

Sherri Cassidy, CPFO, Chief Financial Officer  
&  
Ryan Parsell, Chief Public Information Officer

**Board of County Commissioners**  
Holly Williams, District 1  
Carrie Geitner, District 2  
Stan VanderWerf, District 3  
Longinos Gonzalez, Jr., District 4  
Cami Bremer, District 5

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## CITIZEN OUTREACH GROUP

**Citizen Outreach Group February 8, 2021**

**Members Present Via  
Virtual/Teleconference  
Meeting:**

Stephanie Adams, Sarah Brittain Jack, Rafael Chanza, Kelvin Dean,  
Arthur Glynn, Jim Godfrey, Lauren Hug, Roland Rainey

**Excused Members:**

**Unexcused Members:** CheyAnne Clemons

**County Staff Present:** Sherri Cassidy, Kenny Hodges, Deanna Ruschioni,  
Nikki Simmons, Natalie Sosa

**Commissioners Present:**

**Guest Speakers:** Steven Klaffky, Senior Assistant County Attorney

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

**Members Absent at the February 8, 2021 COG Meeting**

A motion was made to accept the absence of CheyAnne Clemmons and Sarah Brittain Jack as an unexcused absence, it was seconded, and all members present were in favor (7-0) (with two members absent and two openings to be filled). However, shortly after this vote, Sarah Brittain Jack joined the meeting and a motion was made to amend the absent action item to remove Sarah from the unexcused absence vote. It was seconded, and all members present were in favor (8-0), (with one member absent and two openings to be filled).

Natalie Sosa, Deputy Public Information Officer welcomed each of the 2021 Citizen Outreach Group members and introduced the new District 4 COG member, Jim Godfrey, and District 5 COG member, Lauren Hug. Each of the COG members and COG staff then introduced themselves.

**Election of COG Officers for 2021**

A motion was made to renominate Stephanie Adams as Chairperson of the COG for 2021. With no further nominations the motion was seconded, and all members present were in favor (8-0) (with one member absent and two openings to be filled). Stephanie Adams accepted.

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

### **Administrative Items**

1) A motion was made to approve the October 12, 2020 meeting minutes as written; it was seconded, and the minutes were approved unanimously by all members present (8-0), (with one member absent and two openings to be filled).

2) Legal Overview by Steven Klaffky, Senior Assistant 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).

Steven 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 amongst COG members 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 only to the extent those communications relate to public business of COG.
- 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, or via a virtual meeting. A proposed meeting schedule and agenda is provided to the COG at the beginning of the new year and posted on the Citizen Outreach Group website page:  
<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 meeting location to include virtual meeting information. This was approved unanimously by all present (8-0) (with one member absent and two openings to be filled).
- 4) Sherri Cassidy spoke to the follow:
  - Term Matrix, Appointments (as approved by the Board of County Commissioners)
  - 2021 Proposed Meeting Schedule & Agenda

### **Administration Overview by Kenny Hodges, Assistant County Administrator**

Kenny provided an overview of the El Paso County Organizational Chart, particularly speaking to County Administration.

#### **El Paso County Groups within County Administration**

- **El Paso & Teller Workforce Development Consortium** – which supervises the **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 for the Pikes Peak Workforce Center reports to Kenny Hodges, Assistant County Administrator.
- **El Paso County 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.
- **Pikes Peak Regional Office of Emergency Management**
  - Regionalized (City/County and located at a County facility).
- **Public Works**

#### **El Paso County Administration Traditional Departments**

- Community Services
- Economic Development
- Facilities & Strategic Infrastructure Management
- Financial Services
- Human Resources & Risk Management
- Human Services
- Digital, Strategy & Technology
- Planning & Community Development
- Public Information

With the 2017-2021 Strategic Plan winding up this year, Kenny spoke to the El Paso County Strategic Plan process for 2022 and going forward. Jeff Eckhart, Chief Information Officer of Digital, Strategy & Technology will be presenting updated information pertaining to this at the August 16, 2021 COG meeting.

- The 2017-2021 Strategic Plan can be viewed in detail on the El Paso County website at: <https://www.elpasoco.com/strategic-plan/>
- The El Paso County Strategic Plan is now being housed in the Digital, Strategy & Technology Department, and the new cycle of strategic planning is focused on:
  - Ensuring that we are developing all our employees to the greatest extent that we can and nurturing a bigger picture mindset particularly among our executives.

- Being as data driven as possible, but the goal is to get toward a lean process as we develop the County strategies by considering data that we receive from citizens and making sure that we are putting our limited resources where they're most used.
- Developing the cutting-edge, strategic thinking, local government by gathering and utilizing data.

### **2021 Budget Book presented by Sherri Cassidy, Chief Financial Officer**

Sherri provided an overview of the El Paso County 2021 Adopted Budget Book, which included the 2020 Distinguished Budget Award recognition, and can be viewed on the El Paso County website at:

<https://assets-admin.elpasoco.com/wp-content/uploads/Budget/BudgetHearings/2021BudgetHearings/2021OriginalBalanceBudget/2021-Adopted-Budget-Book.pdf>;

### **COVID-19 Update**

Sherri provided a brief overview of the COVID-19 CARES Funding Act, and a CARES Budget update to the COG members. All of the CARES Budget Updates and Monthly CARES Spending Reports can be viewed on the El Paso County website at: <https://admin.elpasoco.com/financial-services/budget-finance/covid-19-cares-funding/>;

**Meeting Adjourned: 11:00 a.m.**