

COMMISSIONERS PROCEEDINGS 1

BOARD OF COUNTY COMMISSIONERS

Minutes of Meeting

January 27, 2015

The Board of Morgan County Commissioners met on Tuesday, January 27, 2015 at 9:07 a.m. with Chairman Pro Tem Laura Teague and Commissioner Jim Zwetzig in attendance. Chairman Pro Tem Laura Teague called the meeting to order with Morgan County Department of Human Services Administrative Assistant Jana Sena leading the meeting in the Pledge of Allegiance to the Flag.

CONSENT AGENDA

Consideration of Approval of the Board of County Commissioners Meeting Minutes dated January 20, 2015
Ratify 2014 Treasurer Six Month Report (7/7/14-12/31/14)
Ratify the Board of County Commissioners approval of Contract 2015 CNT 02 Tyler Technologies (annual software support)
Ratify Chairman Brian McCracken's signature on the renewal for Contract 2015 CNT 08 for the VALE Grant
Ratify Chairman Brian McCracken's signature on a third amendment for Contract 2015 CNT 12 for Correctional Health Companies, Inc. for inmate health care services
Ratify Chairman Brian McCracken's signature on Colorado EMTS Provider Grant Request for pediatric equipment (Ambulance Service)
Ratify the Board of County Commissioners approval of the Colorado Open Records Act (CORA) Policy

Commissioner Zwetzig made a motion to approve all items on the Consent Agenda. Commissioner Teague seconded the motion and motion carried 2-0.

GENERAL BUSINESS AND ADMINISTRATIVE ITEMS

Consideration of Approval- 2015 Morgan County Fee Schedule

Chairman Pro Tem Teague asked to move Item #9 from the General Business and Administrative Items to the top of the agenda to allow Undersheriff Dave Martin to provide comments regarding the 2015 Fee Schedule. Mr. Martin stated there are currently fees that are not included in the Sheriff's Fee Schedule and asked the Board for additional time to provide the necessary information. Commissioner Zwetzig made a motion to table the matter until February 3, 2015 with Chairman Pro Tem Teague seconding the motion. Motion carried 2-0.

Consideration of Approval-CONTRACT-2015 CNT 03-Morgan County Human Services-Veteran's Affairs

Morgan County Department of Human Services Interim Director Jacque Frenier presented to the Board for approval Contract 2015 CNT 03, the contract between Morgan County Department of Human Services and Veteran's Affairs. Frenier stated the contract is the annual rental lease agreement commencing January 1, 2015 through December 31, 2015 providing office space to the Veteran Service Officer, Stan Gray. Commissioner Zwetzig made a motion to approve the contract as outlined by Ms. Frenier, and authorized the chair to sign with Chairman Pro Tem Teague seconding the motion. Motion carried 2-0.

Consideration of Approval-CONTRACT-2015 CNT 04-Morgan County Human Services-Child Welfare

Morgan County Department of Human Services Interim Director Jacque Frenier presented to the Board for approval Contract 2015 CNT 04, the lease agreement between Morgan County Department of Human Services, Child Welfare Department and Morgan County Government for use of the building located at 602 Ellsworth Street, Brush, Colorado, with said term to commence January 1, 2015 and ending December 31, 2015 at the rate of \$700.00 per month. Frenier explained the building will be used for parent child visitations for out of home placement children. Commissioner Zwetzig stated this is the structure that used to house the on-site caretaker for Morgan County Fairgrounds, and it will now be utilized for the Department of Human Services. This structure may also be utilized in the future for office space as necessary. Frenier further discussed some minor issues that have occurred with the building and stated they are working through the issues at this time. Chairman Pro Tem Teague asked Ms. Frenier to keep the Board apprised as to any further issues. Commissioner Zwetzig made a motion to approve Contract 2015 CNT 04 indicating the funding source as Child Welfare, and authorized the Chair to sign. Chairman Pro Tem Teague seconded the motion. Motion carried 2-0.

Consideration of Approval-CONTRACT-2015 CNT 05-Morgan County Human Services-Central Services

Morgan County Department of Human Services Interim Director Jacque Frenier presented to the Board for approval Contract 2015 CNT 05, an agreement between Morgan County Department of Human Services and Morgan County Central Services. Frenier explained that this contract allows for Morgan County to provide accounting services to the Department of Human Services, including payroll, benefit administration, and other accounting functions including 20 percent overhead costs for the term of January 1, 2015 through December 31, 2015. Finance Director, Michelle Covelli, indicated that the fee for service has not changed from the prior year and that her office also provides accounts payable services at this time. Commissioner Zwetzig stated that there is currently an accounting clerk at the Department of Human Services that is responsible for providing direct services to the department. He stated that it should be noted that Morgan County is not responsible for totally funding these services explaining that State and Federal government programs provide reimbursement to the County at approximately 80 percent. Commissioner Zwetzig made a motion to approve Contract 2015 CNT 05 as outlined by Ms. Frenier. Chairman Pro Tem Teague seconded the motion. Motion carried 2-0.

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Consideration of Approval-CONTRACT-2015 CNT 06-Morgan County Human Services-Morgan County Legal Services- Exception Child Support Services

Morgan County Department of Human Services Interim Director Jacque Frenier presented to the Board for approval Contract 2015 CNT 06, an agreement between Morgan County Department of Human Services and the Morgan County Assistant Attorney to provide legal services to the various programs including Fraud Investigations with the exception being Child Support Services. This contract shall not exceed \$91,000 for the calendar year commencing January 1, 2015 through December 31, 2015 and indicated the majority of services are being provided to Child Welfare and CORE Programs. Chairman Pro Tem Teague noted that the board has appointed Mr. David Bute as the Attorney to provide these legal services. Commissioner Zwetzig made a motion to approve the contract as presented by Ms. Frenier. Chairman Pro Tem Teague seconded the motion and motion carried 2-0.

Consideration of Approval-CONTRACT-2015 CNT 09-Morgan County Human Services-Morgan County Attorney – Child Support Legal Services

At this time, the Board agreed to move to item #6 as indicated on the agenda in order to allow Ms. Frenier to continue presenting.

Morgan County Department of Human Services Interim Director Jacque Frenier presented to the Board for approval Contract 2015 CNT 09, an agreement between Morgan County Department of Human Services and the Assistant County Attorney, to provide legal services to the Child Support Division. This contract is not to exceed \$5,900 for the term of January 1, 2015 through December 31, 2015. Commissioner Zwetzig made a motion to approve Contract 2015 CNT 09 as presented by Ms. Frenier, Chairman Pro Tem Teague seconded the motion and motion carried 2-0.

Further discussion then followed regarding the increased costs for Medicaid Services in Morgan County as to human services activity and the fact there is no additional funding being provided at this time by either the State or Federal levels. Commissioner Zwetzig further stated that the department is required to continue providing these services and the influx of clients has created a burdensome situation which stems from the unfunded mandates that have resulted from the Affordable Health Care Act.

Consideration of Approval-CONTRACT-2015 CNT 07-Salisbury Supply Co., Inc.-2014-1216-Automotive Filters

The Board then moved back to item #5 with Morgan County Public Works Director Bruce Bass presenting to the Board for approval Contract 2015 CNT 07 with Salisbury Supply Company. Mr. Bass explained this contract is an agreement between the Morgan County Fleet Department and Salisbury Supply Company indicating it is tied to a bid award which was approved on 12/23/14. Mr. Bass stated the contract will commence January 1, 2015 and expire December 31, 2015. He further outlined the costs as being referenced as Exhibit A in the Contract. Chairman Pro Tem Teague explained that this contract had been approved by the Board when the bid was awarded on 12/23/14 and that Commissioner McCracken had already signed the agreement. Commissioner Zwetzig stated he would affirm the approval in his motion. Commissioner Zwetzig inquired about the issue regarding the contract with this vendor in 2014 as to costs having been increased with Mr. Bass verifying that this current contract includes the assurance that the vendor must hold firm to the proposed costs in the awarded bid. Chairman Pro Tem Teague explained that the reason the board approved to pay the costs last year was due to the fact the increased costs were still lower than the next lowest bid which was submitted. Commissioner Zwetzig made a motion to approve the contract reaffirming Commissioner McCracken's signature on the contract, with Chairman Pro Tem Teague seconding the motion. Motion carried 2-0.

Consideration of Approval-CONTRACT-2015 CNT 10-Sigma Financial Corporation/National Financial Services, LLC

Chairman Pro Tem Teague indicated that Morgan County Treasurer Bob Sagel has requested that Contract 2015 CNT 10 with Sigma Financial Corporation/National Financial Services, LLC be tabled until further notice in order for Mr. Sagel to obtain additional information. A motion was made by Commissioner Zwetzig to table the matter until Mr. Sagel is ready to present the information, with Chairman Pro Tem Teague seconding this motion. Motion carried 2-0.

Consideration of Approval-2015 CNT 11-Commercial Printers & Signs, LLC

Chairman Pro Tem Teague explained that this contract was approved by the Board when the bid was awarded on 12/23/14 and that Commissioner McCracken had already signed the agreement. Commissioner Zwetzig stated he would affirm the approval in his motion. Morgan County Clerk and Recorder Susan Bailey presented the contract, 2015 CNT 11 to the Board as the contract for Morgan County Printing/Stationery Services, for the term of January 1, 2015 through December 31, 2015. Commissioner Zwetzig made a motion to approve the contract reaffirming Commissioner McCracken's signature on the contract, with Chairman Pro Tem Teague seconding the motion. Motion carried 2-0.

Consideration of Approval- 2015 Morgan County Purchasing Policies and Procedures

Finance Director Michelle Covelli presented to the Board for approval the 2015 Morgan County Purchasing Policies and Procedures. Ms. Covelli summarized several revisions that have been made to the policy as a result of meeting with Morgan County Department Managers and finding that it would be better streamlined to allow for more

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discretion of the department managers as to spending limits and the requirements. Ms. Covelli outlined the spending limits as follows: Verbal quotes will be required for purchases between \$5000 and \$10,000; written quotes to be required for purchases between \$10,001 and \$20,000 and a formal bid process required for any purchase over \$20,001. She indicated that department managers shall still obtain best pricing on purchases under \$5000.

Ms. Covelli stated a new policy has been added in regard to requiring contracts for all services and summarized that for services incurring costs below \$5000 will require the General Services Agreement, Short Form and those over \$5,000 will require the General Services Agreement, Standard Form. The policy is written which allows authorization by the Board of County Commissioners for Department Managers to sign the General Services Agreement Short Form without presenting to the Board for formal approval. All services incurring costs above \$5,000 will require the Board of County Commissioner's formal approval. Commissioner Zwetzig asked that it be noted that the Department Managers will now be required to take on this responsibility to assure that the contract policy is followed. Commissioner Zwetzig made a motion to approve the 2015 Purchasing Policies and Procedures with Chairman Pro Tem Teague seconding the motion. Motion carried 2-0.

COUNTY OFFICIAL AND DEPARTMENT HEAD REPORTS

Commissioners reviewed the calendar dated January 23, 2015 through February 3, 2015 with no changes.

Commissioner Zwetzig asked that it be noted that the County has entered into a broadband study with NECALG and the first steering committee will be this Friday, January 30, 2015 and that he has been chosen as Morgan County's representative. He further explained that this project stems from a DOLA Grant and it is hopeful to extend broadband services to the Morgan County area.

Chairman Pro Tem Teague then introduced Craig Harris, introducing him as being the current Wiggins High School Security Officer. Mr. Harris introduced himself to the Board and stated that he would like to officially publicly announce his candidacy for County Commissioner in District 1 with the understanding that Commissioner Brian McCracken's term is expiring in 2016. He provided a brief synopsis of his background explaining his current duties as the security officer for Wiggins School District as well as having served on the Wiggins School Board in the past. He also served as an officer for the Colorado State Patrol for several years and was employed as an officer for the Wiggins Police Department as well.

UNFINISHED BUSINESS

There was no unfinished business.

CITIZEN'S COMMENT PERIOD

There were no citizen comments.

We hereby adjourn and are in recess at 9:40 a.m..

Respectfully Submitted,

Susan L. Bailey
Clerk to the Board

**THE BOARD OF COUNTY COMMISSIONERS
MORGAN COUNTY, COLORADO**

s/ Laura Teague
Laura Teague, Chairman Pro Tem

s/ Jim Zwetzig
Jim Zwetzig, Commissioner

(SEAL)

ATTEST:

s/ Susan Bailey
Susan Bailey, Clerk to the Board