



Elected Officials and Personnel Board Meeting

AGENDA

Chair: Andy Kerr

February 9, 2023, 9:00 a.m.

Virtual Meeting via WebEx Events / Webinars

Join our virtual meeting via WebEx. Select the "Join by Browser"
option: <https://jeffco.webex.com/jeffco/j.php?MTID=m8997cafd77d3190f45ad28c8dbecbbb8>

Event Password: YiShtvnU654 (94748868 from phones)

For audio only call +1-408-418-9388 and enter the access code: 2482 219 8748

| | Pages |
|---|--------------|
| 1. Call to Order | |
| 2. Approval of Minutes Dated December 8, 2022 | 2 |
| 3. Agenda | |
| 3.1 Elected Officials/Personnel Board Overview Jennifer Fairweather - 15 minutes | 6 |
| 3.2 PB23-001 Executive Benefits Jennifer Fairweather and Andy Kerr - 10 minutes | 11 |
| 3.3 Library Clean Up Update Donna Walker - 10 minutes | |
| 4. Elected Officials Update | |
| 5. Legal training on various laws relevant to Elected and Appointed Officials – Legal Advice under C.R.S. §24-6-402(4)(b) Kym Sorells - 15 minutes | |
| 6. Adjournment Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or sexual orientation in the provision of services. Disabled persons requiring reasonable accommodation to attend or participate in a County service, program or activity should call 303-271-5000 or TDD 303-271-8560. We appreciate a minimum of 24 hours advance notice so arrangements can be made to provide the requested auxiliary aid. | |



Elected Officials and Personnel Board Minutes

**December 8, 2022, 9:00 a.m.
WebEx Events Virtual Meeting**

Present:

- Commissioner Tracy Kraft-Tharp
- Commissioner Andy Kerr
- Commissioner Lesley Dahlkemper
- Scot Kersgaard, Assessor
- George Stern, Clerk & Recorder
- Annette Cannon, Coroner
- Sheriff Jeff Shrader
- 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, December 8, 2022. Jody Erwin, Chair, called the meeting to order at 9:02 am.

2. Approval of Minutes Dated November 10, 2022

The minutes of November 10, 2022 were approved by unanimous vote.

Motioned by Alexis King, District Attorney

Seconded by Commissioner Lesley Dahlkemper

3. Agenda

3.1 Budget Process Debrief

Departments will fill out questionnaires and return to Dan Conway.

3.2 Resolution PB22-004 2022 Vacation & PTO Leave Balances

Motioned by Sheriff Jeff Shrader

No second, a vote was not held

Resolution PB22-004 did not pass.

3.3 Employer of Choice Next Steps

Department heads will spread the word to see if anyone is interested in the specific workgroups that still need members.

4. Elected Officials Update

Assessor's Office:

The Assessor's Office is completing year end processes.

Clerk & Recorder's Office:

George Stern was pleased to announce after four years of work, and as of yesterday the last decade of recording documents are now online. The new payment system will be online in the next couple of days. This is George's final Elected Officials meeting, he thanked everyone he worked with throughout the years. He also thanked the Sheriff for all his service, he has great respect for the way he leads.

Commissioner, District One:

Commissioner Kraft-Tharp let everyone know about the swearing in ceremony which takes place on January 10th at 8am.

Commissioner, District Two:

Commissioner Kerr gave an update on the continuing County Manager recruitment process, which will hopefully be concluded sooner rather than later. He also spoke of the Jefferson Center ground breaking in Lakewood which is a

service for those experiencing homelessness. Lastly Commissioner Kerr brought up the passing of John Stone, the services were last Saturday, and there was a moment of silence held on this past Tuesdays Hearing.

Commissioner, District Three:

Commissioner Dahlkemper met this morning with the Legislative Delegation, and discussed how 2023 will be a very tough budget year.

Coroner

The Coroner's office is very busy, and trying to fill empty roles. Their Sr investigator is retiring at the end of this month. Annette Cannon let everyone know January 11th is the swearing in of new deputies at 10 am. She would love to see members of this board in attendance.

County Manager:

Acting County Manager Kate Newman wished everyone a Happy Holidays, and gave a big thank you to Sheriff Shrader, and County Clerk George Stern.

District Attorney:

Alexis King thanked everyone who came out to the Pathways open house this week. She was also pleased to announce they are streamlining evaluations in the DA office. Lastly, Alexis mentioned Sr Investigator David Lynn will be retiring, and there will be a celebration on the 16th of this month.

Library:

Donna Walker informed on the Family Leadership Training Institute Graduation, which happens next Thursday at the Edgewater Library. It is a wonderful program, and the youth worked very hard for 6 weeks to complete the training.

Public Health:

Jody Erwin is feeling optimistic about 2023, it is feeling a little more normal. He also gave thanks to Sheriff Shrader and County Clerk George Stern.

Sheriff's Office:

Sheriff Shrader let everyone know they provided Honor Guards at John Stone's grave. He also informed about Academy Graduation which happens this afternoon. There will be 17 deputies graduating for Jeffco Sheriff Department. Sheriff Shrader also updated on the many retirements which are happening in the Sheriff's Department. Lastly, he thanked everyone, and wished all leaders success.

Treasurer/Public Trustee's Office:

No updates.

5. Adjournment

Chair, Jody Erwin, adjourned the meeting at 9:47 am.

Motioned by Commissioner Kerr

Seconded by Commissioner Lesley Dahlkemper

Julia Sorensen, County
Manager's Office



Human Resources
People & Culture

Personnel Board Overview

Personnel Board

- Members of the Personnel Board include: The Board of County Commissioners, the Jefferson County Sheriff, the Jefferson County Clerk and Recorder, the Jefferson County Assessor, the Jefferson County Treasurer/Public Trustee, the District Attorney of the First Judicial District, the Jefferson County Coroner, the Executive Director for Jefferson County Public Health, the Executive Director of the Jefferson County Public Library, and the County Manager. Members may authorize a designee to act on their behalf.
- Who is covered Except as otherwise provided in these Rules or by statute, the Rules are applicable to employees of the following agencies: a. The Board of County Commissioners b. The Jefferson County Sheriff c. The Jefferson County Clerk & Recorder d. The Jefferson County Treasurer/Public Trustee e. The Jefferson County Assessor f. The District Attorney of the First Judicial District g. Jefferson County Public Health h. The Jefferson County Coroner i. The Jefferson County Public Library
- Any Department/Division Director, County Manager, County Attorney or Board, may establish supplemental staff directives applicable to the employment unit or units so long as such directives do not conflict with the Rules. In the event of a conflict between these Rules and an Elected Official's or Appointed Official's internal policies governing their employees, the Elected Official's or Appointed Official's internal policies govern, so long as such policies do not exceed allocated budgets, supersede authority under the Board of County Commissioners, conflict with applicable laws and regulations or create conflicting procedures outside of centralized processes such as the classification system, salary administration, employment benefits, and leave programs. These directives shall be routed through the County Attorney's office for review along with any applicable county functions such as Human Resources, Finance, BIT, and Operations, and be posted such that they are accessible.
- The Personnel Board meets as part of the Elected Officials monthly meeting.

Key Topics in the Personnel Rules

- Compliance
- Classification of Jobs
- Work Schedules and Holidays
- Salary Administration
- Benefits
- PTO, Vacation, and Sick Leave
- Leave of Absence
- Employee Conduct
- Discipline, separation & Grievance Processes (employees who are not at-will)
- Changes to the rules and approvals required per the rules come before the Personnel Board for a resolution.



Updated Business Processes

- Ensure like pay for like work.
- Require recruitments for job openings and promotional opportunities.
- Review salary changes including one-time payments.
- Prohibit using pay history for prospective employees.
- Ensure job postings include hiring salary range.
- Continue to review updated opinions and changes in partnership with the County Attorney.



Colorado's Equal Pay for Equal Work Act



Questions

Please reach out if you would like a meeting with us to discuss any specific questions.

Board Member _____ moved that the following Resolution be adopted:

BEFORE THE PERSONNEL BOARD

OF THE COUNTY OF JEFFERSON

STATE OF COLORADO

RESOLUTION NO. PB23 - 001

RE: EXECUTIVE OFFICER DESIGNATION

WHEREAS, pursuant to Section 3.B.3 of the Personnel Rules, the Personnel Board may give a position Executive Officer designation, and

WHEREAS the Board of County Commissioners created a new position titled Chief of Staff and Strategic Communications, and

WHEREAS the Board of County Commissioners will remove Executive Benefits from the position titled Public Affairs Director, and

WHEREAS the Board of County Commissioners is requesting Executive Officer designation for this position.

NOW, THEREFORE, BE IT RESOLVED BY THE JEFFERSON COUNTY PERSONNEL BOARD that the position titled Chief of Staff and Strategic Communications has been granted Executive Officer designation.

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: February 9, 2023

Positions with Executive Officer Designation for Executive Benefits

Assistant District Attorney (vacant position)
Chief Deputy District Attorney
Chief Deputy Assessor (vacant position)
Chief Deputy Treasurer
Deputy Treasurer Public Trustee
Chief Deputy Clerk and Recorder (2 filled positions)
Chief of Staff and Strategic Communication
Chief Deputy Coroner
County Manager
Deputy County Manager
Justice Services Director
Human Services Director
Chief Human Resources Officer
Chief Innovation Officer
Parks Director
County Attorney
Chief Financial Officer
Development & Transportation Director
Executive Director – Library
Public Affairs Director
Public Health Director (1 vacant position)
Public Health Deputy Director
Undersheriff