

**PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING, JULY 6, 2009**

THE BOARD OF COUNTY COMMISSIONERS OF CUSTER COUNTY MET IN REGULAR SESSION WITH THE FOLLOWING MEMBERS PRESENT:

Lynn Attebery	Chairman
Jim Austin	Vice-Chairman
Carole Custer	Commissioner
Kris Lang	Deputy Clerk to the Board

Also present was Nora Drenner reporter for the Wet Mountain Tribune and several community members.

AGENDA:

- Call meeting to order
- Pledge of allegiance
- Amend Agenda
- Public Health Staff Report
- Special Events Permit – Chamber of Commerce
- Debbie Livengood, Clerk and Recorder
- Tourism Board
- Human Resource & Finance Report
- Social Services Report
- Road and Bridge Report
- Personnel Policy Manual Update

The meeting was called to order at 10:00 AM and the Pledge of Allegiance was recited.

MOTION by Commissioner Attebery, seconded by Commissioner Custer:

To accept the agenda as posted. Motion carried unanimously.

MOTION by Commissioner Attebery, seconded by Commissioner Austin:

To approve the minutes of the June 17, 2009 BOCC meeting held in Wetmore. Motion carried unanimously.

The Board discussed various selling options for the county's outdated vehicles. Commissioner Custer proposed that the department and staff utilizing the vehicle prepare a buyer and seller fact sheet on the vehicle to assist with the advertising and marketing. She suggested the departments selling the vehicles complete a written deposit designation. Commissioner Attebery said it was his understanding that any profits from the sale of the out-dated vehicles would be deposited in the county general fund. He said he will contact the county departments with vehicles for sale and obtain written confirmation that the proceeds from the sale will be deposited into the county general fund.

Commissioner Attebery inquired about the source of funding for the Custer County Kids Club (CCKC) salaries after June 30, 2009. Commissioner Custer responded that confirmation of the funding would need to be a discussion with Social Services Director, Laura Lockhart. She said there was a plan and the Social Service Department and the BOCC would need to review the progression.

Commissioner Austin expressed concern that several county employees are losing some of their accrued vacation time because they are not able to take the time off from their job duties. He asked if the current Custer County Personnel Policy (CCPP) addressed the issue. Commissioner Custer responded that the CCPP stated if accrued vacation time was not used within a specific time frame it would be forfeited. She said that no-one is indispensable and employees need to take care of themselves and their health by taking time away from the work place. Commissioner Austin said if the Board is encumbering additional duties outside an employee's job description that prevents time off, the Board is ultimately responsible. He asked the Board for suggestions or ideas. Commissioner Custer responded that to be fair any decisions in this regard would have to be placed across the board. She said she was not comfortable making an arbitrary decision that affects all the departments without obtaining input from the other elected officials and department heads. Commissioner Attebery agreed.

Debbie Livengood, Clerk and Recorder presented the Special Events Liquor License Permit on behalf of the Custer County Merchants and Chamber of Commerce for the private cutting horse event scheduled at the Painted View Ranch on July 23, 24, 25, 16, 2009. She stated the application was complete and in order.

MOTION by Commissioner Austin, seconded by Commissioner Custer:

To approve the Special Events Liquor License Permit as presented. Motion carried unanimously.

Donna McDonnall, Custer County Public Health Nurse met with the BOCC and gave her monthly report. She reported 32 childhood immunizations, 13 adult immunizations and 56 blood pressure screening were administered in June 2009. She said the Boy Scout Camp was free from any further communicable disease outbreaks and reported no hospitalizations were required. She stated she was in the process of clarifying the protocol for the Environment Health Contract with the Towns of Silver Cliff and Westcliffe. Ms. McDonnall gave an update on the summer interns; public health trailer customization, Medical Reserve Corp. (MRC) volunteers and the senior blood pressure clinics. She reported that Kathy Brown RN from the CDPHE Office of Planning and Partnership conducted an on-site evaluation on June 29, 2009 to determine compliance with the scope of work required by the nursing contract. Ms. McDonnall stated the office had passed and that a written report will be forthcoming. She displayed the portable defibrillator and emergency supplied backpacks that Custer County was awarded at the Tri-Regional Public Health Nurses meeting held in LaVeta. She asked the Board if they had a chance to review the projected expanded job description, costs and resources she presented on June 30, 2009. The Board responded they were in support of the proposal and requested the figures be included in the 2010 budget proposal.

Cindy Howard, Bob Weisenbach and Angie Arterburn representing the Tourism Board met with the BOCC and gave reports. Ms. Howard gave a financial report update. She remarked that they had received numerous leads off the Colorado State Vacation Guide as a result of the agreement with the Chamber of Commerce. She said the Tourism Board and the Chamber of Commerce coordinated for the publication and distribution of the 2009 Custer County Visitors Guide.

Ms. Howard explained that all rented spaces within the county for tents, campers and trailers fall under the lodging tax requirements. She stated the Tourism Board has informed the sponsors of the Bluegrass Festival and the Bike with Pike of the tax guidelines and will continue to notify all the appropriate sponsors for the upcoming scheduled events.

Mr. Weisenbach reported the Tourism Board had three grant applications in process. He suggested the local merchants reference their visitor and tourist list for potential follow-up and advertising. He said they have committed to a co-broker advertisement targeting the Fort Carson and Peterson Air Force bases. He remarked they would continue to explore marketing options focusing on the awareness of Custer County. Mr. Weisenbach commented they would continue to revise and condense the visitors guide for economic mailing purposes. He said the ideal situation would be to direct visitors to their website for information. He confirmed the tourism website was linked with the county and Chamber of Commerce websites.

Ms. Arterburn stated the Colorado State Vacation Guide unsuccessfully attempted to direct visitors to the website. The website made more visitors aware of the area and the interested visitors still requested a hard copy mailing.

Ms. Howard said the Tourism Board meets in the HHRC and requested rent fee verification for that use. Following a brief discussion the Board agreed there would not be any rental fees applied at this time. Commissioner Attebery said the county is still reviewing various rental fee options to help sustain the HHRC.

Dawna Hobby, Human Resource/Finance Manger met with the BOCC and gave a monthly report. She said the auditors were requesting additional paperwork on the Community Development Block Grant (CDBG) for the HHRC. Commissioner Custer will provide the auditors with the required paperwork to complete the audit. Ms. Hobby reported the auditors were concerned that the Memorandum of Understanding (MOU) under TANF for the Custer County Kids Club (CCKC), Custer County Youth Club (CCYC) and the Hanssen Haus Resource Center (HHRC) were not signed until May of 2009 when the programs were being paid through the county beginning January 2009. The auditors expressed concern that the employment contracts for these programs were not signed by the BOCC, Chair. The auditors had reported a non-compliance issue regarding the operation of the HHRC without a MOU for the month of December 2008. Ms. Hobby stated the auditors are requesting completion of the appropriate MOU(s) and Employment Contract(s) for any active program as of July 1, 2009. Commissioner Attebery said the Board will review the request with the County Attorney at the July 7, 2009 BOCC meeting. Ms. Hobby reported that June 2009 was the highest and largest pay-out on record.

Commissioner Attebery said that Dawna Hobby, Human Resource/Finance Manager was one of the employees experiencing the loss of accrued vacation time. Ms. Hobby stated it was more of a timing issue than anything. Ms. Hobby said her job presented a timing issue and remarked that the best time for her to take vacation time would be a spur of the moment when she realizes everything is done, whether it's a few hours vacation or a vacation day. She reported she is currently losing vacation days and has in the past. Commissioner Custer responded the answer is that Ms. Hobby needs to have someone trained to step into the position when she is not available. She said due to the employees personal and financial information along with the HIPA regulations regarding the records retained in her office she could not share that confidentiality.

Commissioner Austin commented a person designated to assist in the Human Resource/Finance office would be eligible to view confidential records. He said the right person would have to be identified for the responsibility. Commissioner Custer asked how everything was handled and whether it was always a one-person responsibility when it was under the office of Debbie Livengood, Clerk and Recorder. Ms. Hobby explained that Ms. Livengood gave her the opportunity to take vacation time at spur of the moment or last minute when she was caught up with her responsibilities and that she no longer has that option. Commissioner Attebery stated he was in support of Ms. Hobby taking spur of the moment or last minute vacation time when she was able. Commissioners Austin and Commissioner Custer agreed. Commissioner Custer said she did not like the fact that Ms. Hobby was not giving herself permission to have time off. She remarked every job should have a back up support plan in place. She stated that the situation is not fair to anyone and should be rectified.

Laura Lockhart, Social Service Director met with the BOCC and gave a report. She said the preliminary figure for the TANF funds available after July 1, 2009 was approximately \$45,000. She said once the BOCC decided on the allocation of the funds she would prepare the appropriate Memorandum of Understanding (MOU) and Contracts for the BOCC signatures. Commissioner Attebery stated the documents would be reviewed by County Attorney, John Naylor. Commissioner Custer said that the agreement with the Custer County Kids Club (CCKC) was to help them work towards becoming self-sufficient and we need to continue that goal with the available TANF and Childcare funds. She stated under the state guidelines the start up phase is for twelve month and the CCKC meets that criterion. Commissioner Custer stated that the Custer County Youth Club (CCYC) is presently operating on a volunteer basis and other funding sources and grants are being reviewed along with the commitment of TANF funds from Jefferson County. Commissioner Austin said if the available TANF funds were being allocated to the CCKC what was the source of funding for the HHRC. Commissioner Custer responded that the purpose of the HHRC was to provide services to the community. She explained additional space was necessary for the regional providers that are coming into the county and providing community services.

She said the HHRC also housed the veteran service office that is a mandated requirement of the State. She reported supplemental administrative funds will be available through the Promote Safe and Stable Families (PSSF) grant. She stated that the HHRC was county owned and provided community and county services to our citizens. She remarked that the BOCC would need to have a discussion regarding the funding of HHRC following the allocation of the funding sources available.

Dawna Hobby inquired on the administration of the TANF funds for the CCKC. She said she had spent a considerable amount of time itemizing vouchers, receipts, invoices and making the necessary copies for the administration of the TANF funds for the CCKC. She remarked some of her lost vacation time could be attributed to those additional responsibilities. Commissioner Attebery stated the CCYC should be responsible for their own administration and all the paperwork involved and required. Commissioner Austin and Commissioner Custer agreed.

Commissioner Attebery stated he will encourage the other elected officials and department heads to review the proposed Custer County Personnel Policy (CCPP) and share their input. He remarked review of the CCPP was and scheduled agenda item with the staff meeting on July 31, 2009.

The BOCC recognized the notification that Roy Masinton, Bureau of Land Management will be retiring and agreed to send the appropriate recognition.

The BOCC agreed that any commissioner attending Colorado Counties Incorporated (CCI) represent the voice of Custer County.

MOTION by Commissioner Attebery, seconded by Commissioner Custer:
To adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 12:15 PM.

Debbie Livengood, Clerk and Recorder
Attest

Lynn Attebery
Chair