

Board of County Commissioners of Lincoln County
Agenda for June 9, 2015

8:00 Call to order and Pledge of Allegiance

8:00 Executive Session pursuant to §24-6-402 (4) (b) C.R.S. to meet with the Lincoln County Attorney to receive legal advice on specific legal questions.

9:00 Executive Session pursuant to §24-6-402 (4) (f) (I) C.R.S. to meet with the Human Services Director concerning issues involved in accounting and record keeping within the Lincoln County Department of Human Services.

The Board of Lincoln County Commissioners met at 8:00 a.m. on June 9, 2015. The following attended: Chairman Greg King, Commissioners Doug Stone and Ed Schiffers, County Administrator Roxie Devers, Acting Clerk to the Board Mindy Dutro, Gary Ensign, County Attorney Stan Kimble, and County Auditor Ronny Farmer.

Chairman King called the meeting to order and Mr. Ensign led the Pledge of Allegiance. Mr. Stone made a motion to go into closed executive session pursuant to 24-6-402(4)(b) C.R.S. to receive legal advice on specific legal questions. Mr. Schiffers seconded the motion, which carried unanimously. Ms. Dutro left the meeting room. The meeting was recorded and the recording will remain on file for the statutory ninety days.

Human Services Director Colette Barksdale joined the meeting at 9:00 a.m. Chairman King asked if Ms. Barksdale wanted an executive session, but she agreed to an open meeting that was recorded.

The commissioners led a discussion concerning discrepancies on Ms. Barksdale's timesheets. Mr. King brought up the travel log from November 7, 2013, which showed 1,090 miles. Ms. Barksdale explained that she had taken files from the courthouse in Hugo to their digital imagers in Glenwood Springs, and that the date should have been November 8, not November 7. She also said that she attended a child welfare meeting and training and spent the weekend in Glenwood Springs before returning to the courthouse. Ms. Barksdale also said that she will take the county vehicle to Denver for a meeting on Friday, fuels the vehicle in Denver, and travels to Glenwood Springs for the weekend. Ms. Devers asked Ms. Barksdale to clarify about the time log saying that she returned to Hugo from a meeting in Denver on November 13 at 2:00 p.m., but according to the credit card statement she also filled the county vehicle in Edwards, Colorado, at 1:19 p.m. Ms. Barksdale said that she had to deliver files for the office and did it on county time, but would need to check her calendar to be sure. She thought the date on the timesheet was incorrect, but would not have written down the time if she had not done the work.

Ms. Barksdale explained to the Board that when she first started working for the county there were complaints about all of her travel hours. She would attend meetings in Denver on a Friday, come back to Hugo the same day, and then return to meetings or training in Denver or surrounding cities the following Monday, and return back to Hugo. She said that she had made an agreement with former commissioners that if she attended a meeting in Denver on a Friday, she could take the county vehicle to Glenwood Springs for the weekend and return to Denver, or whichever city for the next meetings, on the following Monday. She also clarified that she does not do it all of the time, only on occasion, and that she always pays for fuel for the trips to and from Glenwood Springs back to Denver herself. Mr. King stated that the Board is faced with the issue of the extra miles and wear and tear that Ms. Barksdale is putting on the county vehicles for personal use. It is simply not right and is a liability for the county when she is using the vehicle on personal time. Ms. Barksdale said that she did it because the former commissioners said that she could, but if this current board of commissioners wants her to take her own vehicle and charge the county mileage she will do so.

Mr. Farmer stated that it is hard to distinguish where the county time ends and Ms. Barksdale's personal time begins since there is no clear line, which creates an audit issue. Mr. Kimble spoke up to say that the timesheet cannot be followed. Mr. King said this issue has been done totally for her convenience, and that the reason they want county employees in a county vehicle is because if something were to happen the employee would be covered by the county insurance.

Mr. Kimble asked if there was really a savings of taking a round trip over the weekend to Glenwood Springs instead of two trips on the actual days Ms. Barksdale needs to attend the meetings. It's definitely not in terms of wear and tear on the vehicle. Mr. Farmer stated there is no question that a county asset should not be used for personal use.

Mr. Kimble asked Ms. Barksdale how many days she is actually in the office and how many of the meetings she was attending were actually required. She explained that she is on several committees and is the chairperson for a few of them and needs to be there to represent different groups.

Mr. King brought up several other dates and times that did not add up between what was stated on timesheets and what appeared on expense records. Many instances show that Ms. Barksdale attended teleconferences, but had put several hundreds of miles on a county vehicle the same day. He asked what the purpose of going to a teleconference is if you could do it from your own office. She explained that many times she will attend the teleconference while in the vehicle headed to other meetings. The Board agreed it is not safe and would prefer that she not be on the phone while driving.

In many of the instances and dates that the Board questioned Ms. Barksdale about, she could not account for what the recorded miles or hours were for without looking at her calendar. The Board agreed that the timesheet and expense records are what they have to go by, not her personal calendar. Also, she sometimes writes down mileage from several days and trips on one day on the timesheet. Ms. Barksdale mentioned that if she was to head to Glenwood Springs for the weekend in between meetings she would write down an estimate of the hours that it would take to get back to Hugo, instead of the extra hours spent driving to Glenwood Springs. Mr. Farmer stated that estimating hours has no basis because she did not actually return the county vehicle home in those hours and if the Lincoln County Department of Human Services were to get audited by the state, the records were not accurate and would not hold up. Mr. Kimble said the State of Colorado would demand their portion of the 80% funding back.

Mr. King also inquired about why the Department of Human Services employees have Conoco cards as well as county credit cards. Ms. Barksdale explained that many of her employees do not have a high enough limit on their county credit cards for all the travel that they have to charge, so they keep Conoco cards in each of the department's vehicles.

Discussion turned to why Ms. Barksdale's department vehicles are often maintained somewhere else than the county shop. She explained that she has had several issues with

having vehicles maintained at the county shop. She doesn't think they check everything; including the tire air pressure and treads, the timing belts, windshield washer fluid, and battery the way they do at places such as Grease Monkey. She also mentioned that she has asked Chris Monks, the shop foreman, to check everything but does not believe he does and that it has come down to her employees not feeling safe.

After a five minute recess, the Board came back into session at 11:05 a.m. Ms. Devers further inquired about Ms. Barksdale's hours not being accurate on timesheets and expense sheets. For example, the timesheet shows hours taken for vacation time, but the expense sheet showed travel expenses for the same day. Ms. Barksdale explained that she doesn't charge for all of her hours when she stops in for a meeting in Denver on her way back to Hugo from Glenwood Springs. She also mentioned that she has to adjust each employee's timesheet at the end of the month so they do not exceed the maximum monthly hours because of an issue with Y-Time, the department's timesheet program. Mr. Farmer said that she should not be adjusting or manipulating the timesheets under any circumstance. Ms. Barksdale clarified that she changes the timesheets if an employee has overtime that they accrued that month, rather than having them use their vacation or sick time. Ms. Devers stated she thought that the employees should have the option to use hours how they wanted to. Ms. Barksdale said that she isn't changing the hours themselves, just the categories of the hours, and that it all shows on an administrative report that can be run. Ms. Devers felt that there needs to be written documentation of an agreement with the employee that hours are being changed.

The Board broke for lunch at 12:05 p.m. and reconvened at 1:15 p.m. The commissioners asked Ms. Barksdale about an instance on January 16, 2015, where her timesheet showed she took the day off but the expense record showed she attended a meeting in Jefferson County. Ms. Barksdale clarified that she was headed to Glenwood Springs in her personal vehicle and stopped at a meeting in Jefferson County from 1:00 p.m. to 2:30 p.m., but also turned in a receipt for a meal at Dumont at 11:48 a.m. the same day. Ms. Barksdale said the receipt must be wrong since she was at the meeting. Ms. Devers also questioned why the receipt was not turned in until the middle of February; Ms. Barksdale stated that she must have found it and turned it in as soon as she found it. Mr. Farmer recommended that there be a policy that receipts need to be turned in within 30 days.

After a brief break at 2:50 p.m., the Board resumed the meeting and decided that due to the discussion concerning several dates ranging from November 2013 to March 2015, many new policies need to be put into place. Mr. Kimble stated that the Board needed to contact the previous commissioners to see what they discussed with Ms. Barksdale back in 2002. Mr. King affirmed to Ms. Barksdale that there would be no retaliation to any of her Department of Human Services employees over the issues that had been discussed in the meeting, and that if changes need to be made to any employee's timesheet, the employee had to sign off on it. All maintenance to county vehicles will be done at the county shop. If service of a vehicle is requested, Ms. Barksdale might want to create a checklist of all things that she wants checked on the particular vehicle to give to the maintenance workers at the shop to insure that everything is done that she wants. All fuel will also be purchased at the county shop when

possible. If Ms. Barksdale wishes to go to Glenwood Springs over the weekend, she must take her own vehicle, even if it means going to a meeting in Denver on a Friday and having to return the county vehicle to Hugo the same day. Mr. King stated that timesheets and expense sheets need to match, be able to stand on their own about hours and travel expenses without additional explanation, and expense sheets need to be sequential. He also reminded her that teleconferences are held for a reason; so that people can attend them while staying in their own office, and that she cannot do them while driving. All Conoco cards must be destroyed and fuel purchases put on the county credit cards. Mr. Kimble felt that Ms. Barksdale might not be able to do anything about the amount of meetings she has to attend, but she must submit a schedule of those meetings to the Board a month in advance. A list of the remainder of the meetings she plans to attend in June will need to be submitted to the commissioners by June 11.

Ms. Barksdale stated that she takes responsibility for the sloppy accounting and that she will make changes within her department so that there is not an issue anymore. She also asked if there would be an additional policy concerning non-employees in county vehicles. Ms. Devers looked into the county's vehicle insurance policies and stated that the CAPP policy is only for employees on county time and may not cover non-employees such as spouses or children. Mr. Farmer stated that this would be a good policy for the county to follow as well. Ms. Devers said she would contact former Lincoln County Commissioners Gary Beedy, Steve Burgess, Pete Kjosness, Ted Lyons, and Gene Vick to see what they had told Ms. Barksdale. The Board will then discuss if any reimbursement to the county is needed.

With no further business to come before the Board, the meeting was adjourned until 9:00 a.m. on June 18, 2015.

Mindy Dutro, Acting Clerk to the Board

Greg King, Chairman