

Board of County Commissioners of Lincoln County  
Agenda for September 30, 2015

9:00 Call to order and Pledge of Allegiance

9:30 Bill Noyce, Financial Professional for Curian Clearing, to discuss investment of the county's retirement funds

10:00 Colette Barksdale, Human Services Director, to present the Department of Human Services monthly report

1. Approve the minutes from the September 29, 2015 meeting
2. County Commissioner reports
3. County Administrator's report
4. County Attorney's report
5. Old business
6. New business
7. Approve additional expense vouchers if necessary

The Board of Lincoln County Commissioners met at 9:00 a.m. on September 30, 2015. The following attended: Chairman Greg King, Commissioners Doug Stone and Ed Schifferns, County Administrator Gary Ensign, and Clerk to the Board Corinne M. Lengel. County Attorney Stan Kimble attended in the afternoon.

Chairman King called the meeting to order and led the Pledge of Allegiance.

Mr. Schifferns made a motion to approve the minutes from the meeting held on September 29, 2015, as submitted. Mr. Stone seconded the motion, which carried unanimously.

Mr. Stone reported attending the budget hearings on September 22 and the Colorado East Community Action Agency meeting on September 24. They would like to complete their strategic planning but need to adopt a Needs Assessment Plan first. They agreed to increase employee salaries and there is still some LEAP funding left. Becky Carter had received a check from Human Services in the amount of \$1,000 that she had not applied for and gave it to Mr. Stone, saying she felt it should be returned to DHS as she had no way of tracking the money. Mr. King said they could ask Colette Barksdale about it when she met with them later in the day. District Three was laying asphalt also that same day. On September 28, Mr. Stone stopped by the county shop to speak with Road Foreman Rick Ashcraft about future road projects in 2016. After the previous day's meeting, he spoke with Rick about the countywide fire ban and placing a truck in Karval. He called Jeff Thornton who told him they could park a truck west of the fire department on land owned by Karval Alliance. Mr. Stone received a call that same evening from a county resident requesting a truck for trash collection and they put one out this morning.

Mr. Schifferns reported attending the budget hearings on September 22 and checking roads south of town on September 23. He attended the hospital board meeting on the Twenty-fourth and said that Walmart is now offering ET scans for \$400. They also discussed rural communities using telecommunications for healthcare, stating that the goal is to improve the attitude of residents who tend not to want to go to the hospital. AirLife is scheduled to go live on October 9. Mr. Schifferns spoke with Chris Monks on September 28 and was told that road crews are mowing the ditches, hauling gravel, and putting a cattle guard in at Forristalls. They are also fixing Cody Clark's road with culverts and working on the road to the old Bain place. After the meeting on September 29, Mr. Schifferns talked to Chris about the fire ban and was told they have used the dumpsters at the fairgrounds in the past. Since he wasn't clear about putting a truck at the courthouse or how the dumpsters were emptied, he said he would call Chris at noon to clarify.

Mr. King commented that he spoke with Mark McHone about it as well and they will put a dumpster in Arriba since they don't have any extra trucks available. Genoa residents will have to haul their trash to the landfill unless Mr. King decides to put a dumpster at the county shop.

Mr. King reported attending the Economic Development meeting on September 23. Trey Ford, who is now a fulltime member, and Hugo town board member Dave Dobbs were at the

meeting. On September 25, he stopped by the landfill and talked to Allen Chubbuck. The metal pile is being slowly reduced but the wood pile has gotten exceedingly high. As for roads in District Two, Mr. King said they are working on spreading out the ridges as the weeds and grass dry out. He asked Mr. Ensign if he had an estimate on the mill levy for the 2016 budget yet, but Mr. Ensign said he had concentrated mainly on the expenditures rather than the revenues so far. He will work on it, but added that he has not yet received the growth limit letter from DOLA, which will be one of the driving factors.

At 9:30 a.m., Bill Noyce, Financial Professional for Curian Clearing, and Mark Alexander with SEI met with the Board to discuss investment of the county's retirement funds. Mr. Alexander gave some background on SEI, stating they have been in business since 1968. He has been with SEI for twenty-one years and works out of the Seattle office. His sales region includes Washington, Oregon and Colorado. SEI manages about \$250 billion and is the twenty-fifth largest company of the five hundred mutual fund companies currently in operation. His division of SEI only works with a network of independent financial planners and advisors such as Mr. Noyce and they have limited their distribution to that marketplace.

Mr. Schiffers asked Mr. Alexander what he could do for Lincoln County and was told that they will give opinions and advice on the investment plan, but Mr. Noyce manages the three different portfolios currently used by the county; what he calls Bucket #1, Bucket #2, and Bucket #3. There is a long-term or conservative strategy plan, a moderate strategy plan, and a short-term or aggressive investment strategy plan. Mr. Alexander added that it is SEI's belief that one money management firm cannot be good at everything, so they search for firms that are prudent and competitive yet in line with their expectations. They customize and build portfolios based on the goal for that type of portfolio. Mr. Schiffers asked about the growth of the company since its inception, and Mr. Alexander responded that in terms of employees, there were between 400 and 500 when he first started with SEI and there are now 3,000. He added that the stock has done very well in the past twenty years and SEI has grown in relation to other companies tremendously since 1994. The projected growth of the company is based on earnings per share, and Mr. Alexander said that advisors like SEI because it is a publically traded company which makes it very transparent.

Mr. Noyce spoke up to say that he, the commissioners, and the county administrator are generally on one side of the table and the investment company is on the other. If the investment company does not perform to his or the county's expectations they will fire the company and move on.

Mr. Alexander asked if anyone else had questions and Mr. King stated that the description of the bucket analogy answered any questions he had. Mr. Alexander commented that the county is doing things the way SEI considers "the right way."

Mr. Noyce said that with the change from Curian Capital to SEI, the hope is to keep the new checking account right at \$100,000. He asked if the county will be able to offer automatic withdrawals for retirees since monthly checks will no longer be written. Mr. Ensign said he'd

been working with the clerk's office to achieve that goal, which seems attainable. Mr. Ensign added that they would not be able to open the new account until the checks going out to retirees today had cleared the bank. Mr. Alexander said that the county's assets will be held at SEI Private Trust Company and they have inherent protections in place. Paper statements will go out quarterly and monthly financial statements will be available electronically.

Mr. Alexander asked that the commissioners sign a Standing Instruction Form which requires authorization to a specific bank or banks. At one time, he explained, advisors could make distributions but there were issues of fraud that caused advisors to be tricked into distributing funds to clients who had not requested disbursement. Advisors can no longer distribute to an individual or make distributions without the form. Since putting the practice in place, Mr. Alexander said that no cases of fraud have been reported. Mr. Noyce stated that he calls the individual each time he receives an email which he believes also helps prevent fraud.

Mr. Schifferns made a motion to approve the establishment of a checking account at First National Bank of Hugo for the Lincoln County Employee Pension Plan, and to sign the Standing Instruction Form with SEI Private Trust Company. Mr. Stone seconded the motion, which carried unanimously.

Mr. Stone then made a motion to sign an Entity Account Information Form for a moderately aggressive growth account and to approve the transfer of \$7,500 into the new checking account at First National Bank of Hugo once it is opened. Mr. Schifferns seconded the motion, which carried unanimously.

Human Services Director Colette Barksdale and Robert Kraxberger arrived to give the monthly report for the department, and Mr. King told them it would be another twenty or thirty minutes before they finished up the business at hand. Ms. Barksdale said to call her when they were ready.

Mr. Noyce said the commissioners would need to sign forms for each of the portfolios, or buckets; an account application form, an advisory agreement form, and a liquidation/cash transfer form.

Mr. Stone made a motion to sign an Advisory Agreement for SEI Asset Allocation Program between Cetera Advisor Networks, LLC, investment advisor representative of Cetera Advisor Networks LLC William Noyce, and the Lincoln County Employee Pension Plan Bucket #3. Mr. Schifferns seconded the motion, which carried unanimously.

Mr. Stone made a motion to sign the Account Application for Qualified Plans with SEI Private Trust Company for Lincoln County Pension Bucket #3, Defined Benefit Plan; Private Client-Aggressive Strategy. Mr. Schifferns seconded the motion, which carried unanimously.

Mr. Stone made a motion to sign the Liquidation/Cash Transfer Form between Curian Capital and SEI Private Trust Company Lincoln County Employee Pension Plan (Bucket #3). Mr. Schifferns seconded the motion, which carried unanimously.

Mr. Stone made a motion to sign an Advisory Agreement for SEI Asset Allocation Program between Cetera Advisor Networks, LLC, investment advisor representative of Cetera Advisor Networks LLC William Noyce, and the Lincoln County Employee Pension Plan Bucket #2; moderate strategy investment plan. Mr. Schifferns seconded the motion, which carried unanimously.

Mr. Stone made a motion to sign the Account Application for Qualified Plans with SEI Private Trust Company for Lincoln County Pension Bucket #2, Defined Benefit Plan; Core Market Strategy. Mr. Schifferns seconded the motion, which carried unanimously.

Mr. Schifferns made a motion to sign the Liquidation/Cash Transfer Form between Curian Capital and SEI Private Trust Company Lincoln County Employee Pension Plan (Bucket #2). Mr. Stone seconded the motion, which carried unanimously.

Mr. Schifferns made a motion to sign an Advisory Agreement for SEI Asset Allocation Program between Cetera Advisor Networks, LLC, investment advisor representative of Cetera Advisor Networks LLC William Noyce, and the Lincoln County Employee Pension Plan Bucket #1; conservative strategy investment portfolio. Mr. Stone seconded the motion, which carried unanimously.

Mr. Stone made a motion to sign the Account Application for Qualified Plans with SEI Private Trust Company for Lincoln County Pension Bucket #1, Defined Benefit Plan; Private Client-Conservative Strategy. Mr. Schifferns seconded the motion, which carried unanimously.

Mr. Stone made a motion to sign the Liquidation/Cash Transfer Form between Curian Capital and SEI Private Trust Company Lincoln County Employee Pension Plan (Bucket #1). Mr. Stone seconded the motion, which carried unanimously.

The Board thanked Mr. Noyce and Mr. Alexander and then spoke briefly with Ms. Devers who had arrived shortly before the two left. She provided documentation for an employee in Human Services who has not been granted a raise or promotion in two years, even though the pay schedule and updated job title say the raise should have been given. She also provided a copy of the current (2015) pay scale and a copy of the revised employment contract for the administrator of Human Services. Ms. Devers felt that Ms. Barksdale tends to create new titles within the levels on the pay schedule in order to promote employees however she wants to.

Mr. Ensign called Ms. Barksdale and Mr. Kraxberger back to the meeting and the Board reviewed August reports, time sheets, financials, and the C-Stat report. Ms. Barksdale commended her staff for receiving an excellent rating on the August C-Stat Dashboard report.

Ms. Barksdale had received a letter requesting commissioner approval for the County Administration Payback of \$13,262.82. The Board had already approved the repayment at the meeting held on August 18, 2015.

Since there may possibly be a federal government shutdown occurring later this evening, Ms. Barksdale said they had received information from USDA regarding what would happen to SNAP (Supplemental Nutrition Assistance Program) recipients if the shutdown actually happens. They were told the food assistance benefits would not be honored after a couple of days. Mr. Kraxberger put in that Congress is not funding the program but according to the Obama administration, Congress has the power to fix it. However, USDA is required by law not to spend money they don't have. The feeling is that if the shutdown occurs, USDA will also shut down the SNAP program, as they do not have enough contingency funds to keep it running. Recipients of the assistance have cards that simply will not work when they try to get food. Mr. King asked if DHS would notify its clients but Ms. Barksdale said they have no capability of notifying their clients of anything due to the way they are put into the system. She stated that approximately 220 families may be affected in Lincoln County.

Ms. Barksdale said she'd been approached by a resident asking why school supplies were no longer being distributed by DHS each year and asked the commissioners to let people know, should they ask, that the program was never meant to be long term. They used federal funds so had to follow federal guidelines and since the county is no longer considered to be "poor," the unemployment rate is not high enough, and they do not meet the required numbers for free and reduced lunches at the schools, the program can no longer be offered.

CKLECC has hired Candy Chamberlain from Wild Horse as the new representative to the Child Care Project. She will be paid through Lincoln County but any promotions or raises will be approved by the council. They did receive a grant from Temple Hoyne Buell in the amount of \$17,000 to fund the position. Ms. Chamberlain will work with Lincoln County Economic Development Director Troy McCue to help with fundraising and local business support. CKLECC will also enter into an independent contract with Carol Spadey who was hired to coach child care homes and centers, which they are required to provide. The main purpose is to get money into quality child care.

Ms. Barksdale would also like permission to apply for a \$25,000 TANF grant for CKLECC. Each of the three counties made the \$100,000 in TANF reserves, but the money returned last year could have gone to support CKLECC instead of going to larger counties. Ms. Barksdale said she would write up the grant and let the council apply if the commissioners have no objection, which they didn't.

Mr. Stone returned the \$1,000 check from Becky Carter and Mr. Kraxberger commented that they had given it to Colorado East as a mini-grant to help with the program at Nu-2-U.

Ms. Barksdale said she'd received a call from Tammy Yoder regarding Karval Head Start slots, but Ms. Barksdale had never heard of any grants being given to them. Mr. Kraxberger put in

that when Head Start was first created they wrote all the area preschools into the grant to help with the application. Ms. Barksdale said that Ms. Chamberlain will research setting up more Head Start programs.

As for moving their things from the office given to County Coroner Andy Lorensen, Ms. Barksdale asked if the move could be postponed for a while. The electronic babies have to be kept at a constant temperature due to their electronic components, and the files need to be kept under a double lock. They had talked with John Mohan but there doesn't seem to be any other place available for them to store the items in that office. They did look in both Conex containers, which are full, and would need to install electricity if they purchase a new one. They have also discussed putting some type of small building up in the courthouse parking lot area for visitations, but have not finalized any plans. If they do get a building, they could use it for storage of the files and other items as well.

Mr. King said they had already committed the office to the coroner as of the first of the year, so they would just need to figure something out. Ms. Devers suggested calling the Extension office to see if they would have an empty office or area that could be used, and Mr. King added that the commissioners have talked about building a structure for the Extension office out at the fairgrounds, which would leave the north half of the annex available for storage. Ms. Barksdale stated that would also work for their visitations since it has a kitchen. Mr. King said if they all work together they are sure to find a solution.

Mr. King asked that Ms. Barksdale remain and Mr. Kraxberger left the meeting.

Mr. King told Ms. Barksdale that the Board had been reviewing her 2016 budget request and it seemed that she has added numerous job titles to create new positions for promotions. He added that he doesn't believe that job titles should be created as a means to move people up the ladder; if they want to continue moving up they should obtain the degree, training, or education required to fit the current job title on that level. He told Ms. Barksdale the Board would like to see written justification for changing a job title; basically a comparison of what the old job duties were to what the new job duties are to justify that change. They would also like job descriptions for each of the positions and why is it necessary to change an employee's job title.

Mr. Schiffers said the commissioners do not want hard feelings among the employees in various departments and if Ms. Barksdale is constantly allowed to promote employees, other departments should have the same right. Ms. Barksdale said the Board certainly has the right to deny any promotion she brings forward, but she has always made sure they were approved through board action.

Ms. Devers suggested she go back to the 2014 pay schedule and document the job titles from that year and then show what titles were added or changed in 2015, as well as in 2016. If a particular job title's name were changed for some reason, Ms. Devers suggested Ms. Barksdale document that as well. Ms. Barksdale said she would see what she could do.

Mr. King brought up the employee who had not been granted a promotion and asked what the reason for the delay was. Ms. Barksdale said there was no delay; she simply felt the employee was not ready for the promotion. She stated the employee took a very long time to complete their training and she did have conversations with the person to let them know that. Mr. King asked if the conversations were documented but Ms. Barksdale said they had not been. Ms. Barksdale stated she felt the employee had relied too much on the state, other counties, and other employees and had not felt that the promotion should be given.

Mr. King reiterated that she must document every dispute she has with every employee and they must both sign the document.

At 1:00 p.m., County Attorney Stan Kimble gave his report, stating he had picked up a packet of information in the condemnation action that County Treasurer Jim Covington was named in between Tri-State and Kyle Railroad. There is a Deed of Trust in the action so if the judge allows condemnation the money that comes with it may go to the Deed of Trust.

Mr. Kimble had nothing further to report and the Board discussed the county personnel policy and procedure manual with the county attorney.

Mr. Schifferns told Ms. Lengel that he had spoken with Chris Monks at noon and District One will park a dump truck at the courthouse for trash collection to help out during the countywide fire ban.

Ms. Devers asked Mr. Kimble to request information on the County List Serve as to how other counties handle paying an employee hired by the tourism board; whether or not they have used tourism funds. The Lincoln County Tourism Board would like to hire an event planner and want to use their tourism dollars for the person's salary.

Mr. Ensign reported that the county has been awarded a \$150,000 DOLA grant for the Lincoln County Fairgrounds Sanitary Sewer Improvement project. He had also received two additional Memorandums of Understanding from the Colorado Department of Revenue for designation of a representative to control confidential data; one for sales and use tax and the other for lodging tax.

Mr. Stone made a motion to appoint Gary Ensign as the county's representative to receive the confidential information. Mr. Schifferns seconded the motion, which carried unanimously.

With no further business to come before the Board, the meeting was adjourned until 9:00 a.m. on October 7, 2015.

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Corinne M. Lengel, Clerk to the Board

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Greg King, Chairman