

**Logan County Commissioners Work Session
March 13, 2018**

Present: Byron Pelton, Joe McBride, Dave Donaldson, Alan Samber, Shannon Graves, Lindsey Reeves, Michelle Hoff, Heather Moore, Jon Wagner, Lisa Young and Jennifer Crow.

Chairman Pelton called the meeting to order at 9:00 a.m.

APPROVAL OF MINUTES FROM PREVIOUS SESSION - The board agreed to table the minutes of the March 6, 2018 work session for several corrections.

REVIEW DEPARTMENT OF HUMAN SERVICES (DHS) SCHEDULE OF BILLS - Shannon Graves met with the Board to review the DHS schedule of bills dated March 13, 2018. The Board approved all bills as presented.

DEPARTMENT OF HUMAN SERVICES (DHS) PAYROLL REVIEW - Shannon Graves met with the Board to review the DHS payroll for the period February 17, 2018 through March 2, 2018. The Board reviewed various payroll reports. The payroll was approved as presented.

REVIEW LOGAN COUNTY SCHEDULE OF BILLS - Lindsey Reeves and Michelle Hoff met with the Board to review the Logan County schedule of bills dated March 13, 2018. The Human Resources and Finance Departments were both processing bills in the computer system at the same time. The computer system combined the reports into one report. The Board approved all bills as presented.

LOGAN COUNTY PAYROLL REVIEW - Michelle Hoff met with the Board to review the Logan County payroll for the period February 19, 2018 through March 4, 2018. The Board reviewed various payroll reports. The payroll was approved as presented.

BLUE SKIES THERAPEUTIC RIDING CENTER - Heather Moore, Executive Director of the Blue Skies Therapeutic Riding Center met with the Board and gave an update on the organization's activities. Moore requested use of the Exhibit Center indoor arena for spring and fall sessions on Monday evenings. The NJC Rodeo team asked Blue Skies to move the session start times to 6:30 p.m. Blue Skies also has a sessions in Sedgwick County.

Every volunteer and rider are required to sign a release of liability. Riders are sponsored so that there are no costs to them. Blue Skies is a 501C3 non-profit organization. Sponsors are needed to cover the \$250 cost per rider for the eight-week sessions. Sponsor forms are available on the Blue Skies website or by calling 970-521-9965. Ms. Moore will provide some of the sponsor forms to the county to make available to interested persons.

The Board agreed that Blue Skies has permission to use the Exhibit Center Monday evenings from April 2 to May 21 and for the eight-week fall session.

CO-WORKING SPACE - Trae Miller could not be present. Commissioner McBride updated the Board on progress that has been made. Commissioner Donaldson asked to see the responses to the survey of people who might participate if the space is built. The grant application will request \$50,000 which is the maximum that can be requested. Electrical and water bills were provided to LCEDC by the Finance Department. The building has its own water service but does

not have its own water meter. There is one gas meter that serves the Courthouse and the annex. There are three electrical meters. The number of potential co-working spaces that can be fit in the building needs to be determined.

Commissioner Donaldson would like more information before he is willing to agree to sponsor the grant. The only in-kind required for the grant from the county is the free lease of the building.

Construction estimates were around \$60,000 for renovations to the space. The estimates include steel doors to separate relocated storage areas and the Clerk's election area.

Commissioner McBride will ask Trae Miller to forward the draft grant application. Alan Samber will check into the pricing of the TULIP insurance program that could be made available for co-working space users. Alan Samber will also put together a draft license agreement for use of the county property.

COURTHOUSE LIGHTING - Blazen Illuminations has provided a proposal in the amount of \$5,400 for a maintenance contract on the exterior lighting on the Courthouse. The Board felt that the proposal was out of line for the amount of work that would be required. Collins Control currently provides maintenance on the fixtures. A new computer is ready to be loaded with the software and the programs moved over. Additional training on the program for several staff members was discussed. The Board agreed to not pursue the maintenance contract with Blazen Illuminations at this time.

LOGAN COUNTY AMBULANCE COLLECTION ASSIGNMENTS - Commissioner McBride moved to approve assignment of Logan County Ambulance debt collections accounts to Wakefield and Associates, the account numbers ending in 8001 and 8002 and allow the Chairman to sign. Commissioner Donaldson seconded and the motion carried 3-0.

The Board asked if there has been any success on the collections. The Board will check with the Finance Department to inquire whether there has been any feedback from Wakefield.

The meeting recessed at 9:57 a.m. and reconvened at 1:05 p.m.

INSURANCE POOL UPDATE AND LOSS ANALYSIS - Jon Wagner, County Technical Services (CTSI) Loss Prevention Specialist presented an insurance pool update and loss analysis. Mr. Wagner reported that he had conducted a Civil Rights and Harassment Prevention class this morning for sixty Road and Bridge Department and Sheriff's Office employees. The Logan County Human Resources Department has been working to provide all county workers with the Civil Rights and Harassment Prevention training.

Logan County has been a member of the pools since 1985. On behalf of the pools, Wagner presented a certificate and a plaque to Logan County as a founding member in the insurance pools.

A sample "Fleet Safety Program" for non CDL fleets was presented to the Board. CTSI is recommending the adoption of such a program or policy at the request of its re-insurer. This is being recommended to help reduce CTSI's costs from the re-insurer. The policy will require collection of driver records of every current and new employee and annual evaluations of

employee driver records. CTSI suggests if the county hires a person with a bad driving record, the employee will carry the bad driving record while employed and is a potential risk to the county. Employees who drive as part of their jobs should be required to take a defensive driving class every 3-5 years. CTSI offers defensive driving classes free of charge to the county.

Wagner reviewed the trending analysis of Logan County's last five years of participation in the Casualty And Property Pool (CAPP) and the County Worker's Compensation Pool (CWCP). The pools have an equity return feature. Equity is the funds not paid out in claims. The CAPP pool currently has \$17.2 million in the equity fund as of January 1, 2018.

This year \$770,000 in interest earnings on the equity fund was credited to counties. Logan County received approximately \$13,000 in credit towards the total contribution for 2018 from the interest earnings on the equity fund. The CAPP Board also returned \$1.7 million in equity to members of the pool. Logan County's share of that was nearly \$30,000. Logan County's contribution was reduced by nearly 30% due to the interest from the equity fund and the equity fund credit making Logan County's contribution \$314,000. The health of the pool allows an equity return even in bad usage years.

Wagner said CTSI Loss Prevention will be providing a special loss analysis to the Sheriff's Departments this year at request of the CTSI Board. The Commissioners expressed interest in attending that session. Training of detention officers to recognize medical conditions and take appropriate action for treatment of inmates who are in the detox area, and possibly coming off of drugs and alcohol will be discussed. Custody fatalities due to inmates detoxing from meth which can cause heart problems and inmate's other medical issues due to lack of health care before incarceration are a huge liability for counties.

It has been more than five years since CTSI has done a defensive driving class in Logan County. Logan County's top four claims in frequency and severity have been vehicle related. Two Road and Bridge Department claims in the last five years were \$195,000 claims.

Northeast Colorado Health Department, NECTA (Prairie Express) are covered under the Logan County pool membership. Each entity is billed for their share of the contribution by Logan County. Claims are attributed to each entity through a formula developed by CTSI.

Wagner went on to discuss the County Worker's Compensation Pool (CWCP). The pool has \$21 million dollars in the equity fund. The equity is a result of training and counties implementing modified duty that has allowed the losses to be managed. The pool was able to return \$988,000 to counties. Logan County's base contribution, which is based on number of employees on the payroll is \$266,000. The loss factor, based on the last five years' claims is also used in the formula to determine the contribution. Logan County's 2016 and 2017 losses are extremely high. Those years' losses will come into play in future years' contributions. Logan County's share of the equity was approximately \$31,000 which brought the final contribution down to \$214,000 which is a 20% reduction in the contribution.

CTSI has done 30 educational classes for Logan County Employees over the last five years. The Road and Bridge Department is a heavy participant in training classes due to regulatory requirements.

Seventy-five claims were submitted in the last five years with \$826,422 paid out. Law

Enforcement and Road and Bridge claims were the highest in claim frequency with Law enforcement and Social Services the highest claims in severity. One Buildings and Grounds' claim in 2017 was \$310,000 and was attributed to body mechanics.

In the last five years, CTSI has only done one body mechanics class which was attended by only eleven employees. Wagner will request the opportunity from Human Resources to schedule training in this area.

Alan Samber asked whether an injury accident while an off duty Sheriff Deputy is returning home could be considered a worker's comp. injury. Wagner said that it will depend whether the Sheriff has designated the patrol vehicle to a road officer for community policing. If so, it could be that the community policing might be 24/7 duty. If the officer cannot stop for personal reasons on the way home, and the officer can potentially be called into action to respond to a call, the county and the sheriff's department and the pool can potentially be responsible if an injury occurs during the call.

There being no further business to come before the Board, the meeting was adjourned at 2:01 p.m.