



## BOARD OF HUMAN SERVICES AGENDA

February 18, 2025 at 11:00 AM

Commissioners Meeting Room - 401 Main Street, Suite 309, Walsenburg, CO 81089

Office: 719-738-3000 ex 200 | Fax: 719-738-3996

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### 11:00 AM - BOARD OF HUMAN SERVICES MEETING

Join via Google Meet: <https://meet.google.com/pfy-merc-xoc> | Meeting ID: pfy-merc-xoc

#### 1. AGENDA APPROVAL

#### 2. ACTION ITEMS

- [a.](#) Approval: January Financials
- [b.](#) Approval: January Minutes
- [c.](#) Approval: HULA MOU
- [d.](#) Policy: CHRI Policy

#### 3. STAFF REPORTS

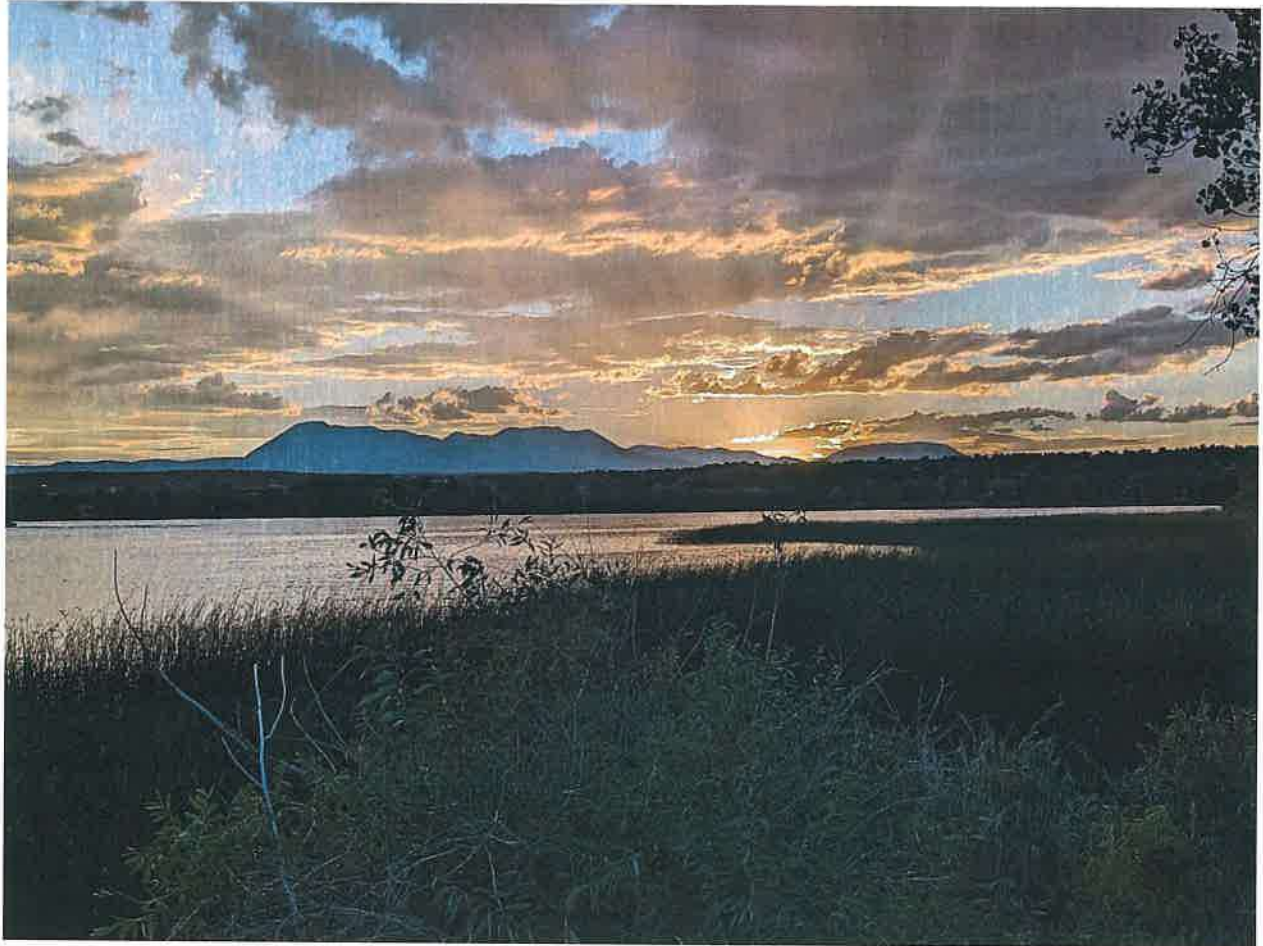
- [a.](#) Adult Services
- [b.](#) Assistance Payments
- [c.](#) Child Welfare
- [d.](#) Family Resource Center
- [e.](#) Overall Organization
- [f.](#) Overall Funding and Legislative Update

#### 4. EXECUTIVE SESSION

#### 5. ADJOURNMENT

#### 6. UPCOMING MEETINGS

Huerfano County wants to ensure that everyone has equal access to our programs, activities, and services. To request an Americans with Disability Act (ADA) accommodation, please call 719-738-3000 x200. Submit your request as early as possible, and no later than two business days before the event.



# COMMISSIONERS REPORT

JANUARY 2025

HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES

02/18/2025



HUERFANO COUNTY BOARD OF COMMISSIONERS  
APPROVAL OF HUMAN SERVICES EXPENDITURES AND AUTHORIZATIONS  
January-25

Information Only

**EXPENDITURES:**

**AMOUNT**

DECEMBER

Administrative Expenditures	INCLUDES SEP REPAYMENT TO LAS ANIMAS	\$	100,018.62	\$	37,648.30
Employee Wages & Benefits	3 PAY PERIODS	\$	180,486.30	\$	139,908.81
Total Expenditures		\$	280,504.92	\$	177,557.11

**AUTHORIZATIONS:**

# of Cases

Temporary Assistance to Needy Families	53	\$	19,541.66	\$	19,372.13
Old Age Pension	60	\$	22,345.62	\$	24,315.60
Aid to the Needy Disabled	18	\$	7,628.96	\$	5,574.50
Food Stamps	1064	\$	305,545.20	\$	299,933.62
Child Care		\$	2,517.50	\$	3,016.29
Child Welfare		\$	57,018.63	\$	43,909.23
Core Services					
Low Income Energy Assistance Program		\$	14,552.32	\$	37,596.76

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DATE: 2/18/2025

\_\_\_\_\_  
DIRECTOR, HUERFANO CO DEPT OF HUMAN SERVICES

DATE: 2/18/2025

\_\_\_\_\_  
CHAIRPERSON, HUERFANO COUNTY BOARD OF COMMISSIONERS



**Huerfano Board of Human Services  
Huerfano County Department of Human Services  
Minutes: January 21, 2025**

The Huerfano County Board of Human Services regular meeting was held on January 21, 2025. It was called to order at 11:18 am. In attendance were Commissioner Karl Sporleder, Commissioner Jim Chamberlain, and Commissioner Mitch Wardell. Also in attendance were Department of Human Services Director, Dr. Heather Wellman; County Administrator Carl Young, Robert Gilbert, and Kim Trujillo.

**1. AGENDA APPROVAL**

Motion to approve the agenda was made by Commissioner Wardell and seconded by Commissioner Chamberlain.

Voting: Yes: Commissioner Sporleder, Commissioner Wardell, Commissioner Chamberlain

**Motion Passes**

**2. ACTION ITEMS**

**a. Approval: January BHS Minutes**

Motion to approve the minutes with corrections was made by Commissioner Sporeleder and seconded by Commissioner Wardell

Voting: Yes: Commissioner Sporleder, Commissioner Wardell

Abstaining: Commissioner Chamberlin

**Motion Passes SW C abstain**

**b. Approval:DHS January Financials**

Motion to approve the financial reports was made by Commissioner Wardell and seconded by Commissioner Chamberlain

Voting: Yes: Commissioner Sporleder, Commissioner Wardell, Commissioner Chamberlain

**Motion Passes**

**c. Staffing: Approve New Case Manager for Adult Services Unit**

Motion to approve the New Case Manager for Adult Services Unit was made by Commissioner Chamberlain and seconded by Commissioner Wardell

Voting: Yes: Commissioner Sporleder, Commissioner Chamberlain, Commissioner Wardell

**Motion Passes**

**d. Staffing: Approval of temporary overtime**

Motion to approve the temporary overtime was made by Commissioner Wardell and seconded by Commissioner Sporleder.

Voting: Yes: Commissioner Sporleder, Commissioner Wardell, Commissioner Chamberlain

**Motion Passes**

**4. STAFF REPORTS****Adult Services Unit**

We are over on LTC Client Max. State recommends 65, Joanna at 75 Hallie at 76 cases. Commodities up and running 106 served in Nov. No outstanding Pars. Required another 17 hours of training on system. APS meeting: Reps from sheriff, senior center, 15 organizations helping with center. Pueblo addition grant, pueblo green chili and turkeys in april. Commodities is no longer on a freeze. APS appreciates the road and bridge and volunteers for their help.

**Assistance Payments Unit**

Fully staffed. Heather P just celebrated 2 years with us. Case load going down, which is average for this time. 24 active nursing home LTC. Heather P is back up to Beth C. for LTC. Working on a new process for LTC. Updated COLA for SSI. Big task. CCCAP still on freeze.

**Child Welfare Unit**

20 open cases, 27 children. 13 in kinship, only 6 in foster and 7 on trail visits with parents. Had a large case load this month. Goal is always to keep kids with the family. Distributed cases differently. Referrals less than normal, typical for time of year. Averaging 6-8 on case loads, little lower than state average. Although we have longer family time requirements due to the age of most of our children. Michelle offering evening family time visits with families. Unit continues to do their own UAs, which is working very well for us. Completed all training to screen for PYP. Implementing safe baby court. 3 cases going on currently. Caitlyn is doing a wonderful job. Doing court twice a month. Timeliness and court reports are an area we are working on. Reconstructed the unit, some uncomforableness coming due to changes. Working on improving documentation and times as well as structure. Dreama meeting weekly with Doc to keep things in order. Training this week on how to get better with supporting the case aides in the unit and how to document better.

**Family Resource Center**

Fully staffed, Steadily moving along, hosting meetings for us. IOG membership meeting there. Participate in FRC association. Had their review which went very well. New trainings they're attending. Hosted staff holiday party. Play group was able to provide 45 gifts for Christmas this year.

**Operations**

Restructuring the front of the house to help with flow. Working on what positions are needed now that Dr Wellman has been with us for a year and seen how things work. Feb will have some changes to job descriptions. ME review, spent 250+ hours to complete. 22 findings. Last month approved a lot of the cures, awaiting approval for those. Finishing end of year activities. 0-3 child provider has closed in the county. Dr Wellman met with headstart to see how we can support. Still working with providers for the 0-3 year old providers. Freeze started 1/15 for CCCAP. Developing 2025 goals, Will center around contracts and cleaning them up. Developing and revising policies and procedures to follow rule. Building in strong budget and finance process. Improving the office environment. LEAP is open and ready for applications. Refining SOP this year. Hunger relief. In Dec we started tracking with tablets.

**5. EXECUTIVE SESSION**

None

**6. ADJOURNMENT**

Motion to adjourn at 11:58am was made by Commissioner Chamberlain and seconded by Commissioner Wardell.

Voting: Yes: Commissioner Sporleder, Commissioner Wardell, Commissioner Chamberlain

**Motion Passes**

**7. UPCOMING MEETINGS**



## Huerfano-Las Animas (HuLA) Counties Early Childhood Advisory Council

### *Memorandum of Understanding*

The Huerfano-Las Animas (HuLA) Counties Early Childhood Advisory Council does hereby enter into this Memorandum of Understanding (MOU) with \_\_\_\_\_, a partnering/collaborating organization.

The Huerfano-Las Animas (HuLA) Counties Early Childhood Advisory Council, is a membership of early childhood professionals within the bi-county region dedicated to providing quality services to children and families. Together we build a comprehensive early childhood system that connects to child and their families with resources within their community. The HuLA Early Childhood Council shall improve and sustain the availability, capacity and quality of early childhood services for children and families throughout the state. The HuLA Early Childhood Council shall work as a seamless system of early childhood services representing collaboration amongst various public and private stakeholders for the effective delivery of early childhood services in the areas of early care, education, family support, mental health and health. These services shall support children eight (8) years of age or younger and their families in a manner that is responsive to local needs and conditions per *Section 7.717* of the Early Childhood Council rule.

**Vision Statement:** A Guiding Force of solidarity with service to all.

**Mission:** We support children and families in Huerfano and Las Animas Counties through partnerships, which promote healthy kids, families and communities through self-sufficiency.

As an organizational member of the Council, we agree to work collaboratively with all members of the Council to:

1. Create a comprehensive early childhood system that encompasses health, mental health, early care and learning, and family support and parent education, and successfully addresses eight proven system goals (quality and standards; program availability; parent and family engagement, professional and workplace development, public engagement; funding and finance; accountability; and systems oversight/governance).
2. Use a comprehensive assessment to identify and prioritize county school readiness gaps and the proven programs and capacity building needed to prevent, mitigate, and eliminate these gaps.
3. Establish a system to develop and share the data, information, and resources needed to accomplish strategic priorities, HULA work plans, and early childhood system building.
4. Support Colorado Department of Early Childhood (CDEC) priorities and performance standards to increase and sustain the quality, accessibility, capacity, and affordability of early childhood services for children and their parents.





**Huerfano-Las Animas (HuLA) Counties Early Childhood Advisory Council**

- 5. As defined by the OEC in rulemaking #16-10-27-1, Section 7.717.4, 7.717.5 fulfill the duties and functions of an early childhood council, and complete the OEC required deliverables.
- 6. Develop and implement a cross-sector strategic plan based upon community needs and evidence-based practices to promote school readiness and to prevent and mitigate prioritized local school readiness gaps that meets OEC rules and requirements as defined in Early Childhood Council Rulemaking #16-10-27-1 (attached), including establishing a local system of accountability with data tools and tracking methods to measure local progress, and to conduct and submit annually to OEC a comprehensive evaluation and report of strategic plan progress
- 7. Ensure that HuLA members, additional community partners and service providers, and early childhood stakeholders receive the training and capacity building needed to create a high quality early childhood system and to accomplish Council strategic priorities and work plans.
- 8. Ensure the HuLA is a productive collaboration that is known, respected, and valued by the community at large.

In addition, as a collaborating organizational member of the Council we agree to:

- 1. Abide by the Council’s by-laws, guiding principles, and meeting norms.
- 2. Designate one representative with voting powers as indicated in HuLA by-laws who regularly attends the Council’s monthly meetings, and additional council members from our organization as appropriate.
- 3. Respect and value the diverse opinions of HuLA members.
- 4. Work to ensure that HuLA meetings and activities are both productive and enjoyable.
- 5. Contribute reasonable staff time as needed to support the HuLA Early Childhood Advisory Council system.

By signing below, both parties agree to execute this Agreement,

\_\_\_\_\_  
Organization’s Authorizing Signature and Title

\_\_\_\_\_  
Date

Organization Address, Phone number and Representative Email(s):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Huerfano-Las Animas Counties Early Childhood Council Coordinator

\_\_\_\_\_  
Date

**Huerfano County Department of Human Services**  
**POLICY GOVERNING FINGERPRINT-BASED CRIMINAL HISTORY RECORD**  
**INFORMATION (CHRI) CHECKS MADE FOR NON-CRIMINAL JUSTICE PURPOSES**

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

I. Requesting CHRI Checks

Fingerprint-based CHRI checks will only be conducted as authorized by the FBI and CBI, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, they shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

II. Acceptable Use

All CHRI is subject to strict state and federal rules and regulations. CHRI is used only for the official purpose for which it was requested, and CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Colorado Bureau of Investigation (CBI) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, an entity can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

III. Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CBI and FBI Security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards. In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage and destruction of CHRI.

IV. Retention of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes only:

- Historical reference and/or comparison with future CHRI requests.
- Dispute of the accuracy of the record.
- Evidence for any subsequent proceedings based on information contained in the CHRI.
- CHRI will be kept for the above purposes in:
  - Hard copy form in personnel files located in the locked filing cabinet located in the locked filing room.
    - CHRI will be maintained for one year. At the end of this term, the CHRI will be disposed of according to the Disposal of Physical Media policy.

#### V. CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at Agency will review and become familiar with the educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies.

In addition to the above, all personnel authorized to receive and/or review CHRI must undergo Security Awareness Training on an annual basis. This training will be accomplished using the training provided by CJIS Online.

#### VI. Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, Agency will take the following steps prior to making a final adverse determination:

- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.
- A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time to correct or complete the CHRI.

#### VII. Local Agency Security Officer

Each NCJA receiving CHRI is required to designate a Local Agency Security Officer (LASO).

An individual designated as LASO is:

- An individual who will be considered part of the NCJA's "authorized personnel" group.
- An individual that has completed a fingerprint-based background check and been found appropriate to have access to CHRI.
- An employee directly involved in evaluating an individual's qualifications for employment or assignment.

The LASO is responsible for the following:

- Identifying who is using or accessing CHRI and/or systems with access to CHRI.
- Ensuring that personnel security screening procedures are being followed as stated in this policy.
- Ensuring the approved and appropriate security measures are in place and working as expected.
- When changes in the LASO appointment occur, the Agency shall notify the CBI of the change.

#### VIII. Personnel Security

All personnel requiring access to CHRI must first be deemed "Authorized Personnel." The CBI will review and determine if access is appropriate. Access is denied if the individual has ever had a felony conviction, of any kind, no matter when it occurred. Access may be denied if the individual has one or more recent misdemeanor convictions.

In addition to the above, an individual believed to be a fugitive from justice, or having an arrest history without convictions, will be reviewed to determine if access to CHRI is appropriate. The

CBI will take into consideration extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.

Persons already having access to CHRI and who are subsequently arrested and/or convicted of a crime will:

- Have their access to CHRI suspended until the outcome of an arrest is determined and reviewed by the CBI in order to determine if continued access is appropriate.
- Have their access suspended indefinitely if a conviction results in a felony of any kind.
- Have their access denied by the CBI where it is determined that access to CHRI by the person would not be in the public's best interest.

All access to CHRI by support personnel, contractors, and custodial workers will be denied. If a need arises for such persons to be in an area(s) where CHRI is maintained or processed (at rest or in transit), they will be escorted by, or be under the supervision of, authorized personnel at all times while in these area(s).

### **Personnel Termination**

The LASO shall terminate access to CHRI immediately upon notification of an individual's termination of employment.

Agency CHRI access termination process:

- Notification will be sent via email to the CBI.
- This is to be done within 24 hours of receiving notification of termination.
- All keys, email accounts, etc. will be obtained/disabled from the user within 24 hours.

### **IX. Media Protection**

All media containing CHRI is to be protected and secured at all times. The following is established and to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all of its forms.

#### **Physical Storage and Access**

Physical CHRI media shall be securely stored within physically secured locations or controlled areas. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Physical CHRI media:

- Is to be stored within employee records when feasible or by itself when necessary.
- Is to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault, or other secure container.

#### **Media Storage and Access**

Electronic CHRI media shall be securely stored within physically secured locations or controlled areas.

Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Electronic CHRI media:

- Is to be stored on secure servers within a physically secure location when feasible.

## X. Destruction of CHRI

### Disposal of Physical Media

Once physical CHRI media (paper/hard copies) is determined to be no longer needed by the agency, it shall be destroyed and disposed of appropriately. Physical CHRI media shall be destroyed by shredding, cross-cut shredding, or incineration. The agency will ensure such destruction is witnessed or carried out by authorized personnel:

- The LASO shall witness or conduct disposal.
- Cross-cut shredding will be the method of destruction used by the agency.

### Media Sanitization and Disposal (Disposal of Electronic Media)

Once electronic CHRI media (data stored on computers) is determined to be no longer needed by the agency, it shall be destroyed and disposed of appropriately. The NCJA will degauss the electronic CHRI prior to disposing of or reusing the computer/device/system the electronic CHRI was stored on. Degaussing the CHRI data must be completed or witnessed by authorized personnel within the agency. (Degaussing is neutralizing a magnetic field to erase information from a magnetic disk or other storage device).

## XI. Incident and Disciplinary Response

### Incident Response

The security of information and systems in general, and of CHRI in particular, is a top priority for Agency. Therefore, we have established appropriate operational incident handling procedures for instances of an information security breach. It is each individual's responsibility to adhere to established security guidelines and policies and to be attentive to situations and incidents which pose risks to security. Furthermore, it is each individual's responsibility to immediately report potential or actual security incidents to minimize any breach of security or loss of information. The following security incident handling procedures must be followed by each individual:

- All incidents will be reported directly to the LASO.
- If any records were stolen, the incident will also be reported to appropriate authorities.
- Once the cause of the breach has been determined, disciplinary measures will be taken in accordance with the disciplinary policy.

In addition to the above, the LASO shall report all security-related incidents to the CBI within 24 Hours.

All agency personnel with access to FBI and/or CBI CHRI have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All existing laws and Agency regulations and policies apply, including those that may apply to personal conduct. Misuse or failure to secure any information resources may result in temporary or permanent restriction of all privileges up to employment termination.

**Adult Services Unit**

**STAFF**

- We are in the hiring process for Case Manager

**CASELOAD**

Adult Protection:

- 2 accepted cases; 2 screened out cases.
- Hallie Coulter: 3 guardianship cases | 2 court reports completed
- Joanna Hribar: 2 guardianship cases

Single Entry Point/Long Term Care Medicaid

- 150 total clients | 3 intakes | 1 nursing home referral | 0 denied
- Hallie Coulter: 74 cases
- Joanna Hribar: 76 cases

Commodities

- 106 Clients served in January. February distribution moved to 2/19 as a result of weather conditions.
- Enrollment is open

**ACTIVITIES**

- State of Colorado Health Care Policy and Finance recommend caseloads be at 65.
- Adult Protection Supervisor met with the new Walsenburg Police Chief, Lieutenant, and Sargants. The team is looking forward to their start date.
- Case managers will be completing 17 hours of training through July 25. Training topics will include Well Education Benefit for HCBS Members, The New Children with Complex Health Needs Waiver, and the Community First Choice program and system training.

## Assistance Payments Unit (Eligibility)

### STAFF

- The Unit is Fully Staffed
- We are hiring for a Call Center Technician

### CASELOAD

#### New Applications

- Adult Financial (cash assistance): 6
- Colorado Works: 6
- Medicaid: 50
- SNAP: 21
- Expedited SNAP: 13

#### Redeterminations

- Adult Financial: 4
- Colorado Works: 3
- Medicaid: 32
- Behavioral Health: 0
- Snap: 118

#### Long-Term Care Nursing Facility cases

- 27 active cases

### ACTIVITIES

- January continued to be challenging as we are catching up on cases after we saw several rounds of illness go through the department in December, as well as system outages.
- Fortunately, the last week of January and first week of February, all full-time techs worked Overtime and we were able to make great gains on our back-log of Redeterminations and good head way on applications and changes. We are very grateful to be given the opportunity to have some extra time to get ourselves in better shape going forward. Below is a comparison of our numbers at the start of the two-week period of OT and at the end of that period. You will agree, this made a huge impact and we Thank you!

MONDAY 01/27/2025	MONDAY 02/10/2025
Application Over Processing = <b>13</b>	Application Over Processing = <b>5</b>
Expedited SNAP = <b>2</b>	Expedited SNAP = <b>0</b>
SNAP = <b>4</b>	SNAP = <b>1</b>
CW = <b>1</b>	CW = 3 (2 pending VCL) AF = 2 (pending VCLs)
MA = <b>6</b>	MA = <b>0</b>
Applications due by 02/09/2025 = <b>38</b>	Applications due by 02/16/2025 = <b>13</b>
Expedited SNAP = <b>4</b>	Expedited SNAP = <b>5</b>
SNAP = <b>13</b>	SNAP = <b>4</b>
AF = <b>7</b>	AF = <b>3</b>
CW = <b>8</b>	CW = <b>1</b>
MA = <b>6</b>	MA = <b>0</b>
<b>RRRs - JANUARY</b>	<b>RRRs - JANUARY</b>
<b>97</b> received by 01/15/2025	<b>5</b> received by 01/15/25 (pending VCL or int)
<b>11</b> received after 01/15/2025	<b>5</b> received after 01/15/25 (pending VCL or int)
<b>CHANGES</b>	<b>RRRs - FEBRUARY</b>
	116 received as of 02/10/25 ( <b>26 processed</b> )
	<b>CHANGES</b>
	December = 222 (completed all but <b>2</b> )
	January = <b>285</b> ( <b>166 reviewed/completed</b> )

## Child Welfare Unit

### STAFF

- The Unit is fully staffed.

### CASELOAD

- 14 open cases
- We have a total of 22 children
  - Foster care: 8 children
  - Kinship care: 8 children
  - Home with parents: 6 children
  - Youth in Office: 0
  - Medically fragile in hospital: 0
- Ashley Wilkins, Leadworker
  - 4 cases; 0 open assessments
- April Romero, Caseworker I
  - 6 cases; 1 open assessments
- Krista Cordova, Caseworker I
  - 4 Cases; 1 open assessments
- Foster Home/Kinship Care

### ACTIVITY UPDATES

- 5 Referrals have been made to the FRC- (Family Resource Center)
- 3 Referrals have been made to H.U.L.A.
- Caseloads are on the lower side, however this has been helpful for workers to engage with their clients more often.
- Last week three cases had blown up at once, which resulted workers having to work very long hours and a lot of traveling. However, the TEAM pulled together and ensured that our kiddos were safe.
- The CW Unit continues to administer random UA's which has helped significantly and have a successful process.
- We continue to have Court twice a month, which has been very productive and smooth. Mrs. Catlin Young is very knowledgeable and keeps all our Court Orders up to date and able to meet Permanency for the children sooner.
- Ms. Young and CW Supervisor meet weekly to staff cases.
- The CW Unit continues to have consistent Family Engagement Meetings (FEM), and Team Decision Meetings (TDM) twice a month in person. Ms. Andrea Montoya has set up an easy process for everyone to schedule meetings. This process has been very successful.
- The CW Unit has a unit meeting every Monday morning and touch base every morning to discuss workers daily activities. The unit has made several changes, which can be hard but it appears that most are adapting.
- The Workers are working very diligently to get their cases up to perfection. They are also working on engaging with their kiddos more often.



## Family Resource Center

### STAFF

- FRC is fully staffed.

### CASELOAD

#### Referrals

- 4- agency; 1-Self Referral

#### Ongoing Case Management/Parent Support

- Huerfano: 10
- Las Animas: 6

#### Basic Needs/Services

- Huerfano: 2

#### Playgroup Participants

- 7 families

### ACTIVITIES

#### Trainings and Meetings Held and/or Attended by FRC Director/Staff

- 211 Introduction Meeting
- Safe Baby Court Meeting
- Las Animas County Truancy Court Staffings and Hearings
- CMP Southeastern Affinity Group Meeting
- HULA Meeting
- Family Resource Center Association FRC Program Review
- Bringing the Protective Factors to Life in Your Work Series (5 Sessions)
- Family Support Team Meetings Las Animas County
- Collaborative Management Program State Steering Committee Meeting
- Family Resource Center Association RFP Webinar
- Weekly Staff and Supervisor Case Planning Check-Ins
- FRC Monthly Staff Meeting

## Organizational Report

### STAFF

- Hiring for new Case Manager for Adult Services
- We are hiring for a Call Center Technician
- We are starting restructuring at the front of house.

### OPERATIONAL MANAGEMENT

- We have 8 unapproved cures for the ME review. Most are fixable and we are awaiting final directions from HCPF.
- Started new work flows in Child Welfare in January.
  - We are in the process of working with Anthony to purchase tablets.
  - We have improved our metrics, closed 6 cases, closed all outstanding assessments (still have a few current assessments); updated all documentation; and are in compliance with the state.
  - Lindsay started as Case Aide and she is settling in really well and assisting in the needed areas.
  - We will have a state level CW visit in a few months.
- VSO appointment upcoming. We need to work on cooperation between the county and my department on doing this.
- The team including our attorneys and court partners will be attending the Best Practices Court team Convening at the end of April.
- We are attending between 2-5 meetings a week to discuss upcoming funding and legislative changes. It is a lot and we need to start working on a contingency plan.
- 2025 goals are being developed will center on cleaning up our contracts and contracting process, developing and revising policies to align to current rule and requirements, professional development for all units, building in strong budget and finance processes, and improving office environment and communication.
- LEAP advertising has started and materials are out. LEAP is open for applications. We are in the process of purchasing other advertising and support materials. We did a big Leap push in Gardner this month.
- There are significant rule changes in HCPF and in funding coming down the pipeline.
- We are nearly caught up on our timeliness!
- Hunger Relief:

#### *Care and Share*

The Huerfano County DHS office runs a Care and Share distribution program one time per month. The program is run by Deah Weller with support from the HC Road and Bridge Department and with volunteers comprised of DHS family members. We started a new data tracking system, so our numbers are not correct. We are working with Care and share to correct that.

January 2024

Total Households: 206

Total Adults: 356

Total Children: 37