



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: July 17, 2019	ITEM TIME: 1:30pm

FROM:	Dan Weinheimer, Deputy County Manager
TODAY'S DATE:	July 23, 2019
AGENDA TITLE:	Recording Office Closure

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:

The Clerk and Recorder has accepted the responsibility to issue and record vital records related to public health – birth and death records – beginning in August 2019. In order to accept this responsibility the Recording Office needs to attend two days of all-day training offered by the Colorado Department of Public Health and Environment. This training will occur July 29 and 30 in order to accommodate the initiation of the vital records program on the desired timeline.

II. RECOMMENDED ACTION (*motion*):

Approve a resolution designating the Clerk and Recorder's Office, excluding Motor Vehicles, as closed to the public on July 29 and 30, 2019.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):

PROPOSED REVENUE (*if applicable*):

CURRENT BUDGETED AMOUNT:

PROPOSED EXPENDITURE:

FUNDING SOURCE:

SUPPLEMENTAL BUDGET NEEDED: YES NO

.

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

None



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V. BACKGROUND INFORMATION:

Vital records – birth and death records – are a part of the core Public Health programs that are the responsibility of a Local Public Health Agency (LPHA). Routt County had been using Northwest Colorado Health to provide this service to the community.

Beginning in August 2019, the Clerk and Recorder has agreed to provide the vital records program in support of the Public Health program. This transition should increase efficiency for customers as there is often an assumption that the Clerk’s Office had provided these records in the past since they provide other licenses or records to the community. This move makes more of a “one stop shop” for records within Routt County.

The closure requested in this resolution is designed to afford the Clerk and Recorder and assigned staff to attend two days of all-day training related to Public Health vital records. The training, provided by the Colorado Department of Public Health and Environment (CDPHE) is a requirement to provide the service to the public.

Notice of the closure will be provided to the public.

VI. LEGAL ISSUES:

None

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

VIII. SUMMARY AND OTHER OPTIONS:

IX. LIST OF ATTACHMENTS: