Times listed on the agenda are approximations and may be longer or shorter, or being earlier than scheduled, with no notice. Agendas are subject to change 24 hours before the meeting start time. To ensure you have the most up-to-date information, please check the agenda after 24 hours of its start time.

If you are joining the meeting for a specific item, please join 10 minutes before the item to ensure you are present for the beginning of the item.

Please click the link below to join the webinar:

https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09

Password: 522
Or Telephone:
Dial(for higher quality, dial a number based on your current location)
US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 310 715 8592 or +1 312 626 6799 or +1 929 205 6099
Webinar ID: 851 0667 0945
Password: 522

The Routt County Board of County Commissioners or Board of Health may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to specific legal questions concerning Routt County’s COVID-19 response.

1. **9:30 A.M. CALL TO ORDER**

2. **9:30 A.M. WEEKLY UPDATE FROM EMERGENCY OPERATIONS DIRECTOR**
   David DeMorat, County Emergency Operations Director, will give a weekly update on the COVID-19 crisis to the Board of Commissioners.

3. **10:00 A.M. DEPARTMENT OF HUMAN SERVICES**
   Department of Human Services Director, Kelly Keith

   **STAFFING, HIRING AND FUNDING FOR DHS**
   Due to the hiring freeze and budget concerns, I would like to present on current
staffing needs, budget considerations and requests for positions to be posted or hired.

Documents:

BCC AGENDA COMMUNICATIONS FORM DHSSTAFFING.PDF

4. **10:15 A.M.  EXTENSION TO COMMUNICATION SERVICES CONTRACT WITH ROBIN SCHEPPER**
   Consideration for approval of the extended contract for communications services between Routt County and Robin Schepper.

Documents:

BCC AGENDA COMMUNICATIONS FORM COMMUNICATIONS.PDF

MEMO TO MARK ON STRATEGIC COMMUNICATIONS FROM AUGUST-DECEMBER 2020.PDF

5. **10:20 A.M.  COVID-19 WORK SESSION**
   The Commissioners will address critical items for regular county and emergency operations related to the COVID-19 pandemic. Action may be taken and direction to staff may be given in relation to any of these items.

6. **12:00 P.M.  MEETING ADJOURNED**
   Please click the link below to join the webinar:

   https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09

   Password: 522

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All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request as soon as possible prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.
<table>
<thead>
<tr>
<th>ITEM DATE: July 31st, 2020</th>
<th>ITEM TIME: 10am</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FROM:</strong></td>
<td>DHS</td>
</tr>
<tr>
<td>TODAY’S DATE:</td>
<td>July 27, 2020</td>
</tr>
<tr>
<td>AGENDA TITLE:</td>
<td>Staffing, Hiring and Funding for DHS</td>
</tr>
</tbody>
</table>

**CHECK ONE THAT APPLIES TO YOUR ITEM:**

- [ ] ACTION ITEM
- [ ] DIRECTION
- [ ] INFORMATION

**I. DESCRIBE THE REQUEST OR ISSUE:**

Due to the hiring freeze and budget concerns, I would like to present on current staffing needs, budget considerations and requests for positions to be posted or hired.

**II. RECOMMENDED ACTION:**

Consider the budget and funding for direction on rehiring.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

PROPOSED REVENUE:

PROPOSED EXPENDITURE:

FUNDING SOURCE:

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**
**V. BACKGROUND INFORMATION:**

The DHS budget is funding primarily by allocations and grants. We have chosen not to pursue rehiring of the legal technician and one child welfare worker at this point. We have a request to hire a second Child support staff person, move forward with reposting the First impressions position, hiring the Child Welfare supervisor position and consideration on reducing attorney costs.

Due to the nature of the economy right now, DHS recommends rehiring of these key positions as we will see an increase in needs of services. We will not pursue hiring of non essential positions or positions without funding at this time.

**VI. LEGAL ISSUES:**

N/A

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VIII. SUMMARY AND OTHER OPTIONS:**

Consider hiring of some of the positions, do not hire any positions, look at delayed hiring.
**ITEM DATE:** 7/31/2020  
**ITEM TIME:** 10:15 am

<table>
<thead>
<tr>
<th>FROM:</th>
<th>County Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>TODAY’S DATE:</td>
<td></td>
</tr>
<tr>
<td>AGENDA TITLE:</td>
<td>Robin Schepper Contract Extension</td>
</tr>
</tbody>
</table>

**CHECK ONE THAT APPLIES TO YOUR ITEM:**
- [X] ACTION ITEM
- [ ] DIRECTION
- [ ] INFORMATION

**I. DESCRIBE THE REQUEST OR ISSUE:**

Extension needed for Robin Schepper to continue services as contracted communications assistance.

**II. RECOMMENDED ACTION (motion):**

Motion to approve of extension to the contract between Routt County and Robin Schepper for communications service.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

<table>
<thead>
<tr>
<th>PROPOSED REVENUE (if applicable):</th>
<th>CURRENT BUDGETED AMOUNT: $0.00</th>
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<tbody>
<tr>
<td>PROPOSED EXPENDITURE:</td>
<td>FUNDING SOURCE:</td>
</tr>
</tbody>
</table>

**SUPPLEMENTAL BUDGET NEEDED:** NO

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**
V. BACKGROUND INFORMATION:

<table>
<thead>
<tr>
<th>VI. LEGAL ISSUES:</th>
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<tr>
<th>VII. CONFLICTS OR ENVIRONMENTAL ISSUES:</th>
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<tr>
<th>VIII. SUMMARY AND OTHER OPTIONS:</th>
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<tr>
<th>IX. LIST OF ATTACHMENTS:</th>
<th>Supplemental Budget Request</th>
</tr>
</thead>
</table>
MEMORANDUM

TO:    Mark Collins
FR:    Robin Schepper
RE:    Strategic Communications August-September
DA:    July 30, 2020

At present, my contract ends on July 31, 2020. I propose continuing my activities until December 31st at the same rate as in previous months.

My scope of work includes:

1. **Continue media relations** – talking and interacting with reporters, providing them with information, writing press releases, scheduling interviews, radio interviews, etc.
2. **Continue supporting Environmental Health and Public Health** – work with interim PH director and EH director to support them with messaging, answering questions from constituents and businesses and writing documents for PH and EH for external distribution
3. **Update COVID-19 website** – continue to update the website with new information and work with consultant on redesigns or new additions when necessary (forms page)
4. **Work with PIOS group** – continue coordinating with the City, Resort, Chamber, Hospital and United Way
5. **Oversee Social Media** – continue work with Deanna on social media platforms to reinforce our messaging
6. **Oversee Advertising Strategy** – continue work with the Pilot and Steamboat Radio on advertising and PSA’s
7. **Continue community engagement** – write and send community newsletter, build lists, participate in online forums, conduct surveys, update FAQ’s, etc.

**Fees:**
$8000/month for Robin
$500/month for web contractor
Total: $8500/month

In the future, either the County or I will give a two-week notice on termination of this contract.