



COMMISSIONERS:  
MARK WALLER (CHAIR)  
LONGINOS GONZALEZ, JR. (VICE-CHAIR)

COLORADO

HOLLY WILLIAMS  
STAN VANDERWERF  
CAMI BREMER

COUNTY ADMINISTRATION

SHERRI CASSIDY, CPFO, CHIEF FINANCIAL OFFICER

&

RYAN PARSELL, CHIEF PUBLIC INFORMATION OFFICER

**Citizen Outreach Group - February 10, 2020**

**Members Present:** Stephanie Adams, Kelvin Dean, Ed Dills, Arthur Glynn,  
Dan Lanotte, Fadil Lee, Roland Rainey, Ross Robbins

**Members Absent:** CheyAnne Clemons, David Couch

**County Staff Present:** Sherri Cassidy, Kenny Hodges, Diana May, Ryan Parsell,  
Deanna Ruschioni, Nikki Simmons

**Commissioners Present:** Longinos Gonzalez, Jr., Vice-Chair

**Guests:**

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The meeting was called to order at 9:30 a.m.

Ryan Parsell, Chief Public Information Officer welcomed each of the 2020 Citizen Outreach Group members, and the members were asked to introduce themselves. They also introduced and welcomed Ross Robbins and Fadil Lee, the newly appointed At Large members to the Citizen Outreach Group.

Commissioner Vice-Chair, Longinos Gonzalez, Jr. addressed the COG members, thanking them for serving and mentioning that El Paso County appreciates them for all the great work they have done to promote the County's priorities and share their message to the citizens, as well as assisting the Commissioners with information from the public on how they can continue to help our communities and what is needed from them to do that.

**Election of COG Officers for 2020**

A motion was made to nominate Stephanie Adams as Chairperson of the COG. With no further nominations the motion was seconded, and all present were in favor (8-0) (with two members absent and one opening to be filled). Stephanie Adams accepted.

Roland Rainey expressed an interest to be considered a nominee for the Vice Chairperson of the COG. With no further nominations, the motion was made to nominate Roland Rainey as the Vice Chairperson of the COG and it was seconded. All present were in favor (8-0) (with two members absent and one opening to be filled). Roland Rainey accepted.



## Administrative Items

- 1) A motion was made to approve the November 18, 2019 meeting minutes as written; it was seconded, and the minutes were approved unanimously by all present (8-0) (with two members absent and one opening to be filled).
- 2) Legal Overview by Diana May, El Paso County Attorney
  - By statute the County Attorney's office exists to provide legal service to the Board of County Commissioners, all the County Elected Officials, and to any duly constituted advisory board that they set up to help them do their job, which is exactly what the Citizen Outreach Group is. The County Attorney is in place for their convenience and for their legal advice (for things within the course and scope of what this body is doing).

Diana May 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 eleven voting members. Whenever three or more of this public body is present and there is any conversation considered to be public business, the open meeting laws apply.
- COG members can meet in the public but avoid the topic to discuss public business. If discussions occur between COG members regarding ideas pertaining to the COG, then the members must leave whatever official action taken during that meeting undone to avoid any violations.
- Correspondence through e-mail pertaining to public business must abide by the open meeting laws as well. Group e-mails are not permissible if discussing public business. This applies to text messages as well. Communications via e-mail and phone messages (private computers and phones) are subject to CORA should a request be made.
- Public notices will be posted 24 hours in advance of each meeting and will be posted on the El Paso County website at: <https://www.agendasuite.org/iip/elpaso;>
- 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 2020 proposed meeting schedule and agenda was handed out and will be posted on the Citizen Outreach Group website page: [https://admin.elpasoco.com/financial-services/budget-finance/citizens-outreach-group-agendas-minutes/;](https://admin.elpasoco.com/financial-services/budget-finance/citizens-outreach-group-agendas-minutes/)
- 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 Financial Services. Written minutes will be kept on file in the Budget Division and on the Citizen Outreach Group website page mentioned above.

- 3) Approval of the Resolution of the Citizen Outreach Group concerning the Policies and Procedures in furtherance of The Colorado Open Meetings Law C.R.S. 24-6-401 et.seq (Sunshine Notice Requirements):
  - The motion was made and seconded to accept the resolution as written with the updated link to where the Sunshine Notices are posted. This was approved unanimously by all present (8-0) (with two members absent and one opening to be filled).
- 4) County Attorney Office Overview by Diana May, El Paso County Attorney
  - **Civil Division** (located at Centennial Hall)
    - o Represent the interests of BoCC, elected officials, departments and offices, litigation, land use, real estate, employment, risk management, El Paso County Sheriff's Office, and general county legal support.
  - **Human Services Division**
    - o Dependency and neglect cases, Juvenile Delinquency, Adult Protection, Substance abuse and mental health civil commitments, and DHS legal support.
- 5) Ryan Parsell spoke to the amended COG Bylaws, Resolution No. 20-53 which was approved by the Board of County Commissioners on February 6, 2020 in order to establish a procedure for the COG to properly vote to either excuse, or not excuse, absent members who are not present at meetings. It was determined to align the practices of this board with that of the BoCC's, in that as a board the COG members will vote and make a motion as to which absences to excuse and not excuse; with the expectation that if a member is not going to be present at a meeting that it be their responsibility to communicate this directly to the board leadership.
- 6) Members absent at the February 10, 2020 COG meeting: A motion was made to accept the absence of CheyAnne Clemons as an excused absence, and David Couch as an unexcused absence; the motion was seconded and all present were in favor (8-0) (with two members absent and one opening to be filled).
- 7) Administration Overview by Kenny Hodges, Assistant County Administrator
  - Reviewed the El Paso County Administration Organizational Chart
    - o Public Information
    - o Planning & Community Development
    - o Information Technology
    - o Human Services
    - o Human Resources & Risk Management
    - o Financial Services
    - o Facilities & Strategic Infrastructure Management
    - o Economic Development
    - o Community Services
    - o Public Works
    - o Pikes Peak Workforce Center

- Comprised of an El Paso County & Teller County consortium, governed primarily by a three-commissioner board (two from El Paso County and one from Teller County); however, the Executive Director reports to Kenny Hodges, Assistant County Administrator.
- Pikes Peak Regional Office of Emergency Management
  - Regionalized (City/County and located at a County facility).
- Public Health
  - El Paso County works closely with Public Health; however, the Public Health Director answers to her own Board of Public Health for El Paso County.

Kenny also spoke to the Strategic Plan initiatives for the upcoming year, with strategy creation and execution in:

- Monitoring industry, regulatory, and market trends
- Developing strategic partnerships
- Ensuring data supported decisions
- Ensuring employee development opportunities

8) Sherri Cassidy spoke to the COG binders:

- Term Matrix, Appointments (as approved by the Board of County Commissioners)
- 2020 Proposed Meeting Schedule & Agenda

## Updates

Sherri Cassidy, Chief Financial Officer provided an overview of the El Paso County 2020 Adopted Budget Book, which included the 2019 Distinguished Budget Award recognition, and can be viewed online at:

<https://assets-admin.elpasoco.com/wp-content/uploads/Budget/BudgetHearings/2020BudgetHearings/OriginalAdoptedBudget/2020-Adopted-Budget-Book.pdf>;

Financial Services Overview by Sherri Cassidy, Chief Financial Officer

- **Employee Benefits and Medical Services** – Employee related benefits, health & dental insurance.
- **Contracts and Procurement** – Business quotes, bids, proposals; make sure that El Paso County has fair, legal and responsible/flexible procurement practices and open bidding processes.
- **Budget** – Handles all of the annual budget and prepares the annual budget book.
- **Finance** – Provides oversight of all County spending to ensure accurate financial reporting; responsible for the processing and payment of bills encumbered by County departments, processing the receipt of County revenues, preparing the Comprehensive Annual Financial Report (CAFR) (presently working on closing out the 2019 books, getting ready to complete the audit) – Financial Services has received the Government Finance Officers Association’s (GFOA) Certification of Achievement for Excellence in Financial Reporting award for the past few years.
  - Includes oversight of the DHS Finance and Public Health Finance.

- Sheriff's Office has its own financial staff; however, Financial Services has an analyst assigned to the Sheriff's office and Financial Services oversees their budget at the high level.

The meeting adjourned at 11:00 a.m.