



BOARD OF HUMAN SERVICES AGENDA

March 19, 2024 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

2. ACTION ITEMS

- [a.](#) February Meeting Minutes Approval
- [b.](#) Financial Report January
- [c.](#) EnterTextHere
- [d.](#) Vehicle Policy
- [e.](#) DHS Attorney Contract

3. STAFF REPORTS

- [a.](#) DHS Staff Reports
 - a. Child Welfare Unit
 - b. Adult Services Unit
 - c. Assistance Payments Unit (Eligibility)
 - d. Family Resource Center
 - e. Overall Organizational Report

4. EXECUTIVE SESSION

5. ADJOURNMENT

6. UPCOMING MEETINGS

Huerfano Board of Human Services
Huerfano County Department of Human Services
Minutes: February 20, 2024



Item 2a.

The Huerfano County Board of Human Services regular meeting was held on February 20, 2024. It was called to order at 11:00 am. In attendance were Commissioner Arica Andreatta and Commissioner Karl Sporleder and. Also in attendance were Department of Human Services Director, Heather Wellman; and County Administrator, Carl Young.

1. AGENDA APPROVAL

Motion to approve the agenda was made by Commissioner Sporleder and seconded by Commissioner Andreatta.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder

Motion Passes

2. ACTION ITEMS

a. Board of Human Services Minute Approval: 1/16/2024

Motion to approve the minutes was made by Commissioner Sporleder and seconded by Commissioner Andreatta.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder

Motion Passes

b. Civil Rights Policy Revision

Motion to approve the Civil Rights Policy was made by Commissioner Sporleder and seconded by Commissioner Andreatta.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder

Motion Passes

c. Approval of DHS September 2023 Financials

Motion to approve the September Financials was made by Commissioner Sporleder and seconded by Commissioner Andreatta.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder

Motion Passes

d. Approval DHS October 2023 Financials

Motion to approve the October Financials was made by Commissioner Sporleder and seconded by Commissioner Andreatta.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder

Motion Passes

Huerfano Board of Human Services
Huerfano County Department of Human Services
Minutes: February 20, 2024



Item 2a.

e. Approval DHS November 2023 Financials

Motion to approve the November Financials was made by Commissioner Sporleder and seconded by Commissioner Andreatta.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder

Motion Passes

f. Approval DHS December 2023 Financials

Motion to approve the December Financials was made by Commissioner Sporleder and seconded by Commissioner Andreatta.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder

Motion Passes

4. STAFF REPORTS

A. Assistance Payments Unit

For January, there were 159 new applications, 134 redeterminations, and we currently have 38 in long term care facilities. All employees have their appropriate access and several staff completed cross training activities.

B. Child Welfare Unit

The department has 17 open cases representing 20 children. The new case aide is scheduled to begin 2/20/24. We currently have two foster homes. The CWU passed the IV-E audit with no problems. We had 100% compliance in contacts for the year.

C. Adult Services Unit

We had four adult protection cases, one being one the hardest the county has seen. There are 133 Single Entry Point Clients. For January, four assessments were completed and two nursing home assessments. There will be a resource fair on June 14. The team applied for scholarships to attend the NAPSA conference

D. Family Resource Center

For January, the Family Resource Center had 5 new referrals. They had 11 families for ongoing case management. They served two families with basic needs. Sixteen families attended the playgroup. The team continues to host and attend many collaborative meetings across the counties it serves.

E. Organizational Update

The department is fully staffed. Since December, we have onboarded seven new staff members. The office continues to experience issues with the phone system and with vehicle reliability. The department is starting its HCPF audit. The office is working toward more training and collaborative learning opportunities.

**Huerfano Board of Human Services
Huerfano County Department of Human Services
Minutes: February 20, 2024**



Item 2a.

6. ADJOURNMENT

Motion to adjournment at 11:30 am was made by Commissioner Sporleder and seconded by Commissioner Andreatta.

Voting: Yes: Commissioner Andreatta, Commissioner Sporleder

Motion Passes

Arica Andreatta, Commissioner

Heather Wellman, PhD, Director

HUERFANO COUNTY BOARD OF COMMISSIONERS
APPROVAL OF HUMAN SERVICES EXPENDITURES AND AUTHORIZATIONS
January-24

EXPENDITURES:	AMOUNT	Information Only
		DECEMBER
Administrative Expenditures	\$ 22,291.97	\$ 17,690.54
Employee Wages & Benefits	\$ 114,297.40	\$ 138,302.54
Total Expenditures	\$ 136,589.37	\$ 155,993.08

AUTHORIZATIONS:	# of Cases			
Temporary Assistance to Needy Families	70	\$	30,995.21	\$ 26,607.02
Old Age Pension	62	\$	19,745.82	\$ 21,015.76
Aid to the Needy Disabled	20	\$	3,802.43	\$ 4,194.37
Food Stamps	1047	\$	303,356.00	\$ 303,788.24
Child Care		\$	432.00	\$ 288.35
Child Welfare			31050.49	\$ 38,781.53
Core Services		\$	4,255.50	\$ 7,088.63
Low Income Energy Assistance Program	99	\$	20,538.16	\$ 32,842.15
Employment First	4	\$	250.00	\$ 200.00

DATE: _____
DIRECTOR, HUERFANO CO DEPT OF HUMAN SERVICES

DATE: _____
CHAIRPERSON, HUERFANO COUNTY BOARD OF COMMISSIONERS

HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
CHECKS								
VENDOR: ACCURA - ACCU RAPID								
ACCURA01242	01/26/24	01/26/24	02/25/24		\$430.00	\$0.00	\$430.00	
TOTAL SELECTED FOR VENDOR ACCURA:					\$430.00	\$0.00	\$430.00	
VENDOR: AMAZON - AMAZON CAPITAL SERVICES								
MARKED AS NEEDING A SEPARATE CHECK								
AMAZON0124	01/26/24	01/26/24	02/25/24		\$35.06	\$0.00	\$35.06	
					\$35.06	\$0.00	\$35.06	
AMAZON01241	01/26/24	01/26/24	02/25/24		\$494.46	\$0.00	\$494.46	
					\$494.46	\$0.00	\$494.46	
TOTAL SELECTED FOR VENDOR AMAZON:					\$529.52	\$0.00	\$529.52	
VENDOR: CANONF - CANON FINANCIAL SERVICES INC								
CANONF0124	01/26/24	01/26/24	02/25/24		\$235.54	\$0.00	\$235.54	
TOTAL SELECTED FOR VENDOR CANONF:					\$235.54	\$0.00	\$235.54	
VENDOR: CENTU2 - CENTURYLINK								
MARKED AS NEEDING A SEPARATE CHECK								
CENTU20124	01/26/24	01/26/24	02/25/24		\$101.12	\$0.00	\$101.12	
					\$101.12	\$0.00	\$101.12	
CENTU201241	01/26/24	01/26/24	02/25/24		\$639.57	\$0.00	\$639.57	
					\$639.57	\$0.00	\$639.57	
TOTAL SELECTED FOR VENDOR CENTU2:					\$740.69	\$0.00	\$740.69	
VENDOR: CENTU3 - CENTURY LINK								
MARKED AS NEEDING A SEPARATE CHECK								
CENTU30124	01/26/24	01/26/24	02/25/24		\$11.25	\$0.00	\$11.25	
					\$11.25	\$0.00	\$11.25	
TOTAL SELECTED FOR VENDOR CENTU3:					\$11.25	\$0.00	\$11.25	
VENDOR: CENTUB - CENTURYLINK BUSINESS SERVICES								
MARKED AS NEEDING A SEPARATE CHECK								
CENTUB0124	01/26/24	01/26/24	02/25/24		\$509.80	\$0.00	\$509.80	
					\$509.80	\$0.00	\$509.80	
TOTAL SELECTED FOR VENDOR CENTUB:					\$509.80	\$0.00	\$509.80	
VENDOR: LABCOR - LABORATORY CORP. OF AMERICA								
LABCOR01241	01/26/24	01/26/24	02/25/24		\$38.00	\$0.00	\$38.00	
TOTAL SELECTED FOR VENDOR LABCOR:					\$38.00	\$0.00	\$38.00	
VENDOR: LHCDHD - LAS ANIMAS/HUERFANO CTY DIST H								
LHCDHD0124	01/26/24	01/26/24	02/25/24		\$4,500.00	\$0.00	\$4,500.00	
TOTAL SELECTED FOR VENDOR LHCDHD:					\$4,500.00	\$0.00	\$4,500.00	
CHECKS GROUP TOTAL:					\$6,994.80	\$0.00	\$6,994.80	
REPORT TOTALS:					\$6,994.80	\$0.00	\$6,994.80	

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HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
VENDOR: STAPLE - STAPLES								EFT STATUS: NONE
STAPLE0224	01/29/24	01/29/24	02/28/24		\$34.72	\$0.00	\$34.72	
TOTAL SELECTED FOR VENDOR STAPLE:					\$34.72	\$0.00	\$34.72	
VENDOR: WILKIA - ASHLEY WILKINS								EFT STATUS: NONE
WILKIA0224	01/29/24	01/29/24	02/28/24		\$183.34	\$0.00	\$183.34	
TOTAL SELECTED FOR VENDOR WILKIA:					\$183.34	\$0.00	\$183.34	
VENDOR: WORLD - WORLD JOURNAL								EFT STATUS: NONE
WORLD0224	01/29/24	01/29/24	02/28/24		\$297.00	\$0.00	\$297.00	
TOTAL SELECTED FOR VENDOR WORLD:					\$297.00	\$0.00	\$297.00	
CHECKS GROUP TOTAL:					\$11,956.49	\$0.00	\$11,956.49	
REPORT TOTALS:					\$11,956.49	\$0.00	\$11,956.49	

* Vendors with an asterisk by their Amount To Pay have exceeded their Max Check Amount.

01/19/24
3:25:16PM

HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Item 2b.

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
CHECKS								
VENDOR: CROSSR - CROSSROADS' TURNING POINTS, IN							EFT STATUS: NONE	
CROSSR0124	01/19/24	01/19/24	02/18/24		\$1,750.00	\$0.00	\$1,750.00	
TOTAL SELECTED FOR VENDOR CROSSR:					\$1,750.00	\$0.00	\$1,750.00	
VENDOR: DANTR - RACHAEL DANT							EFT STATUS: NONE	
DANTR0124	01/19/24	01/19/24	02/18/24		\$369.50	\$0.00	\$369.50	
TOTAL SELECTED FOR VENDOR DANTR:					\$369.50	\$0.00	\$369.50	
VENDOR: GOBINS - GOBIN'S INC.							EFT STATUS: NONE	
GOBINS0124	01/19/24	01/19/24	02/18/24		\$42.34	\$0.00	\$42.34	
TOTAL SELECTED FOR VENDOR GOBINS:					\$42.34	\$0.00	\$42.34	
VENDOR: HCCC1 - HCCC							EFT STATUS: NONE	
HCCC10124	01/19/24	01/19/24	02/18/24		\$276.00	\$0.00	\$276.00	
TOTAL SELECTED FOR VENDOR HCCC1:					\$276.00	\$0.00	\$276.00	
VENDOR: LIEBKU - KURT LIEBCHEN							EFT STATUS: NONE	
LIEBKU0124	01/19/24	01/19/24	02/18/24		\$12.39	\$0.00	\$12.39	
TOTAL SELECTED FOR VENDOR LIEBKU:					\$12.39	\$0.00	\$12.39	
CHECKS GROUP TOTAL:					\$2,450.23	\$0.00	\$2,450.23	
REPORT TOTALS:					\$2,450.23	\$0.00	\$2,450.23	

* Vendors with an asterisk by their Amount To Pay have exceeded their Max Check Amount.

01/18/24
1:10:03PM

HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Item 2b.

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
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CHECKS

VENDOR: PLEASV - PLEASANT VIEW APARTMENTS

EFT STATUS: NONE

PLEASV0124-1	01/16/24	01/16/24	02/15/24		\$400.00	\$0.00	\$400.00	
TOTAL SELECTED FOR VENDOR PLEASV:					\$400.00	\$0.00	\$400.00	
CHECKS GROUP TOTAL:					\$400.00	\$0.00	\$400.00	
REPORT TOTALS:					\$400.00	\$0.00	\$400.00	

* Vendors with an asterisk by their Amount To Pay have exceeded their Max Check Amount.

HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
CHECKS								
VENDOR: COULT - HALLIE COULTER								EFT STATUS: NONE
COULT0124	01/11/24	01/11/24	02/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR COULT:					\$45.00	\$0.00	\$45.00	
VENDOR: HRIBAR - JOANNA HRIBAR								EFT STATUS: NONE
HRIBAR0124	01/11/24	01/11/24	02/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR HRIBAR:					\$45.00	\$0.00	\$45.00	
VENDOR: KYLEG - KYLE GOMEZ								EFT STATUS: NONE
KYLEG0124	01/11/24	01/11/24	02/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR KYLEG:					\$45.00	\$0.00	\$45.00	
VENDOR: OROURK - KATHLEEN O'ROURKE								EFT STATUS: NONE
OROURK0124	01/11/24	01/11/24	02/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR OROURK:					\$45.00	\$0.00	\$45.00	
VENDOR: ORTID - DREAMA ORTIVEZ								EFT STATUS: NONE
ORTID0124	01/11/24	01/11/24	02/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR ORTID:					\$45.00	\$0.00	\$45.00	
VENDOR: ROMERA - APRIL ROMERO								EFT STATUS: NONE
ROMERA0124	01/11/24	01/11/24	02/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR ROMERA:					\$45.00	\$0.00	\$45.00	
VENDOR: TRUJI - MICHELLE TRUJILLO								EFT STATUS: NONE
TRUJI0124	01/11/24	01/11/24	02/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR TRUJI:					\$45.00	\$0.00	\$45.00	
VENDOR: WELLMA - HEATHER WELLMAN								EFT STATUS: NONE
WELLMA0124	01/11/24	01/11/24	02/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR WELLMA:					\$45.00	\$0.00	\$45.00	
VENDOR: WILKIA - ASHLEY WILKINS								EFT STATUS: NONE
WILKIA0124	01/11/24	01/11/24	02/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR WILKIA:					\$45.00	\$0.00	\$45.00	
CHECKS GROUP TOTAL:					\$405.00	\$0.00	\$405.00	
REPORT TOTALS:					\$405.00	\$0.00	\$405.00	

* Vendors with an asterisk by their Amount To Pay have exceeded their Max Check Amount.

HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
CHECKS								
VENDOR: ACCURA - ACCU RAPID								EFT STATUS: NONE
ACCURA0124	01/11/24	01/11/24	02/10/24		\$1,155.00	\$0.00	\$1,155.00	
ACCURA01241	01/11/24	01/11/24	02/10/24		\$310.00	\$0.00	\$310.00	
TOTAL SELECTED FOR VENDOR ACCURA:					\$1,465.00	\$0.00	\$1,465.00	
VENDOR: CONWIR - CONTACT WIRELESS								EFT STATUS: NONE
CONWIR0124	01/11/24	01/11/24	02/10/24		\$35.03	\$0.00	\$35.03	
TOTAL SELECTED FOR VENDOR CONWIR:					\$35.03	\$0.00	\$35.03	
VENDOR: COULT - HALLIE COULTER								EFT STATUS: NONE
COULT01241	01/11/24	01/11/24	02/10/24		\$308.82	\$0.00	\$308.82	
TOTAL SELECTED FOR VENDOR COULT:					\$308.82	\$0.00	\$308.82	
VENDOR: FRC - FAMILY RESOURCE CENTER								EFT STATUS: NONE
FRC0124	01/11/24	01/11/24	02/10/24		\$6,000.00	\$0.00	\$6,000.00	
TOTAL SELECTED FOR VENDOR FRC:					\$6,000.00	\$0.00	\$6,000.00	
VENDOR: KYLEG - KYLE GOMEZ								EFT STATUS: NONE
KYLEG01241	01/11/24	01/11/24	02/10/24		\$20.32	\$0.00	\$20.32	
TOTAL SELECTED FOR VENDOR KYLEG:					\$20.32	\$0.00	\$20.32	
VENDOR: LABCOR - LABORATORY CORP. OF AMERICA								EFT STATUS: NONE
LABCOR0124	01/11/24	01/11/24	02/10/24		\$38.00	\$0.00	\$38.00	
TOTAL SELECTED FOR VENDOR LABCOR:					\$38.00	\$0.00	\$38.00	
VENDOR: PITNEY - PITNEY BOWES GLOBAL FINANCIAL								EFT STATUS: NONE
PITNEY0124	01/11/24	01/11/24	02/10/24		\$79.91	\$0.00	\$79.91	
TOTAL SELECTED FOR VENDOR PITNEY:					\$79.91	\$0.00	\$79.91	
VENDOR: SANISA - SAN ISABEL ELECTRIC ASSOC. INC								EFT STATUS: NONE
SANISA0124	01/11/24	01/11/24	02/10/24		\$491.27	\$0.00	\$491.27	
TOTAL SELECTED FOR VENDOR SANISA:					\$491.27	\$0.00	\$491.27	
VENDOR: SHACKL - LOANNE SHACKELFORD								EFT STATUS: NONE
SHACKL0124	01/11/24	01/11/24	02/10/24		\$130.00	\$0.00	\$130.00	
TOTAL SELECTED FOR VENDOR SHACKL:					\$130.00	\$0.00	\$130.00	
VENDOR: STAPLE - STAPLES								EFT STATUS: NONE
STAPLE0124	01/11/24	01/11/24	02/10/24		\$929.90	\$0.00	\$929.90	
TOTAL SELECTED FOR VENDOR STAPLE:					\$929.90	\$0.00	\$929.90	
VENDOR: WILLCA - WILLIAMS CONSULTING & ACCONTIN								EFT STATUS: NONE
WILLCA0124	01/11/24	01/11/24	02/10/24		\$494.00	\$0.00	\$494.00	
TOTAL SELECTED FOR VENDOR WILLCA:					\$494.00	\$0.00	\$494.00	
CHECKS GROUP TOTAL:					\$9,992.25	\$0.00	\$9,992.25	
REPORT TOTALS:					\$9,992.25	\$0.00	\$9,992.25	

* Vendors with an asterisk by their Amount To Pay have exceeded their Max Check Amount.

01/10/24
10:21:10AM

HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Item 2b.

Invoice Number	Inv. Date	Posting Date	Due Date	PQ / Job No.	Balance	Discount	Amount to Pay	Hold?
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CHECKS

VENDOR: AKEMP - AMANDA KEMP

EFT STATUS: NONE

AKEMP0124	01/10/24	01/10/24	02/09/24		\$250.00	\$0.00	\$250.00	
TOTAL SELECTED FOR VENDOR AKEMP:					<u>\$250.00</u>	<u>\$0.00</u>	<u>\$250.00</u>	
CHECKS GROUP TOTAL:					<u>\$250.00</u>	<u>\$0.00</u>	<u>\$250.00</u>	
REPORT TOTALS:					<u>\$250.00</u>	<u>\$0.00</u>	<u>\$250.00</u>	

* Vendors with an asterisk by their Amount To Pay have exceeded their Max Check Amount.

HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
CHECKS								
VENDOR: JMTIRE - JM TIRE INC							EFT STATUS: NONE	
JMTIRE0124	01/05/24	01/05/24	02/04/24		\$1,445.69	\$0.00	\$1,445.69	
TOTAL SELECTED FOR VENDOR JMTIRE:					\$1,445.69	\$0.00	\$1,445.69	
VENDOR: PLEASV - PLEASANT VIEW APARTMENTS							EFT STATUS: NONE	
PLEASV0124	01/05/24	01/05/24	02/04/24		\$354.00	\$0.00	\$354.00	
TOTAL SELECTED FOR VENDOR PLEASV:					\$354.00	\$0.00	\$354.00	
CHECKS GROUP TOTAL:					\$1,799.69	\$0.00	\$1,799.69	
REPORT TOTALS:					\$1,799.69	\$0.00	\$1,799.69	

* Vendors with an asterisk by their Amount To Pay have exceeded their Max Check Amount.

HUERFANO COUNTY BOARD OF COMMISSIONERS
APPROVAL OF HUMAN SERVICES EXPENDITURES AND AUTHORIZATIONS
February-24

EXPENDITURES:	AMOUNT	Information Only	
		JANUARY	
Administrative Expenditures	\$ 23,402.40	\$ 22,291.97	
Employee Wages & Benefits	\$ 118,338.98	\$ 114,297.40	
Total Expenditures	\$ 141,741.38	\$ 136,589.37	

AUTHORIZATIONS:	# of Cases		
Temporary Assistance to Needy Families	64	\$ 22,512.35	\$ 30,995.21
Old Age Pension	55	\$ 19,053.79	\$ 19,745.82
Aid to the Needy Disabled	38	\$ 3,821.70	\$ 3,802.43
Food Stamps	1027	\$ 297,903.67	\$ 303,356.00
Child Care		\$ 284.85	\$ 432.00
Child Welfare		\$ 50,601.43	31050.49
Core Services		\$ 4,255.50	\$ 4,255.50
Low Income Energy Assistance Program		\$ 133,825.96	\$ 20,538.16
Employment First	1		\$ 250.00

DATE: 3/19/2024

DIRECTOR, HUERFANO CO DEPT OF HUMAN SERVICES

DATE: 3/19/2024

CHAIRPERSON, HUERFANO COUNTY BOARD OF COMMISSIONERS

02/02/24
2:38:30PM

7th 2 2024 *Payroll*
HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Item 2c.

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
CHECKS								
VENDOR: ANTHMA - ANTHONY MARTINEZ								
ANTHMA	01/29/24	01/29/24	02/28/24		\$20.00	\$0.00	\$20.00	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR ANTHMA:					<u>\$20.00</u>	<u>\$0.00</u>	<u>\$20.00</u>	
VENDOR: AXIOM - AXIOM HUMAN RESOURCE SOLUTIONS								
MARKED AS NEEDING A SEPARATE CHECK								
AXIOM0224	01/29/24	01/29/24	02/28/24		\$322.19	\$0.00	\$322.19	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR AXIOM:					<u>\$322.19</u>	<u>\$0.00</u>	<u>\$322.19</u>	
VENDOR: AXIOM - AXIOM HUMAN RESOURCE SOLUTIONS								
MARKED AS NEEDING A SEPARATE CHECK								
AXIOM02241	01/29/24	01/29/24	02/28/24		\$102.08	\$0.00	\$102.08	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR AXIOM:					<u>\$102.08</u>	<u>\$0.00</u>	<u>\$102.08</u>	
TOTAL SELECTED FOR VENDOR AXIOM:					<u>\$424.27</u>	<u>\$0.00</u>	<u>\$424.27</u>	
VENDOR: CHAMPI - CHAMPION APARTMENTS								
CHAMPI0224	01/29/24	01/29/24	02/28/24		\$700.00	\$0.00	\$700.00	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR CHAMPI:					<u>\$700.00</u>	<u>\$0.00</u>	<u>\$700.00</u>	
VENDOR: CITYOF - CITY OF WALSENBURG								
CITYOF0224	01/29/24	01/29/24	02/28/24		\$731.97	\$0.00	\$731.97	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR CITYOF:					<u>\$731.97</u>	<u>\$0.00</u>	<u>\$731.97</u>	
VENDOR: DEEPRO - DEEP ROCK								
MARKED AS NEEDING A SEPARATE CHECK								
DEEPRO0224	01/29/24	01/29/24	02/28/24		\$209.00	\$0.00	\$209.00	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR DEEPRO:					<u>\$209.00</u>	<u>\$0.00</u>	<u>\$209.00</u>	
VENDOR: DEEPRO - DEEP ROCK								
MARKED AS NEEDING A SEPARATE CHECK								
DEEPRO02241	01/29/24	01/29/24	02/28/24		\$290.89	\$0.00	\$290.89	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR DEEPRO:					<u>\$290.89</u>	<u>\$0.00</u>	<u>\$290.89</u>	
TOTAL SELECTED FOR VENDOR DEEPRO:					<u>\$499.89</u>	<u>\$0.00</u>	<u>\$499.89</u>	
VENDOR: FRC - FAMILY RESOURCE CENTER								
FRC0224	01/29/24	01/29/24	02/28/24		\$2,000.00	\$0.00	\$2,000.00	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR FRC:					<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>	
VENDOR: HCGOVE - HUERFANO COUNTY GOVERNMENT								
HCGOVE0223	01/29/24	01/29/24	02/28/24		\$910.98	\$0.00	\$910.98	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR HCGOVE:					<u>\$910.98</u>	<u>\$0.00</u>	<u>\$910.98</u>	
VENDOR: INTERV - INTERVENTION INC								
INTERV0224	01/29/24	01/29/24	02/28/24		\$575.00	\$0.00	\$575.00	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR INTERV:					<u>\$575.00</u>	<u>\$0.00</u>	<u>\$575.00</u>	
VENDOR: KYLEG - KYLE GOMEZ								
KYLE02243	01/29/24	01/29/24	02/28/24		\$122.54	\$0.00	\$122.54	EFT STATUS: NONE
KYLEG0224	01/29/24	01/29/24	02/28/24		\$14.18	\$0.00	\$14.18	EFT STATUS: NONE
KYLEG02241	01/29/24	01/29/24	02/28/24		\$22.82	\$0.00	\$22.82	EFT STATUS: NONE
KYLEG02242	01/29/24	01/29/24	02/28/24		\$16.11	\$0.00	\$16.11	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR KYLEG:					<u>\$175.65</u>	<u>\$0.00</u>	<u>\$175.65</u>	
VENDOR: LHCDHD - LAS ANIMAS/HUERFANO CTY DIST H								
LHCDHD0224	01/29/24	01/29/24	02/28/24		\$4,500.00	\$0.00	\$4,500.00	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR LHCDHD:					<u>\$4,500.00</u>	<u>\$0.00</u>	<u>\$4,500.00</u>	
VENDOR: ROMERA - APRIL ROMERO								
ROMERA0224	01/29/24	01/29/24	02/28/24		\$417.28	\$0.00	\$417.28	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR ROMERA:					<u>\$417.28</u>	<u>\$0.00</u>	<u>\$417.28</u>	
VENDOR: SANISA - SAN ISABEL ELECTRIC ASSOC. INC								
SANISA0224	01/29/24	01/29/24	02/28/24		\$486.39	\$0.00	\$486.39	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR SANISA:					<u>\$486.39</u>	<u>\$0.00</u>	<u>\$486.39</u>	

* Vendors with an asterisk by their Amount To Pay have exceeded their Max Check Amount.

HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Item 2c.

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay Hold?
CHECKS							
VENDOR: DAKOTA - DAKOTA CAMPGROUNDS							
DAKOTA0224	02/05/24	02/05/24	03/06/24		\$3,136.06	\$0.00	EFT STATUS: NONE \$3,136.06
TOTAL SELECTED FOR VENDOR DAKOTA:					<u>\$3,136.06</u>	<u>\$0.00</u>	<u>\$3,136.06</u>
CHECKS GROUP TOTAL:					<u>\$3,136.06</u>	<u>\$0.00</u>	<u>\$3,136.06</u>
REPORT TOTALS:					<u>\$3,136.06</u>	<u>\$0.00</u>	<u>\$3,136.06</u>

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HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Item 2c.

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
CHECKS								
VENDOR: ACCURA - ACCU RAPID								
ACCURA0224	02/09/24	02/09/24	03/10/24		\$1,020.00	\$0.00	\$1,020.00	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR ACCURA:					<u>\$1,020.00</u>	<u>\$0.00</u>	<u>\$1,020.00</u>	
VENDOR: MOBILE - MOBILE RECORD SHREDDERS								
MOBILE0224	02/09/24	02/09/24	03/10/24		\$65.46	\$0.00	\$65.46	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR MOBILE:					<u>\$65.46</u>	<u>\$0.00</u>	<u>\$65.46</u>	
VENDOR: SEEDED - DARLENE SEEDENBURG								
SEEDED0224	02/09/24	02/09/24	03/10/24		\$50.00	\$0.00	\$50.00	EFT STATUS: NONE
TOTAL SELECTED FOR VENDOR SEEDED:					<u>\$50.00</u>	<u>\$0.00</u>	<u>\$50.00</u>	
CHECKS GROUP TOTAL:					<u>\$1,135.46</u>	<u>\$0.00</u>	<u>\$1,135.46</u>	
REPORT TOTALS:					<u>\$1,135.46</u>	<u>\$0.00</u>	<u>\$1,135.46</u>	

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HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
CHECKS								
VENDOR: COULT - HALLIE COULTER								EFT STATUS: NONE
COULT0224	02/09/24	02/09/24	03/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR COULT:					\$45.00	\$0.00	\$45.00	
VENDOR: HRIBAR - JOANNA HRIBAR								EFT STATUS: NONE
HRIBAR0224	02/09/24	02/09/24	03/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR HRIBAR:					\$45.00	\$0.00	\$45.00	
VENDOR: KYLEG - KYLE GOMEZ								EFT STATUS: NONE
KYLEG02243	02/09/24	02/09/24	03/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR KYLEG:					\$45.00	\$0.00	\$45.00	
VENDOR: OROURK - KATHLEEN O'ROURKE								EFT STATUS: NONE
OROURK0224	02/09/24	02/09/24	03/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR OROURK:					\$45.00	\$0.00	\$45.00	
VENDOR: ORTID - DREAMA ORTIVEZ								EFT STATUS: NONE
ORTID0224	02/09/24	02/09/24	03/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR ORTID:					\$45.00	\$0.00	\$45.00	
VENDOR: ROMERA - APRIL ROMERO								EFT STATUS: NONE
ROMERA02241	02/09/24	02/09/24	03/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR ROMERA:					\$45.00	\$0.00	\$45.00	
VENDOR: TRUJI - MICHELLE TRUJILLO								EFT STATUS: NONE
TRUJI0224	02/09/24	02/09/24	03/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR TRUJI:					\$45.00	\$0.00	\$45.00	
VENDOR: WELLMA - HEATHER WELLMAN								EFT STATUS: NONE
WELLMA0224	02/09/24	02/09/24	03/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR WELLMA:					\$45.00	\$0.00	\$45.00	
VENDOR: WILKIA - ASHLEY WILKINS								EFT STATUS: NONE
WILKIA02241	02/09/24	02/09/24	03/10/24		\$45.00	\$0.00	\$45.00	
TOTAL SELECTED FOR VENDOR WILKIA:					\$45.00	\$0.00	\$45.00	
CHECKS GROUP TOTAL:					\$405.00	\$0.00	\$405.00	
REPORT TOTALS:					\$405.00	\$0.00	\$405.00	

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HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Item 2c.

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
CHECKS								
VENDOR: CONWIR - CONTACT WIRELESS								EFT STATUS: NONE
CONWIR0224	02/16/24	02/16/24	03/17/24		\$35.03	\$0.00	\$35.03	
TOTAL SELECTED FOR VENDOR CONWIR:					\$35.03	\$0.00	\$35.03	
VENDOR: CROSSR - CROSSROADS' TURNING POINTS, IN								EFT STATUS: NONE
CROSSR0224	02/16/24	02/16/24	03/17/24		\$1,750.00	\$0.00	\$1,750.00	
TOTAL SELECTED FOR VENDOR CROSSR:					\$1,750.00	\$0.00	\$1,750.00	
VENDOR: MOBILE - MOBILE RECORD SHREDDERS								EFT STATUS: NONE
MOBILE02241	02/16/24	02/16/24	03/17/24		\$71.62	\$0.00	\$71.62	
TOTAL SELECTED FOR VENDOR MOBILE:					\$71.62	\$0.00	\$71.62	
VENDOR: PITNEY - PITNEY BOWES GLOBAL FINANCIAL								EFT STATUS: NONE
PITNEY0224	02/16/24	02/16/24	03/17/24		\$306.48	\$0.00	\$306.48	
TOTAL SELECTED FOR VENDOR PITNEY:					\$306.48	\$0.00	\$306.48	
CHECKS GROUP TOTAL:					\$2,163.13	\$0.00	\$2,163.13	
REPORT TOTALS:					\$2,163.13	\$0.00	\$2,163.13	

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HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
CHECKS								
VENDOR: CANONF - CANON FINANCIAL SERVICES INC								EFT STATUS: NONE
CANONF0224	02/22/24	02/22/24	03/23/24		\$237.06	\$0.00	\$237.06	
TOTAL SELECTED FOR VENDOR CANONF:					\$237.06	\$0.00	\$237.06	
VENDOR: CENTUB - CENTURYLINK BUSINESS SERVICES								EFT STATUS: NONE
CENTUB0224	02/22/24	02/22/24	03/23/24		\$509.80	\$0.00	\$509.80	
TOTAL SELECTED FOR VENDOR CENTUB:					\$509.80	\$0.00	\$509.80	
VENDOR: GOBINS - GOBIN'S INC.								EFT STATUS: NONE
GOBINS0224	02/22/24	02/22/24	03/23/24		\$42.34	\$0.00	\$42.34	
TOTAL SELECTED FOR VENDOR GOBINS:					\$42.34	\$0.00	\$42.34	
VENDOR: HCRAB - HUERFANO COUNTY ROAD & BRIDGE								EFT STATUS: NONE
HCRAB0224	02/22/24	02/22/24	03/23/24		\$655.89	\$0.00	\$655.89	
TOTAL SELECTED FOR VENDOR HCRAB:					\$655.89	\$0.00	\$655.89	
VENDOR: PITNE1 - PITNEY BOWES GLOBAL FINAN SERV								EFT STATUS: NONE
PITNE10224	02/22/24	02/22/24	03/23/24		\$306.48	\$0.00	\$306.48	
TOTAL SELECTED FOR VENDOR PITNE1:					\$306.48	\$0.00	\$306.48	
CHECKS GROUP TOTAL:					\$1,751.57	\$0.00	\$1,751.57	
REPORT TOTALS:					\$1,751.57	\$0.00	\$1,751.57	

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HUERFANO COUNTY DEPT OF SOCIAL SERVICES
AP Cash Requirements for Invoices Selected For Payment

Item 2c.

Invoice Number	Inv. Date	Posting Date	Due Date	PO / Job No.	Balance	Discount	Amount to Pay	Hold?
CHECKS								
VENDOR: CENTU2 - CENTURYLINK								EFT STATUS: NONE
CENTU202-24	02/29/24	02/29/24	03/30/24		\$740.69	\$0.00	\$740.69	
TOTAL SELECTED FOR VENDOR CENTU2:					\$740.69	\$0.00	\$740.69	
VENDOR: DEEPRO - DEEP ROCK								EFT STATUS: NONE
DEEPRO02-24	02/29/24	02/29/24	03/30/24		\$65.99	\$0.00	\$65.99	
TOTAL SELECTED FOR VENDOR DEEPRO:					\$65.99	\$0.00	\$65.99	
VENDOR: FRC - FAMILY RESOURCE CENTER								EFT STATUS: NONE
FRC02-24	02/29/24	02/29/24	03/30/24		\$2,000.00	\$0.00	\$2,000.00	
TOTAL SELECTED FOR VENDOR FRC:					\$2,000.00	\$0.00	\$2,000.00	
VENDOR: PLEASV - PLEASANT VIEW APARTMENTS								EFT STATUS: NONE
PLEASV02-24	02/29/24	02/29/24	03/30/24		\$400.00	\$0.00	\$400.00	
TOTAL SELECTED FOR VENDOR PLEASV:					\$400.00	\$0.00	\$400.00	
VENDOR: SAFEWA - ALBERTSONS/SAFEWAY								EFT STATUS: NONE
SAFEWA02-24	02/29/24	02/29/24	03/30/24		\$200.00	\$0.00	\$200.00	
TOTAL SELECTED FOR VENDOR SAFEWA:					\$200.00	\$0.00	\$200.00	
VENDOR: WILKIA - ASHLEY WILKINS								EFT STATUS: NONE
WILKIA02-24	02/29/24	02/29/24	03/30/24		\$326.05	\$0.00	\$326.05	
TOTAL SELECTED FOR VENDOR WILKIA:					\$326.05	\$0.00	\$326.05	
VENDOR: WILKIN - TAYLA WILKINS								EFT STATUS: NONE
WILKIN02-24	02/29/24	02/29/24	03/30/24		\$32.94	\$0.00	\$32.94	
TOTAL SELECTED FOR VENDOR WILKIN:					\$32.94	\$0.00	\$32.94	
CHECKS GROUP TOTAL:					\$3,765.67	\$0.00	\$3,765.67	
REPORT TOTALS:					\$3,765.67	\$0.00	\$3,765.67	

* Vendors with an asterisk by their Amount To Pay have exceeded their Max Check Amount.

**Huerfano County Department of Human Services
Vehicle Use Policy**

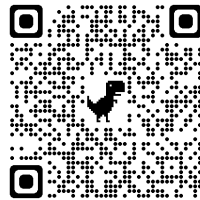
The Huerfano County Department of Human Services maintains a fleet of vehicles for the use of employees to complete their job assigned duties.

1. For all travel to complete job assigned duties, a vehicle must be checked out using the appropriate reservation and check out process.
2. If no vehicle is available through DHS
 - a. The employee should request a vehicle through the Huerfano County Administrator's office. If no vehicle is available through the county
 - i. The employee must get approval from their supervisor or the director to use their personal vehicle and to submit a reimbursement for mileage.
 - ii. All mileage reimbursement requests must be submitted within 30 calendar days from the completion of the travel.
 - iii. Clients are never allowed to be transported in any personal vehicle.
 - iv. Only county employees and approved clients are allowed to travel in county vehicles. All other passengers are forbidden unless approved by the director.
3. If two or more employees have requested the same vehicle, the person traveling the farthest distance shall have priority of vehicle assignment based on length of trip and vehicle maintenance needs unless a child is being transported. Child transportation always takes precedence.
4. Employees shall exercise care in the maintenance of the vehicle by
 - a. Cleaning up any spills
 - b. Ensuring all trash and personal belongings are removed from the vehicle after every use.
 - c. Returning the vehicle with a full tank of gas.
 - d. Park vehicles grouped together in the parking lot.
5. Employees using the HCDHS vehicles must abide by all traffic rules and regulations. Any traffic violations received by the driver of the HCDHS vehicle will be the responsibility of the driver. HCDHS will not reimburse for any fines that are incurred while using the vehicle.
6. If a vehicle is involved in a traffic violation including traffic stops and vehicle accidents, the incident must be reported immediately via phone or text to the employee's immediate supervisor.
 - a. An incident report must be completed.
 - b. For all vehicle accidents, the police must be notified and a police report filed.
 - c. Following any incidents, the involved employee will be required to submit to intoxicant screening through a urine analysis test.
7. There is no smoking, drug, or alcohol use allowed while driving or occupying any HCDHS or county vehicle.

All employees who are traveling for business including trainings, meetings, family time (visitations), and other business related travel must first use a county vehicle per the HCDHS vehicle policy using the following procedure.

1. **Reservations** for the use of a HCDHS vehicle can be made by writing your name and destination in the vehicle use book in the front office.
 - a. Before your trip departure, you will sign out the keys from the front office.
 - b. Keys must be returned to the front office at the conclusion of your trip even if you intend to use the vehicle again for a different trip. ALL TRIPS MUST BE LOGGED IN THE RESERVATION BOOK.
 - c. If more than two people are traveling on the same day, the person traveling the farthest will have priority unless a child needs to be transported. The office manager will assign vehicles based on priority if there is a scheduling conflict.
 - i. Child Welfare has priority on the Tahoe.
 - ii. Adult Services has priority on the Explorer.
 - iii. Family Resource Center has priority on the Yukon.
 - iv. The Jeep and Equinox have no priority and are available for use by all employees.
2. A **vehicle log** is kept in the vehicle. Before you begin your trip
 - a. Inspect the vehicle to make sure that it is operating properly, clean, and free from safety hazards.
 - b. Log the vehicles starting mileage in the mileage tracking book.
3. **During travel**, employees must obey all traffic laws including wearing seat belts and ensuring car seats are properly installed.
4. Prior to **returning** to the office, ensure the vehicle has full tank of gas. A gas key for the pump is on the car key ring. Enter the correct code at the gas pump. Gas code are available from the office manager.
5. When the trip is **concluded**
 - a. Log the ending mileage in the log book.
 - b. Clean out any trash from the vehicle including spills. Remove any personal items.

- c. Report any damage to the vehicle including stains, warning lights, vehicle maintenance issues, etc to the office manager.
- 6. Once per month, the office manager, will verify vehicle logs and process vehicle mileage.
- 7. If there is a maintenance issue, that issue should be reported to the office manager immediately. The office manager will coordinate repairs with the county maintenance department or independent contractor.
- 8. If there is a traffic stop or vehicle accident
 - a. The incident must be reported immediately to the employee’s supervisor via phone.
 - b. If the vehicle has been in an accident, the accident must be reported immediately to the police and a police report must be filed.
 - c. The employee should take pictures of the incident, gather the other party’s information including license number and insurance information.
 - d. When the employee returns to the office or at the earliest availability of the employee, an incident report must be filed with the office.
 - e. Employees will be sent for a urine analysis test within 24 hours of the incident.
 - f. The incident report can be found at:



- 9. If there is no vehicle available to be checked out, the employee can use their own vehicle for travel and receive mileage reimbursement with director approval.
 - a. Upon the conclusion of the trip, the employee must file a reimbursement form within 30 calendar days for approval and reimbursement.
 - b. The reimbursement form can be found at:



**EMPLOYMENT CONTRACT
COUNTY ATTORNEY FOR THE HUERFANO COUNTY DEPARTMENT OF HUMAN SERVICES
2024**

This contract is made and entered into as of this _____ day of _____, 2024 between the Board of County Commissioners of Huerfano County, Colorado ("BOCC") and Lisa Powell-DeJong.

RECITALS

WHEREAS, under the authority of C.R.S. § 30-11-118, the Board of County Commissioners determines that the interests of Huerfano County require employment of a County Attorney for the Huerfano County Department of Human Services; and

WHEREAS, the Board of County Commissioners has found Lisa Powell-DeJong qualified for, and wishes to continue employment of Lisa Powell-DeJong in the position of County Attorney for the Huerfano County Department of Human Services; and

WHEREAS, the Board of County Commissioners desire to establish working conditions of said Employee, and to provide certain benefits, terms and conditions of employment; and

WHEREAS, Lisa Powell-DeJong will be employed in the capacity of County Attorney for the Huerfano County Department of Human Services as that position is defined in the Colorado Revised Statutes; and,

WHEREAS, Lisa Powell-DeJong wishes to accept this employment with all of the duties and obligations associated thereto, as those duties and obligations may be changed or amended by the BOCC, from time to time;

EMPLOYMENT

NOW THEREFORE, the Parties hereto agree to be bound by the mutual covenants contained herein establishing their obligations concerning employment, remuneration, duties and performance.

1. **Scope of Duties.** Lisa Powell-DeJong will advise Huerfano County Department of Human Services in and litigate cases for dependency and neglect, child support, and adult protection. Lisa Powell-DeJong will also advise and assist the Director of the Huerfano County Department of Human Services in other legal matters that may arise regarding the services provided by and duties of the Department of Human Services. These duties may be amended and supplemented by the BOCC or the Director of the Huerfano County Department of Human Services at any time.
2. **Term.** The term of this employment contract is for one year from the _____ day of _____, 2024 and subject to budget appropriation. At the expiration of the one-year term, this contract shall renew for successive one year periods unless canceled by either party as provided herein, or replaced with a new contract.

3. Compensation.

A. Salary.

- a. Lisa Powell-DeJong will receive a salary of \$96,000.00 annually.
- b. Compensation shall be paid in the same manner as any other Huerfano County employee as provided for in the Employee Handbook as that handbook may be modified from time to time.
- c. Prior to yearly renewal of this employment contract, the parties shall review and evaluate Lisa Powell-DeJong's performance for a salary increase. Such increase shall be up to the percent increase offered to all county employees or as determined by the BOCC.

B. Hourly.

- a. Upon her discretion, Lisa Powell-DeJong may, at the request of the BOCC or the County Attorney, assist in the duties of the County Attorney.
- b. Assistance to the County Attorney shall be billed by Lisa Powell-DeJong at a rate of \$175 per hour as a contract employee.
- c. An invoice for each month's hourly payment shall be submitted no later than the 5th day of the following month to the Huerfano County Finance Department, the County Administrator and the Huerfano County Attorney. Huerfano County shall provide payment on each invoice no later than 30 days after submission of the invoice.

C. Benefits. Lisa Powell-DeJong will be eligible to receive all benefits contained within the Huerfano County Employee Handbook.

D. Vacation Time. Lisa Powell-DeJong will be authorized three (3) weeks/fifteen (15) days of vacation time. She shall also have the ability to either take annual leave or cash out the accrued vacation time.

4. Cancellation of this agreement and termination of employment.

- A. Lisa Powell-DeJong may cancel this contract and terminate her employment with 30 (thirty) days prior written notice to the Chair of the BOCC.
- B. Lisa Powell-DeJong serves as County Attorney for the Huerfano County Department of Human Services and receives benefits under this contract at the pleasure of the BOCC. The BOCC, upon agreement of the Director of the Huerfano County Department of

Human Services, may, at any time during any term of this contract, cancel this contract and terminate Lisa Powell-DeJong’s employment with or without cause.

C. Severance Compensation. Should either party, at any time, cancel this contract and terminate Lisa Powell-DeJong’s employment, Lisa Powell-DeJong shall be entitled to an amount of severance pay equivalent to three months’ salary at the rate of payment existing at the time of cancellation of the contract and termination of employment. Both parties recognize and acknowledge that this contract cannot be canceled nor Lisa Powell-DeJong terminated for acts that are constitutionally protected or for reasons that violate Lisa Powell-DeJong’s civil rights.

5. Assignability. This contract is not assignable by either party under any condition.

6. Insurance. The County shall provide Lisa Powell-DeJong insurance coverage for errors and omissions, and malpractice while acting in the capacity of County Attorney for the Huerfano County Department of Human Services, and shall indemnify and hold Lisa Powell-DeJong harmless from any and all claims brought by third parties against the Huerfano County Attorney in said capacity.

7. Agreement made in Colorado. The parties agree that this contract was made in accordance with the laws of the State of Colorado and shall be so construed. Venue is agreed to be exclusively in a County District Court for the State of Colorado.

Huerfano County Board of County Commissioners

John Galusha, Commissioner

Lisa Powell-DeJong, County Attorney for HC DHS

Arica Andreatta, Commissioner

Karl Sporleder, Commissioner

Child Welfare Unit

STAFF

- The unit is currently fully staffed.

CASELOAD

- 16 open cases
 - 15 cases are open dependency or neglect cases
 - 1 voluntary case
- We have a total of 24 children
 - Foster care: 9 children
 - Kinship care: 5 children
 - Home with parents: 9 children
 - Youth in transition: 1 (18 year old mother and baby)
- Ashley Wilkins, Leadworker
 - 8 cases; 3 assessments
- April Romero, Caseworker I
 - 4 cases; 3 assessments
- Kyle Gomez, Caseworker I
 - 3 cases; 0 assessment
- Dreama Ortivez, Supervisor
 - Completing courtesy case for Las Animas (Trinidad)
 - Completed a relinquishment counseling for Crowley County
- We currently have two county foster homes

ACTIVITY UPDATES

- This month, the CPS team had an incredibly challenging experience on March 13.
 - A child was removed from the home.
 - A teen had a mental health crisis and was rushed to the hospital for an evaluation.
 - The teen was released and stayed in an Air BnB with staff overnight.
 - On March 14, with the aid of the state and with partnering medical facilities a more suitable placement was found.
 - A child had a medical emergency and was rushed to the hospital for emergency surgery.
 - The child's family was located and he has been reunited with family.
 - The team worked through a language barrier to ensure the child was safe and reunited with family.
 - An accident left a child in the supervision the department.
- The new case aide is going through caseworker training and is beginning foster home training.

STAFF

- The unit is currently fully staffed.

CASELOAD

Adult Protection

- Two referrals
- Three new cases

Single Entry Point/Long Term Care Medicaid

- 135 open cases
 - 4 completed intakes
 - 3 nursing home assessments

ACTIVITIES

Single Entry Point/Long Term Care Medicaid

- Single Entry Points (SEP's) new name is Case Management Agency (CMA) as of March 1st.
- The merger between CCB (Community Centered Board) and SEP was completed March 1st.
- All case managers from Southern Colorado Developmental Disabilities Services (SCDDS) Join the Las Animas County DHS CMA Team as part of the merger.
- Due to system updates and error we have been unable to complete our Prior Authorizations Requests for client services such as care services,home modification projects, life alert buttons, medication reminders, ect. The state has no estimated time of resolution for the issue. Letters have been sent to service providers such as SCCOG, Alta Vista, Sangre De Cristo HHC, American Medical Alert, Thornton Medical, ect. We continue to attend meetings and trainings to stay up to date on issues and system updates.

Adult Protection

- Joanna Hribar and Hallie Coulter submitted applications for scholarships to the National Adult Protection Services Association Conference to be held in Albuquerque, New Mexico September 16-19th 2024. Scholarship recipients are to be announced soon.
- 16 local agencies have been contacted to participate in our World Elder Abuse Awareness Resource Fair to be held June 14th 2024 at South Central Council of Governments Walsenburg Office. The Huerfano County APS Team will have a booth and intend to hand out tote bags, Emergency Preparedness Handbooks provided by Huerfano County, and information about our Commodities Program.
- February had two referrals with all being screened out due to not meeting APS criteria.
- APS was called out after hours four out of seven days last week with three separate cases

STAFF

- Two new eligibility techs started.
- One tech is out on extended leave.

CASELOAD

New Applications

- Adult Financial (cash assistance): 10
- Colorado Works: 1
- Medicaid: 63
- SNAP: 43
- Expedited SNAP: 17

Redeterminations

- Adult Financial: 1
- Colorado Works: 4
- Medicaid: 52
- Snap: 69

Long-Term Care Nursing Facility cases

- 38 active cases

ACTIVITIES

- Tayla completed her cross training for Colorado Works. Tayla and Kathleen are taking over the Colorado Works caseload.
- Dylan Brunmeier completed CCCAP training and has been able to get the department current on payments, added a new facility, and has stated to expand the program. He is currently completing instructor led training for the systems we use and has been a huge support to the office.
- New tech Shelby Ore has started training for office systems.

STAFF

- FRC is fully staffed.

CASELOAD

Referrals

- 8 Total: 5 agency, 3 walk-ins.

Ongoing Case Management/Parent Support

- Huerfano: 10 families
- Las Animas: 7 families

Basic Needs/Services

- Huerfano: 1

Playgroup Participants

- 12 families

ACTIVITIES

- Staff Trainings and meetings held by FRC Director/Staff:

Huerfano Las Animas IOG Meeting	Huerfano Las Animas IOG Meeting
3rd Judicial District JSPC Meeting	3rd Judicial District JSPC Meeting
CEID Cultural Excellence: Ideas and Discussions Training	CEID Cultural Excellence: Ideas and Discussions Training
Truancy Alternative Program Truancy Court – Las Animas County	Truancy Alternative Program Truancy Court – Las Animas County
Community Coalition Meeting	Community Coalition Meeting
CMP State Steering Committee Meeting	CMP State Steering Committee Meeting
FRCA FRC Program RFP Webinar	FRCA FRC Program RFP Webinar
Trinidad School District Truancy Alternative Program Meeting	Trinidad School District Truancy Alternative Program Meeting
Rights, Respect, Responsibility (3Rs) Curriculum Training	Rights, Respect, Responsibility (3Rs) Curriculum Training
CMP Southeast Regional Affinity Group Meeting – 3rd, 15th and 16th JDs	CMP Southeast Regional Affinity Group Meeting – 3rd, 15th and 16th JDs
HULA Meeting	HULA Meeting
CMP SSC Outcome Subcommittee Meetings	CMP SSC Outcome Subcommittee Meetings
CMA Community Forums Day 1 and 2	CMA Community Forums Day 1 and 2

Organizational Report

STAFF

- One staff member is out on extended leave.
- Evaluation packets are nearly completed.
- The new family visitation room has been cleaned out and we are starting the redecoration.

ACTIVITIES

- Quality Assurance: No errors in eligibility for the month of February.
- The phone system continues to be an issue, and we are exploring other options
- The Equinox has not returned from the shop. Vehicle usage and reliability continues to be a concern.
- We continue to have heating issues in one side of the building.
- We have new training in our time management system and are updating our ease of use and reporting.
- Our EBT reporting has been incorrect since August, we worked with the state to correct the issue and are updating EBT reporting.
- We are starting a new Safe Baby Court in our district. We are working on establishing a process and procedure that is aligned to current court models. We are reinvigorating our DANSR Court.
- I was able to attend the Southeast Director's meeting in person. There are still many bills and legislative issues related to funding in the current legislative session. There are proposed changes to allocation that would significantly impact our count. The state and CDHSA are working to provide meaningful feedback to lessen impact on small counties.
- Las Animas County Director is providing support in budget training and best practices adoption.
- We will have an onsite visit from the state on April 22, 2024 for support and review.