

UNOFFICIAL MINUTES FOR JUNE 28, 2011

The Regular Meeting of the Kiowa County Commissioners was called to order at 9:00 a.m. by Chairman Richard Scott on June 28, 2011. Commissioner Scott opened the meeting with prayer and the Pledge of Allegiance. Those attending were:

Richard Scott, Commissioner
William E. Koehler, Commissioner
Donald Oswald, Commissioner
Debra C. Lening, County Clerk
Peggy Dunlap, Administrator

Minutes from the June 13, 2011 Regular Meeting was presented. Oswald made the motion, seconded by Koehler, to approve the minutes as presented. All Commissioners voted affirmative.

Minutes from the June 16, 2011 Special Meeting was presented. Koehler made the motion, seconded by Oswald, to approve the minutes as presented. All Commissioners voted affirmative.

The vouchers were reviewed. One voucher was questioned. Vouchers were approved and signed.

Weisbrod Memorial Hospital financials were reviewed.

Prairie Pines Assisted Living Administrator Denise Riley and Assistant Administrator Crystal Mozisek met with the Commissioners regarding various items. They reported that PPAL received a grant from Cooper- Clark Foundation that provides high quality online training specifically offered for assisted living staff. It is a 3 year grant. It is a win-win situation for the staff and the residents of the facility. There was also discussion regarding a personnel matter and issues with promoting from within. More training will be done.

Jeanne Sorensen entered the meeting as a visitor.

Eastern Slope Rural Telephone Bids for the internet were received and reviewed. There was discussion regarding whether or not it was necessary to have a line for each office and high speed. The Commissioners would like a comparison bid with the service the County now has with another provider.

Road and Bridge Foreman Rick Spady met with the Commissioners regarding an ongoing personnel issue. Scott made the motion, seconded by Oswald, to issue a letter of dismissal to the employee effective noon today. All Commissioners voted affirmative. An ad will be in the paper to fill the vacancy. There will be a Special Meeting to hire on July 8th.

Eunice Weber met with the Commissioners regarding the ambulance quarterly report. She will have an EMT Basics class in the fall. Weber stated that she had grant money to supply first aid kits in all Road & Bridge vehicles and equipment. She'll order them as soon as she has the number needed. Weber will also be performing a Farm Medic training class and would like to borrow a tractor and a PTO from the County for demonstration purposes. This class will be July 22nd - 24th. She will invite all firemen and first responders to attend the class. There is RETAC grant money available to pay for the class. Weber met with Dennis Pearson regarding the Baby Bear Hugs program. A director/coordinator is still needed for the program. Dennis Pearson entered the meeting to discuss this matter. Pearson stated that the program is effective but the money isn't being well spent at this time. Baby Bear Hugs currently cost the County \$3,000 plus office space and internet expense. After further discussion, Oswald made the motion, seconded by Koehler, to discontinue the Baby Bear Hugs program because it is ineffective in Kiowa County. All Commissioners voted affirmative.

The Regular Meeting recessed at 10:18 a.m. for the Kiowa County Public Health Board Meeting.

The Regular Meeting resumed at 10:38 a.m.

Public Health Nurse Director Renay Crain met with the Commissioners to present the quarterly report for her office. The Emergency Preparedness (EPR) Grant Contract was cut from \$93,000 to \$80,000. The Public Health office will have to pick up the cost for the telephone, internet and copier in their office, which was previously being paid with the EPR Grant. Oswald made the motion, seconded by Koehler, to sign the Emergency Preparedness Grant. All Commissioners voted affirmative. Crain questioned the memo recently received from the Commissioners' office regarding summer hours and stated that her office does not observe summer hours. They are on the 8:00 – 4:30 year around and do not take Friday's off. The Commissioners explained that whatever the working hours are, all offices are to arrive at work on time and not leave early. She also stated that the hospital wants the health nurse's office to donate their time for the Health Fair and they want a signature from the Commissioners to that affect. The Commissioners stated that they don't want to sign anything at this time. They would like to discuss the matter further before taking any action.

The Commissioners reviewed a letter received from Attorney Wendy Shinn regarding maverick accounts.

Sharon Frazee met with the Commissioners regarding the Eads Senior Citizens quarterly report. She reported that there have been no major breakdowns. There was an issue with the water softener in the basement and this has been resolved. The Senior Citizens are baking cookies for the Maine Street Bash to help the Theater Group. The seniors are still wondering what is going on with the Murdock Building project. The Commissioners have not heard back from Congressman Gardner regarding National Parks funds but they will contact him soon to see what is happening with those funds. The seniors do not have any plans for a trip right now. The Commissioners discussed the Health Fair issues with Sharon as Hospital Board Chair.

The TV tower issues were discussed. Commissioner Oswald has been out to check the equipment issues. An air conditioning unit is needed to keep the equipment from over heating. Koehler made the motion, seconded by Oswald, to purchase and install two air conditioning units to be billed through the Library funds. All Commissioners voted affirmative.

Pay periods were discussed. Administrator Dunlap wants to know what day the employees should receive their checks. If the checks are dated the last Friday of the month, Friday is the day the checks should be available.

Tommy Dorr, the representative for State Chemical Solutions, also known as State Industrial Products, met with the Commissioners regarding setting up dilution systems where ever possible for cost savings to the County. Koehler made the motion, seconded by Oswald, to establish the State Industrial Products supply agreement with the Road and Bridge County shop in Eads. All Commissioners voted affirmative.

Oswald made the motion, seconded by Koehler, pursuant to Colorado revised Statutes, Title 24, Article 6, Section 402 at subsection VIII (4)(f)(I) to go into executive session to discuss Personnel Matters. All Commissioners voted affirmative. The meeting went into executive session at 1:28 p.m.

Koehler made the motion, seconded by Oswald, to come out of executive session and resume the Regular Meeting at 2:00 p.m. All Commissioners voted affirmative.

Oswald made the motion, seconded by Scott, to send a memo to all County employees regarding conduct and respect as referenced in the Personnel Policy, to wit:

CONDUCT - (Page 6) – Employees are expected to conduct themselves in such a manner so as to be a credit to the County and themselves. We should keep in mind that we are Kiowa County to those we meet. Employees are expected to conduct themselves professionally and courteously. Failure to do so may be grounds for dismissal.

PRODUCTIVE WORK ENVIRONMENT - (Page 14)(1) – Kiowa County will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another employee's work performance or which creates an intimidating, offensive, or hostile environment.

All Commissioners voted affirmative.

Betsy Barnett met with the Commissioners regarding the Historical Society and the museum. The last organized meeting of the Historical Society was in 2006. Ruthanna Jacobs was the President and Betsy was the Secretary-Treasurer. The Society hasn't been active since that time and is no longer a functioning entity as far as the Secretary of State's office is concerned. The Society was formed back in the 1970's. There must have been an agreement with the County because there is a budget for the museum. The building is covered by insurance but the contents are not because they are not owned by the County. Those who have presented items are made aware that the County will not be responsible for the items in the event of a disaster. In 2008, the Society put a notice in the paper stating that if any item was not claimed, it became the property of the County museum. Therefore, it would appear that the items now belong to the museum. They need to research to see what the purpose of the Society is and get it re-established. It would appear that the Society should be managing the museum. The Commissioners will get back with Betsy after they research this matter. Meanwhile, the Commissioners feel that people who donated and/or loaned any items to the museum need to be contacted again, if possible, to let them know that ownership of unclaimed items will revert to the County museum.

Transit Van Director Carla Gifford met with the Commissioners regarding the transit van scheduling changes. There are some citizens who are not very happy with the situation. Appointments were schedule according to the schedule and then they were told the van was going to a different city that day. Gifford said she wants to work with people and that she does try to stick to the schedule, but sometimes it gets changed. Commissioner Koehler said if the schedule is posted, it should be adhered to so that people know what to expect. Gifford said she thought she was to try to keep from running both buses for long trips on the same day. Koehler told her she needs to utilize her other drivers better. Koehler also said that the rider is the reason for the trip and that if the rider does not want to stop for shopping or whatever, then the bus should not be stopping. He said riders should not be left on the bus while the driver and others go shopping. Commissioner Scott said, "1-Stick to the posted schedule as close as possible. 2-Riders should give at least 48 hours notice for the use of the bus." Gifford agreed that this would be a good plan. Koehler thought Terry Salisbury should be utilized more in the summer. Gifford also told the commissioners that the roof is leaking on "Old Faithful" and needs repaired.

Scott made the motion, seconded by Koehler, to order the 2 air conditioning units for the TV tower from Plains Network Services Inc. All Commissioners voted affirmative.

Rent of office space in the Bransgrove building was discussed. One of the oil & gas companies is interested.

The Prairie Pines Assisted Living flat roof is still in need of repair. Koehler made the motion, seconded by Oswald, to repair the roof to conform to the insurance proceeds. All Commissioners voted affirmative.

The Sheriff's report was signed and filed.

The Veterans report was reviewed.

Empire Carpentry has requested funds in the amount of \$6,357 to pay sub-contractors for work completed. Commissioner Oswald feels this should go through Jane Daniels for approval first.

The CSBG Rider Grant for the transit van was previously approved and needs a signature.

The Regular Meetings in August will be August 8th and 23rd.

The next Regular Meeting will be July 12, 2011.

With no further business, Oswald made the motion, seconded by Koehler, to adjourn at 4:15 p.m. All Commissioners voted affirmative.