

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

May 24, 2021

A special meeting of the Board of County Commissioners of Gilpin County was held on May 24, 2021, in an online format; no physical meeting was held. Chair Linda Isenhart called the meeting to order at 10:00 a.m. In attendance were Chair Isenhart, Commissioner Sandy Hollingsworth, Commissioner Web Sill, County Manager Abel Montoya, County Attorney Bradford Benning, and Deputy Clerk to the Board Sharon Cate.

**People, Culture and Finance Director Position.** County Manager Montoya informed the Board that People, Culture and Finance (PCF) Director Lori Schraye has resigned her position, but that she would be staying on for a short time to assist with the recruitment of a new director. He asked the Board if they wanted to separate this position from the Finance Director position. Numerous changes to the PCF director job description were discussed, including the level of education required. Discussion then focused on moving this position from pay grade 115 to 110, and hiring near the \$90,000.00 range.

Commissioner Hollingsworth moved to change the pay grade of the PCF director from 115 to 110. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

Commissioner Hollingsworth moved accept the revised job description for the PCF director. Commissioner Sill seconded the motion, which passed by a vote of 3 to 0.

**Finance Director Position.** County Manager Montoya stated that no substantive changes had been made to the Finance Director job description, with PCF Director Lori Schraye adding that it had been written to mirror the PCF director job description. She screenshared the document and the Board discussed several potential revisions, including reinserting language stating that the finance director calculates the mill levies. The Board agreed that Finance Director Clorinda Smith should be given time to review the proposed revisions and discuss them in a future Board meeting.

Commissioner Sill moved to separate the PCF director and finance director positions, and to have the two positions stand alone with direct oversight by the County Manager. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Rural Economic Development Initiative to Fund an Economic Development and Business Diversification Specialist Position.** County Manager Montoya informed the Board that Business Analyst Caitlin Lovett has completed an application for a grant to be administered by the Colorado Department of Local Affairs (DOLA). The grant is offered by the Rural Economic Development Initiative to fund an economic development and Business Diversification Specialist position. The amount requested is \$150,000.00 with a 25% (\$37,500.00) match, and will fund the position for 18 months, likely beginning in September 2021. Business Analyst Lovett shared onscreen the grant application and explained that in order to meet DOLA's submission deadline, the application has been submitted, but that DOLA will accept minor changes. She noted that this would work closely with DOLA's Resiliency and Recovery Roadmap.

The Business Diversification Specialist would focus on exploring affordable housing and workforce housing options, supporting current businesses, actively recruiting new businesses, and partnering with other entities, plus identifying future diversification prospects and creating strategies for current and new businesses to be successful.

Commissioner Hollingsworth moved to accept the application as submitted for the Rural Economic Development Initiative grant through DOLA to fund a Business Diversification Specialist position. Commissioner Isenhart seconded the motion, which passed by a vote of 2 to 1, with Commissioner Sill voting against.

**Renewal of Public Health Contract with State.** The Public Health Contract between the Colorado Department of Public and Environmental Health (CDPHE) and Gilpin County is due for renewal via Amendment #5. The renewal Amendment was heard by the Board on May 18, 2021, but was continued to today's meeting to allow time to pursue additional information. Today Public Health Coordinator Bonnie Albrecht informed the Board that Amendment #5 also removes the Child Fatality, and Division of Environment Health and Sustainability sections from the statement of work. The contract provides for core public health services, plus programs for Maternal / Child Health, and Children and Youth with Special Health Care Needs. Coordinator Albrecht stated that through Gilpin County's partnership with Jefferson County, these programs are administered as well as the Community Improvement Plan. The total annual payment to Gilpin County for the next contract period will be reduced to \$23,379.00, due to the removal of the two sections noted above. Commissioner Sill moved to approve Public Health Contract Amendment #5 between CDPHE and Gilpin County effective July 1, 2021, through June 30, 2021. Commissioner Hollingsworth seconded the motion, which passed by a vote of 3 to 0.

**Adjourn.** There being no further business to come before the Board, they adjourned at 11:40 a.m.

Signed this 15<sup>th</sup> day of June 2021.