 37 with annual wage of \$37,500.00 as a Exempt Full Time Employee with Benefits effective July 1, 2019, seconded by Cory Wall. The motion carried. Gary Koop abstained from the vote.

LOW INCOME SENIOR DENTAL PROGRAM MOU - BURLINGTON FAMILY DENTISTRY

Dawn James presented the Memorandum of Understanding with Burlington Family Dentistry for the purpose of have CDPHE outline the Low Income Senior Dental Assistance program guidelines and responsibilities. Clarification of processes and rules for reimbursement for dental services are explained in the guidelines. Kit Carson County Department of Public Health and Environment will be responsible for verifying eligibility under the procedures required by the Low Income Senior Dental Assistance Program.

Gary Koop moved to sign the Public Health Department 60 MOU with Burlington Family Dentistry effective July 1, 2019 through and including June 30, 2020, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

BUSINESS ASSOCIATE AGREEMENT – PUBLIC HEALTH & BURLINGTON FAMILY DENTISTRY

Gary Koop moved to sign the Business Associate Agreement with Burlington Family Dentistry for the Low Income Senior Dental Assistance Program to comply with HIPPA Standards and responsibilities for Protected Health Information, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

PURCHASE ORDERS

Purchase Order #778

Purchase Order #778 for Public Health – Communities That Care was tabled to next week for additional bids.

Purchase Order #779

Dave Hornung moved to approve the Purchase Order #779 for Public Health – CVP to GSK PH PO#3293 for Pediarix, Infanrix, HepA – Ped, and Menevo vaccines totaling \$1,706.25, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Purchase Order #780

Gary Koop moved to approve the Purchase Order #780 for Public Health – CVP to Pfizer PH PO#3291 for Prevnar vaccine totaling \$1,890.13, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

Purchase Order #781

Dave Hornung moved to approve the Purchase Order #781 for Public Health – CVP to Merck PH PO#3292 for Proquad, Pedvax Hib, and Gardisil9 vaccines totaling \$4,443.24, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to adjourn the Board of Public Health meeting at 1:51 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting reconvened at 2:15 PM.

CONSENT AGENDA

The following items were reviewed by the Board of County Commissioners: Minutes of June 26, 2019, and Accounts Payable.

Dave Hornung moved to approve minutes of June 26, 2019, and to pay the Accounts Payables in the amount of \$310,798.79, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

ROAD EASEMENT – AMERICAN ENGINEERING TESTING INC.

American Engineering Testing Inc. requested a county easement form, which was tabled for additional application information.

ACCEPTANCE LETTER FOR MENTAL HEALTH BOARD

The Board of County Commissioners received an acceptance letter from Candice Monahan.

Dave Hornung moved to appoint Candice Monahan to fill the position of citizen board member for a 1-year term beginning June 19, 2019, to serve on the Centennial Mental Health Board that will expire in January 7, 2020, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

PURCHASE ORDERS:

Purchase Order #782

Gary Koop moved to approve Purchase Order #782 for the Ambulance Department to Great Copier Service Invoice #072780 for a Ricoh multifunctional printer totaling \$699.00, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

CLERK’S JUNE FINANCIALS

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 June 2019 for the County Clerk’s office:

KIT CARSON COUNTY COMMISSIONERS REPORT				
JUNE	To General COUNTY	To Towns STATE	Warrants STATE	TOTAL
BURLINGTON CITY SALES TAX		\$ 14,069.40		\$ 14,069.40
CERTIFICATES OF TITLE	\$ 891.99		\$ 713.58	\$ 1,605.57
MISC ELECTIONS				\$ -
CONFIDENTIAL MV/DL/VT				\$ -
ERTF \$2 ST FEE		\$ 390.00		\$ 390.00
ESCROW DEPOSIT	\$ 464.70			\$ 464.70
DRIVERS LICENSE	\$ 1,388.00		\$ 1,455.85	\$ 2,843.85
DUP'S (REG & TITLE)	\$ 105.50		\$ 25.50	\$ 131.00
E-RECORDING SURCHARGE	\$ 195.00			\$ 195.00
COUNTY REVENUE (SHORT CHECKS)	\$ 15.00			\$ 15.00
REFUND	\$ 322.23			\$ 322.23
MARRIAGE LICENSE	\$ 56.00		\$ 184.00	\$ 240.00
MISCELLANEOUS	\$ 870.51			\$ 870.51
MOTOR VEHICLE AUTO TAX	4,015.99	\$ 74,439.17		\$ 74,439.17
MV LICENSE FEE/PERMITS	\$ 43.20		\$ 85,732.24	\$ 85,775.44
RECEPTION MOTOR VEHICLE	\$ 990.01			\$ 990.01
ROAD \$1.50 / \$2.50 FEES		\$ 3,238.46		\$ 3,238.46
SB03-103 PD/SAFETY	\$ 38.27			\$ 38.27
SB09-108 LATE FEES	\$ 830.00			\$ 830.00
SEIBERT SALES TAX		\$ 610.74		\$ 610.74
STATE DOCUMENTARY FEE	\$ 363.46			\$ 363.46
STATE SALES TAX			\$ 17,214.59	\$ 17,214.59
STRATTON SALES TAX		\$ 38.67		\$ 38.67
RECEPTION RECORDING	\$ 4,442.00			\$ 4,442.00
VENDOR FEES	\$ 1,100.01			\$ 1,100.01
GRAND TOTAL	\$ 16,131.87	\$ 92,786.44	\$ 105,325.76	\$ 214,244.07
			\$ 198,112.20	

Dave Hornung moved to approve the Clerk's April Report as presented and pay the following list of Electronic Funds Transfers and Warrants for the month of **June 2019** for the County Clerk's office, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

		Warrants written in JULY for JUNE	
		\$ 86,471.32	Colo Dept of Rev MV/LIC - ELT PMT
		\$ 17,214.59	Colo Dept of Rev Sales Tax - ELT PMT
		\$ 14,069.40	City of Burlington Sales Tax
		\$ 38.67	Town of Stratton Sales Tax
		\$ 610.74	Town of Seibert Sales Tax
		\$ 9.00	State Treasurer - M/L \$3.00
		\$ 60.00	Colo Dept of Health - M/L \$20.00
		\$ 1,455.85	State Treasurer - Dr Lic - ELT PMT
		\$ 390.00	ERTF \$2 ST FEE - Transferred out of EBT Payment
		\$120,319.57	
		\$ 77,792.63	Difference Collected VS Paid Out
		\$ 77,677.63	SOT & R/B Fee Paid Out By Treasurer
	\$ 105,141.76	\$ 115.00	
	\$(105,073.18)		
	\$ 68.58	\$ 115.00	Waiting on 5 Marriage License To Be Returned
	Shorted June - Herman Issue Corrected & Paying in July		
		\$ 115.00	

CLERK'S ELECTRONIC RECORDING TECHNOLOGY FUNDS REPORT

The following report was submitted by the Clerk and Recorder's Office for Recording, including the Electronic Recording Technology Funds Report to be approved by the Board of County Commissioners for the month of June 2019 from the County Clerk & Recorder's office:

Amounts for Documents Recorded / Total Business					
KIT CARSON COUNTY COMMISSIONERS REPORT - ELECTRONIC FUNDS TRANSFER					
Jun-19					
	In Person	eRecording	IRS	Total	Escrow
Copies (PH)	\$ 607.00			\$ 607.00	
Online Credit Card Copies					
Documentary Fee (DF)	\$ 363.96			\$ 363.96	
ERT Funds (ES)	\$ 256.00	\$ 122.00	\$ 6.00	\$ 384.00	
Escrow Deposits (EP)	\$ 335.00			\$ 335.00	
Marriage Application (ML)	\$ 240.00			\$ 240.00	
Online - Monthly Subscription	\$ 50.00			\$ 50.00	
Recording Fees (RC)	\$ 2,660.00	\$ 1,800.00	\$ 15.00	\$ 4,475.00	
Recording Surcharge (EC)	\$ 128.00	\$ 61.00	\$ 3.00	\$ 192.00	
Totals	\$ 4,639.96	\$ 1,983.00	\$ 24.00	\$ 6,646.96	\$ -
ERT FUNDS RECORDED FOR THE CURRENT MONTH					\$ 384.00
LESS ERT FUNDS NOT COLLECTED FOR THE CURRENT MONTH (Outstanding ES \$\$)					\$ (56.00)
PLUS PREVIOUS MONTH ERT funds received in CURRENT MONTH					\$ 70.00
CURRENT MONTH ERT FUNDS (Cashbooks)	\$	390.00			\$ 398.00
CURRENT MONTH ERT FUNDS Escrow Pmt			\$ 8.00		

Dave Hornung moved to approve the Clerk's June ERTF Report as presented that will be transferred and pay \$398.00 via ACH to the State Treasurer, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

APRIL VETERANS REPORT

The VSO April Report was presented to the Board of County Commissioners to be reviewed. There were 7 telephone calls, 3 office visits, 1 community event, 3 received correspondences, 4 written correspondences, 1 Income Verifications, 1 New 21-22 CVA Claim, and 2 CF180 Military Records, with a total of \$1,075.00 in salary on the report.

Dave Hornung moved to approve VSO June Report, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

ORANGE SHEET – GILLEY, LONG, PACE, & LOUTHAN

Gary Koop moved to approve Raise Orange Sheet for Nancy Gilley for Driver License BOST Certification in the Clerk & Recorder Office at \$15.87 per hour for Step 00 and Grade 33 with annual wage of \$33,000.00 as a Non-Exempt Full Time Employee with Benefits effective July 1, 2019, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

Gary Koop moved to approve Raise Salary Adjustment Orange Sheet for Chad Pace for Road & Bridge District 2 at \$17.79 per hour for Step 00 and Grade 37 with annual wage of \$37,000.00 as a Non-Exempt Full Time Employee with Benefits effective July 1, 2019, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to approve Raise Salary Adjustment Orange Sheet for David Tucker Long for Road & Bridge District 2 at \$17.79 per hour for Step 00 and Grade 37 with annual wage of \$37,000.00 as a Non-Exempt Full Time Employee with Benefits effective July 1, 2019, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

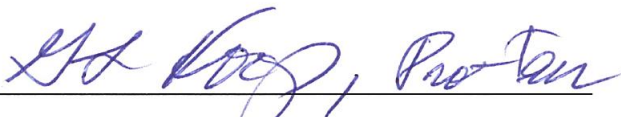
Dave Hornung moved to approve Job Change Orange Sheet for Ty Louthan for Road & Bridge District 2 as a Non-Exempt Part Time Employee with no more than 30 hours per week without Benefits at \$15.00 per hour effective July 15, 2019, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

EMERGENCY MANAGER – AMBULANCE

Dave Hornung moved to approve Della Calhoon, Emergency Manager, to be allowed to drive the ambulance as needed, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

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

Submitted by: Susan Corliss, County Clerk and Recorder



Gary Koop, Chairman Pro-Tem

Attest:



Susan Corliss, County Clerk & Recorder



7/3/2019

Date