

**LOGAN COUNTY BOARD OF HUMAN SERVICES
AGENDA**

May 13, 2026

9:00 A.M.

Central Services Building
508 S. 10th Ave., Sterling, CO

1. Call to Order

2. Approval of Minutes

3. Overview of Financial Reports

4. Review and Sign Intergovernmental Agreement between Sedgwick County and Logan County to Provide Colorado Child Care Assistance Program Services

5. Review and Sign the TANF Contract between Logan County DHS and Trinity Lutheran Early Education Center

6. Review and Sign Logan County DHS Illegal Drug and Alcohol Use Policy

7. Review and Sign Purchase of Service Agreement for Legal Services Between Logan County Department of Human Services and Logan County Board of Commissioners

8. Briefing Highlights
 - a.) Staff Updates
 - b.) Department Updates

9. Next Meeting Date

10. Executive Session, as needed

RECORD OF PROCEEDINGS

LOGAN COUNTY BOARD OF HUMAN SERVICES

April 8, 2026

The Logan County Board of Human Services convened on April 8, 2026, at 9:00 a.m. at the Logan County Central Services Building. The meeting was called to order by Chairman Mike Brownell, Logan County Commissioner.

Members and Staff Present:

- Mike Brownell, Chairman, Logan County Commissioner
- Jim C. Santomaso, Logan County Commissioner
- Janice M. Rice, Director, Logan County Department of Human Services
- Peggy Kircher, Recording Secretary, Logan County Department of Human Services

Approval of Previous Meeting Minutes

The minutes from the March 11, 2026 meeting of the Board of Human Services were presented for review.

Commissioner Santomaso moved to approve the minutes as written. The motion was seconded by Chairman Brownell and approved unanimously.

Financial Reports and Updates

Director Rice presented the following reports:

- Expenditure Summary report dated March 31, 2026
- Summary Allocation Tracking Report for February, 2026
- TANF Reserve Balances Report dated February SFY 2025-2026

Chairman Brownell inquired about the updates from CCI. Director Rice confirmed receipt of updates and reported significant reductions in kinship care and adoption subsidies. She noted recent discussions with the State regarding notification requirements for non-certified adoptive parents concerning certification.

The Board also discussed statewide CBMS error rates. Director Rice reported that Logan County had two errors over the past year and a half—one system-related and one client-related. Currently, Logan County DHS has zero errors. The State is evaluating whether client-caused errors can be excluded from county error calculations.

Approval of Childcare Memorandum of Understanding

Director Rice presented a Memorandum of Understanding (MOU) between the Colorado Department of Early Childhood and Logan County Department of Human/Social Services. Chairman Brownell reviewed, signed, and dated the agreement.

Department Updates

Staffing:

Director Rice reported that Mary Morrison, LEAP Technician, will conclude her employment on April 17, 2026. Application numbers for LEAP were lower this season due to warmer weather conditions.

Director Rice also consulted with Diana Korbe, Human Resources Administrator, regarding the anticipated return of a worker following an extended medical leave.

Districting/Centralization Updates

Director Rice reported that statewide program centralization is no longer under consideration; however, centralization of county fraud departments continues to be discussed. Under the proposed model, a single county would serve as the central hub.

Challenges have arisen due to district attorneys declining to pursue certain fraud cases. Director Rice cited a March case exceeding \$30,000 that was dismissed due to client misinformation given to the DA's office. Under a centralized system, it is proposed that such cases would be handled by the Attorney General's Office. A timeline for implementation has not yet been established.

Director Rice also informed the Board that a Foster Care Review is currently underway.

Next Meeting

The next meeting of the Logan County Board of Human Services is scheduled for May 13, 2026 at 9:00 a.m. at the Logan County Central Services building.

Adjournment

There being no further business, the meeting was adjourned at 9:15 a.m.

Respectfully submitted,

Approved by:

Mike Brownell, Chairman
Logan County Commissioner

Janice M. Rice, Director

James T. Yahn, Logan County Commissioner

Jim C. Santomaso, Logan County Commissioner

LOGAN COUNTY
DEPARTMENT OF HUMAN SERVICES
EXPENDITURE SUMMARY
April 30, 2026

ADMINISTRATION:

| | |
|--|---------------------|
| APR 02 SALARIES/BENEFITS | \$126,233.92 |
| APR 17 SALARIES/BENEFITS | 201,652.74 |
| APR 06 INVOICES APPROVED/PAID | 16,915.99 |
| APR 13 INVOICES APPROVED/PAID | 28,281.27 |
| APR 20 INVOICES APPROVED/PAID | 14,340.70 |
| APR 27 INVOICES APPROVED/PAID | 1,469.25 |
| APRIL CANCELS | 0.00 |
| CASH DISBURSEMENTS LESS CANCELS FOR APR 2026 | <u>\$388,893.87</u> |

THIS IS TO CERTIFY THAT THE AUTHORIZATIONS AS SET FORTH BELOW ARE THE
TRANSMITTALS MADE IN THE DIFFERENT CATEGORIES TOTALING THE SUM OF
\$731,136.03 FOR THE MONTH OF APRIL 2026

| | |
|--------------------------------------|-----------------------|
| COLORADO WORKS | 25,554.84 |
| CHILD CARE | 38,555.47 |
| CHILD WELFARE CASE SERVICES | 1,154.61 |
| CHILD WELFARE | 49,361.56 |
| SUB-ADOPT/RELATIVE GUARDIANSHIP | 89,755.15 |
| E-EBT ENERGY ASST TO FOOD ASSISTANCE | 903.00 |
| CORE CASE SERVICES | 23,023.50 |
| LEAP BASIC AND CIP PROGRAMS | 11,609.18 |
| AID TO NEEDY DISABLED | 7,354.03 |
| OLD AGE PENSION | 22,125.41 |
| FOOD ASSISTANCE | 460,672.28 |
| FOOD ASSISTANCE JOB SEARCH | 1,067.00 |
| TOTAL EBT/EFT AUTHORIZATIONS | <u>\$731,136.03</u> |
| TOTAL CASH AND EBT/EFT | <u>\$1,120,029.90</u> |

MARCH SUMMARY

COUNTY BUDGET YEAR 2026 - Average for 3 months is 25%

Our 3 month operating excess is \$35,664.72. This excess creates an interim Fund Balance of \$1,307,661.96. This is an increase of \$9,533.88 from last month.

Our budget is 23.05% expended, under the 3 month average.

Budgeted revenues collected are at 25.70%.

STATE FY 25/26 ALLOCATIONS - Average for 9 months is 25%

TANF Underspending @ 65.59%. If the current trend continues and all contracts are fully expended, we will revert **\$8,464** at close due to being over our Reserve Cap.

CC Underspending @ 55.59%

CW Underspending @ 65.5%. The BOS counties are slightly overspending.

CW 100% Staffing Overspending @ **87.43%** with a projected deficit of **\$16,611**. We are not concerned with this deficit as it will close into the CW block where we have excess funds.

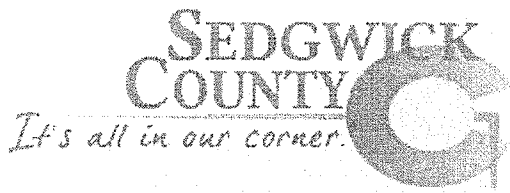
ADM ADM has 3 allocations, each closes with it's own separate methodology. Combining the allocations, we are overspending @ **89.40%** with a projected deficit of **\$182,057**. Statewide the CDHS allocation is nearly expended through March, the HCPF allocations are fairly close to being on track, so surplus distribution will be minimal. I expect we will be hitting county-only dollars.

CORE Overspending @ **118.33%** with a projected deficit of **\$262238**. The Balance Of State counties are currently underspending so we are covered to date.

ADULT PROTECTION Overspending AP Adm @ **77.32%** with a projected deficit of **\$4,486**. We are underspending the AP Client allocation @ 19.66%. Statewide, the AP Adm allocation is overspent so surplus distribution dollars will be minimal. I expect to hit county-only dollars here.

Federal Fiscal Year Programs

We may overspend our LEAP allocation but the State is significantly underspent so any deficit will be covered with surplus distribution. There are no issues with Employment First.



Sedgwick County Department of Human Services

TASHA THODE, DIRECTOR

Phone (970) 474-3397

Fax (970) 474-9881

118 West 3rd Street

PO Box 27

Julesburg, CO 80737

DATE: April 13, 2026

The purpose of this Intergovernmental Agreement is between Sedgwick County and Logan County to provide CCCAP services to the residents of Sedgwick County to include Low-Income Child Care, Colorado Works Child Care, and Child Welfare Child Care. Sedgwick County will compensate Logan County for the services provided. Sedgwick County shall pay Logan County for only actual expenses incurred in performance of duties as outlined for services rendered by Logan County staff. Details of the work provided will be included in monthly invoice. Hours and compensation for services rendered shall be mutually agreed upon prior to the provision of services. Contractor agrees to safeguard information and confidentiality of the individual and family in accordance with the rules of the Colorado Department of Human Services and the County Department of Human Services. This agreement can be terminated with or without cause upon thirty (30) days written notice.

Effective: April 21st, 2026 to June 30, 2030

Cost will be actual expenses that are agreed upon in Exhibit "B" Compensation Rate.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
SEDGWICK COUNTY AND
LOGAN COUNTY REGARDING SOCIAL SERVICES**

THIS AGREEMENT is entered into this 21st day of April, 2026, *Nunc pro tunc* to 30th day of June, 2030, by and between the Board of County Commissioners of Sedgwick County, Colorado ("Sedgwick County" or "Sedgwick County Board") and the Board of County Commissioners of Logan County, Colorado ("Logan County" or "Logan County Board"), in their respective capacities and sitting as the County Boards of Social Services as defined in C.R.S. 26-1-103(1) and § 26-1-116(1)(a).

WHEREAS, the parties to this Agreement have the authority pursuant to Article XIV, Section 18 of the Colorado Constitution and C.R.S. § 29-1-201, et. seq. to enter into intergovernmental agreements for the purpose of providing any service or performing any function which they can perform individually; and

WHEREAS, Sedgwick County wishes to engage the services of Logan County to provide, and Logan County wishes to provide, CCCAP program serving the residents of Sedgwick County; and

WHEREAS, the parties to this Agreement do not intend to establish a district department of social services pursuant to C.R.S. § 26-1-115(2) and § 26-1-116; and

WHEREAS, by this Agreement, the parties wish to clarify their agreement regarding the provision of social services.

NOW, THEREFORE, the parties hereby mutually agree as follows:

1. **Services.** Logan County shall provide the social services and programs to include Low Income Child Care, Colorado Works Child Care, and Child Welfare Child Care as specified on the attached Exhibit "A" for Sedgwick County, the terms of which are expressly incorporated herein ("Services"). In connection with the provision of Services, the Director of the Logan County Department of Social Services ("Director") shall:
 - a) Ensure that Services comply with all applicable state and federal requirements;
 - b) Supervise all personnel of the Logan County Department of Social Services in their provision of Services, and
 - c) Electronically submit case and time reporting logs and an invoice to the Director of the Sedgwick County Department of Human Services on a monthly basis, no later than 20 days after the end of the previous month. This would include "employee detail excel sheet outlining the entries for Logan County staff and when they are providing services to Sedgwick and an invoice with a total balance owed.
 - d) Sedgwick County shall continue to pay Logan County to manage the CCCAP program if Sedgwick County freezes its CCCAP program.

2. **Compensation and Method of Payment.** Sedgwick County shall compensate Logan County for Services in accordance with the Compensation Rate and Fee Schedule set forth on the attached Exhibit "B," the terms of which are expressly incorporated herein. Logan County shall make written requests for payment on a monthly basis. Sedgwick County shall pay the amount requested to Logan County within thirty days of receipt of the written request from Logan County.
3. **Term of Agreement.** The term of this Agreement shall be for a period of 49 months, commencing on April 21st, 2026 and ending on June 30, 2030. This Agreement may extend for an additional period upon the mutual agreement of the parties. Any extensions should be in the form of a written Addendum and signed by the parties. This agreement may be amended if the need arises.
4. **Termination.** This Agreement may be terminated by either party with or without cause upon thirty (30) days prior written notice to the other party. Upon termination, each party shall be released from all further liability and obligations hereunder. In addition, either party may terminate this Agreement immediately without prior notice if any of the following occurs:
 - a) Either party breaches any provision of this Agreement; or
 - b) Either party commits an act of fraud, dishonesty, or any other act of negligent, reckless, or willful misconduct or violates any other provision of law.
5. **Logan County Personnel.** Logan County represents that it has, or will secure at its own expense, all personnel necessary to perform the Services. Such personnel shall not be employees of or have any contractual relationship with Sedgwick County and are not eligible for any benefits, unemployment compensation or any other benefits accorded to employees of Sedgwick County. Logan County agrees to perform the services hereunder as independent contractors with discretion and control over the furnishing of services provided for in where such discretion and control is not otherwise pre-empted by terms of this Agreement. In no event shall any officers, or agents or employees of a party be deemed to be an officer, agent or employee of the other party. Logan County will be responsible for completing fiscal agreements to include payments and provider reviews. Logan County will request the proper CHATS access for each of these individuals based on the program area assigned to them.
6. **Sedgwick County Personnel.** Sedgwick County represents that it will provide or secure all personnel necessary to facilitate the provision of the Services and provide all other social services and programs to Sedgwick County residents not provided by Logan County. Sedgwick County will clearly state the expectations of Logan County. The eligibility technician for Sedgwick County will be the primary contact for Logan County. The Sedgwick County eligibility technician will ensure that services to clients remain consistent and efficient.

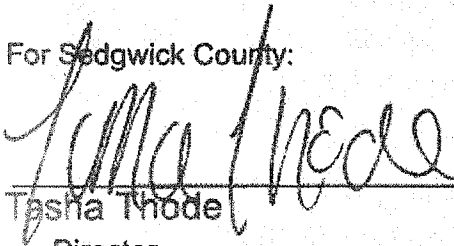
7. **Obligation to Keep Information Confidential, Secure Personal Information, and Notify of Breach** If Logan County or Sedgwick County maintains, stores, processes or has access to "personal information," as defined below, in providing the Services specified in this Agreement Logan County and Sedgwick County agree that it shall guard such personal information from unauthorized access, use, modification, disclosure or destruction, pursuant to C.R.S. § 24-73-102, as amended. Logan County and Sedgwick County shall implement and maintain reasonable security procedures and practices appropriate to the nature of the personal information.

- a) Logan County and Sedgwick County shall notify each other within three (3) business days of any security breach or other unauthorized acquisition of personal information that compromises the security, confidentiality, or integrity of such personal information. Good faith acquisition of personal information by Logan County or Sedgwick County employees in the performance of the Services specified of this Agreement is not a security breach; provided, that the information is not used for any other purpose or subject to further disclosure. In the case of any breach or unauthorized access, Logan County and Sedgwick County shall cooperate with each other to provide information to affected persons and other third-parties, as required by this Agreement or C.R.S. § 24- 73-103, as amended, and shall be solely responsible for any cost and expense related to notification depending on the nature and location of the breach. To the extent permitted by law, Logan County and Sedgwick County shall indemnify, defend, and hold each other harmless for any claims, costs and expenses, damages, and liability to any person or property whatsoever, based on a breach in Logan County or Sedgwick County security or other unauthorized access of personal information.
- b) **Personal Information Defined:** For purposes of this Agreement, "personal information" means the following: social security number; personal identification number; password; passcode; official state or government-issued driver's license or identification card number; government passport number; employer, student or military identification number; health insurance identification number; financial transaction device (i.e., any instrument or device whether known as a credit card, banking card, debit card, electronic fund transfer card, or guaranteed check card, or account number representing a financial account or affecting the financial interest, standing, or obligation of or to the account holder, that can be used to obtain cash, goods, property, or services or to make financial payments, but shall not include a "check", a "negotiable order of withdrawal", and a "share draft" as defined in C.R.S. 18-5-205, as amended); biometric data generated from measurements or analysis of human body characteristics for the purpose of authenticating an individual when s/he accesses online accounts, or any information about a person's medical or mental health treatment or diagnosis by a healthcare professional.

8. General Provisions:

- a) This Agreement shall be binding upon the successors and assigns of the parties hereto.
- b) This Agreement shall be interpreted and enforced according to the laws of the State of Colorado.
- c) All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when personally delivered, or after the lapse of three business days following the mailing by registered or certified mail, postage prepaid, addressed as follows:

For Sedgwick County:



Tasha Thode

Director
Sedgwick County Dept of Human Services
118 West 3rd St
Julesburg, CO 80737

For Logan County:

Janice M Rice

Director
Logan County Dept of Human Services
508 S. 10th Ave., Ste B
Sterling, CO 80751

This Agreement constitutes the entire understanding and agreement among the parties and shall be binding on the parties. No amendment hereto shall be effective unless in writing and executed in like manner as the original.

1. The parties to this agreement do not intend to benefit any person not a party to this agreement. No person or entity, other than the parties to this agreement, their heirs and assigns, shall have any right, legal or equitable, to enforce any
2. provision of this Agreement.
3. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which together shall constitute but one and the same original instrument
4. Any term herein shall include the masculine, feminine, singular, plural, individuals, partnerships, or corporations where applicable.

EXHIBIT "A"
Scope of Services

The CCCAP program is to be performed by Logan County for Sedgwick County ("Services") are as follows:

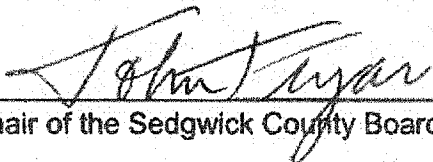
1. Logan County shall manage the CCCAP program according to Colorado Department of Early Childhood (CDEC) rules, Sedgwick County's CCCAP County Plan and Sedgwick County's CCCAP Rate Plan housed within CHATS.
2. Logan County shall provide eligibility determination and case management services for Colorado Child Care Assistance Program (CCCAP) cases for residents of Sedgwick County.
3. Logan County shall establish provider fiscal agreements with licensed and exempt providers for residents of Sedgwick County, provide case management services to include creating manual claims, reviewing manual claims, and issuing payment of manual claims on behalf of Sedgwick County. Logan County shall research and create provider recoveries as necessary.
4. Logan County will conduct all required reviews requested by the State and submit the completed reviews to the state with a copy to the Director of Sedgwick County.
5. Logan County will provide Sedgwick County with monthly caseload and provider reports, review reports, and other reports as necessary.
6. Logan County shall provide CCCAP supervision as appropriate and required by state statute for Sedgwick County cases.
7. Sedgwick County shall provide households interested in CCCAP with the NE Colorado CCCAP Program contact information.
8. Sedgwick County shall provide Logan County within 2 business days any stated CCCAP information and documents that households deliver to the resident county.
9. Sedgwick County shall inform Logan County of any complaints received in regard to the CCCAP program and provide all supporting information and documents related to the complaint.
10. Sedgwick County shall provide access to CCCAP records (electronic and/or paper) as is deemed necessary.
11. Sedgwick County shall electronically provide case documents to Logan County using encrypted email and/or fax. Logan County shall store records electronically in each county's appropriate document management system.
12. Any concerns about workload expectations or productivity will be addressed directly between Logan County and Sedgwick County supervisors. Concerns that cannot be resolved between the supervisors will be taken to the county directors.

5. This Agreement's final form resulted from review and negotiations among the parties and their attorneys, and no part of this Agreement shall be construed against any party based on authorship.
6. Each person signing this Agreement in a representative capacity expressly represents that the signatory has the subject party's authority to so sign and that the subject party will be bound by the signatory's execution of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

AGREED:

BOARD OF COUNTY COMMISSIONERS SEDGWICK COUNTY, COLORADO



Chair of the Sedgwick County Board of County Commissioners

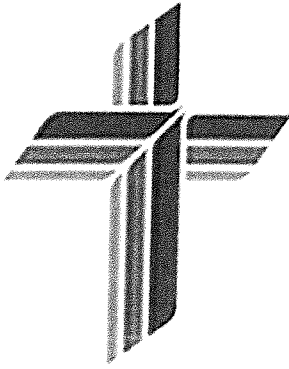
BOARD OF COUNTY COMMISSIONERS LOGAN COUNTY, COLORADO

Chair of the Logan County Board of County Commissioners

EXHIBIT "B"
Compensation Rate

Logan County shall be compensated by Sedgwick County for the provision of the Services in Exhibit A as follows:

1. Sedgwick County shall pay Logan County for only actual expenses incurred in performance of duties as outlined previously for services rendered by Logan County staff.
2. Details of the work provided will be included in the monthly invoice.
3. Hours will be based upon time reporting submitted by case managers in Logan County. Compensation of the time spent will be based on what Logan County has paid that employee for that time worked.



Trinity Lutheran

Education Center

732 Clark Street

Sterling, CO 80751

970-522-5942

tleec2015@gmail.com

License #30503

April 28, 2026

Re: Funding Request

To whom it may concern;

Trinity Lutheran Early Education Center is a licensed preschool and child care facility for Logan County and the surrounding area. We are requesting payroll support for the staff of our center. Currently or monthly payroll is nearly 50,000.00 a month. Support in the amount of 30,000.00 would greatly benefit our center moving forward.

Sincerely,

Cheryl Schiel

Cheryl Schiel

Administrator



Logan County

Department of Human Services TANF Contract

This Agreement is made and entered into May 13, 2026, between the Logan County Department of Human Services (hereinafter "Logan County") and **Trinity Lutheran Early Education Center** (hereinafter "Contractor"). This agreement is effective until June 19, 2026. Trinity Lutheran Early Education Center will provide child care services to children ages 30 months to 12 years in exchange for total TANF funding in the amount of \$30,000.00. Payments will be made in monthly payments based upon proof of services provided. The submission of documents for the last payment must be received at Logan County Human Services no later than Tuesday, June 23, 2026 so that the payment can be paid out of the correct fiscal year.

Trinity Lutheran Early Education Center is currently rated a Level 5 program. Quality child care is an important building block to well educated, well-adjusted youth, and higher quality child care in a town and/or region is a selling point for families and businesses considering relocation.

Trinity has a number of staff who hold a masters or a bachelor degree. For those teachers who are not quite there, a concrete professional plan is in place for acquiring these quality standards. Because they have high quality staff, it is important to compensate them for their skill. Trinity's desire is to bring their employees' salaries closer to RE 1 Valley's wages.

- \$30,000.00 for staff salaries.

The parties agree that the Trinity Lutheran Early Education Center's relationship to the county is that of an independent Contractor.

The parties agree that payment pursuant to this Contract is subject to and contingent upon the continuing availability of funds for the purpose thereof.

Contractor Agrees:

1. To provide the services in this agreement directly, or to employ the necessary personnel to provide the required services.
2. Not to charge any additional fees related to services provided under this contract.
3. To hold the necessary license(s) which permits the performance of the service to be provided.
4. To comply with the requirements of the Civil Rights Act of 1964 and Section

504, Rehabilitation Act of 1973 concerning discrimination on the basis of race, color, sex, age, religion, political beliefs, national origin or handicap, and the Drug-Free Workplace Act.

5. To provide the service described herein at cost not greater than that charged to other persons in the same community.
6. To safeguard information and confidentiality of the case and the family in accordance with rules of the Colorado Department of Human Services and the County Department of Human Services.
7. To provide the county with reports and maintain records of the provision of services as follows:
 - A. Monthly, the Contractor will submit an invoice to Logan County, which will provide monthly records detailing what budget line items are being billed and what service was provided.
8. To provide access to all related records upon reasonable request of any duly authorized representative of the county or the Colorado Department of Human Services until the expiration of five (5) years after the final payment under this Contract, involving transactions related to this contract.
9. To indemnify the County and Colorado Department of Human Services from any claims or actions based upon or arising out of damage or injury, including death or property damage, caused or sustained in connection with the performance of this contract or by conditions created thereby, or based upon any violation of any statute, regulation, and to provide the defense of any such claims or actions.

In addition to the foregoing, Logan County and Contractor also agree:

Logan County will review services provided and verify that contract amount and services are met on an ongoing basis. If services are not met, the Contractor will reimburse Logan County for the services not provided.

Termination: Either party may terminate this Contract by thirty (30) days prior notification in writing. In the event either party terminates the contract, the Contractor shall submit within 7 days an invoice and required verification for payment of outstanding money owed.

Trinity Lutheran Early Education Center

Jeanne Klemt, Chairman of Board of Directors

Approved: Logan County Department of Human Services

Janice M. Rice, Director

Approved: Logan County Board of Human Services

Mike Brownell, Chairman

Revised 05/01/2026

Effective Date: January 14, 2003

Revision Date: 04/22/2026

ILLEGAL DRUGS AND ALCOHOL

1) No Drugs or Alcohol on The Job. The Logan County Department of Human Services has responsibilities and obligations to its employees, clients, and the public at large to ensure safety in the workplace, safety on the road and at client's homes or places of business, as well as safety and quality in all of the services we provide. Consequently, the following are strictly prohibited and may result in disciplinary action, up to and including immediate termination: reporting to work under the influence of intoxicating liquor or illegal drugs; or an employee's use, possession, purchase or transfer on the Department's premises or property, or during work time, of an intoxicating liquor, controlled or illegal substance, a drug not medically authorized, or any other substance which impairs job performance or poses a hazard or threat to the safety and welfare of the employee, client, the public at large, or other employees, or the sale of any such item on the Department's premises or during work time.

"Controlled substance" or "illegal drugs" can include prescription drugs. Employees may use prescription drugs so long as that use is consistent with a prescription and approved under working conditions by the employee's doctor: Employees must report promptly to their supervisors their use of any prescription or non-prescription medication that may impair their judgment, alertness, performance or behavior.

The Department may require employees to consent to personal or facility searches when it has reason to suspect the presence of drugs or alcohol.

2) Drug and Alcohol Screen Tests.

(a) Initial Drug and Alcohol Screen Tests. To help ensure a safe, healthy workplace, subject to applicable law, the Department requires all job applicants who have received conditional offers of employment to submit to drug and alcohol screen tests. The Department will not employ anyone who tests positive for a prohibited drug or fails or refuses to take the screening test.

(b) For Cause and Post-Accident Drug and Alcohol Screen Tests. The Department may require all current employees to submit to for cause and post-accident drug and alcohol-screen tests. For cause testing may be ordered for any employee whom the Department has reason to believe has violated the Department's policies against drugs and alcohol at work and requiring employees to be sober and drug-free on the job. The Department may also order any employees involved in an accident on the job to be tested, whether or not they caused the accident or where injured.

All applicants and employees who are tested for drugs or alcohol must provide one of the following body substance samples (breath, urine, saliva, or blood), as determined by the Department, to determine the use of alcohol or illegal drugs. The Department will pay for any drug and alcohol screen tests and the reasonable cost of transportation to and from the testing facility.

Subject to applicable law, violation of these policies, refusal to be tested or to cooperate with these procedures, or positive test results for tested substances may result in discipline up to and including immediate termination. This policy applies to all employees of the Logan County Department of Human Services, unless otherwise noted. The Department reserves the right to change this policy at any time in its sole discretion, and the provisions in this policy shall control over any provisions of the general Logan County Employees Handbook which conflict with it.

Approved by:

Janice M. Rice, Director
Logan County Department of Human Services

Mike Brownell, Chairman
Logan County Commissioner

James T. Yahn,
Logan County Commissioner

Jim C. Santomaso
Logan County Commissioner

**PURCHASE OF SERVICE AGREEMENT
(Legal Services)**

This Purchase of Service Agreement ("Agreement") is entered into effective as of January 1, 2026, by and between the Logan County Department of Human Services (the "Department") and the Logan County Board of Commissioners (the "Board").

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Scope of Services

The Board agrees to make available the Logan County Attorney's Office to provide legal representation and related services to the Department in connection with child support services, as authorized pursuant to C.R.S. 19-3-206 (collectively, the "Legal Services").

2. Term

This Agreement shall be effective for the period commencing January 1, 2026, and terminating December 31, 2026, unless earlier terminated or renewed in accordance with the provisions herein.

3. Compensation

The Department agrees to compensate Logan County for Legal Services at a rate of \$88.7742 per hour, not to exceed 100 hours per calendar year under this Agreement. Payments shall be made on a quarterly basis, following receipt of appropriate documentation of services rendered.

4. Oversight and Performance

The Department shall be responsible for oversight of the Legal Services provided under this Agreement, including monitoring adequacy, determining whether services meet requirements, and initiating corrective actions in collaboration with the Board.

5. Renewal

This Agreement may be renewed for an additional twelve (12) month period upon formal approval and official action by the Board.

6. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions or agreements, whether written or oral, relating to the subject matter herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates set forth below.

LOGAN COUNTY DEPARTMENT OF HUMAN SERVICES

By: _____
Janice M. Rice, Director

Date

LOGAN COUNTY BOARD OF COMMISSIONERS

By: _____
Mike Brownell, Chair

Date

By: _____
James T. Yahn, Commissioner

Date

By: _____
Jim C. Santomaso, Commissioner

Date

| | | Retirement | SS | Med | Unemp | Hlth | Life | Disability | w/c | Total | |
|--------|----------|------------|-------|-------|-------|---------|-------|------------|-------|----------------------|------------|
| | | Hrly rate | | | | | | | | hrly rate w/benefits | |
| | | 4.00% | 6.20% | 1.45% | 0.20% | 1177.15 | 4.80 | 74.40 | 7.08 | | |
| | | 4.00% | 6.20% | 1.45% | 0.20% | 9.32% | 0.04% | 0.59% | 0.06% | | |
| samber | attorney | 72.8462 | 2.91 | 4.52 | 1.06 | 0.15 | 6.79 | 0.028 | 0.429 | 0.041 | \$ 88.7742 |