

STAFF BRIEFINGS and WORK SESSIONS

August 11, 2020

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Dial +1-408-418-9388; enter the meeting access number when prompted **146 969 9960**

****Please Note Meetings Will Not Begin Prior to 10:00am****

All items on this agenda are scheduled for after Hearings and will normally be considered in the order the item appears on the agenda. The Board, at their discretion, may choose to alter the order in which items are considered, may break, or may continue any item to be considered on a future date.

Briefing Items:

- | | |
|---|-------------------------------------|
| 1. Scientific Cultural Facility District Grant Review Process Update and County Cultural Policy Revision - 15 minutes | Diane Keathley
Kendall Zimmerman |
| 2. CARES Act Funding - STRIDE Community Health Center Grant Agreement - 15 minutes | Stephanie Corbo
Mary Berg |
| 3. Diversity, Equity, and Inclusivity Manager
15 minutes | Jennifer Fairweather |

Reports:

Commissioners
County Manager
County Attorney - BOE Recommendations for Senior/Disabled Veterans

Executive Session:

- Rocky Mountain Greenway Trail Connections to Rocky Flats National Wildlife Refuge - FLAP Grant Implementation IGA - Advice to Negotiators C.R.S. 24-6-402(4)(e) - 15 minutes
- Child Fatality Investigation Report Review - Confidential pursuant to C.R.S. 24-6-402(4)(c) based on confidential provisions in C.R.S. 26-1-139(5)(e) and privilege provided under C.R.S. 26-1-139(5)(d) - 30 minutes
- Rocky Mountain Metropolitan Airport - Airport Vision Plan and Consultants - Legal Advice C.R.S. 24-6-402(4)(b) and Advice to Negotiators C.R.S. 24-6-402(4)(e) - 30 minutes
- Jefferson Parkway Public Highway Authority - Legal Advice C.R.S. 24-6-402(4)(b) - 15 minutes
- Insurance Policy Coverage - Legal Advice C.R.S. 24-6-402(4)(b) - 30 minutes
- Legal Update - Legal Advice C.R.S. 24-6-402(4)(b) - 10 minutes

Adjourn

Lunch Break (1:00pm or as directed for by the Chair)

County Manager/BCC Admin Staff

1:30pm

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Work Sessions - No Agenda Items

STAFF BRIEFINGS and WORK SESSIONS
August 11, 2020

Hearings		Total Estimated Time: 2 hours
8:00	10:00	

Briefing Items		Total Estimated Time: 45 minutes
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Begin	End	Agenda No.	Title
10:00	10:15	1.	SCFD Grant Review Process Update and County Cultural Council Policy Revision
10:15	10:30	2.	CARES Act Funding - STRIDE Community Health Center Grant Agreement
10:30	10:45	3.	Diversity, Equity, and Inclusivity Manager
		4.	
		5.	

Reports - The Board Chair may move Reports to earlier if time permits:		Total Estimated Time: 10 minutes
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10:45			Commissioners
			County Manager
	10:55		County Attorney - BOE Recommendations for Senior/Disabled Veterans

Executive Session		Total Estimated Time: 2 hours 5 minutes (not including lunch break)
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Begin	End	
10:55	11:10	Rocky Mountain Greenway Trail Connections to Rocky Flats National Wildlife Refuge - FLAP Grant Implementation IGA - Advice to Negotiators C.R.S. 24-6-402(4)(e)
11:10	11:40	Child Fatality Investigation Report Review - Confidential pursuant to C.R.S. 24-6-402(4)(c) based on confidential provisions in C.R.S. 26-1-139(5)(e) and privilege provided under C.R.S. 26-1-139(5)(d)
11:40	12:10	Rocky Mountain Metropolitan Airport - Airport Vision Plan and Consultants - Legal Advice C.R.S. 24-6-402(4)(b) and Advice to Negotiators C.R.S. 24-6-402(4)(e)
12:10	12:25	Jefferson Parkway Public Highway Authority - Legal Advice C.R.S. 24-6-402(4)(b)
12:25	12:55	Insurance Policy Coverage - Legal Advice C.R.S. 24-6-402(4)(b)
12:55	1:00	Legal Update - Legal Advice C.R.S. 24-6-402(4)(b)
1:00	1:30	Lunch Break (as called by the Chair)

County Manager/BCC Admin Staff - The Board Chair may move to earlier if time permits:		Total Estimated Time: 1 hour 15 minutes
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1:30	2:15	BCC/County Manager
2:15	2:45	BCC/Admin. Staff

Work Sessions: No items - Next Work Session Scheduled for October 20, 2020

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

SCFD Grant Review Process Update & County Cultural Policy Revision August 11, 2020

For Information For Discussion/Board Direction Consent to
Place on Business/
Hearing Agenda

Issue: Outdated SCFD grant review process and update to the Cultural Council Administrative Policy

Background/Discussion:

SCFD Grant Review Process

Scientific and Cultural Facilities District's (SCFD) grant review process has only minimally changed since the launch of the tax. The number of grant applications has drastically increased over the years, as has the workflow, rendering the current County grant review process unsustainable. Recruitment for County panelists has been increasingly challenging based on the sheer volume of work and volunteer hour requirement that the current system requires. SCFD has been reviewing and strategically reevaluating how to optimize these processes and bring them in line with current philanthropic best practices while ensuring County Cultural Councils (CCC) have the tools they need to succeed.

All participating counties in the SCFD will be undertaking the same grant review structure by transitioning grant interviews to study sessions and implementing County based scoring criteria. Additionally, SCFD is instituting a new grants management system and is streamlining the Tier III grant application. With these improvements, SCFD seeks to address the issues associated with the current process such as accessibility, retention of council members, liability, and more.

Policy Updates

The proposed policy changes to the Cultural Council Policy 2.2.4 are to match language referencing council member term limits, approved in resolution CC19-336, identifying the maximum number of terms a member can serve. This policy update would also remove the requirement that current sitting council members interview all applicants for council vacancies.

Jefferson County is the only county that does this, removing that language would be consistent and align with the other counties.

Adams	Commissioners interview candidates and make decision
Arapahoe	Commissioners review applications and make decision
Boulder	Commissioners interview candidates and make decision
Broomfield	City Council interviews candidates and makes decision
Denver	City Council makes decision (not sure if they interview or just review applications)
Douglas	County Liaison provides a summary to the commissioners of all candidates. Commissioners review summary and make decision
Jefferson	Jefferson County Cultural Council interviews candidates and provides recommendations to commissioners to make their decision

Additionally, removing this requirement would allow council members to dedicate their time to the grant process and for staff to be more efficient in their recommendations during the vacancy process. Staff will request feedback from the council members to identify any areas of need during the application review process to ensure the council representation remains diverse and reasonably reflects the county residents.

Fiscal Impact: No cost associated with this, however there would be a savings in reduced staff administration and facility resources costs.

Revenue Limits Impact: yes no

Recommendations: Staff recommends that the Board direct staff to bring the Cultural Council Policy 2.2.4 to a future public hearing for final consideration and adoption as well as to give support to the SCFD in their grant review process transition and adoption.

Originator: Diane Keathley x8174

Title: Administrative Policy Cultural Council	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 4
	Effective Date November 13, 2018
Policy Custodian Board of County Commissioners	Adoption/Revision Date November 13, 2018

Adopting Resolution(s): ~~CC18-377~~CC20-

References (Statutes /Resos/Policies): § 32-13-101, et seq, Colorado Revised Statutes (1989 Supplement); CC89-920, CC92-224, CC07-153, CC12-380, CC16-316, CC18-196, CC18-377

Purpose: To establish the Jefferson County Cultural Council, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Cultural Council

A. Establishment

The Jefferson County Cultural Council (the "Council") was established by the Jefferson County Board of County Commissioners (BCC) in accordance with the authority conferred by the Scientific and Cultural Facilities District Act (the "Act"), § 32-13-101, et seq, Colorado Revised Statutes (1989 Supplement).

B. Responsibilities

1. Duties

- a. The Council shall develop and submit to the Board of Directors of the Scientific and Cultural Facilities District an annual plan specifying the distribution of a percent of the revenues collected in Jefferson County for the purpose of supporting scientific and cultural facilities, in accordance with the Act (§ 32-13-107(3)(c)(II), C.R.S.). Such annual plan shall be submitted to the BCC for approval before submission to the Board of Directors of the Scientific and Cultural Facilities District.
- b. Jefferson County's share of the tax revenues generated in accordance with the Act, ("Funds" or the "Fund") shall be used to support non-profit organizations, which meet the requirements of section 501 (c)(3) of the federal Internal Revenue Code of 1986, as amended, or any agency of local government with the primary purpose of enlightening and entertaining the public through the production, presentation, exhibition, advancement, or preservation of visual arts, performing arts, cultural history, natural history, or natural sciences, which have such primary purpose, benefiting Jefferson County residents (in accordance with § 32-13-103(4), (7) and § 32-13-107(3)(b)(I)(A), C.R.S.).
- c. Distribution of Funds: Funds are available for general operating support and special projects as set forth in the bylaws of the Council.

2. Staff and Office

- a. The Council may designate locate and relocate its business office and such other offices or divisions as in its judgment are needed to conduct the business of the Council. The office will be located within the boundaries of Jefferson County.
- b. Staff support for the Council may be provided by the Clerk to the Board or a designee.

3. Meetings

- a. All regular and special meetings of the Council shall be held at times set in accordance with the Council bylaws. All meetings will be held in accordance with the Colorado Open Meetings Law (§ 24-6-401, et seq, C.R.S. (2011)).
- b. Quorum. A quorum of the Council shall be five members. No official business of the Council shall be conducted without a quorum present.
- c. Meeting Location. All the meetings of the Council or any committee or task force thereof shall be held within Jefferson County and shall be open to the public. No vote or other formal action shall be taken in any session which is closed to the general public.

C. Remuneration

Members of the Council shall not be compensated.

D. Bylaws

1. The Council may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or local law other county policy or regulation.
2. The bylaws may be amended by at least five Council members present and voting at any regularly scheduled meeting of the Council or at any special meeting of the Council called for that purpose, provided that in either instance notice of proposed revisions or amendments has been delivered or mailed to each Council member not less than ten days prior to the meeting at which such revisions or amendments are considered.

E. Membership

1. Composition

The Council shall be composed of representatives to be appointed by the BCC as follows: There shall be nine members of the Council: two members shall represent respectively each of the three Jefferson County Commissioner Districts, and three shall be at large. All representatives shall be residents of Jefferson County. The composition of the residences of the members shall reasonably reflect the ratio of county residents residing in incorporated and in unincorporated areas of Jefferson County.

2. Terms

- a. Members serve at the pleasure of the BCC, and may be removed with or without cause, at the discretion of the BCC.
- b. Council members' terms shall be for three years with a maximum of three terms, or until their successors have been chosen as appropriate. The terms shall be staggered so that three members terms expire each year. ~~All applicants for council vacancies shall be interviewed by the council members. The council may recommend appointments, by majority vote, to the BCC.~~
- c. Officer terms shall be for one year. No Council member shall serve as Officer in the same office for more than two succeeding one-year terms.

3. Vacancies

Vacancies on the Council shall be created either by the resignation of a member, expiration of a member's term, or removal of the member from the Council by the BCC. New appointments shall be made in accordance with the Board and Commission Appointments Policy.

F. Funding Guidelines

1. The Council shall not discriminate against a grant applicant because of race, creed, color, religion, national origin, ancestry, marital status, gender, sexual preference, age, physical handicap, veteran status, or political service or affiliation.
2. The distribution of funds shall be made in accordance with § 32-13-107(3)(c), C.R.S. to organizations who meet Scientific and Cultural Facilities District eligibility requirements and any other requirements as set forth in the Act. Specific funding guidelines are set forth in the Council bylaws.

**BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
CARES ACT Funding – STRIDE Community Health Center
Grant Agreement
August 11, 2020**

For Information For Discussion/Board Direction Consent to
Place on Business/
Hearing Agenda

Issue: Jefferson County is a prime recipient of federal CARES Act funding and has created grant programs to distribute the funds to meet community needs.

Background: Jefferson County received \$101.7M in CARES Act funding. A nonprofit application process was undertaken. A request from STRIDE Community Health Center for \$1.4M was submitted to support COVID-19 testing in the Jefferson County community.

Discussion: Stride has requested CARES Act funding to support COVID-19 testing. Funding would support necessary operating costs, cleaning materials, temporary staffing, nursing services, indirect administrative charges, supplies and equipment, including PPE, technology, vehicle leasing, etc. Funding will be provided in a reimbursement model based on documented eligible expenses.

Fiscal Impact: No General Fund impact. Funding solely from federal CARES Act funds.

Revenue Limits Impact: yes no

Recommendations: Staff recommends approving CARES Act funding of up to \$1.4M to STRIDE Community Health Center to support COVID-19 diagnostic and antibodies testing in Jefferson County.

Originator: Mary O'Neil x 8570

Contacts for Additional Information:

Mary Berg x4163
Christine Billings x8394
Stephanie Corbo x8542
Kourtney Hartmann x8964
Mary O'Neil x8570

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER
Diversity, Equity, and Inclusivity Manager
August 11, 2020

For Information For Discussion/Board Direction Consent to
Place on Business/
Hearing Agenda

Issue: Creation of a Diversity, Equity, and Inclusivity Manager for Jefferson County to facilitate strategies both externally and within the organization to strategically develop and implement programs aligned with the mission, vision, and values of the County.

Background: Recent social movements and public health issues around diversity, equity, and inclusivity have facilitated the need for government organizations to make these initiatives a higher priority. The creation of a dedicated position will ensure an ongoing focus on the development and implementation of programs and policies to facilitate a workplace and community that respects and values individual difference along varying dimensions while fostering a culture that minimizes bias and recognizes and addresses systemic inequities.

Discussion: During a recent staff meeting, possible options to enhance diversity, equity, inclusivity efforts were presented to the Board of County Commissioners.

Fiscal Impact: The creation of this position will result in up to \$110,000 (estimated salary and benefits) in ongoing General Fund expenditure appropriations.

Revenue Limits Impact: yes no

Recommendations: That the Board of County Commissioners approve the creation of a Diversity, Equity, and Inclusivity Manager, authorize 1.0 FTE to the Human Resource's Division, and supplement \$110,000 in ongoing General Fund salary and benefit expenditure appropriations to the budget.

Originator:

Jennifer Fairweather, Human Resources Director, x8402

Contacts for Additional Information:

Don Davis, County Manager, x8508

Jennifer Fairweather, Human Resources Director, x8402

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

BOARD OF EQUALIZATION RECOMMENDATIONS FOR SENIORS/DISABLED VETERANS August 11, 2020

For Information For Discussion/Board Direction Consent to
Place on Business/
Hearing Agenda

ISSUE: The Board of County Commissioners, sitting as the Jefferson County Board of Equalization (JCBOE), will be asked to approve the Referees' recommendations for exemptions for Seniors/Disabled Veterans.

BACKGROUND: The Petitioners appealed the Jefferson County Assessor's denial regarding the 2020 Qualifying Senior or Disabled Veteran Property Tax Exemptions to the JCBOE. A public hearing was scheduled and the Petitioners were notified by mail of the scheduled hearing time and date. Public hearings were held before Board appointed Referees. The Referees will make recommendations concerning the Petitioners' appeals, which will be submitted to the Board for its final action September 1, 2020.

FISCAL IMPACT: N/A

REVENUE LIMITS IMPACT: yes no

RECOMMENDATIONS: The Board will be provided with a schedule of the recommendations from the Referees for consideration and approval September 1, 2020.

ORIGINATOR: Chris Courtney

CONTACTS FOR ADDITIONAL INFORMATION: Chris Courtney, Jason Soronson