

**KIT CARSON COUNTY COMMISSIONERS  
MINUTES  
NOVEMBER 18, 2020**

8:00 AM WORK SESSION  
 10:00 AM TIFFANY RAMOS – DHS DIRECTOR – MONTHLY FINANCIALS AND TRAINING REQUEST  
 10:30 AM COMMUNITY AMBULANCE WITH RANDY FAGERLUND AND JERRY GUY  
 12:00 PM LUNCH  
 12:55 PM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE  
     • REVIEW CONSENT AGENDA ITEMS: PAYABLES, MINUTES, SIDE ITEMS  
 1:00 PM DELLA CALHOON – EMERGENCY MANAGER – TO REVIEW 2021 DOCUMENTS  
 1:30 PM KORENA LAUE – AMBULANCE DIRECTOR – NEW HIRE

**AGENDA:**

- Minutes – November 10, 2020
- Accounts Payable

**NEW ITEMS:**

- MGT Agreement for 2020 County Cost Allocations Plans
- Victims Advocate VOCA contract
- Clerk – Primary Election’s CARES Grant - *tabled*
- Subdivision Exemption from Planning – Kendal & Hannah Rueb

**PURCHASE ORDERS:**

• PO#20-00090	RMRM Business Environments	Admin	\$ 3,406.03	Reception Stations
• PO#20-00091	Rock Tough	R&B D1	\$26,896.00	Rock Screener

**MONTHLY REPORTS:**

- Admin Financials

**OLD ITEMS:**

**PERSONNEL ITEMS:**

**FYI:**

- Admin Updates
  - OEM Federal Audit
  - New CRS Guidelines
- Personnel
  - Employers Unity Hearing
  - Cobra Application

**TABLED:**

**ADDITIONAL ITEMS**

- CVRF Approval Letters
- HUTF Report
- VALE Grant

**BOARD OF PUBLIC HEALTH:**

• PO#20-00089	Gov Connections	PH	\$1,161.80	Laptop & Docking Station & Mouse
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**BOARD OF DEPARTMENT OF HUMAN SERVICES:**

- Domestic Violence Skills and Safety Training

The Board of County Commissioners meeting was called to order at 9:56 AM. The Pledge of Allegiance was recited. Those present were Cory Wall, Gary Koop, Dave Hornung, Tiffany Ramos, Melissa Ross, Paula Weeks, Stan Hitchcock, and Susan Corliss.

**BOARD OF HUMAN SERVICES:**

Dave Hornung moved to go into the Board of Human Services meeting at 9:57 AM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall. Those present were Cory Wall, Gary Koop, Dave Hornung, Tiffany Ramos, Melissa Ross, Stan Hitchcock, Paula Weeks, and Susan Corliss.

**DHS AUGUST FINANCIALS**

Melissa Ross presented the September 2020 County Allocation Review and Tiffany Ramos presented CSAT Report for the Department of Human Services.

# COUNTY ALLOCATIONS/MOE REPORT



CFMS SET OF BOOKS  
Period: SEP-21 Currency: USD

CTY=063 (Kit Carson)

	<i>ALLOCATION FY BUDGET BALANCES</i>	<i>FY ACTUAL EXPENDITURES</i>	<i>FY FUNDS AVAILABLE</i>	<i>ALLOCATION VS FY EXPEND.  VARIANCE</i>
<b>TOTAL COLORADO WORKS ADMIN:</b>	200,025.00	41,620.04	158,404.96	20.8%
<b>NET COLORADO WORKS MOE:</b>	<u>35,200.00</u>	<u>4,468.78</u>	<u>30,731.22</u>	<u>12.7%</u>
<b>TOTAL COLORADO WORKS:</b>	235,225.00	46,088.82	189,136.18	19.6%
<b>CHILD CARE ALLOCATION:</b>				
<b>CHILD CARE DIRECT/MOE</b>	12,212.00	454.00	11,758.00	3.7%
<b>CHILD CARE ADMIN</b>	119,224.00	7,197.46	112,026.54	n/m
<b>TOTAL CHILD CARE:</b>	<u>131,436.00</u>	<u>7,651.46</u>	<u>123,784.54</u>	<u>5.8%</u>
<b>CHILD WELFARE ALLOCATION:</b>				
<b>CHILD WELFARE OOH</b>	0.00	0.00	0.00	n/m
<b>CHILD WELFARE 80/20 ADM</b>	533,883.86	165,853.24	368,030.62	31.1%
<b>CHILD WELFARE CASE SERV</b>	0.00	0.00	0.00	n/m
<b>CHILD WELFARE REL D/CARE</b>	0.00	0.00	0.00	n/m
<b>CHILD WELFARE SUBADOPT</b>	0.00	0.00	0.00	n/m
<b>TOTAL CHILD WELFARE 80/20 ALLOCATION</b>	<u>533,883.86</u>	<u>165,853.24</u>	<u>368,030.62</u>	<u>31.1%</u>
<b>CHILD WELFARE 100% ADMINISTRATION</b>	49,263.84	15,408.51	33,855.33	31.3%
<b>TOTAL 80/20 &amp; 100% ADMIN</b>	<u>583,147.70</u>	<u>181,261.75</u>	<u>401,885.95</u>	<u>31.1%</u>
<b>CHILD WELFARE TRCCF ALLOCATION</b>	0.00	0.00	0.00	0.0%
<b>CHILD WELFARE CHRP ALLOCATION</b>	0.00	0.00	0.00	0.0%
<b>CHILD WELFARE PRTF - FFS</b>	23,727.00	0.00	23,727.00	0.0%
<b>CHILD WELFARE - RTC PRIOR YR</b>	0.00	0.00	0.00	0.0%
<b>TOTAL CHILD WELFARE:</b>	<u>606,874.70</u>	<u>181,261.75</u>	<u>425,612.95</u>	<u>29.9%</u>
<b>TOTAL COUNTY ADMIN:</b>	124,286.73	29,510.42	94,776.31	23.7%
<b>TOTAL HCPF REGULAR ADMIN:</b>	31,487.67	7,549.73	23,937.94	24.0%
<b>TOTAL HCPF ENHANCED ADMIN:</b>	57,968.26	25,561.85	32,406.41	44.1%
<b>TOTAL ADULT PROTECTION:</b>	41,537.00	5,724.73	35,812.27	13.8%
<b>TOTAL ADULT PROTECTION CLIENT ASSIST:</b>	2,000.00	263.44	1,736.56	13.2%
<b>TOTAL EMPLOYEMENT FIRST:</b>	24,771.20	2,948.56	21,822.64	11.9%
<b>TOTAL LEAP OUTREACH:</b>	0.00	0.00	0.00	#DIV/0!
<b>TOTAL LEAP OUTREACH INCENTIVE PILOT:</b>	26,000.00	0.00	26,000.00	0.0%
<b>CORE SERVICES ALLOCATION:</b>				
<b>CORE SERVICES MENTAL HEALTH 100%</b>	0.00	5,101.25	5,101.25	n/m
<b>CORE SERVICES ADAD 100%</b>	0.00	930.00	930.00	n/m
<b>CORE SERVICES SEA</b>	1,672.86	0.00	1,672.86	0.0%
<b>CORE SERVICES OTHER 100%</b>	71,067.96	10,225.91	60,842.05	14.4%
<b>CORE SERVICES 80/20</b>	58,223.08	20,790.01	37,433.07	35.7%
<b>TOTAL CORE SERVICES:</b>	<u>130,963.90</u>	<u>37,047.17</u>	<u>93,916.73</u>	<u>28.3%</u>

**EBT PAYMENTS FOR SELF SUFFICIENT PROGRAMS WITHIN THE DEPARTMENT  
2020 EXPENDITURES**

	COLO WORKS/TANF	CHILD CARE	CHILD WELFARE CASE SERVICES	CHILD WELFARE OUT OF HOME	CHILD WELFARE RELATED CHILD CARE	CHILD WELFARE SUBADOPT	CHILD WELFARE RELATIVE GUARDIAN	CORE MENTAL HEALTH	CORE SUBSTANCE ABUSE TREATMENT	CORE OTHER PREVENTION SERVICES
JANUARY	\$ 10,675.67	\$ 70.00	\$ -	\$ 3,716.88	\$ -	\$ 894.66	\$ 3,503.62	\$ 200.00	\$ 270.00	\$ 3,452.25
FEBRUARY	\$ 12,152.80	\$ 90.00	\$ -	\$ 2,254.32	\$ -	\$ 894.66	\$ 3,503.62	\$ 360.00	\$ 510.00	\$ 1,867.75
MARCH	\$ 13,791.25	\$ 75.50	\$ -	\$ 2,254.32	\$ -	\$ 836.94	\$ 3,277.58	\$ 360.00	\$ 420.00	\$ 1,959.00
APRIL	\$ 13,255.00	\$ 10.00	\$ -	\$ 4,508.64	\$ -	\$ 894.66	\$ 3,503.62	\$ 120.00	\$ 270.00	\$ 2,667.75
MAY	\$ 12,245.00	\$ -	\$ -	\$ 5,199.48	\$ -	\$ 865.80	\$ 3,390.60	\$ 240.00	\$ 30.00	\$ 1,765.00
JUNE	\$ 11,956.90	\$ 1,329.32	\$ -	\$ 5,672.16	\$ -	\$ 894.66	\$ 3,503.62	\$ 120.00	\$ -	\$ 4,551.25
JULY	\$ 13,795.00	\$ 282.00	\$ -	\$ 7,635.60	\$ -	\$ 865.80	\$ 3,390.60	\$ 1,000.00	\$ 180.00	\$ 3,441.25
AUGUST	\$ 12,381.00	\$ 18.00	\$ -	\$ 5,538.37	\$ -	\$ 894.66	\$ 3,503.62	\$ 1,000.00	\$ 240.00	\$ 3,101.25
SEPTEMBER	\$ 12,966.00	\$ 154.00	\$ -	\$ 5,615.34	\$ -	\$ 894.66	\$ 3,503.62	\$ 3,101.25	\$ 510.00	\$ 3,581.25
OCTOBER										
NOVEMBER										
DECEMBER										
<b>TOTAL</b>	<b>\$ 113,218.62</b>	<b>\$ 2,028.82</b>	<b>\$ -</b>	<b>\$ 42,393.11</b>	<b>\$ -</b>	<b>\$ 7,936.50</b>	<b>\$ 31,080.50</b>	<b>\$ 6,501.25</b>	<b>\$ 2,430.00</b>	<b>\$ 26,186.75</b>

	LEAP	STATE AND	AND SSI HOME CARE	SSI HOME CARE	OAP BURIAL	OAP A	OAP B	FOOD STAMPS	STATE DIVERSION	TOTAL
JANUARY	\$ 8,452.51	\$ 2,696.00	\$ -	\$ -	\$ -	\$ 2,678.00	\$ 1,870.00	\$ 73,700.73	\$ -	\$ 112,180.32
FEBRUARY	\$ 26,556.22	\$ 2,605.00	\$ -	\$ -	\$ -	\$ 2,663.00	\$ 1,790.00	\$ 75,147.89	\$ -	\$ 130,155.26
MARCH	\$ 3,160.16	\$ 2,388.00	\$ -	\$ -	\$ -	\$ 2,254.00	\$ 1,790.00	\$ 76,137.85	\$ -	\$ 108,704.60
APRIL	\$ 1,829.49	\$ 4,158.97	\$ -	\$ -	\$ 1,488.46	\$ 2,211.00	\$ 1,642.00	\$ 193,008.00	\$ -	\$ 229,567.99
MAY	\$ 3,941.65	\$ 2,822.00	\$ -	\$ -	\$ -	\$ 2,249.00	\$ 821.00	\$ 139,725.00	\$ -	\$ 173,294.53
JUNE	\$ 44,500.00	\$ 5,178.00	\$ -	\$ -	\$ -	\$ 3,785.06	\$ 1,258.87	\$ 149,820.00	\$ -	\$ 232,569.84
JULY	\$ 1,300.20	\$ 1,954.00	\$ -	\$ -	\$ -	\$ 3,070.00	\$ 1,642.00	\$ 214,763.00	\$ -	\$ 253,319.46
AUGUST	\$ 22,951.26	\$ 1,954.00	\$ -	\$ -	\$ -	\$ 2,701.60	\$ 2,754.32	\$ 175,212.00	\$ -	\$ 232,248.08
SEPTEMBER	\$ 150.00	\$ 1,954.00	\$ -	\$ -	\$ -	\$ 2,701.60	\$ 1,642.00	\$ 164,049.00	\$ -	\$ 200,822.72
OCTOBER										\$ -
NOVEMBER										\$ -
DECEMBER										\$ -
<b>TOTAL</b>	<b>\$ 112,841.49</b>	<b>\$ 25,709.97</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,488.46</b>	<b>\$ 24,313.26</b>	<b>\$ 15,210.19</b>	<b>\$ 1,261,563.47</b>	<b>\$ -</b>	<b>\$ 1,672,902.39</b>

**DIRECTOR UPDATE**

Tiffany Ramos reviewed the timely reports with the Board of County Commissioners. Concern was expressed on what kind of support will be needed in Kit Carson County for suicide prevention.

**DOMESTIC VIOLENCE SKILLS AND SAFETY TRAINING**

Tiffany Ramos requested the in house training for Domestic Violence and Department of Human Services concepts offered by Christine Soria. The proposed training would be for up to 15 people receiving 8 hours of direct trainer facilitation and certification hours. The training preparation, facilitation, certificates, handouts, and round trip travel with of cost \$500.00. This expense will be split between DHS Admin and Child Welfare departments.

The Board of County Commissioners approved the Department of Human Services in house training.

Dave Hornung moved to adjourn the Board of Human Services meeting at 10:38 AM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting reconvened at 10:42AM.

## **COMMUNITY AMBULANCE**

Jerry Guy and Randy Fagerlund explained the financial situation of Community Ambulance. The community has supported Community Ambulance for many years through fund raisers, donations, and memorials with only a small monthly allotment from the county. With it getting more difficult to find people to donate their time, they would like to hire a person to be on-call 24 hours/day, help manage the crew, recruitment and paperwork. There will be three crew members that have finished completing the Paramedic level; this is a huge benefit to Community Ambulance because of the distance to hospitals.

Dave Hornung moved to increase the Community Ambulance to a monthly payment to \$2,500 per month beginning January 1, 2021 for an annual \$30,000 per year to be reviewed annually, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

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

The Board of County Commissioners meeting was reconvened at 1:03 PM. Those present were Cory Wall, Gary Koop, Dave Hornung, Della Calhoon, Paula Weeks, Stan Hitchcock, and Susan Corliss.

## **EMERGENCY MANAGER – TO REVIEW 2021 DOCUMENTS**

The Board of County Commissioners reviewed the 2021 Emergency Management Performance Grant (EMPG) Local Emergency Management Support (LEMS) Application Grant Activities Work Plan prepared by Della Calhoon. This plan outlines activities, laws and authorities, risk assessment, hazard mitigation plans and projects, emergency operations plans, recover plans, training, exercises, incident management, communications, operations procedures, mutual aid, resource management, facilities management, crisis communication and the staffing pattern for calendar year 2021.

Della Calhoon shared that she has been in contact with the programmers for the 800 radios. A letter will be needed to program the neighboring counties law enforcement agencies for permission to add their channels. The Tri-Counties of Lincoln, Cheyenne, and Kit Carson have a good working relationship supporting each other so that shouldn't be a problem.

Bob Wold is working on corrections to the Mitigation Plan, since it has been sent back by the state. Some points that need addressed are flood, wild fire, severe weather, dam failure, and drought. Suggestions were made of the Red Flag Warning and how old bridges are being replaced with culverts. Della will work on more additions for the the report.

The Weather Spotters Training will be conducted virtually this next year.

## **AMBULANCE DIRECTOR – NEW HIRE**

The Board of County Commissioners were made aware of new applications for Ambulance Reserves. The orange sheets will be presented by Korena Laue at a later meeting.

## **CONSENT AGENDA**

The following items were reviewed by the Board of County Commissioners: Minutes of November 10, 2020, and Accounts Payable.

Dave Hornung moved to approve the minutes of November 10, 2020, and to pay the Accounts Payable in the amount of \$117,044.51, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

## **CORRESPONDENCE**

The Board of County Commissioners received a thank you from Greg & Glenda Walstrom.

## **MGT AGREEMENT FOR 2020 COUNTY COST ALLOCATIONS PLANS**

The Board of County Commissioners reviewed the contract and Scope of Services for the 2020 County Cost Allocations Plans with MGT of America Consulting, LLC. The plan details the four stages of gathering information and working departments to gather and report information. The cost will be \$5,000 for 2020, \$5,200 for 2021, and \$5,300 for the 2022 reports respectfully.

Gary Koop moved to sign the 3-year agreement with MGT of America Consulting, LLC for the 2020, 2021, and 2022 Cost Allocation Plans, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

## **VICTIMS ADVOCATE VOCA CONTRACT**

The Board of County Commissioners reviewed the Kit Carson County Victim Assistance Program – VOCA Grant Award Letter for 2021-2022. The requested funds are \$132,834.00 which is an increase of \$8,190.00 over the past grant to accommodate for the decrease in funding of the VALE grant. This amount will pay 85% of the personnel salary and budget items of travel, supplies & operating expenses.

Dave Hornung moved to sign the VOCA Grant Award Letter for 2021-2022, seconded the Gary Koop. The motion was carried by unanimous vote by Cory Wall.

## **SUBDIVISION EXEMPTION / KENDAL & HANNAH RUEB**

Subdivision Exemption for Kendal and Hannah Rueb, consisting of 16.16 acres on 160 acres located in the Southwest of the Southwest Quarter Section 30, Township 8S, Range 47W being purchased from Rita Rueb for the purpose of separating house from Ag land.

Gary Koop moved to approve the Subdivision Exemption for Kendal and Hannah Rueb noting that applicant will need to apply for the septic system when building, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

## **PURCHASE ORDERS**

### **Purchase Order #20-0090**

Dave Hornung moved to approve the Purchase Order #20-0090 for Grounds & Buildings – Admin Office to RMRM Business Environments for three reception stations totaling \$3,406.03, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

### **Purchase Order #20-0091**

Gary Koop moved to approve the Purchase Order #20-0091 for Road & Bridge District 1 to Rock Tough Estimate #3575 for Rock Screener totaling \$26,896.00, seconded by Dave Hornung. The motion carried by unanimous vote by Cory Wall.

## **ADMIN FINANCIALS**

Dave Hornung moved to approve the October Admin Financials as presented, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

## **2020 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 \$245,596.67 for the month of October, which is an increase of \$29,497.87 from October of 2019.

## **VALE GRANT**

The Board of County Commissioners reviewed the Victims Assistance and Law Enforcement (VALE) grant documentation for the 2021 for 100 percent of the requested grant amount for on-scene crisis intervention, education for victims, assist victims with VRA compliance, and Victims Compensation.

Gary Koop moved to sign the approved 2021 VALE Grant Application requesting \$6,500.00, seconded by Dave Hornung. The motion was carried by unanimous vote by Cory Wall.

## **CVRF APPROVAL LETTERS**

Dave Hornung moved to approve payment of CARES funds to Creative Designs by Brenda, Larry Rodriguez, Stratton Methodist Church, Corliss Construction, Clean Casas Inc., Burlington Community Child Care, and Trinity Evangelical Lutheran Church, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

## **LONGEVITY AWARDS**

The Board of County Commissioners delivered and presented Longevity Award to Jay Zimbelman for 20 years.

The Board of County Commissioners meeting recessed at 2:30 p.m.

## **BOARD OF PUBLIC HEALTH:**

Dave Hornung moved to go into the Board of Public Health meeting at 2:30 PM for the purpose of a purchase order only, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall. Those present were Cory Wall, Dave Hornung, Gary Koop, Paula Weeks, Stan Hitchcock, and Susan Corliss.

## **PURCHASE ORDERS**

### **Purchase Order #20-0089**

Dave Hornung moved to approve the Purchase Order #20-0089 for Public Health to GovConnections, Inc. PH PO#3831 for a Thinkpad Laptop, docking station, and mouse totaling \$1,161.80, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

Dave Hornung moved to adjourn The Board of Public Health at 2:31 PM, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.


The Board of County Commissioners meeting reconvened at 2:40 PM.

**EMERGENCY MANAGER – TO REVIEW 2021 DOCUMENTS**

Dave Hornung moved to sign the 2021 EMPG-LEMS Annual Grant Funds for Activities Work Plan with a staffing pattern for 2021 of \$21,076.00 effective January 1, 2021 expiring December 31, 2021, seconded by Gary Koop. The motion carried by unanimous vote by Cory Wall.

The Board of County Commissioners meeting adjourned at 2:45 PM.

Submitted by: Susan Corliss, County Clerk and Recorder

  
\_\_\_\_\_  
Cory Wall, Chairman

\_\_\_\_\_  
11/25/2020  
Date

Attest:  
  
\_\_\_\_\_  
Susan Corliss, County Clerk and Recorder

