

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Use of RPPF Funds for COHERO Enhancements

Presented by Annette Cannon, Coroner

Date: 6/10/2025

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

Issue: The Coroner's office is requesting to add an additional use of the Rescue Plan Project Fund (RPPF) Funds in the amount of \$25,000 for enhancements of Case Management System.

Background:

The Board of County Commissioners previously awarded the Coroner's office RPPF funding, which was approved to use for the purchase of equipment and supplies. The Coroner's Office is now requesting approval to use \$25,000 of its existing RPPF fund allocation to pay for enhancements of our Coroner Case Management system regarding two system improvements. It is vital that we regularly update our software to meet the changes in our laws and to improve our system performance. These enhancements will optimize our system and improve user-level efficiency, and make sure that the Coroner's Office is up to date, which prevents disruptions and ensures seamless operations, which will be better suited to our evolving needs.

Discussion:

First, this request is in response to the passing of HB 25-1109, which adds gender to death certificates. This information needs to be captured on our case management system to adhere to the standards of this law. To fulfill this, we would have the requirements of adding new fields, and renaming current fields on our forms, reports, system dashboard, column choosers, including a new case setting to show/hide the new gender field. This would undergo a configuration and required testing. It is vital that the Coroner's Office adheres to data quality standards, delivers accurate data to reporting systems, and operates in an efficient manner, while respecting individual identities.

The request also includes an improvement to our system that will make it possible to transfer Task notes to Case notes within the system. This will save time for staff from having to type out the notes twice in two different places. A button will be added on the Task Edit screen to copy notes to Case notes. The developers will ensure that the button is hidden for reminder tasks that are not associated with a specific case. This

update will streamline the workflow, automate the tasks, by synchronizing our notes, save staff time, and account for efficiency in the office.

Fiscal Impact: ☐ yes ☒ no

No impact on the General Fund, dollars are in the RPPF Fund.

- Year(s) of impact: 2025
- Existing grant or project: Existing
- New grant or project: No
- Requested in adopted budget: No
- Ongoing or one-time: One-time
- General Fund impact: None
- Staffing impact: None
- Match requirements: None
- Mandate/Contractual obligation: HB 25-1109

SPA Review: Support with no concerns. Zoe Jenkins, 5/29/2025

County Attorney Review: Jean Biondi, 6/2/25, Supports

Facilities Review: Mark Danner, 5/30/25, Supports

BIT Review: Andy Corbet, 6/1/25, Supports

Fleet Review: Janice Mayer, 5/30/25, Supports

County Human Resources Review (new FTE only): No FTE

Recommendations:

Staff recommends that an agenda item be brought to a future hearing requesting that the Board of County Commissioners approve the Coroner's Office to use \$25,000 of its currently appropriated RPPF funds to pay for enhancements to its Cohero Case Management Software, to adhere to the standards of HB 25-1109.

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