

Board of County Commissioners of Lincoln County
Agenda for June 18, 2015

9:00 Call to order and Pledge of Allegiance

9:00 Jim Covington, Lincoln County Treasurer, to discuss the 2014 annual county audit

10:00 Liz Hickman, Centennial Mental Health Executive Director, to update Centennial Mental Health activities

11:00 Travis Taylor, Extension Office Director, to discuss funding from C.S.U. for the director's position and to discuss county funding for a Lincoln County 4-H position

1. Approve the minutes from the June 9, 2015, special meeting
2. Review and approve the finalized contract with GPA & GPE, Inc., d.b.a. Gravity Play Events, for a Kid's Bounce House and Adrenaline Rush Obstacle Course for the county fair
3. Review proposal from Jim Humphrey to grind 19 stumps at the fairgrounds
4. Review the May, 2015, Statement of Revenues and Expenditures for County General, Public Health, Capital Projects, Conservation Trust, E911, Landfill, Library, Lodging/Tourism, Road and Bridge and Individual Road Districts
5. Review the May, 2015, report from the County Clerk
6. County Commissioner reports
7. County Administrator report
8. County Attorney report
9. Old business
10. New Business

The Board of Lincoln County Commissioners met at 9:00 a.m. on June 18, 2015. The following attended: Vice-chairman Doug Stone, Commissioner Ed Schifferns, County Administrator Roxie Devers, Gary Ensign, and Clerk to the Board Corinne M. Lengel. Chairman Greg King was absent and excused, and County Attorney Stan Kimble attended in the afternoon.

Vice-chairman Stone called the meeting to order and led the Pledge of Allegiance.

County Treasurer Jim Covington met with the Board to discuss the 2014 annual county audit, stating that he needed to explain a situation that occurred within the audit due to the fact that they had used two computer systems in December. Mr. Farmer had informed him that one of the accounts did not balance and upon doing further research, Deputy Treasurer LaRay Patton determined that the account did balance, but because the old computer system did not take investments or cash into consideration in that account, it had not shown up in prior years. Their new system does recognize the account, so between the two systems it was showing an imbalance. Once Ms. Patton made the discovery and explained it to Mr. Farmer, he suggested that a policy change may be in order, as it appeared through the books that an incorrect six-month report had been certified. Mr. Covington stated the process has been done for the thirty-plus years he has been in office and everything has always balanced. He added that Mr. Farmer also did not like the policy of the Treasurer's office writing checks for purchases prior to commissioner approval, which is basically what happens if a department needs a check for something between the meetings when the Board approves vouchers.

Mr. Stone asked what the solution is and Mr. Covington said the best option would be for the Treasurer's office to stop writing those checks.

Ms. Devers gave an example of the CAPP and Worker's Comp checks that are due on February 1 each year. She has always gotten a check from the Treasurer's office prior to the commissioners approving the expenditure in order to get the payment in by the deadline of February 1. The Treasurer then submits the voucher at the end of the month. Other departments often have the Treasurer's office write checks for postage, training registration fees, and various other expenses that incur between commissioner meetings where vouchers are approved. Mr. Farmer suggested that the Clerk's office write checks as long as the commissioners have approved the expenditure, which Ms. Devers said puts an even greater burden on that department. Ms. Lengel put in that it will be quite a bit more paperwork and accounting for each check that is written outside of a regular batch. However, she added that if departments would simply ask vendors if they would mind waiting for their payment until the expenditure is approved by the commissioners, most are reasonable enough to comply. There may be an instance when a check will have to be issued immediately, but she felt those instances would happen infrequently and could be handled accordingly. The main point was to instruct departments that current practices will have to be changed and it may take a little while to make the adjustment, but it can be done.

Mr. Schifferns made a motion that the Treasurer's office no longer issue checks, effective immediately. Departments will need to present expense vouchers to the clerk's office for board of county commissioner approval. Mr. Stone seconded the motion, which carried.

Mr. Schifferns made a motion to approve the minutes from the meetings held on June 5, 2015, and June 9, 2015, as submitted. Mr. Stone seconded the motion, which carried.

At 10:00 a.m., Centennial Mental Health Director Liz Hickman met with the Board to give an update on CMH activities. Most importantly, she wanted the commissioners to be aware that the Crisis Response grant has been approved and they have fully implemented their Crisis Response System. She also passed around a handout depicting 2013-2014 Clinical Services numbers, and touched on various services provided by the organization, including the many programs they offer in each category. One of the busiest programs in Lincoln County is the substance use program. She added that the total number of clients utilizing Centennial Mental Health in Lincoln County for 2013/2014 was 294. Mr. Schifferns wanted to know if CMH helps military veterans and Ms. Hickman responded that they do, but it also depends on which VA the veteran is matched up with and the circumstances of the case. She was adamant that care comes first and they will not turn anyone away.

Ms. Devers asked how many staff Centennial has in Lincoln County and Ms. Hickman said there are two full time staff members that split their time with Elbert County. There is also a full time office administrator. As soon as the paperwork is complete, they will also have a full time presence at Peak Vista.

After Ms. Hickman had gone, Ms. Devers asked the Board to wait to approve the finalized contract with GPA & GPE, Inc. until Mr. Kimble arrived, as she still felt there was a problem with some of the wording. As for approving Jim Humphrey's proposal of \$630 to grind nineteen stumps at the fairgrounds, Ms. Devers said that she was certain he did not have insurance and the Board agreed to wait and speak with Mr. Kimble about it as well.

The Board reviewed the May 2015 Statement of Revenues and Expenditures for the County General, Public Health, Capital Projects, Conservation Trust, E911, Landfill, Library, Lodging/Tourism, and Road & Bridge funds, as well as for the individual road districts.

At 11:00 a.m., Extension Office Director Travis Taylor met with the Board to discuss funding from CSU for the director's position and county funding for a Lincoln County 4-H position.

First, Mr. Schifferns said he'd been approached by someone who wanted to know if there was a way to get more electricity to the hog barn for people to run their fans during the fair, as they keep blowing the breakers. Mr. Taylor stated that the problem is that they are huge fans that are being run, and added that it cost almost \$5,000 when the circuits were added to the show barn for the blowers a few years ago. Mr. Schifferns asked if there would be a temporary fix just for a few days, but Mr. Taylor told him they would have to be up to code and he would hate the

possible liability that running another extension cord might cause. He added that there are roughly six or seven families out of forty that bring fans to the hog barn.

Mr. Taylor said he'd received confirmation that the county will be getting the CSU director position but he does not know when the transfer will occur. It may be August or September. There is \$6,650 in the 2015 budget to pay for the CSU funded position, which will be Mr. Taylor once the paperwork is complete, as well as enough to cover the 4-H position for the remainder of the year. The county basically has two options; to have the county fund the position but go through the CSU hiring process, or to hire a county-funded, thirty-five hour per week employee using the county's hiring process. The only disadvantage to the second option that Mr. Taylor could see would be if the person hired wanted to obtain their Master's degree, as it would be paid for through CSU if they were an employee of CSU. If the person were a county employee, the credit hours would have to be paid for by the employee. Both Mr. Stone and Mr. Schifferns agreed they would prefer to hire at the county level, and Mr. Schifferns made a motion to proceed with hiring a 4-H Club Program Assistant as a 35-hour per week county employee with benefits. Mr. Stone seconded the motion, which carried.

Mr. Taylor concluded by saying that one of the main reasons he wanted to transfer to the director's position was in order to keep a Lincoln County resident in the position and not have possible turnover from employees hired through CSU.

The Board reviewed the May 2015 report from the County Clerk, and then Mr. Schifferns reported speaking with Lincoln Community Hospital Director Kevin Stansbury about the emergency exchange of records between the hospital and Peak Vista after the commissioner meeting on June 5. Mr. Stansbury investigated the situation, spoke with the patient, and let Mr. Schifferns know that he believed the issue was resolved. Mr. Schifferns attended the Arriba town board meeting on June 8, the special commissioner meeting on June 9, and the meetings in Jefferson County with Mr. Ensign on June 11. That evening, he attended the Flagler Ambulance Service meeting. They have obtained \$61,650 to build a new ambulance shed and hope to have it completed in the fall. On June 15, Mr. Schifferns spoke with Chris Monks about the problems they are having with county roads due to the amount of rain they've gotten. On June 16, he attended the Eastern Slope Rural Telephone Association annual meeting, and on the Seventeenth he had the discussion concerning the electrical outlets at the fairgrounds hog barn. He also received a phone call from Larry Eastin who requested sand at the Arriba cemetery. Mr. Schifferns contacted Chris Monks, who will take care of it.

Mr. Stone reported speaking with Don and John Palmer on June 6 about their concerns with the condition of County Road 63. It possibly needs more gravel and to have the crown elevated. On June 8, Mr. Stone and Monty Mattson met with someone from Pioneer Drilling about the damage to roads in District 3 from oil truck traffic. They agreed on a figure of what it would cost for materials to repair the damage, and a check for over \$28,000 should be received sometime this week. On June 9, Mr. Stone attended the special commissioner meeting, and on the Tenth he received a request from John Louis on the Cage Ranch to work on the roads in that area. Carson Kravig should be taking care of the request today. Mr. Stone stopped by the

county shop on June 11, and Monty Mattson turned in his resignation on June 15. He and Monty went out and looked at roads. On June 16, Mr. Stone again went by the county shop, and on the Seventeenth he met with Monty who showed him what he does on a daily basis as far as paperwork. Mr. Stone said he will most likely take over those duties himself until they hire someone, as Mr. Mattson's last day will be June 30.

Ms. Devers reported that the commissioners may want to think of where people using the fairgrounds can go when there are severe weather warnings. When Rynea Kissel dropped off the keys from the Rodeo Bible Camp event she told Ms. Devers there had been tornado warnings for the county during the event. Barb Vaughn had suggested they take cover in the food booths under the grandstands, but they could not get in since those areas are locked. When asked, Fairgrounds Manager Julie Joffe told them she couldn't unlock them. Mr. Schiffers agreed that there needs to be a designated area or tornado shelter since there are many events held there during severe weather months. Mr. Ensign added that being allowed under the grandstands would be better than nothing since they are steel structures.

As a result of the meeting with Human Services Director Colette Barksdale on June 9, one of the DHS employees asked Ms. Devers if they would still be allowed to take fire and ambulance calls without using sick or vacation time, as has been done in the past. The Board agreed that since volunteers are very hard to come by in rural areas, there was no reason to change current policy. Another incident arose concerning the department's Y-Time and Ms. Devers contacted Chad Fittro who administers the program for Lincoln County. She updated him on what had occurred during the meeting with Ms. Barksdale and that she (Ms. Barksdale) had changed employee time sheets. Mr. Fittro said he can correct them on his end if need be. Prior to the Board's meeting with Ms. Barksdale, employees had editing capabilities within the system which allowed them to make minor corrections to their records if they made an error when entering their time. If they accidentally forgot to log out of the system, all employees have cell phones from which they could do so. As of June 15, employees were told by Ms. Barksdale that they would no longer have those editing capabilities because the commissioners had an issue with how it was being done. Ms. Devers remembered no discussion about the editing capabilities in Y-Time occurring during the meeting on June 9, nor did the commissioners. She asked if they wanted to require that Ms. Barksdale change the policy back to the way it was before, which would allow the employees to have the editing capabilities back. If they do, Mr. Fittro said he would ask that Ms. Barksdale be cc'd on any emails requesting the change, as he does not want to be caught in the middle. Mr. Stone felt that since it wasn't a problem prior to the meeting with Ms. Barksdale, the employees should be allowed to edit their timesheets. Ms. Devers asked if they wanted to meet with Ms. Barksdale again to discuss it, or perhaps they could see if Public Health Director Sue Kelly would come down after lunch and explain how the system works, since they also use Y-Time at the nurse's office.

When the meeting re-convened at 1:00 p.m., Ms. Kelly came down to discuss Y-Time. Ms. Devers asked if the Public Health employees have editing capabilities and she responded that they do; however, once the time sheets are approved at the end of the month, they can no longer go in and make corrections. Mr. Fittro can if necessary. The system also will not keep

data for more than a month or two. Ms. Devers asked if her employees can use their cell phones to access the Y-Time system and Ms. Kelly said that they can, and she can also monitor what everyone else is doing through her administrator capabilities. She added that she really likes the system even though it can be time-consuming to log in and out of the system or clock in and out of activities, but it is very beneficial in tracking the amount of time spent on activities, both by the individual and the agency, in order to bill specific contracts.

The Board thanked Ms. Kelly for the information and then decided to table further discussion until Mr. King could be in attendance.

Mr. Kimble was asked for his opinion on the GPA & GPE, Inc. contract and he stated that the current wording requires the county to defend Gravity Play if a third party were to bring action against them for wrongdoing. He added that the Colorado Constitution does not allow the county to indemnify or hold harmless any company or to pay attorney fees—it is not legal. Ms. Devers said the company will provide insurance and name the county as additional insured, but she hasn't had a chance to forward the contract to the county's insurance carrier yet. She will send the contract to CTSI along with Mr. Kimble's comments and let the Board know what they say. There had also been discussion of requiring participants to sign a waiver but Mr. Kimble said that waivers don't really protect the county in any way.

The proposal from Jim Humphrey to grind stumps at the fairgrounds was discussed, Ms. Devers stating that he most likely does not have liability insurance. He would not need Worker's Comp coverage as he does the work himself. Mr. Kimble said they could sign a simple contract with Mr. Humphrey and will forward an example to Ms. Devers.

Mr. Schiffers made a motion to approve a contract with Jim Humphrey to grind nineteen stumps at the fairgrounds for \$630, as long as Mr. Humphrey agrees to sign the contract. Mr. Stone seconded the motion, which carried.

Mr. Kimble provided an example of an employee performance appraisal he had gotten from the attorney's list serve, and Ms. Devers asked if the commissioners should complete a performance evaluation on Ms. Barksdale. He stated that since she is a contract employee, there may be nothing in her contract that would prevent the Board from not renewing it once it expires, but he said he would read it more thoroughly to make sure.

At the County Attorney conference, Mr. Kimble also learned about an archival template that will soon be available for county sheriffs, ethics where social media is concerned, and more about the Governmental Immunity Act. He asked if any written action had been taken with Ms. Barksdale and felt it may be a good idea to have an employee contact form completed and signed by her. Ms. Devers said that Ms. Barksdale will owe the county time and money and Mr. Kimble said he would look into what they could do to follow up the discussion on June 9.

Sheriff Tom Nestor stopped in to ask the commissioners if they still want him to have one of the local dealerships sell the 2010 white Silverado pick-up they are getting rid of. He had Anderson

Motors sell their last vehicle, so said he would go through Limon Chrysler this time if the Board wanted him to. The pick-up appraised between \$12,000 and \$15,000 and the commissioners told him to go ahead and see what Limon Chrysler can get for it.

Ms. Devers asked the sheriff when he would have the old Charger ready for the landfill, but he said he had no idea. It depends on when the lights are finished on the new pick-up and when they can get the car decommissioned. Mr. Schifferns asked if they reused the lights from old vehicles but Sheriff Nestor said he usually donates them to the fire departments.

Ms. Devers asked Sheriff Nestor if the county coroner has the right to respond to death scenes using flashing emergency lights and siren. The sheriff said he felt it would a huge liability to the county and a substantial risk versus reward, but he promised to check the laws and see if he could find anything that either allows or disallows it. Mr. Kimble put in that the county's insurance carrier may have a written policy, and the sheriff suggested polling other counties to see if they have had the issue arise. He added that he could see the benefit of lights when the coroner's vehicle is parked at a scene, and Mr. Ensign said that flashing yellow warning lights would be much better than red and blue emergency lights. The sheriff agreed, stating that law enforcement has to train on how to run emergent, and even with extensive training they are sometimes still involved in accidents. Ms. Devers added that CTSI or CAPP may also have some recommendations.

Mr. Stone called for old business and Ms. Lengel asked if they were still considering replacing the carpet and repainting the hallways of the courthouse since they had budgeted for it. Mr. Stone added that they had also discussed doing some work in the public women's restroom. Ms. Devers and Ms. Lengel said the entire restroom needs to be redone, including the walls, flooring, stalls, and toilets. Mr. Stone asked if John Mohan could do any of the work and Ms. Devers said they would just need to request bids. Of course, it presents the problem of what to do about a public restroom while the work is being done. Ms. Lengel asked if the work could be done over a three-day weekend.

Due to the amount of rain that has been received, the courthouse is once again having drainage issues, and John Mohan showed Ms. Devers and Mr. Ensign some areas in the parking lot where water is coming up from underground. Ms. Devers explained to Mr. Stone and Mr. Schifferns that the water from the downspouts used to run directly onto the parking lot, which caused several problems when it froze in the winter time. Not only that, but the constant moisture ruined the asphalt. Chris Monks had suggested somehow collecting all the water in one location and then draining it out into the pond west of the courthouse, but the commissioners at that time hadn't wanted to spend the money it would take to do that. They had compromised and Ted Lyons came up with the solution to install the drains that run beneath the building and parking lot. Mr. Ensign commented it may not be a good idea to drain it into the water table.

The commissioners, Ms. Devers, and Mr. Ensign went outside to look at the parking lot and see if they could find John Mohan.

With no further business to come before the Board, the meeting was adjourned until 9:00 a.m. on June 29, 2015.

Corinne M. Lengel, Clerk to the Board

Doug Stone, Vice-Chairman