



MINUTES OF THE MEETING OF THE  
BOARD OF COUNTY COMMISSIONERS  
GILPIN COUNTY, COLORADO

Tuesday, November 14, 2023

A regular meeting was held on Tuesday, November 14, 2023, at the Gilpin County Historic Courthouse and online via Zoom. Chair Mornis called the meeting to order at 9:00 a.m. In attendance were Chair Marie A. Mornis, Commissioner Sandy Hollingsworth, Commissioner Susan Berumen, County Manager Ray Rears, County Attorney Brad Benning, and Deputy Clerk to the Board Lyndsey Denton.

Chair Mornis honored Veteran's Day on November 11, 2023, and gave thanks to all those past and present serving in the military.

**Agenda Review.** Chair Mornis asked if there were any changes to the agenda. There were no changes made. Chair Mornis requested approval of the agenda with a vote, which was approved by a vote of 3 to 0.

**Conflicts of Interest.** County Attorney Benning asked the Board of County Commissioners if there were any conflicts of interest of items on today's agenda, of which no individual Commissioner had any conflicts of interest.

**Public or Press Comment.** Chair Mornis opened the meeting for public comment. Nancy Leatham, 405 Mammoth View Lane, expressed her views about Eagles' Nest's pending closure. There were no further comments in-person nor online. Chair Mornis closed public comment at 9:04 a.m.

**Consent Agenda.** Commissioner Berumen moved to adopt the consent agenda, which included the Clerk & Recorder's Report for October, 2023, Treasurer's Report for September, 2023, and the Meeting Minutes for July 18, 2023, August 8, 2023, and October 24, 2023. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**New Employee Introductions.** Chanda Johnson, Human Resources Director introduced the departments that had recent new hires. Rob Gutierrez, Community Development Director, introduced Kristine Sacco to the department in her new role as Permit Tech/Office Assistant, after transferring from the Finance Department. Paige Sons, Child and Adult Protection Program Manager, introduced Marie Cosby as a Case Worker in Human Services.

**Letters of Support Discussion - Broadband.** Jamie Boyle, Grants Manager & Writer, spoke about the two Broadband letters for Maverix Broadband and Back Country Broadband, specifically for the Capital Project Fund Grant. The grant deadline has passed at the end of September, but there is a 60-day window for letters of support. These two companies are for-profit internet service providers, that have submitted project proposals to expand broadband access in large sections of Gilpin County, as part of the county's overall plan to expand broadband access. There was discussion regarding a discrepancy in verbiage between the two letters. It was clarified by Ms. Boyle that both letters should use the same terms, and the letters will be revised. She went on to review the Broadband Equity Accessibility Deployment (BEAD) program, opening in 2024, which has more expansive funding opportunities. BEAD is the next step in fortifying the County's broadband efforts, and will also help to increase redundancy and resiliency throughout the area. The two grant applications are initially focused on obtaining service in the northern part of the county, but future grants will address resiliency and redundancy in the southern part of the county.





**Letter of Support – Coal Creek Canyon Charter School.** Tea Wilkins and Tami Lawson, both parents working closely on the charter school steering committee, spoke about the potential for a new charter school in Coal Creek Canyon. They summarized the recent decision of the Jefferson County School District (JCSD), to close the Coal Creek Canyon K-8 school (CCCK-8). They have come to the Gilpin County Board of County Commissioners for support, as there are currently seven (7) students who reside in Gilpin County that attend CCCK-8. It was also mentioned that over 100 students/families have shown interest in attending the school, plus there is interest in a Pre-K program, which is not currently offered at CCCK-8. There was discussion regarding the correlation with the pending closure of Eagles’ Nest, and the Board ultimately guided the public to the letter that was sent to Eagles’ Nest, which is available on the Gilpin County website and Facebook page. Chair Mornis read the letter of support for the charter school out loud, and Commissioner Hollingsworth provided the draft letter to Ms. Wilkins and Ms. Lawson. They thanked the Board of County Commissioners for the support.

Commissioner Hollingsworth moved to, “Approve three letters of support; one for Maverix Broadband, one for Backcountry Broadband, and the other to support the Coal Creek Canyon K-8 charter school efforts.” Commissioner Berumen seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23-106, Awarding a Contract to CorEMR for Electronic Medical Record (EMR) Software for the Gilpin County Detentions Facility.** Detentions Division Chief Greg Demo presented the resolution for acquiring software for Electronic Medical Records in the Detentions Facility. Sheriff Kevin Armstrong joined for questions and discussion. This request is associated with the Jail Based Behavioral Services grant program, which allows for one-hundred percent reimbursement of the software. It was noted that this is the last upgrade to the technology at the Detentions Facility, at no cost to the County. This will also help to resolve the previous Cyber Security issue. There was further discussion regarding the reimbursement timeframe, which was clarified it takes about six weeks to get reimbursed. Chair Mornis asked for a motion. Commissioner Berumen moved to adopt Resolution 23-106, “Awarding a Contract to CorEMR for Electronic Medical Record (EMR) Software for the Gilpin County Detentions Facility.” Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23-107, Amending the Contract for Summit Food Service, LLC, for the Gilpin County Detentions Food Service Program.** Detentions Division Chief Greg Demo presented the resolution for the second amendment of the contract with Summit Food Service for providing meals for the Detention’s Facility and Senior Services. Sheriff Kevin Armstrong joined for questions and discussion. There was discussion regarding the price increase for the Senior Services programs, which is to provide a higher level of meal service to the Seniors’. The Senior Services Supervisor had negotiated a higher rate of reimbursement from Volunteers of America, in order to help cover some of the increased costs. It was further noted that the number of jail meals is dependent on number of inmates, so the total realized cost of the contract is unknown., but the Sheriff’s office is asking to budget \$260,200 for inmate meals for 2024. Chair Mornis asked for a motion. After discussion and amendment, Commissioner Hollingsworth moved to adopt Resolution 23-107, “Amending the Contract for Summit Food Service, LLC, for the Gilpin County Detentions and Seniors Food Service Program, with the Detention’s program not to exceed \$260,200”. Commissioner Berumen seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23-113, Awarding a Contract to Command Sourcing, Inc., for the Body Scanner Purchase Project for the Gilpin County Jail.** Detentions Division Chief Greg Demo presented the resolution and was joined by Sheriff Kevin Armstrong. The purpose of obtaining a body scanner is to increase the security of the jail, as lethal contraband has breached the walls. This machine will be used for detecting any items being concealed inside or outside of the body. It was noted that the Request for Proposal (RFP) process was completed per the Procurement Policy, and ultimately chose Command Sourcing, Inc. Chief Demo overviewed the various



benefits that will be provided with the contract, which added in a five-year warranty and training for staff. The funding for the project was overviewed, and verified that it would be funded by what was budgeted for the Community Wildfire Protection Plan (CWPP), which received funding from alternative sources. It was also clarified that the scanner will be located in the vehicle sally port, and will only be used on those who are arrested. Sheriff Armstrong mentioned that this will significantly help to keep out contraband, but not a 100% guarantee. It was noted that the total cost is \$189,900, and in year six and subsequent years, it would be approximately \$10,000 per year for a continuous maintenance contract. Chief Demo will also be working to implement Policies and Procedures to ensure safe and legal use of the machine. Chair Mornis asked for a motion. Commissioner Berumen moved to adopt Resolution 23-113, "Awarding a Contract to Command Sourcing, Inc., for Body Scanner for the Gilpin County Sheriff's Office Detentions Division, not to exceed \$189,900." Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23-100, Adopting 2024 Gilpin County Extension Community Garden Information, Policies, and Procedures.** Jennifer Cook, CSU Extension Director presented the resolution, with assistance from Sarah Baciak, Paralegal. It was clarified that this is a revision to an already existing document. There was one section that was added, section 18. This new addition includes enforcement procedures to ensure compliance with its rules, policies and procedures. There were also some formatting revisions to the document. County Manager Rears recommended to the Board to include these policies into the Master Policy & Procedure Manual, which are planned to have an update at the December 12<sup>th</sup>, 2023 meeting. Chair Mornis asked for a motion. Commissioner Hollingsworth moved to, "Postpone this resolution until December 12, [2023], so that it be incorporated into the Master Policies." Commissioner Berumen seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23-101, Appointing Gilpin County Noxious Weed Advisory Board Members.** Jennifer Cook, CSU Extension Director summarized the Board's recent approval of the Bylaws for the Noxious Weed Advisory Board, and affirmed that this resolution has the Board of County Commissioners appoint the board members. The Bylaws were reviewed, noting the requirement for the board to have 3 voting members, and that the majority of the members are required to own more than 40 acres. The five applicants and requirements were reviewed and discussed. It was noted that all are invited to attend the meetings. Chair Mornis asked for a motion. Commissioner Berumen moved to adopt Resolution 23-101, "Appointing Gilpin County Noxious Weed Advisory Board Members as Rea Orthner and Chanda Johnson as the two-year board members, and Dana Jones as the one-year term board member." Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23-102, Adopting Workforce Innovation and Opportunity Act (WIOA) Memorandums of Understanding (MOUs) with the Tri-County Workforce Area.** Janey Barker, Human Services Director and David Josselyn, Community Benefits Program Manager, presented the sixteen MOUs with the Tri-County Workforce Area (Tri-Co). Tracey Blustein, a representative of Tri-Co, joined for questions and discussion. The Board had requested some changes to the contact information on the MOUs, and noted that the expiration dates are inconsistent throughout. Tracey Blustein spoke to clarifying the reasoning for the differing dates, and will have the MOUs revised to reflect the correct contact information. Chair Mornis asked for a motion. Commissioner Hollingsworth moved to adopt Resolution 23-102, "Adopting Tri-County Local Workforce Area Memorandums of Understanding (MOUs), specifically 16 MOUs." Commissioner Berumen seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23-114, Approving an Amendment to the Intergovernmental Agreement (IGA) with the Colorado Department of Human Services (CDHS) for the Colorado Benefits Management System (CBMS) County Computer Refresh Program.** Janey Barker, Human Services Director and David Josselyn, Community Benefits





Program Manager, presented the need to upgrade the computer system for the Benefits Program for Human Services. It was highlighted that the State provides the update for funding, at no cost to the county. Chair Mornis asked for a motion. Commissioner Berumen moved to adopt Resolution 23-114, "Approving an Amendment to the Intergovernmental Agreement (IGA) with the Colorado Department of Human Services (CDHS) for the Colorado Benefits Management System (CBMS) County Computer Refresh Program" Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23-108, Authorizing the Renewal of Real Property Lease Agreement with Gilpin Ambulance Authority (GAA).** County Manager Ray Rears presented the resolution to renew the lease with GAA for 2024, which is currently leasing space in the Apex Building. The amount of the lease is for \$50,000 per calendar year, and is a continuance of a lease signed in 2023. Chair Mornis asked for a motion. Commissioner Hollingsworth moved to adopt Resolution 23-108, "Authorizing the Renewal of Real Property Lease Agreement with Gilpin Ambulance Authority in the amount of \$50,000 annually." Commissioner Berumen seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23- 109, Allocating Remaining American Rescue Plan Act (ARPA) Funds.** Sam Bower, Administrative Analyst, presented information to allocate the remaining ARPA funds, after the refund from Timberline Fire District was received. The amount remaining to allocate is \$222.23, which has been requested to be given to the Human Services Thanksgiving Food and December Gift Drive. There was discussion of which specific drive funds would go towards, and was clarified that it will be staff discretion of which drive to allocate it towards. The Exhibit was highlighted that indicates all of the allocations of the ARPA funds. Chair Mornis asked for a motion. Commissioner Berumen moved to adopt Resolution 23-109, "Allocating Remaining American Rescue Plan Act (ARPA) Funds towards the Human Services Thanksgiving Food and Gift Drive." Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23-103, Amending the Employee Handbook.** Chanda Johnson, Human Resources Director, presented the need to amend the Employee Handbook. This topic has been discussed at two previous work sessions, and changes have been made based on the feedback during the work sessions. There was discussion regarding section 3 item E – introductory period. The revision amends the new employee review period from 6 months to 6 months, plus a 3-month discretionary period, only if an employee is unsatisfactory at 6 months. It was clarified that only if an employee is unsatisfactory at 6 months, it allows for the 3-month discretionary period to assist the employee in improving before a separation is made. It was noted that all suggested revisions that were discussed during the work sessions have been made. Chair Mornis asked for a motion. Commissioner Hollingsworth moved to adopt Resolution 23-103, "Approving an amendment to the Gilpin County Employee Handbook and to note that all suggestions have been incorporated." Commissioner Berumen seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23-104, Adopting Health Insurance Premium Annual Increase for Employee Cost Sharing.** Chanda Johnson, Human Resources Director recommended an update to the employee cost sharing of health insurance premiums of 2.5% beginning in 2024, and increase by 2.5% annually for the next 5 years. The total employee cost sharing would be 12.5% in 2028, and would remain until revised by the Board of County Commissioners. It was noted that this is still a competitive cost share percentage for the market, and the benefits provided are at or above market. Chair Mornis asked for a motion. Commissioner Berumen moved to adopt Resolution 23-104, "Adopting Health Insurance Premium Annual Increase for Employee Cost Sharing." Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23-110, Approving a New Position for a Public Health Director.** Chanda Johnson, Human Resources Director, presented the need to create a new position in the Public Health Department. As Gilpin County moves to establish an independent Public Health Department, there is a need to have a director of the department. Since the current IGA with Jefferson County Public Health (JCPH) ends at the end of 2023,





the position of Public Health Coordinator would also be eliminated. There is no formal decision that needs to be made to end the current agreement, the IGA will lapse at the end of 2023, which will end JCPH providing public health services to Gilpin County. By ending the IGA, it would reduce costs by establishing an independent Public Health Department, and increase the ability to receive more grant funding, which the department is mainly grant funded. The current budgeted cost amount is \$205,951. The total to bring on an employee to be the Director is an estimated \$25,000 in savings. County Manager Rears expressed his thanks to JCPH for their years of support with providing public health services, and also mentioned the requirement to provide a medical director. It is in budget for \$10,000 for medical director for 2024, and would be contracted, not an employee. Chair Mornis asked for a motion. Commissioner Hollingsworth moved to adopt Resolution 23-110, "Adopting the New Position of a Public Health Director." Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Resolution 23- 111, Adopting Recommendations for Organizational Staffing and Compensation Studies.**

Chanda Johnson, Human Resources Director, presented the recommendations from Coreflection (formerly known as hrQ) for the Organizational Staffing and Compensation studies. There were some revisions of the exhibits that occurred day of, and a copy of the new exhibits were distributed to the Board and discussed. There was also clarification on the Step Program for the Sheriff's Office, to reduce steps from 12 to 8, to be more in line with industry standards, in order to retain and recruit talent. Director Johnson explained the different adjustments within the resolution; adopt the plan, adopt to bring to minimum grade, and adopt the time compression component. The plan includes an annual adjustment of 2.5% for inflation. It was clarified that the elected officials' salaries are determined by state statute, and are non-negotiable. Director Johnson then listed out the increases for each department for a grand total increase of \$745,755.51, which also includes a lump sum amount for those individuals who were already over the maximum threshold, and would not receive any compensation increase. The intention for the future is to go to merit-based, pay-for-performance, rather than time-based increases. It was noted that this resolution also adopts title change and exemption recommendations. Commissioner Hollingsworth proposed delaying the two contract employees -- County Manager and County Attorney, to exclude today and bring back any increases upon their respective contract renewal date. This will also save on implementation costs at this time. County Manager Rears expressed he would accept to be below the minimum, but would ask for the range to be approved, as well as implementing the recommendations for the rest of the staff; County Attorney Benning agreed with County Manager Rears' position. Director Johnson recommended to adopt the new pay grades and bring to minimum amounts for the contract employees, but exclude the time compression, until their respective review dates. Director Johnson requested a recess to calculate the new possible options. Chair Mornis recessed the meeting at 11:20 a.m. for approximately 10 minutes.

Chair Mornis reconvened the meeting at 11:33 a.m.

Director Johnson presented the updated figures: to bring all employees to minimum, excluding time compression for the two contracted positions, overall cost would be \$677,198.51. The other option is to exclude the contract employees all together, overall cost would be \$668,163.46. There was further discussion regarding the different options presented. Chair Mornis asked for a motion. After discussion and amendment, the resolution was approved as follows. Commissioner Berumen moved to adopt Resolution 23-111, "Adopting Recommendations for Organizational Staffing and Compensation Studies, amending the resolution for the contract employees to adopt their new ranges and bring them to minimum with no time compression." Commissioner Hollingsworth seconded the motion. Chair Mornis repeated the motion and clarified the total cost of \$677,198.51. The resolution passed by a vote of 3 to 0.

**Resolution 23-112, Approving Cost of Living Adjustments (COLA) for Gilpin County Staff.** Chanda Johnson, Human Resources Director presented the resolution requesting a COLA adjustment for all staff of a 4-7%





02/05/2024 02:08 PM 175874  
SAHARI MCCORMICK GILPIN COUNTY CO  
Receipt #52912 Page 6 of 420  
COMMISSIONERS MINUTES

increase, similar to what was done in 2022. The lowest percentile receives the highest percent increase, and the highest percentile receives the lowest percent increase. There was discussion regarding the method used to calculate the COLA, and compared COLA amounts made by neighboring jurisdictions. Director Johnson noted that this method that was used last year had great feedback from staff and directors alike. It was clarified that there have been no other pay increases in 2023 for staff, other than what has been presented today. The total cost to implement the COLA would be \$489,929.28, which includes the contract employees. Chair Mornis asked for a motion. Commissioner Hollingsworth moved to adopt Resolution 23-112, "Adopting the Cost-of-Living Adjustment for 2023, for 4-7% range for total cost of \$489,929.28" Commissioner Berumen seconded the motion, which passed by a vote of 2 to 1. Chair Mornis was the opposing vote, as she proposed a range of 3-5% increase.

**County Attorney's Report.** County Attorney Benning gave his report, highlighting the two water cases, which are essentially done. He also worked on several contracts; including the 16 MOUs for Human Services, Senior Living draft contract, Employee Handbook, Pano AI, and the SWCA contract for the Community Wildfire Protection Plan. He mentioned the legislative updates that Sarah Baciak, the Paralegal, is working on presenting those to the Board. He has also consulted on Eagles' Nest matters to determine any County impacts. He has worked with various County departments regarding a range of different matters, highlighting the road memo working with Public Works and Community Development. He has done substantial work with Upper Clear Creek Watershed Association (UCCWA) regarding their 208 plan and drafting of new policies. He will be following up this week with Timberline Fire Protection District regarding status of Fire ISO.

**County Manager's Report.** County Manager Rears gave his report, highlighting budget discussions with the Board of County Commissioners. He noted the recent election results; Proposition HH failed and Ballot Issue 1A failed. HH failing is a benefit for the budget. The Legislature is having a special session for property tax with state, those impacts to the budget are to be determined. He has been working with hrQ/Coreflexion for the Organizational Staffing and Compensation studies. He overviewed the progress of the scanning project, and noted that all of the building and septic permits are complete. He has also been active with Eagles Nest issues, and other neighborhood concerns. He also highlighted the Grant Report that was provided within his report. There was discussion regarding the fire mitigation efforts this year, and clarified they would just be working on Corona Heights during the remainder of this year. There was further conversation regarding Eagles Nest (EN), and possibly holding a public meeting to address the need in the community. EN has until November 15, 2023, to present information to the Board as to whether they have a viable plan going forward. After that date, there will be more information to better plan for a community meeting. It was clarified that the County is the landlord, but has no real say in operations since they have their own Board of Directors (BOD). The letter to EN is on the website and Facebook page for reference.

**Board of County Commissioners Report.** Commissioner Berumen gave her report, highlighting her advisory capacity with EN BOD and other community members, and attended the budget work sessions. Chair Mornis thanked Commissioner Berumen for working with EN. Commissioner Hollingsworth gave her report, highlighting the CCI and CCAT legislative proposals. She is still working on the GROC opioid reviews. She attended the two Jefferson Center board meetings. She also mentioned the recent work sessions regarding the budget and staffing compensation studies. Chair Mornis gave her report, noting the work session for compensation and staffing studies, as well as various budget work sessions.

Chair Mornis announced the upcoming meetings/events where two or more Commissioners will be attending. There will be budget work sessions on November 15, 16, and 17, 2023. There is a regular work session on December 5, 2023, and the next Board of County Commissioners meeting will be held on December 12, 2023. Commissioner Hollingsworth added that there will be a joint meeting/social gathering with the advisory boards on November 16, 2023, at 7:00 p.m. It was also mentioned that county buildings will be closed for the



Thanksgiving holiday, November 23-24, 2023, and that all three Commissioners will be attending the CCI Winter Conference from November 27-29, 2023. She also noted that all of the budget work sessions are open to the public.

**Public or Press Comment.** Chair Mornis opened the floor for public comment. No comments in person nor online. Chair Mornis closed the floor to public comment.

**Adjourn.** Chair Mornis asked for a motion to adjourn the meeting. Commissioner Berumen moved to adjourn the meeting. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

There being no further public business to come before the Board of County Commissioners, the meeting was adjourned at 12:24 p.m.

Signed this 12<sup>th</sup> day of December, 2023.

Marie A. Mornis  
Marie A. Mornis, Chair

Lyndsey Denton  
Lyndsey Denton, Deputy Clerk

Sandy Hollingsworth  
Sandy Hollingsworth, Commissioner

Susan Berumen  
Susan Berumen, Commissioner

02/05/2024 02:08 PM  
SAHARI MCCORMICK GILPIN COUNTY CO 175874  
Receipt #52912 Page 7 of 420  
COMMISSIONERS MINUTES

