



ELBERT COUNTY, COLORADO

The Board of Elbert County Commissioners (BOCC) met in a regularly scheduled meeting on Wednesday, November 26, 2014 with roll call of members as follows:

Robert Rowland- PRESENT

Kurt C. Schlegel- PRESENT

Larry D. Ross- PRESENT

The BOCC convened at 9:00 a.m., Chairman Kurt Schlegel called the meeting to order.

Prayer given by Pastor Roger Miller of Elbert Christian Church

Pledge of Allegiance

The Board of County Commissioner's meetings are recorded for later use

1. Agenda:

- a. Commissioner Schlegel moved to pull item a. from Consent Agenda (approval of minutes from Nov. 12, 2014).
Commissioner Ross seconded.
All three Commissioners voted AYE. Motion passed.

2. Correspondence: NONE

3. Consent Agenda: All matters listed on the Consent Agenda are considered routine by the Board and will be enacted by one (1) motion in the form below. There will be no separate discussion of these items. If discussion is desired on any item(s) and permitted by the Board, those items will be considered separately.

- a. Approval of minutes from Nov. 12, 2014 (pulled at beginning of meeting).
- b. Emergency Mutual Aid and Assistance Agreement for Local Colorado Public Health Agencies.

Commissioner Rowland moved to accept the Agenda as amended.

Commissioner Ross seconded.

All three Commissioners voted AYE. Motion passed.

4. Awards/Recognition: NONE



5. Elected Official/Department Heads/Staff Report: The Elected Officials, Department Heads and Staff Report comments is a time when any elected official or department head may bring forth items of interest or concern.

a. Kyle Fenner (Director of Community and Development Services) provided updates on :

1. Change in Planning Commission Meetings from Thursdays to Tuesdays beginning December 2014
2. Last Planning Commission Meeting (re: Commission By-laws) was continued to Dec. 2, 2014
3. Basement remodel moving along well, don't have I. T. update on infrastructure

b. Commissioner Schlegel advised County Manager Ed Ehmann was involved in an accident at his home last week and sustained a shoulder injury. He is doing better but will be off several days.

6. Public Comment: The public comment period is a time when any citizen may bring forth items pertaining to County business. During this time each individual will have three minutes to present their view(s) on County matter(s). In the interest of time, please have your comments prepared for presentation as each person will be allowed one (1) opportunity to approach the podium. Please keep your comments to a three (3) minute maximum. No formal action will be taken on these items during this time due to open meeting provision; however, the items may be placed on a future posted Agenda if action is required. The public comment portion of the BOCC meeting is not to be used for political or campaign purposes; comments and questions should be limited to matters of current County affairs and business. When you approach the podium please identify yourself, spell your last name and give your address.

NONE

7. Old Business:

8. New Business:

a. Jerri Spear (Director of Health and Human Services) requested that the BOCC approve the Weld Adolescent Resources (WAR) Independent Contractor Agreement (ICA) to allow Elbert County to pass through dollars from the State Department for a couple Department of Human Services programs.



Commissioner Rowland moved that the BOCC accept the contract for the Weld Adolescent Resources (WAR) ICA presented by Ms. Spear.

Commissioner Ross seconded.

Commissioners Rowland and Schlegel verified the total amounts the State Department of Human Services and the County is responsible for.

All three Commissioners voted AYE. Motion passed.

- b.** Jerri Spear (Director of Health and Human Services) requested that the BOCC approve the Colorado Department of Human Services (CDHS) annual renewal of Certification of Compliance-County Merit System.

Commissioner Rowland moved that the BOCC approve the Colorado Department of Human Services (CDHS) Certification of Compliance for the County Merit System as presented.

Commissioner Ross seconded.

Commissioner Schlegel asked if this has been cross-referenced with our employee handbook. Ms. Spear advised this is just federal merit system requirements and should not conflict with the County Employee Handbook.

County Attorney Wade Gateley advised the purpose of this is partly to clarify federal discrimination issues and grievance procedures and was compared with most handbooks and there were no discrepancies or contradictions found, and is not more restrictive than what is in existence.

Commissioner Ross asked Ms. Spear if she believes her department is in compliance with this. Ms. Spear answered, Yes.

All three Commissioners voted AYE. Motion passed.

- c.** Wade Gateley (County Attorney) requested that the BOCC approve the County Policy regarding Indigent Decedents, citing a recent issue which brought up questions regarding what procedure to follow when the County might need to pay for burial costs. Researching the Statutes revealed there is some reimbursement from the State for this type of cost and this policy reflects that the Coroner should contact the Department of Health and Human Services and also the Sheriff's Office and other coordinated departments to arrange for State reimbursement, if necessary, and then follow that process.

Commissioner Rowland moved that the BOCC approve and adopt the policy regarding Indigent Decedents.

Commissioner Ross seconded.

Commissioner Rowland asked for clarification on the assumed responsibility of the "Public Administrator" regarding possibly recovering only \$2500.00.

Commissioner Schlegel clarified we did recently have a case like this and the County does own a couple of burial plots in Elizabeth for cases such as this.

All three Commissioners voted AYE. Motion passed.

- d.** Wade Gateley (County Attorney) requested that the BOCC approve the Policy regarding County Vehicle Use, which will supplement the County Employee Handbook, to cover two issues:
1. GPS monitoring and
 2. How the County will handle the privilege on a tax basis since the commuting value of the vehicles can be taxed.

He did state that some personnel are exempt from this; i.e. the Sheriff's Office and Road and Bridge are allowed to use vehicles due to needing equipment that is carried in them.

Commissioner Rowland moved that the BOCC approve the policy regarding the County Vehicle Use as described by County Attorney Wade Gateley. Commissioner Ross seconded.

Commissioner Rowland asked for clarification of the exempted vehicles and options available for reporting taxable mileage, such as the flat rate of \$1.50/day or keeping exact mileage traveled.

Commissioner Ross asked if this policy will become effective January 1, 2015. Attorney Gateley: Probably

Commissioner Schlegel opened the public comment portion of the meeting.

- a. Gary Lauer - Kiowa asked if the \$1.50 is the current flat rate. Commissioner Rowland advised that was the amount in the last publication by the IRS but it might change annually. Commissioner Schlegel advised this is more than just a taxing policy, this helps clarify the policy regarding inspection and accountability for damage to County vehicles.

All three Commissioners voted AYE Motion passed.

- e.** Wade Gateley (County Attorney) requested that the BOCC approve the Resolution for adopting a Records Retention Policy for Elbert County. He stated this is not statutorily required but is needed to have a procedure for reducing paper and eventually destroying records. The intent is to have the individual departments and Elected Officials inventory and prepare a records retention schedule to submit to the State archivist office, which is reviewed by the Attorney General's office and finally approved by the State archivist office.

Then based on that records retention schedule, we can destroy unnecessary records.

Commissioner Rowland moved that the BOCC approve the Resolution for a Records Retention Policy for Elbert County as presented by Attorney Wade Gateley.

Commissioner Ross seconded.

Commissioner Rowland asked for clarification as to why we need approval from the State archivist office.

Attorney Gateley explained how it works as of this time, stating that office basically works with each government by providing help and guidance since there are some records with statutorily required retention schedules.

Commissioner Ross asked Attorney Gateley if he had any advice on the un-inventoried records that were destroyed in this last flood in relation to the CRS statues that address records retention?

Attorney Gateley advised we tried to save everything that we possibly could but this is a good example of why we need to start working now on this retention policy issue and go forward.

All three Commissioners voted AYE. Motion passed.

9. Land Use: NONE

10. Wade Gateley, Attorney to the Board of County Commissioners: NONE

Commissioner Rowland moved to adjourn the BOCC meeting at 10:08 a.m.

Commissioner Ross seconded.

All three Commissioners voted AYE. Motion passed.

Meeting Adjourned at 10:08 a.m.



BOARD OF COUNTY COMMISSIONERS

ELBERT COUNTY, COLORADO

Kurt C. Schlegel, Chairman

Robert Rowland, Vice Chair

Larry D. Ross, Commissioner

ATTEST: Dallas Schroeder

County Clerk

BY:

Clerk to the Board of County Commissioners

