



JEFFERSON
COUNTY COLORADO

Elected Officials and Personnel Board Meeting AGENDA

Chair: Jeff Shrader

August 11, 2022, 9:00 a.m.

Virtual Meeting via WebEx Events / Webinars

<https://jeffco.webex.com/jeffco/onstage/g.phpMTID=ecdd9f17300b498c176e82ff4751e5b3e>

Event password: PmH6RPPPhK32

Access code/Event Number: 2494 058 2144

	Pages
8:30 - 9:00am Executive Recruiter for County Manager - Feedback Regarding County Manager Position	
1. Call to Order	
2. Approval of Minutes Dated July 14, 2022	2
3. Agenda	
3.1. PB22-002 Adoption of 2023 Holidays Jennifer Fairweather - 10 Minutes	5
3.2. Countywide Compensation Philosophy Jeff Shrader - 30 Minutes	7
3.3. Countywide Base Salary Compensation Change Stephanie Corbo - 15 minutes	10
4. Elected Officials Update	
5. Executive Session	
5.1. Fair Campaign Practices Act - Legal Advice - C.R.S. § 24-6-402(4)(b) Kym Sorrells - 20 minutes	
6. Adjournment	
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Elected Officials and Personnel Board Minutes

July 14, 2022, 9:00 a.m.
Virtual Meeting via WebEx

Present:

- Commissioner Tracy Kraft-Tharp
- Commissioner Andy Kerr
- Commissioner Lesley Dahlkemper
- Scot Kersgaard, Assessor
- George Stern, Clerk & Recorder
- Annette Cannon, Coroner
- Under Sheriff Patricia Mundell
- Holly Ryan, Deputy Treasurer Public Trustee
- Alexis King, District Attorney
- Jody Erwin, Public Health Deputy Director
- Donna Walker, Library Director
- Kate Newman, Acting County Manager

1. Call to Order

The Elected Officials met in regular session via WebEx Events on Thursday, July 14, 2022. Alexis King, Chair, called the meeting to order at 9:00am.

2. Approval of Minutes Dated June 9, 2022

The minutes of June 9, 2022 were approved by unanimous vote.

Motioned by Donna Walker, Library Director
Seconded by Commissioner Kraft-Tharp

3. Agenda

3.1 2022 Total Rewards

Tina Wise, Roberta Monaco, Leo Tokar, and Regan William presented the attached documents.

3.2 Workday Time & Absence

Stephanie Corbo & Jennifer Fairweather presented the attached documents.

3.3 Sheriff Open Letter

Patsy Mundell presented the attached open letter from Sheriff Shrader.

4. Elected Officials Update

Assessor's Office:

Scot Kersgaard discussed how current compensation makes hiring and retaining difficult.

Clerk & Records Office:

George Stern discussed how current compensation makes hiring and retaining difficult.

Commissioner, District One:

Commissioner Kraft-Tharp discussed the Staff Briefing on Tuesday which will include Ballot Initiatives. She also discussed a Westminster and Arvada Town Hall meeting on July 23, 2022 from 9-10am regarding homelessness services.

Commissioner, District Two:

Commissioner Kerr had no updates.

Commissioner, District Three:

Commissioner Dahlkemper spoke of the visit from Governor Polis in Evergreen. Jefferson County received \$1M for wildfire risk reduction, and Dahlkemper thanked everyone who put in work for this event. She also discussed the Foothills Town Hall meeting August 27, 2022 at 9am. Also, shout out to George Stern for zero discrepancies in the audit after the election.

Coroner:

Dr. Cannon discussed how current compensation makes hiring and retaining difficult, and 90% of her staff has a second job to pay bills.

County Manager:

Acting County Manager Newman had no updates.

District Attorney:

DA King discussed launching a data dashboard August 7, in conjunction with seven other districts for better data transparency.

Library:

Donna Walker spoke of being presented with a property search. Standly Lake library will be showing telescope images in a fun event.

Public Health:

Jody Erwin discussed how current compensation makes hiring and retaining difficult.

Sheriff's Office:

Undersheriff Patsy Mundell discussed how current compensation makes hiring and retaining difficult, they are 50% short in their records division.

Treasurer/Public Trustee's Office:

Holly Ryan updated on tax collection which is on par with 2021. They will be sending out delinquent notices shortly. She also discussed how current compensation makes hiring and retaining difficult.

5. Adjournment

Chair, Alexis, adjourned the meeting at 11 am.

Julia Sorensen, County
Manager's Office

Board Member _____ moved that the following Resolution be adopted:

BEFORE THE PERSONNEL BOARD
OF THE COUNTY OF JEFFERSON
STATE OF COLORADO

RESOLUTION NO. PB22-002

RE: ADOPTION OF 2023 HOLIDAY SCHEDULE

WHEREAS, pursuant to Section 4.A.5 of the Personnel Rules, the Personnel Board designates days to be observed as legal holidays.

NOW, THEREFORE, BE IT RESOLVED BY THE JEFFERSON COUNTY PERSONNEL BOARD that the Jefferson County Holiday Schedule for 2023 attached hereto be and hereby is adopted.

Board Member _____ seconded the adoption of the foregoing Resolution. The roll having been called, the vote was as follows:

The Resolution was adopted by unanimous vote of the Personnel Board of the County of Jefferson, State of Colorado.

Dated: August 11, 2022

2023 HOLIDAY SCHEDULE

Monday, January 2, 2023	New Year's Day (Observed)
Monday, January 16, 2023	Martin Luther King Jr. Day
Monday, February 20, 2023	Presidents Day
Monday, May 29, 2023	Memorial Day
Monday, June 19, 2023	Juneteenth
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Friday, November 10, 2023	Veterans Day (Observed)
Thursday, November 23, 2023	Thanksgiving Day
Friday, November 24, 2023	Day after Thanksgiving
Monday, December 25, 2023	Christmas Day
	Floating Holiday

The Personnel Board designates these days to be observed as legal holidays. Some departments may designate an equivalent holiday work schedule. Holiday hours (in the amount of 96 hours annually) must be taken in the current calendar year and cannot be carried over.

**County-wide
Compensation Philosophy
Elected Officials
8.11.22**



Non-Competitive

- 2.6% base adjustments aren't satisfying needs and demands
- Job classification review threshold too high
- Components for 'market' and 'merit'
- Inconsistent practices amongst county departments
 - E.g., Vehicle Allowance



Compensation

- Should be near the 75th percentile of market
- County to cover 80% of health benefits
- Reinstitute the Benefits Oversight Committee to provide broad-based input





American Rescue Plan

Elected Officials/Personnel Board Meeting

August 11, 2022

Salary Recommendation

Fund	2022 Late August - December	2023	2024	Total
General Fund Impact	\$1.4M	\$7.3M	\$7.3M	\$16.0M
All Other Funds	\$1.8M	\$4.5M	-	\$6.3M
Total ARPA Impact	\$3.2M	\$11.8M	\$7.3M	\$22.3M

*Standard positions only, includes salary dependent benefits (17%), in 23 & 24 General Fund impact includes Patrol and Public Health

American Rescue Plan – Elected Officials/Personnel Board Meeting
August 11, 2022

Salary Adjustment Schedule

ARPA will fund a 5% base salary increase in 2022 only, and continue to support that salary increase through 2023 and 2024

- 2022
 - 5% county-wide base salary increase effective 8/28/2022 with ARPA
- 2023
 - Continue support of 2022 base salary increase county-wide with ARPA
- 2024
 - Continue support of 2022 base salary increase for General Fund only with ARPA

Note that the 2.6% base salary increase will be supported by the 2023 and 2024 budget.

General Fund Discussion – Pending

The following is intended to show ARPA funds are allocated for the General Fund.



Placeholder	Project Description	May-22	Jun-22	Aug-22
		Prior Recommended Earmark	Updated Recommended Earmark	Scenario 1 GF \$14.5M
General Fund Shortfall	Available for 2023 GF shortfall	\$14.48M	\$18.60M	\$14.50M
Salary Recommendation County Level Set	Adjust salary/benefits, as indicated per upcoming salary survey, due to be completed in summer 2022.	\$25.00M	\$20.50M	\$22.30M
Detention Center Staffing (Sheriff)	Detention center staffing.	\$.00M	\$3.75M	\$3.75M
D&T Assorted Road and Bridge Projects	Knowing that the critical needs for D&T far outweigh funding available, \$20M is set aside to address the most critical issues, per department discretion. Additional funding is being sought for D&T projects through the IJJA.	\$20.00M	\$20.00M	\$20.00M
Broadband	Reduce from \$19M to \$4.5M for match funding opportunities.	\$5.00M	\$4.50M	\$4.75M
Workforce	Reduce from \$3.5M to \$1M; task force is developing white papers on usage.	\$1.00M	\$1.00M	\$1.00M
COVID Response Reserve	Contingency.	\$3.00M	\$3.00M	\$4.51M
ARPA Savings Reallocated			-\$2.36M	
	New Designations (Pending)	\$68.48M	\$68.99M	\$70.81M
	Already Designated - BCC Approved/Proceed to Briefing	\$44.72M	\$44.21M	\$42.39M
	TOTAL	\$113.2M	\$113.2M	\$113.2M

For comparison purposes, Assessor/Treasury Systems and Recruitment have been removed from Pending as they were subsequently moved to Proceed to Briefing and BCC Approved, respectively.