



BOARD OF HUMAN SERVICES AGENDA

March 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

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

- [a.](#) Approval: February 2025 Financials
- [b.](#) Approval: February 2025 Minutes
- [c.](#) Approve: Contract for Conflict Attorney

2. ACTION ITEMS

3. STAFF REPORTS

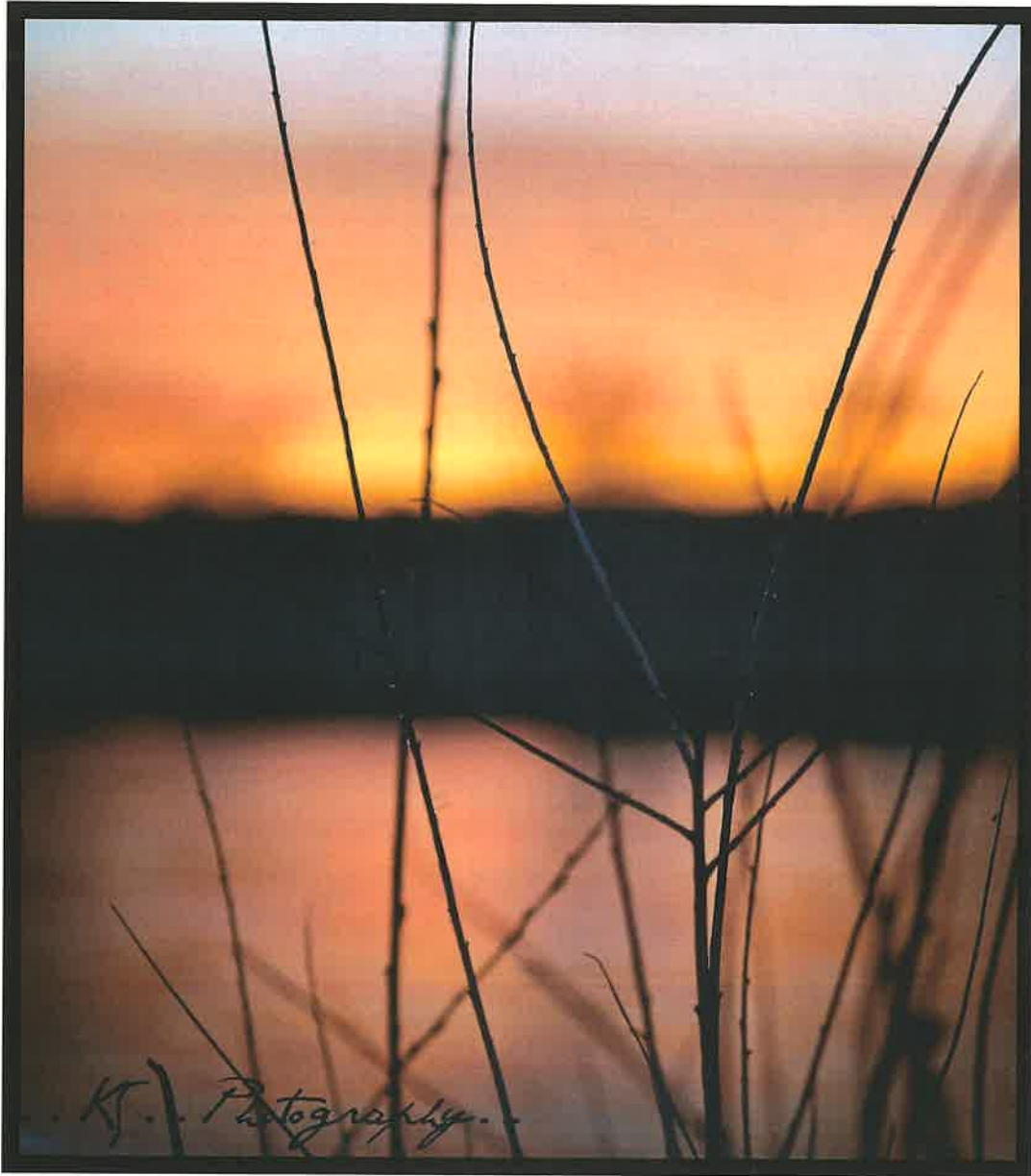
- [a.](#) Adult Services
- [b.](#) Assistance Payments
- [c.](#) Child Welfare
- [d.](#) Family Resource Center
- [e.](#) Overall Organization

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.



HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES FINANCE REPORT

FEBRUARY 2025
03/18/2025

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

Information Only

EXPENDITURES:		AMOUNT	
Administrative Expenditures		\$ 41,143.40	JANUARY \$ 100,018.62
Employee Wages & Benefits		\$ 129,092.03	\$ 180,486.30
Total Expenditures		\$ 170,235.43	\$ 280,504.92

AUTHORIZATIONS:	# of Cases		
Temporary Assistance to Needy Families	59	22997.04	\$ 19,541.66
Old Age Pension	51	15496.12	\$ 22,345.62
Aid to the Needy Disabled	18	4446	\$ 7,628.96
Food Stamps	1080	284187.3	\$ 305,545.20
Child Care		2513.25	\$ 2,517.50
Child Welfare		43116.8	\$ 57,018.63
Core Services			
Low Income Energy Assistance Program		138522.37	\$ 14,552.32
			0

DATE: 3/19/2025 _____
DIRECTOR, HUERFANO CO DEPT OF HUMAN SERVICES

DATE: 3/19/2025 _____
CHAIRPERSON, HUERFANO COUNTY BOARD OF COMMISSIONERS



**Huerfano Board of Human Services
Huerfano County Department of Human Services
Minutes: February 18, 2025**

The Huerfano County Board of Human Services regular meeting was held on February 18, 2025. It was called to order at 11:17 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 Chamberlain, Commissioner Wardell

Motion Passes

2. ACTION ITEMS

a. Approval: DHS January Financials

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

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

Motion Passes

b. Approval: January BHS Minutes

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

Voting: Yes: Commissioner Sporleder, Commissioner Wardell Commissioner Chamberlain

Motion Passes

c. Approval : HULA MOU

Motion to approve the HULA MOU was made by Commissioner Chamberlain and seconded by Commissioner Wardell

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

Motion Passes

d. Policy : CHRI Policy

Motion to approve the CHRI Policy was made by Commissioner Wardell and seconded by Commissioner Chamberlain

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

Motion Passes

4. STAFF REPORTS**Adult Services Unit**

In hiring process for case manager. Two APS cases this month. Two that were screened out. Worked with sheriff's department to get shelter for a couple. Guardianships the same. Current case load is 76 and 74 cases and they need to be at 65. That's why new case manager. Commodities delayed until 2/19. Commodities has 106 clients served and enrollment open. Met with the new police chief and staff, Most of our cases are inside the city limits. Anticipating we will change to utilizing the police over the sheriff. Positive discussion. APS still training Morgan. Morgan will be changed to the front of the house. Part time front of house and part time case aide work.

Assistance Payments Unit

Hiring for call center. Case loads stayed about the same. Snap RRR skyrocketed but rotates that way. Two weeks of overtime completed. All techs were able to work it. Barely anything over processing. Started changes in Nov now caught up to Jan. Almost in line with timeliness with the granted OT. 50 hours essentially and exceeded all goals!

Child Welfare Unit

14 open cases. Starting to do tracking again in March. 6 cases have closed, amazing! Most of the kids ended up back with parents or family! Huge push for kinship care. 8 in foster, 8 in kinship and 6 home w parents. Ashley is down to 4 cases, April 6, Krista at 4. New Processes started in Jan. Hoping by Feb to see the movement but blown away by these changes. Very proud of the team coming together and working towards best practices. Lindsay the new case aide is doing wonderful. Caitlynn is amazing as our attorney. She wants to get everything right! FEM consistently.

Family Resource Center

Fully staffed carry of case load of 10 Huerfano, 6 Las animas. Attended their normal meetings and helped coordinate safe baby court. Intensive program. Lots of success with it. End of April, Dreama Ashley, Dr Wellman, and Caitlyn will join the district court to have a best practices meeting.

Operations

Started restructuring the front of the house. Eight unapproved cures for ME review. Miticulous changes (similar to font not being correct) Minor things. New work flows, working with Anthony on tablets for CW. VSO appt upcoming. LEAP is out. Encourage friends to apply! Care and Share data differently tracked.

5. EXECUTIVE SESSION

None

6. ADJOURNMENT

Motion to adjourn at 1148:am was made by Commissioner Chamberlain and seconded by Commissioner Wardell. WC

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

Motion Passes

7. UPCOMING MEETINGS

AGREEMENT FOR EMPLOYMENT OF LEGAL COUNSEL

AGREEMENT made effective on the _____ day of March, 2025, between the **DEPARTMENT OF SOCIAL SERVICES OF THE COUNTY OF HUERFANO, STATE OF COLORADO, “Department”,** 121 W. 6th St, Walsenburg, CO 81089 and **PAMELA NELSON, Esq. as a managing attorney for PAMELA SALAPICH NELSON, LLC, “Attorney” or “Firm”,** 305 W Main Street, Trinidad, Colorado 81082.

WHEREAS, the Employer requires the services of an attorney—for conflict cases only—for legal advice and assistance in legal matters concerning social services, and including matters in which the Department is interested, is petitioner, or intervenes pursuant to the Department’s duties in regards to child welfare; adult protection; as the child support collection entity or any other duties the Department may have.

WHEREAS, the Firm has provided such services and is willing to continue to provide such services in accordance with the rules and regulations of the Department, and upon the conditions herein set forth; now, therefore,

THE PARTIES MUTUALLY AGREE:

1. That the Firm is employed through this independent contractor agreement as County Social Services Attorney for the Huerfano County Department of Social Services at a rate of \$120.00 per hour and \$40.00 per hour for legal assistant services, for conflict cases only.
2. That the Firm may charge at costs for non-office related expenses incurred by the Department, including but not limited to, process server fees, deposition transcripts, court transcripts, or the costs of records needed for discovery etc and the Firm will consult with the Department prior to incurring such expenses.
3. That payments shall be made by the Department to the Firm upon receipt of an itemized invoice.
4. That in the event the Firm or any attorney employed by the Firm violates any provision of this Agreement, the Department may withhold payment for services provided during the period affected by the violation, until such time as the violation has been remedied to the satisfaction of the Department.
5. That the Firm shall maintain such records as are deemed necessary pursuant to the State Department’s Rules to assure a proper accounting for all costs incurred in accordance with the terms of this Agreement. These records shall be made available for audit purposes to the State Department of Social Services, or any authorized representative of the State of Colorado. The Attorney shall make financial and other reports available as requested by the County or State Department of Social Services.

6. That the Firm and/or any Attorney employed by the Firm shall serve at the pleasure of the Department, and either party in this agreement may terminate the same, upon thirty (30) days written notice. This agreement shall be renewed annually.

7. The Firm shall perform its duties hereunder as an independent contractor and not as an employee. No Attorney assigned to the Department, nor any agent or employee of the Firm shall be deemed to be an agent or employee of the Department. The Attorney shall comply with the provisions of C.R.S. § 8-17.5-101 *et.seq.*

8. This fee agreement only applies to cases in which the county attorney has a conflict of interest.

IN WITNESS WHEREOF, the parties have hereunto affixed their signature.

HEATHER WELLMAN
HUERFANO COUNTY DHS, DIRECTOR

ON BEHALF OF
HUERFANO COUNTY
BOARD OF COMISSIONERS

PAMELA SALAPICH NELSON, LLC

By: _____
PAMELA SALAPICH NELSON, ESQ. #40494

Adult Services Unit

STAFF

- Our new case manager Sarah Pineda started on March 17th.

CASELOAD

Adult Protection:

- 0 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

- 151 total clients | 6 intakes | 1 nursing home referral | 0 denied
- Hallie Coulter: 75 cases
- Joanna Hribar: 76 cases

Commodities

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

ACTIVITIES

Case Management Agency

- State of Colorado Health Care Policy and Finance recommend caseloads be at 65.
- Case Managers completed The Community First Choice Program introductions.
- Case Managers have started implementing the new WEB Benefit for HCBS members
- Case Managers are working on enrollment steps for The Community First Choice Program and Children with Complex Healthcare Need Waiver that will begin 7/1/2025.

Adult Protection

- Hallie Coulter and Joanna Hribar received scholarships through the State of Colorado Adult Protection to attend Safe Training April 29-30th in Aurora Colorado. Safe Training will cover safe, accessible forensic interviewing for elders to assist in the victim-centered and trauma informed interviewing for older adults.

Commodities

- All commodities clients are being re-enrolled into an electronic enrollment system provided by Pueblo County Commodities Program.

STAFF

- Completed interviews for Call Center Technician

CASELOAD

New Applications

- Adult Financial (cash assistance): 11
- Colorado Works: 7
- Medicaid: 22
- SNAP: 24
- Expedited SNAP: 11

Redeterminations

- Adult Financial: 1
- Colorado Works: 9
- Medicaid: 35
- Behavioral Health: 0
- Snap: 92

Long-Term Care Nursing Facility cases

- 27 active cases

ACTIVITIES

- Medical Assistance state case review had no errors.
- Dylan has been with us for one year!
- Until we can fill the Call Center Technician and get that person fully trained, the eligibility technicians will be Pending, Scanning, and logging all new applications and Redeterminations. The Eligibility technicians will also be helping the front operations by assisting clients with questions, by phone and in-person.
- February was a productive month that saw processing numbers increase across all program areas. The increase was the result of all full-time techs working Overtime for a 2-week period, which greatly helped our Redetermination timeliness measures. Our unit was able to complete all February Redeterminations by the 1 st week of March, 2025, which put us right back on track.
- We are also making gains in our new Application timeliness, with our approval percentage increasing to 66% in February, 2025.
- Currently, we only have one (1) Adult Financial application that is past due as it is pending for verifications, so we anticipate a significant increase in timeliness for March, 2025
- We have already completed 29 out of a total of 104 Redeterminations received so far in March, 2025. The last time we were able to get that early of a start on the current month of Redeterminations was October, 2024.

STAFF

- The Unit is fully staffed.

CASELOAD

- 13 open cases
- We have a total of 21 children
 - Foster care: 7 children
 - Kinship care: 6 children
 - Home with parents: 8 children
 - Youth in Office: 0
 - Medically fragile in hospital: 0
- Ashley Wilkins, Leadworker
 - 5 cases; 1 open assessments
- April Romero, Caseworker I
 - 3 cases; 1 open assessments
- Krista Cordova, Caseworker I
 - 5 Cases; 1 open assessments (one case expected to close next court hearing).
- Lindsay: Case Aide:
 - Lindsay has completed all her mandatory trainings and completed the IVE training. Which is a huge help as she can now complete the IVE's. She has also taken on the coordinator for our (ARD) Administrator Reviews. She also continues to supervise Family Time.
- Michelle Trujillo has been helping with Family Time (supervised visits) when they overlap.
- We currently have two County Foster homes and a new home in the process of getting certified.

ACTIVITY UPDATES

- 3 Referrals have been made to the FRC- (Family Resource Center)
- 2 Referrals have been made to H.U.L.A.
- Caseloads are on the lower side, however we still have had many referrals coming in (14 so far).
- 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.
- Attorney Pam Nelson has taken over the five conflicting court cases.
- The CW Unit continues to improve weekly and have adapted to all the changes.
- The State will be completing a site visit on Tuesday, March 18 th .

Family Resource Center

STAFF

- FRC is fully staffed.

CASELOAD

Referrals

- 5- agency; 1-Self Referral

Ongoing Case Management/Parent Support

- Huerfano: 11
- Las Animas: 5

Basic Needs/Services

- Huerfano: 2

Playgroup Participants

- 7 families

ACTIVITIES

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

- Huerfano Las Animas Counties IOG Meeting
- Collaborative Management Program Restorative Justice Training
- FRCA Connecting in Times of Uncertainty Executive Director Meeting
- Las Animas County Truancy Court Staffings and Hearings
- Trauma-Informed Responses to Child Sexual Abuse Disclosures Training
- Family Voice Grant Planning Session
- Collaborative Management Program State Steering Committee Meeting
- HULA Meeting
- Health and Mental Health Services Advisory Committee Meeting
- Apricot Import Batch Uploading Training
- Community Coalition – Connecting In Times of Change
- DHS All Staff Meeting and Training
- DHS Supervisor Monthly Meeting
- Collaborative Management Program Truancy Check-In Huerfano School District RE-1
- 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
- Hiring for Veteran's Service Officer

OPERATIONAL MANAGEMENT

- Beginning RFP process for family voice grant
- Whole staff development on time management in a self directed role
- Continue to have federal updates several times a week.
- Anticipating CCCAP funding currently proposed will help us come off freeze.
- Implementation of HB22-1259 will have impact on TANF and TANF reserves. I am currently working on determining the impact for our county.
- Participating in the accounting firm selection and the change to Tyler.
- Met with La Veta schools to build relationship and deepen partnership.
- Continue to serve on the IECMH steering and advisory committee.
- Started new work flows in Child Welfare in January.
 - We are seeing results as we close cases and have all our documentation entered, on time, correctly.
- VSO hiring and determining goals and plan for the position needs to be discussed.
- The team including our attorneys and court partners will be attending the Best Practices Court team Convening at the end of April.
- 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.
- 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.

February 2024

Total Households: 387

Total Adults: 632

Total Children: 37



Snapshot Overview

All data is adjusted based on selected filters, including the selected time range: 2/1/2025 to 2/28/2025. Last updated 2/11/2025 6:55:02 AM

[We value your feedback. Tell us what you think here!](#)

Select Filters:

Visit Start Date
2/1/2025

Visit End Date
2/28/2025

Food Bank
All

Agency
All

Program Location Name
All

Event
All

Program Type
All

Service Display Name
All

Government Program
All

Neighbor State - County
All

Neighbor ZIP Code
All

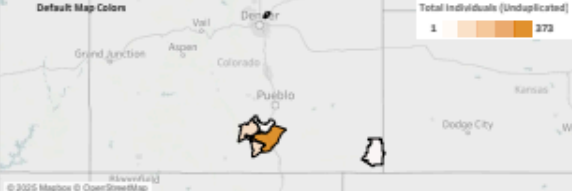
Navigate Elsewhere

Individuals			Households				Active Program Locations 1
Unduplicated	Duplicated (Visits)	New	Unduplicated	Duplicated	New	Avg. Visits	
540	632	310	330	387	189	1.17	

Age Distribution of All Individuals (Unduplicated)

0 to 5	1%
6 to 17	8%
18 to 49	20%
50 to 59	14%
60 to 64	13%
65+	36%
Unknown/Not Reported	1%

Service Details by All Zip Codes



Children, Adults, and Seniors Living in Households With/Without Children (Unduplicated)

Households with Children 36	Adults	OK
	Children	OK
	Seniors	OK
Households without Children 294	Adults	OK
	Seniors	OK

Visits by Rolling 12 Months (Duplicated Households and Individuals)

