

# January Newsletter



Kit Carson County Newsletter

January 2019

Issue 19

## Administrator's Musings

Happy New Year and Welcome to 2019!

I am happy to announce the addition of Chris Graff to the Admin staff. Chris will be my administrative assistant. Peggy has moved back to Accounts Payable. She will continue to handle the workman's comp claims, insurance claims and gravel pits. Phil is continuing to be our payroll manager, Vital Records registrar and Capital Asset Manager. And of course, Todd continues to keep us all online with our computer needs!

2018 was a busy year for Kit Carson County and 2019 is shaping up to continue that trend. Thank you all for your patience during the Courthouse project. I know there were times that we were all just "over it!" but it was well worth the wait for the upgrades.

January 14 we will begin our Pre-Audit of the County financials. Please be sure to have your 12/31/18 cash balances and inventory's turned into my office no later than January 11.

Notable projects coming up for 2019 include:

An 11 mile pavement project for Road 40 North of Bethune. We were able to secure a 50% matching grant for \$700,000 for the project from Department of Local Affairs.

The County has applied for a Great Outdoors Colorado Grant (GOCO) for a \$229,000.00 project at the fairgrounds with a 25% match for the county. A portion of the match will come from state lottery funds, provided by the Conservation Trust Fund. This project will update the lights and sound at the fairgrounds in 2019 as well as hand rails for the grandstands. The grant award will be decided in March.

The County Clerk's office was awarded a grant for \$216,000 for Electronic Recording Technology for digitization of all records from 1889-1994.

*358 Day's Left till  
Christmas*



More wind farms are coming to KCC in 2019. The Cheyenne Ridge Project which will in the southern corner of KCC, will add 88 towers to the county. This project is on the county line between us and Cheyenne County.

I know there are many other projects for 2019 and I can't possibly list them all here. For Department heads, please remember that we will have our annual Strategic Planning at the February department head meeting so be thinking of your office's needs to be added to that plan.

I want to remind everyone about Workman's Comp. If you are injured, you may use any medical facility or Dr. in Kit Carson County, however, you must not go to a chiropractor until you have been seen by a licensed medical doctor. Also, by law, the injured worker must notify the employer in writing within four working days of an injury. If the injured employee does not notify the employer within this time frame and the employer posted the proper notice, the worker still may receive benefits, but there may be a penalty for not reporting timely. Honestly, the sooner you report, the easier the process is for everyone. Possibly the injury doesn't seem to be that bad, but you should report it anyway. It doesn't cost anyone anything to report the injury. You should contact your department head and they will report to the Admin office. Did you know the highest rate of workman's comp accidents are slips, trips and falls? Please be careful on the ice this winter!

I want to wish you all a wonderful 2019!

Best Wishes,

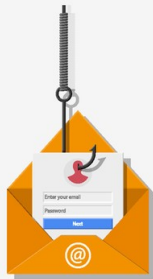


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## 2019 IDENTITY RESOLUTIONS

To help protect your identity, resolve to exercise more caution and reduce the amount of information you share. Some ideas to get you started:



- Use a **unique, strong password** for each online account.
- **Limit personal information** in your social media public profiles.
- Learn to **identify phishing attempts**.
- Activate **transaction alerts** on bank accounts and credit cards.
- Keep all **software** and **operating systems up-to-date**.
- Take advantage of free **annual credit reports** from each of the three major reporting agencies (Equifax, Experian, TransUnion).
- Don't ignore **collection calls** or **notifications** as they may be a sign of identity theft.
- **File your taxes** as early as possible.
- Get a **locked mailbox** and sign up for Informed Delivery® service.
- **Don't disclose personal or financial account information** over the phone unless you initiated the call.

Also, resolve to update your IDShield account profile to ensure your personal information is being monitored for suspicious activity!



## Board of County Commissioners

### Meeting Dates and County Holidays for 2019

**Commissioner Meetings** are usually held on Wednesday in the Commissioners' Board Room of the Kit Carson County Courthouse. **\*These dates are subject to change.\*** Please call 719-346-8133 (304) to verify the Commissioners meeting dates or to schedule an appointment. Please note this schedule does not include special meetings that are held for budget or other purposes.

**Department Head Meetings** are scheduled for the second Wednesday of each month, except in January and June, and are noted below in grey. These meetings are held at 8:30AM in the KCC Ambulance Shed in Burlington, CO. Please insure a representative from your department attends every meeting and applicable information is shared with all of your employees.

**Holidays** are noted in the table below.

Month	Dates					Holidays
January	2	*8	16	23	30	Jan. 1 - New Year's Day Holiday
February	6	13	20	27		Feb. 18 - President's Day
March	6	13	20	27		
April	3	10	17	24		Apr 19-Good Friday
May	1	8	15	22	29	May 27 - Memorial Day
June	5 cci	12	19	26		CCI Conference - June 3-5 - No BOCC
July	3	10	17	24	31	July 4 holiday; July 25- County Events, July 26 - 1/2 day Fair afternoon
August	7	14	21	28		
September	4	11	18	25		Sept. 2 - Labor Day
October	2	9	16	23	30	Oct. 14 - Columbus Day
November	6	13	20	27		Nov 11- Veterans; Nov. 28 & Nov. 29 Thanksgiving
December	4 CCI	11	16	18	26	CCI Conf Dec 2-4 No BOCC; Dec. 16 Sign budget/mill only; Dec. 24-1/2 day Christmas Eve Dec. 25 - Christmas Day

No BOCC Due to Holiday or CCI Conference Department head meetings

\* Not a Wednesday

### Invoices and Billing

Please turn invoices in to the Finance Office as soon as you have coded and approved them so we can process them for payment more quickly. Please do not hold bills for processing once a month. **Invoices received by 4:00PM Monday** will be presented to the BOCC for approval and paid the same week. **HOLIDAY** weeks: If a holiday falls on a Monday, invoices need to be received by 4:00 pm the Friday before the holiday to be paid that next week.

### Time Sheets

**Time sheets** are due to Supervisors by 4:00PM on the first working day after the 1<sup>st</sup> day of each month. Supervisors have two working days to get these sheets signed and returned to the Finance Office. Late time sheets and those without pay vouchers may result in a one month delay in paychecks. Remember: Paid out or used overtime, sick leave and vacation needs to be clearly identified on the time sheet. **All Paid overtime will need prior commissioner approval. It is up to the Supervisor to obtain approval from the BOCC prior to overtime being paid out and to make sure it is noted.**

### Time Sheet Due Dates

Jan 2/4	Feb 1/5	Mar 1/5	Apr 1/3	May 1/3	June 3/5
July 1/3	Aug 1/5	Sept 3/5	Oct 1/3	Nov 1/5	Dec 2/4



## Court House Door Decoration



## Administration

### Winner



## Court

### 2nd Place





**Clerk**



**Probation**



**Treasurer**



**Assessor**