

UNOFFICIAL MINUTES FOR MAY 30, 2012

The Regular Meeting of the Kiowa County Commissioners was called to order at 8:20 a.m. by Chairman Richard Scott on May 30, 2012. Those attending were:

Richard Scott, Commissioner
William Koehler, Commissioner
Donald Oswald, Commissioner
Peggy Dunlap, Administrator

Oswald made a motion, seconded by Koehler, to amend the agenda to start the meeting early. All Commissioners voted affirmative.

DSS Director Dennis Pearson and Audrey Johnson met with the Commissioners to discuss Audrey taking over for Hallie. Pearson stated that Audrey has some knowledge of CBMS and the programs after being there for 2 1/2 years, so she's willing to do that – take over the eligibility and assistance payments piece. Pearson stated that if they can find a child protection worker (he has two people who have applied so far), and Audrey can take over what Hallie is doing, then what Audrey is doing now can be divvied up. She can't do both Hallie's work and what she's doing now, such as the commodity program and Medicaid transportation. It will also depend of the case worker and if they are comfortable with doing payroll or not. Payroll will be shorter now that the day care is no longer on the payroll and less bills to process. Audrey stated that she could probably continue to do that. She said it would be helpful if the case worker could do commodities and Medicaid travel, but if there was an incident going on, Audrey could step in and do that, too. Having a couple of people being cross trained to pick up the slack would be very helpful.

Pearson stated that if this would be acceptable, they could make it work with four people instead of five, so there would be a savings from the elimination to that fifth person. If they had added a worker and Hallie was still there, they would have five people but if they can do it this way, they can get by with four people. Pearson stated that they had talked about this at length to make sure it would work and it can. He said that would obviously save quite a bit of money. However, one of the caveats to that would be if Audrey is going to step forward and take over that position, Pearson would like to see her rate of pay be increased from what it is now. Paying her more to do what needs to be done would still be cheaper than hiring another person and having all the benefits. Audrey registered for a CBMS new worker training, a two day navigation for food stamps, Medicaid and long term care that are all on the same program system. To get your access, you have to do 4 exams and 8 webinars and she's already done those. You have to request your access, which takes up to two weeks so she's waiting on that and then she has the new worker training next week. This particular training is in Colorado Springs, which is the closest training over the next few months. That's why she wanted to meet with the Commissioners today, because if this was not the route they wanted to go, she would need to cancel next week's training. Scott asked what they were looking at for salary increase.

Debra C. Lening, County Clerk, entered the meeting at 8:40 a.m. because she was not informed that the meeting start time had been changed and was moved up to 8:20 a.m. instead of 9:00 a.m. (All Minutes prior to this were obtained from either the administrator or the taping of the minutes.)

Pearson stated that Hallie was making \$14.19 per hour with case aide and Audrey is making \$12.65 per hour with case aide. Their salaries increased \$2.50 per hour when they took on case aide. Pearson stated that Audrey would still have to do case aide work until a case worker is hired and trained. He would like for her salary to be moved up to \$13.50 regular time, but \$14.19 while she continues to do case aide. The new hire would have to go to the academy to become certified if they are not currently certified. This academy training would be spread out over a three month period. They might have to go twice a month for a couple of days for training over the three months. Then this person would have to shadow another certified case worker, which Pearson is, for a certain amount of time. June 1st is the deadline for receiving applications for the case worker position. Pearson will attempt to make a decision next week if either of these two applicants or any others received are acceptable candidates. Once the child protection case worker is in place, Audrey's salary would drop back to \$13.50. Commissioners Scott and Koehler stated that this sounds like a reasonable request.

Oswald made the motion, seconded by Koehler, to do an in-house promotion and appoint Audrey Johnson to take Hallie Cordova's position starting at \$14.19 per hour until the case worker is hired and certified by the State and managing the cases (which could be up to three months), and then Audrey's salary would move back to \$13.50 per hour. All Commissioners voted affirmative. This position was not advertised for since it was an in-house promotion.

At 8:45 a.m. Donald Oswald opened the meeting with prayer and the Pledge of Allegiance. The Commissioners continued reviewing vouchers.

Jeanne Sorensen entered the meeting at 9:00 a.m. as a visitor.

The vouchers were reviewed. Three vouchers were questioned, Vouchers were approved and signed.

Minutes from the May 15, 2012 Regular Meeting was presented. Koehler made a motion, seconded by Oswald, to approve the minutes as presented. All Commissioners voted affirmative.

The agenda was presented. Additions were made. Oswald made the motion, seconded by Koehler, to approve the agenda with the additions. All Commissioners voted affirmative.

Maintenance Manager Mike Crain moved the day care car and transit van to the county shop. Carole Spady is still working on the day care billing. The day care kitchen area needs to be cleaned. There were questions regarding the status of the delinquent billings turned over for collection. Some are being collected. Pest control for day care has been paid through August, so the regular schedule will continue until that time. After that, the spraying can be quarterly.

There was discussion regarding cleaning of the Bransgrove building. The part time, temporary maintenance personnel will be finished as of June 1st. DSS is cleaning their part of the building. Oswald suggested that DSS continue cleaning the stairs, the upstairs hallway and the bathrooms. Maintenance can clean the Westphal office once a week and KCEDF can clean their own office. No decisions will be made until the Commissioners talk to Westphal.

Public Health Director Jackie Brown with the Public Health Agency (PHA) presented the annual Public Health contract for the State of Colorado (CDPHE). Oswald made the motion, seconded by Koehler, to approve and sign the contract for Local Public Health for July 1, 2012 through June 30, 2013. All Commissioners voted affirmative. Brown discussed the Whooping Cough (Pertussis) epidemic. She said they are trying to do more clinics and get more people vaccinated to help get this epidemic under control. She stated that the big problem is the adults, as they have not been taking advantage of the booster that is available. The adults can survive it, but many children can not. Now vaccines are in short supply because the Federal government is cracking down on using public funds for vaccines. She also stated that a fox believed to be rabid was killed on the school playground. She stated that there was not animal contact nor human contact with the fox, thankfully. The fox will be sent in for testing. Once the results come back, Brown will do a press release for Kiowa County, because people really need to take this seriously. She emphasized the importance of people making sure their pets are all vaccinated for rabies and they need to be sure to tell their children to not mess with any animals they do not own! There was discussion regarding lap top computers found in the Emergency Management office. Brown explained that these were purchased with EPR grant funds and that they can be re-purposed and used where needed. There was also discussion regarding the 800 MHz radios at PHA. Brown believes there are 3-4 radios. She said there was also an old radio that is not an 800 MHz. She feels that there is no reason to have that many radios at PHA. (She later brought the radios over to the Commissioners' office).

The theatre insurance was discussed. This was tabled until more information can be obtained. The lots involving the Historic Society was also discussed. Until the 501-C3 status is brought current for the Historic Society, no decisions can be made so this item was again tabled.

Sharon Frazee entered the meeting at 9:50 a.m. As a member of the Town Council, she stated that she thought the Town was planning on insuring the theatre but that had not been voted on to date. The Town Council was concerned that the other two buildings were not insured when the tornado came through, and theatre is under-insured, so it is being discussed. Administrator Dunlap will stay in touch with the Town regarding this issue.

Sharon Frazee, Senior Citizens Coordinator, met with the Commissioners to discuss grants applied for through several foundations. She did call Cooper-Clark (asking amount is \$76,000) and they have not yet made a decision. She also applied to the Baughman Foundation last week for \$20,000 and they meet on the 2nd Wednesday of the month. Anshutz Family Foundation called Frazee and told her to apply with them. Initially, the representative of the Foundation said that was not something they would usually fund, but that she had talked to Ann Anshutz Rogers and she said to go ahead and apply. This would be a \$15,000 grant. Frazee will be able to apply for this grant in June with the deadline being in August. Frazee also stated that through Doris Morgan, El Pomar Foundation had been contacted. Morgan knows someone on that board and she and Janet Frederick have been working with a director on the board. El Pomar wants a total budget of the program before making any decisions but it looks like it would be a good fit.

Frazee also reported that the theatre is having stucco work done. The senior citizens would like to have the stucco continued across the front of their building. The seniors have \$500 and Frazee has \$500 budgeted for repairs. The cost would be approximately \$1,000 to stucco. They thought it would be nice if it all looked the same and continue to improve Maine Street. Frazee is asking permission to do this, with the understanding that if something does come up in the budget, they (the senior citizens) will compensate for it. The Commissioners gave her their blessing to move forward with the stucco work. She also reported on the ceramic class project. They are doing center pieces for the main room. She discussed some of the trips the seniors would like to take. She stated that the Senior Citizen Spaghetti Dinner was a huge success, bringing in \$800 at the door and \$1,100 for the pie auction. The expenses were \$160 for supplies.

Bids for office supplies were reviewed. There was discussion regarding availability of products and prices being comparable between the remaining two entities. Scott made the motion, seconded by Koehler, to award the bid for office products to Plains Network Services unless the product is not available, then the products will be obtained through Kiowa Healthmart, and then, if not available, will be obtained outside the county. All Commissioners voted affirmative.

Prairie Pines Assisted Living (PPAL) had their annual state inspection from the Colorado Department of Health performed and there were no deficiencies reported. The Commissioners stated that this speaks well of Prairie Pines and the PPAL staff!

Kris Stokke's missing radio was discussed. As it turns out, this radio was one of the 800 MHz radios instead of one of the old county radios. It would cost \$1,311.00 to replace and \$75.00 to program. There was discussion as to who's responsibility it would be to replace the radio. There should be a record somewhere of the serial numbers so that this radio can be shut down. Since the County only received 10% of her grant for

administrative purposes and since Stokke is an independent contractor, the Commissioners feel that she should have her own insurance to cover her equipment. The Commissioners will check with PHA and Emergency Management to get the serial numbers to identify the radio. They must have the correct serial number to be able to shut it down.

A letter was received from Charlotte Phillips requesting an additional 56.25 hours of convalescence leave to make a full paycheck for the month of May. She has used her accrued sick leave and vacation leave and the eleven days of convalescence leave allowed by policy. 19.5 hours of this leave were applied to her May paycheck, leaving her short 36.75 additional hours for the 56.25 hours requested. If the additional time is granted, this is against policy and would set a new precedence. The Commissioners feel that she is a good employee and a long-time, dependable employee, but this would still be against policy. Scott made the motion, seconded by Koehler, to deny Phillips' request for additional convalescence leave, to grant her the leave without pay, and allow the director of DSS to investigate the possibility of using TANF funds in this case. All Commissioners voted affirmative.

The Commissioners discussed the Westphal oil lease regarding approximately 4 mineral acres that the County owns. They are waiting for the Westphal representative to come in and talk with them so this item was tabled.

Oswald made the motion, seconded by Koehler, to accept and sign the new Letter of Engagement for the 2012 Regular Financial Audit with Auditor Amanda Brown. All Commissioners voted affirmative.

Insurance issues at Prairie Pines were discussed. It was asked whether or not terrorism insurance is necessary. Oswald made the motion, seconded by Scott, to sign Prairie Pines insurance with Arthur J. Gallagher Risk Management excluding the terrorism rider. All Commissioners voted affirmative.

The Veterans report was reviewed.

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

The TV tower will be down this Thursday and Friday and then will be back up and going.

Oswald reported that SAGE is doing well and running in the black so far.

Time off leave forms were reviewed and approved.

Six people submitted seven possible themes for the 2012 Fair Parade. Koehler made the motion, seconded by Oswald, to accept Jodi Stolzenberger's theme, "Memories from the Past; Visions for the Future." All Commissioners voted affirmative. The Commissioners would like to thank everyone who submitted their ideas.

In 2010 Kiowa County Commissioners and County Clerk signed a Hart License and Support freeze for 3 years. That addendum will be up for renewal in 2013. The choices are to renew for another 3 years with a onetime 4% increase, or go back to one-year-at-a-time renewals with a 4% increase each year. Oswald made the motion, seconded by Koehler, to sign the three year contract with Hart InterCivic for the Renewal of the Addendum to the Hart Warranty, Support, and License Agreement for a one time increase of 4% for the annual fee for the base year. All Commissioners voted affirmative. Lening reminded the Commissioners that we no longer have a maintenance contract on the election equipment so if any equipment breaks down, the repair is our cost.

There was discussion regarding Westphal's lease of office space in the Bransgrove building. Administrator Dunlap stated that she had talked with a representative from Westphal and they said not to worry about having anyone clean for them. They will clean their own office space.

The Commissioners discussed the conduct of business for meetings. In the future, if a group wants to speak to the Commissioners, they must be on the agenda. If they have a spokes-person, it needs to be stated who that person is and how much time they will need. If they have multiple speakers, each person will have 1-2 minutes to speak. If there is time at the end of the period of time requested, some may speak again. For the record, they must identify themselves before speaking. They must state what the issue is to be put on the agenda. If there is time, additional matters may be discussed. This is to keep order in the meeting and to make record keeping (minutes) more accurate.

Scott discussed the Murdock project and KCEDF and his feeling is that an annual contribution needs to be made to that project like they do KCEDF until no longer necessary. If this project is going to contribute anything to the County, it needs to be done. This way the budget could be set up for this contribution instead of trying to come up with the money on each and every phase.

DEM Jeff Wright met with the Commissioners to discuss the possible purchase of a vehicle for Emergency Management. He found a 1998 Ford Expedition with 78,000 miles that is fully outfitted to make a command center. The downside is it's located in California. Koehler asked why he was looking at a vehicle in California and Wright stated that it was the only one that met the criteria for Emergency Management needs. The current owner is with the fire department and he designed it for emergency use for his personal use. It is not owned or operated by the county. He has taken excellent care of the vehicle and has all the maintenance records to show for it. Wright stated that this vehicle is 4 wheel drive and that's what he's looking for. He stated that the asking price is \$12,500 and he would like \$1,400 more to finish equipping it. He said that USDA has a first responder's grant that could possibly be obtained for funding. He feels that the vehicle could

be used for 4-5 years. The Commissioners said the finance side is very iffy because there are too many unknowns. Koehler asked if the previous DEM could operate out of his car, why is this type of vehicle needed. Wright stated that his way of managing is different from that of the previous DEM. He also stated that he needs to let the current owner know today. The money, at this point, would have to come out of the Emergency Management budget and when other funds come in to help pay for this project, it does not go back into the EM budget, it goes into County General Revenue. His budget would have to be supplemented at the end of the year. After continued discussion, Scott made the motion to purchase the vehicle. Koehler stated he was completely against moving money to California to buy a vehicle. The motion died for the lack of a second. The Commissioners told Wright they were sorry they could not go this route, so the answer was no.

Scott made the motion, seconded by Oswald, to go into Executive Session at 2:07 p.m. for personnel matters pursuant to and as permitted by CRS 24-6-402 (4)(f)(I). All Commissioners voted affirmative.

The Commissioners came out of Executive Session and resumed their Regular Meeting at 3:10 p.m.

Koehler made the motion, seconded by Oswald, that due to budget issues at Prairie Pines, the cook can not be moved to full time. All Commissioners voted affirmative.

With no further business, a motion was made by Oswald, seconded by Koehler, to adjourn the meeting at 3:15 p.m. All Commissioners voted affirmative.