

ADMINISTRATION AND FINANCIAL SERVICES

NICOLA SAPP, CHIEF FINANCIAL AND ADMINISTRATIVE OFFICER

DAVE ROSE, CHIEF PUBLIC INFORMATION OFFICER

Citizen Outreach Group – October 31, 2016

Members Present: Stephanie Adams, Theresa Carter, David Couch, Kelvin Dean, Ed Dills, Lacey Fugleberg, Chance Hill, Daniel Lanotte, Sara Poe, Roland Rainey, Creed Spillane

Members Absent: N/A

County Staff Present: Amy Folsom, Kristina Iodice, Joel Quevillon, Dave Rose, Deanna Ruschioni, Nicola Sapp, Henry Yankowski

Commissioners Present: Mark Waller

The meeting was called to order at 10:00 a.m.

Nicola Sapp, El Paso County Chief Financial and Administrative Officer and Dave Rose, Chief Public Information Officer welcomed each of the members of the newly established Citizen Outreach Group, and the members were asked to introduce themselves and share their backgrounds.

Administrative Items

- 1) Amy Folsom, El Paso County Attorney provided a brief overview of the policies and procedures of the Colorado Open Meetings Law which is statutory. El Paso County is a statutory county and follows the Colorado statutes. Requirements for openness and transparency that inure to the Board of County Commissioners extend to the Citizen Outreach Group as a local public body.
 - The Colorado Open Meetings Law applies to any meeting of a local public body wherein public business is discussed.
 - COG is a local public body with 11 voting members. Whenever 6 or more of this public body is present and there is any conversation considered to be public business, the open meeting laws apply.
 - Correspondence through e-mail pertaining to public business must abide by the open meeting laws as well.
 - Public notices will be posted 24 hours in advance of each meeting and will be posted on the lobby board inside the County Administration Building, Centennial Hall, 200 S. Cascade Avenue, Colorado Springs, CO.
 - Regular meetings are scheduled from 9:30-11:00 a.m. in the Pikes Peak Conference Room of the County Administration Building, Centennial Hall, 200 South Cascade Avenue, Colorado Springs, CO. A 2017 proposed meeting schedule and agenda was handed out and will be posted on the website.



- Minutes and audio recordings will be subject to the open meeting laws and become public record. The custodian of minutes is the Budget Division of El Paso County Administration and Financial Services. Written minutes will be kept on file in the Budget office and on the Public Information Office website.
- 2) Approval of the Resolution of the Citizen Outreach Group concerning the Policies and Procedures in furtherance of The Colorado Open Meetings Law (Sunshine Notice Requirements)
 - The motion was made to accept the resolution as written (with the comments Deanna Ruschioni made to update the website address where the meeting minutes will be posted) to be amended at a later date. This was approved unanimously (11-0).
 - 3) Nicola Sapp spoke to the Formulation of the Bylaws, and the Term Matrix and Appointments (as approved by the Board of County Commissioners).

Election of COG Officers

A motion was made to nominate Kelvin Dean as Chairman of the COG. The motion was seconded and all were in favor (11-0). Kelvin Dean accepted.

A motion was made to nominate David Couch as Vice Chairman of the COG. The motion was seconded and all were in favor (11-0). David Couch accepted.

Briefing on Mercy Christmas (formerly Feed the Children) – funded through donations and volunteers

Kristina Iodice, Public Information Officer for the Department of Human Services gave a brief presentation regarding the Mercy Christmas event that is to take place in December, 2016. There will also be an event in August referred to as Back to School. These events provide material goods and services such as haircuts, etc. for families that are connected to the Department of Human Services. Kristina will provide more information for the COG members who wish to volunteer their services as we get closer to these events.

Budget Briefing

Nicola Sapp provided a brief budget overview regarding the El Paso County Preliminary Balanced Budget and the Original Adopted Budget. She handed out the El Paso County 2017 Preliminary Balanced Budget document and presented on the El Paso County 2017 Preliminary Balanced Budget – Financial Road Map 2017-2021 presentation; both were presented to the Board of County Commissioners on September 27, 2016.

- The new Budget Process Policy will be provided to the COG members in future communication.

The meeting adjourned at 12:18 p.m.