

## UNOFFICIAL MINUTES FOR FEBRUARY 28, 2012

The Regular Meeting of the Kiowa County Commissioners was called to order at 9:00 am by Chairman Richard Scott on February 28, 2012. Donald Oswald opened the meeting with prayer and Pledge of Allegiance. Those attending were:

Richard Scott, Commissioner  
William E. Koehler, Commissioner  
Donald Oswald, Commissioner  
Peggy Dunlap, Administrator-Deputy Clerk

Jeanne Sorensen entered the meeting as a visitor.

Minutes from the February 14, 2012 regular Meeting were presented. Koehler made a motion, seconded by Oswald, to approve the minutes as presented. All Commissioners voted affirmative.

The vouchers were reviewed. Three vouchers were questioned, including the voucher requesting payment to Rod Johnson for a sign over at the Sheridan Lake pond for the Fishing is Fun project. This should have been done when the grant was still open as it would have been paid through the grant. All vouchers were approved and signed.

Richard Scott gave a report on the Towner Line. The Commissioners, Cardon Berry, and Linly Stum met with the Commissioner of Agriculture, John Salazar, on Monday. The purpose of this meeting was to inform Commissioner Salazar as to what Kiowa County would like to see for the future of the Towner Line. Commissioners Salazar recommended a meeting with the Governors Chief of Staff and will arrange for that meeting in the near future. Scott also mentioned that a meeting with WATCO, the group that owns the K&O Rail that connects to the Towner Line at Towner, will be attempted to determine their interest in the line.

Administrator Dunlap presented paperwork for the AAIC application for Prairie Pines Assisted Living D&O insurance. Discussion was made and it was decided that this paperwork needed to be put in front of the Prairie Pines Assisted Living Board on March 1, 2012. Melinda Kelly of Hoffman Insurance will be at the board meeting to discuss the insurance of the facility and the pool at that time. There are many questions that need to be answered before a decision can be made.

Little Sprouts Childcare Center balances were discussed again after Dunlap spoke with Amanda Brown. 1099's cannot be issued to individuals with an outstanding balance as we are not a lending institution. After some discussion, a motion was made by Oswald, seconded by Koehler, that all childcare outstanding balances over 120 days that are not on a proper payment plan as of February 1, 2012, will be turned over to a collection agency. All Commissioners voted affirmative. Dunlap is to contact a few collection agencies to see what the charges would be and to get signed up as soon as possible to start collections.

A bid process for Office products that are bought through the County was discussed. A list of supplies bought on a yearly basis from the Administrator's office was given to the Commissioners. A motion was made by Koehler, seconded by Oswald, to put the bid for office products in the paper with the clause we reserve the right to reject any and all bids. A specification sheet can be picked up at the Commissioners office. All Commissioners voted affirmative. The deadline for bids is March 30, 2012.

Administrator Dunlap was asked to find out information regarding per diem from Colorado Counties, Inc. A phone call was received by Gini Pingenot from Colorado Counties, Inc., giving information but asking that we not say anything until we received an email from the State regarding the information. As of this time, no information has been received.

No information has been received on the USDA buyout except an email from Lennece Saracino saying they are just waiting for Finance Office to show the debt settlement. It has been approved and applied. Copies of Drivers License's of Officers have been sent to Kammie Cathcart at Colorado East Bank & Trust for the paperwork that they need.

Discussion was made on the Community Room Rental here at the courthouse. Currently, it can be rented for \$20.00. A plan needs to be devised for the Community Room rental. Fees have not changed since December, 2007. County offices should be able to use the room at no charge as well as 4-H clubs. All room rents need to go through Commissioners office so that everyone knows when the room is available.

John Marrin and Cheryl Sanchez from Lamar Community College entered the meeting. The first order of business was the refund of \$6,160.00 on the Murdock building project. This was for the asbestos removal that was done earlier and not fully completed by Lamar Community College. John Marrin wanted everyone to know that they really want a strong partnership in the Community and felt that this was needed in order to keep that partnership. Oswald thanked them very much and said that the Commissioners will get in touch with Jane Daniels to get the project finished up.

John also wanted the Commissioners to know of a new project and meetings they had coming up in April at Lamar Community College. It is called Simple Steps to Start. This will contain information on starting a business and all that is needed for it to be successful. If this meeting is successful, they would like to come to Kiowa County/Cheyenne County to host one. At least 10 interested parties would be needed in order to make it worth their time. The Commissioners suggested that they talk to Shannon Ellenberger with the Eads school to see if that would interest any of her FBLA students. Cheryl will send a flyer to Administrator Dunlap for the upcoming meetings in April.

Jeffrey Wright, Kiowa County Emergency Manager, visited with the Commissioners a little about the special project for weather radios. He said that he has been working with Chris Sorenson a little on the weekends to get familiar with the department. Sorenson mentioned that the Commissioners had authorized the special project for weather radios. Oswald made a motion, seconded by Koehler, to authorize the EM to get radios and CO2 protectors up to \$2,000.00. All Commissioners voted affirmative. Next he had the 2012 EMPG grant that needs to be signed. There is also an EMPG Staffing pattern form that needs to be signed since there is a new person on the grant. Oswald made the motion, seconded by Koehler to sign the form. All voted affirmative. The next item he wanted to discuss with the Commissioners was that he needs a new laptop computer with at least Windows 7 on it. Chris Sorenson used his own personal computer and the other computer that is down there is really old and outdated for the programs that need to be used. The Commissioners gave him the go ahead to purchase the computer as it can be justified in his budget. The computer can be cleaned up and used in other areas of the County.

Jeanne Sorenson commented on the computer. She can clean the computer up and possibly use it for the Vital Statistics at the Town of Eads. They don't have much room and a laptop would work great for the Vital Statistics. If this computer is used, it needs to be cleaned up and put Windows 7 on it as well as it needs to be dependable. Jeanne also wanted to know what to take over to the Haswell shop with the inventory that is available. Oswald said that we could replace their tower with one of the black ones as well as a monitor. Also, the computer in the Commissioners office could be updated. There is also a computer that was cleaned up for the Museum but it was never picked up. It was to be used for the obituaries. The Commissioners asked Administrator Dunlap to check with Betsy Barnett how that is being done at this time and see what we need to do with this refurbished computer. As far as the computer for Vital Statistics, we will be waiting on the decision from Mr. Hyman (Office of the State Registrar) as to the transfer of duties from Public Health to Town of Eads clerk. If and when the records are transferred, Jeanne Sorenson advised using back up external hardware to protect the records.

Since the fire truck in Towner doesn't qualify for the VFA Grant, we will not be submitting the grant this year. The Commissioners asked Administrator Dunlap to call CTSI and speak with Dennis Hunt regarding a loan of \$7,000 that can be paid out of next year's budget. She will get back to them regarding the information.

Laura Negley sent over a request for a letter of support for the La Mesa Grande National Meat Processing Facility. The Commissioners believe that this business would be very beneficial to the producers, consumers, and the entire Southeast portion of the State. Koehler made a motion, seconded by Oswald to send a letter of support to Bill Stevenson with Rocky Mountain Farmers Union Foundation. All Commissioners voted affirmative.

Richard Scott would like the Administrator to check into Legal Shield that some employees are using in the County. This is a benefit that not many know of. She will get back to them at the next meeting.

Pat Roper came in to the meeting with a request to attend a conference in May for the Veterans office. She said that it is budgeted for but would like the permission to attend. Also, the Commissioners have asked Pat to think of something that the County could do to honor and recognize our veterans. That is very important and hasn't been done for awhile. She will look into a few ideas and get back with us.

The Sheriff's report for February was signed and filed.

The Veterans report was reviewed.

The Public Health report was reviewed.

There was one Time off request form signed.

When the Landfill was closed a week ago, there were complaints made to Koehler that the sign was not turned. We need to make sure that this gets done on a daily basis so residents don't drive all the way out there to find out it was closed. Also, when the Landfill will be closed for a Holiday, it needs to be advertised in the paper at least a month ahead of time. Usually Administrator Dunlap puts it in for the week before.

Another complaint made recently was that some roads being bladed in District 2 are messing up fence lines. Koehler will contact Rodney to discuss with him.

At least nine radios are in and more will be picked up later this week to be re-banded on Friday. Donald will be in La Junta and this work will get done on the same day.

There was discussion made on the vehicle for the Emergency Manager. This vehicle does not need to be driven back and forth to work.

Meeting was recessed at 11:55 am for lunch.

Meeting was back in session at 1:05 pm.

Dennis Pearson, Director of Social Services, entered the room. He has a few things to discuss today. He wanted to know if they have received the form letter from CCI about the CBMS-Colorado Benefit Management System for assistance payments that rolled out in 2004 -they are trying to fix it. Legislature thinks they keep pouring money into it and they are reluctant to do it. It is somewhere around \$17 million dollars to fix. CCI wants Commissioners to support it and send to our legislators. Scott asked Dennis if this

money will fix it, and he said he didn't know. They have been trying to fix for 8 years now and it still needs more money. Dennis said it would be nice to get it fixed as it is not user friendly or effective. The Commissioners will talk a little more about it and let him know.

He also reported that at the last few meetings, we weren't receiving any more Medicaid reports but now they are. This report used to be hand delivered by Joe Carrica and now will be sent by email. The January report shows \$55,829 was paid for services paid for by Medicaid for county residents.

Dennis also reported that an employee will be off 6-8 weeks for surgery. The department will manage and get by, but it won't be easy. Lincoln County took care of the Child Support Enforcement responsibilities last time and emails have been sent to Collette to see if they would do it again. He is waiting for word back but has not received it yet. He wanted clarification on FMLA and when the employee is eligible for the 11 days of convalescent leave. He wanted to know if this was still in the personnel policy. Administrator Dunlap read the personnel policy and yes, there is 11 days of convalescent leave available. Employee will need to request the additional leave days.

The Commodity program is done by DSS but Care & Share is separate and is done at the Fairgrounds. His department has been contacted by Care & Share program to take it over. Dannette will meet with DSS on Thursday, March 1, 2012 to discuss this opportunity. After discussion, the Commissioners think it should be two (2) separate and defined programs and to not mingle them. Public perceptions of this could cause problems or make it hard on DSS. The decision was made to see what happens in the next couple of months.

Dennis had a form that needed to be signed for the CDHS Certification of Compliance County Merit System for 2012. Every year he brings it in for the Commissioners to sign, and he has voiced his concern that we are even doing this, particularly #D. He doesn't think we are doing what we say we are. He would ask that we look at changing the personnel policy to make us in compliance with this. This creates Federal dollars that the County & State get and money hinges on it. The State wants everyone to be in compliance with this and honestly, he doesn't feel we are. Pearson feels that we need to consider putting something in place to be more compliant with this. Administrator Dunlap said that we could contact CCI again on this and ask about help with personnel policy. Pearson said that was fine, but it is a State law and he can't imagine CCI telling us not to sign it. If the Feds come down, and asks the State questions, they will tell them to talk to the Commissioners. It is a legal document and needs to be followed. Scott asked, "What if we don't sign it?" Pearson said that he doesn't want to send in a blank form but that he would rather you sign it and have something on the paper that says we are updating our policy manual. The statute that is questioned is 26-1-120. Pearson questioned the corrective action process where if someone violated a rule that they have been given a chance to correct the issue. It is up to the Commissioners to sign this form, but again, he doesn't want to send in a blank form. He needs to send the form back into the State.

The Commissioners have decided to sign the form. Oswald made the motion, seconded by Koehler, to sign the Compliance Certification for County Merit System reporting year 2012. All Commissioners voted affirmative.

Pearson said that somewhere there should be a Transition Plan that was done in 2000. All counties had to submit a plan to the State before January, 2001 when they exited the State Merit System into the County Merit System. Pearson does not have a copy of it but it should be somewhere here as it was a county form. Don Steerman worked many hours on this as well. Chairman Scott said the certification form has a box that needs to be checked- The county director is exempt from the County Merit System per Transitional Plan submitted to the Colorado Department of Human Services. Do we check yes or no? The form was signed but we will table sending this to the State until we review the Transition Plan. Administrator Dunlap said she will check the files or call Don Steerman's office to get a copy. The form will be given to Pearson as soon as it checked out with the Plan. Pearson also wants to know if there is a chance that we could make the Personnel policy applicable and the Commissioners said that we need a copy of the Transition Plan first. He said he was questioned at length about the correction process when the audit was done in January. He doesn't want any repercussions of it to hurt the county. The Commissioners told Pearson that if anyone asks for this Merit System certification, he is to tell them it is in process.

Rod Johnson came to talk to the Commissioners about the Fishing is Fun Grant. He went over the grant information and in kind amounts being raised due to volunteers being used. He also talked about pond aeration possibilities. He is asking for letters of support from different organizations in the East end of the County such as 4-H, school organizations, recreation districts, and others. Letters from children are really good to have in a grant like this. Donald Oswald made a motion to sign the grant, seconded by Koehler. All Commissioners voted affirmative. There is a new Recreational Easement that will need to be filled out for the duration of the grant. The original grant was signed in 2008 so we need to update it to meet the requirements. This will be for an additional four (4) years so that it meets the criteria for 20 year easement. He will contact Merle Shalberg and get it signed and back into our office. The Commissioners decided to sign the Recreation Easement and get it to Merle Shalberg to sign. Koehler made the motion, seconded by Oswald. All Commissioners voted affirmative.

Rod Johnson also reported that the Sheriff's department went out and cleaned up the shooting range. They have really worked hard and it looks nice. Johnson also asked for volunteers in the Haswell area to help clean up the Deep Space Tower as it is full of tumbleweeds. Oswald said that he would see what he could find.

Ted Lindtveit with CTSI came in to talk about our Property Insurance and Workers' Compensation reports for 2011. He stated that Allen Chapman, Executive Director of CTSI, wants the Commissioners to know that this is the second year of the 4.2 million dollars given back to the Counties but that this won't be happening too many years more because of the market. He would also like recommendations to fill spots on their boards for

any openings that will be made due to elections at the end of the year. Also, encourage new Commissioners to attend the New Commissioner meetings to gain the knowledge for the 4 year term. The good news is that we are doing really well as a County in both Property and Workers' Compensation pools. We have only had 15 claims in 5 years on Property insurance and that was due to the hail damage. As for the Workers Compensation, we have stayed well below the average level. In 5 years, we have had 30 claims with an average of \$991 per claim. They are very admirable numbers that is for sure. Other counties would bid for our statistics. Keep up the good job.

The Commissioners discussed the email from Darren Garcia regarding our Road & Bridge department and if we do 4-10 hour days. He has questions on it. The Commissioners have given the ok to send the email back and give their opinions.

We have received documentation from Gini Pingnot from CCI concerning per diem that is paid out. She has received an email from Jim Snyder that the long standing rules governing such amounts are no longer applicable from the State. In summary, the counties get to decide their own per diem plan. The Commissioners have decided that this decision will go into the personnel policy as of 2-28-12. Oswald made a motion, seconded by Koehler, that maximum per diem rates for food will be up to \$25.00 a day with receipts, room rates over \$120 a night will need to be brought before the Commissioners for approval before event, and mileage is .32 cents a mile with MapQuest mileage paperwork. All reimbursements have to have receipts. All Commissioners voted affirmative.

Richard Scott wanted to know about the Equipment list that has the old Fire truck at Towner on it. Administrator Dunlap will update the list and get it back into the paper. She was waiting for an answer of how much to ask for these vehicles that will be advertised. The decision was made to advertise and give no dollar amount and have at the bottom of the advertisement that the Commissioners have the right to refuse any and all bids.

With no further business, William Koehler made the motion, seconded by Oswald, to adjourn the meeting at 2:59 pm. All Commissioners voted affirmative.