

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan  
District I

Timothy Redmond  
District II

M. Elizabeth Melton  
District III

## Work Session

April 18, 2022

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.

All regular meetings are open to the public unless otherwise noted. All meetings will be held in the Routt County Historic Courthouse - 522 Lincoln Avenue, Hearing Room, Steamboat Springs - or otherwise noted.

Join the meeting via our [Zoom Link](#).

To join by telephone dial 1-346-248-7799

Webinar ID: 851 5180 1592 Password: 44052

**1. 9:30 A.M. COUNTY MANAGER/ LEGAL/ COMMISSIONERS' COMMITTEES UPDATE**

Jay Harrington, County Manager

Erick Knaus, County Attorney

**2. 11:00 A.M. CSU EXTENSION OFFICE**

Todd Hagenbuch, County Director and Agriculture Agent.

**A. 11:00 A.M. TGA ALLOCATED FUNDS**

Discussion on TGA funds allocated for grasshopper spraying subsidies.

**3. 11:30 A.M. LUNCH BREAK**

**4. 1:00 P.M. PUBLIC HEALTH**

Roberta Smith, Public Health Director

**A. PUBLIC HEALTH STUDENT PROJECT**

Routt County Public Health was approached to assist with a project through the Mountains and Plains Education and Research Center (MAP-ERC) a CDC/ NIOSH funded program. 4 PhD level students would like to administer a survey to Routt County Employees to assess wellbeing and mental stress. The attached scope of work was developed in collaboration

with Routt County Public Health and Human Resources. The project will take place hopefully in April with results and recommendations provided in May. This course focuses on total worker health and students work with different industries and companies to provide their services free of charge to fulfill their credit requirement. This will be an overview and awareness about the project.

Documents:

[18430 \(1\).PDF](#)

**5. 1:15 P.M. HUMAN RESOURCES**

Kathy Nelson, Director

**A. PAID FAMILY AND MEDICAL LEAVE DRAFT POLICY REVIEW**

Review, Discuss, and Provide Feedback on the Paid Family and Medical Leave Draft Policy.

Documents:

[BCC AGENDA FORM - PFML.PDF](#)

[PAID FAMILY AND MEDICAL LEAVE POLICY 4-4-2022.PDF](#)

**6. 1:55 P.M. MEETING ADJOURNED**

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.

## **EHOH 6630/EHRS 679**

### **MAP-ERC**

#### **Scope of Work for Routt County's Public Health Department**

#### **Provided by: Honest Springs Consulting Company**

**\*\*\*Note:** Honest Springs is not a real consulting company and was created in fulfillment of a project for students in the MAP ERC training program. This is elaborated on further in section titled "Acceptance".

#### **Introduction:**

Our firm, Honest Springs Consulting Company, is an organized collective of different occupational health and safety graduate students who specialize in improving the health, safety, and overall well-being of workers through education and maintenance of proper workplace health, safety, and well-being policies and practices. We recognize that every organization is structurally and functionally unique, requiring tailored approaches that will help specific organizations address current workplace dynamics that are hindering the safety, health, and/or wellbeing of their employees.

Since there are different needs throughout the year, the number of County employees fluctuates. There are approximately 280 employees year-round and 320 employees during the high seasons of winter and summer. It would be difficult to accurately summarize the work that goes on at Routt County, since employment opportunities cover a wide variety of occupations and include a large range of job tasks. In terms of safety, the Routt County representatives reported that injury prevalence was low and not of major concern to them, but that lifting injuries, slips, trips, and falls seem to be the most prevalent. Representatives were more concerned with the overall well-being of their employees, specifically mental health.

Routt County representatives are focused and determined to investigate ways that they can provide on-site mental and physical health outlets and resources for Routt County workers. Yoga sessions are already an available resource to employees, but representatives are looking to bring in additional mental health providers and resources. Similarly, representatives are interested in hiring someone in a full-time wellness capacity, with the available funds to do so. Specific mental health concerns that were reported by representatives include difficulties dealing with increased stress, increased mood disturbances, and decreased motivation in the wake of COVID-19. Representatives report that as a community, Routt County has long been dealing with high death by suicide rates. Further, the timeline of mental health concerns reportedly increasing for Routt County employees around the time of COVID-19 aligns with data showing that Routt County saw an increase in suicide in 2020 (Vital statistics, 2020). This data illuminates the imminent nature of mental health concerns, highlighting the need to prioritize the mitigation of specific concerns amongst Routt County employees, which have been brought to our attention by representatives within the organization.

The unanimous concern that Routt County representatives held regarding the current mental health of their workers is what led our firm to develop an intervention solely focused on the outcome of improving employee mental health and well-being. This project will be undertaken in order to provide Routt County and its employees with the necessary information and tools to address mental health concerns on the organizational and individual levels. Evidence-based recommendations for organizational level change will be made to Routt County representatives in our white paper. For individual level education about mental health and well-being in the workplace, employees will be invited to a Zoom presentation where they can learn about stress management techniques and physical well-being practices that are simple, relevant, and easy to implement.

### **Scope of Work:**

For this Scope of Work, Honest Springs Consulting proposes three deliverables for the Routt County Human Resources and Public Health departments. These deliverables will be utilized to assess the workplace mental health of Routt County employees and provide a starting point for the generation of an employee wellness program. The assumption that Routt County employees are in need of a mental health focused intervention stems from Routt County representatives' unanimous testimony of their concern for their employees' mental health, especially after the pandemic. The scope of this project is limited to providing an initial assessment and a review of areas of need for the mental health of employees of Routt County and will include suggestions, based on data collected, on how to improve employee well-being. The deliverables are outlined as follows:

#### Deliverable 1: Survey

- A survey provided by David Shapiro from the Center for Health Work and Environment (CHWE) will be disseminated to the Routt County employees by Honest Springs Consulting. The survey used, Employee Mental Health Pulse Survey, is an anonymous survey focused on assessing the mental health climate of the workplace. Data from the survey will be compared to the survey's built in database Qualtrics and further analyzed for subsequent deliverables.

#### Deliverable 2: White Paper

- A white paper will be written for the leadership of the Routt County Human Resources and Public Health departments. Using the data report from the survey and current related research, this white paper will discuss evidence-based strategies and recommendations to implement in Routt County. This deliverable will contain three parts.
  1. Raw Data Report
  2. Discussion/Analysis of Data
  3. Evidence-Based Recommendations for Strategic Action Planning

#### Deliverable 3: Online Presentation

- The goal of the presentation is to take inferences that were made based on the survey data and discuss strategies with employees that will, on an individual level, help them look after their own mental and physical health. The setting will be a 30 minute, optional Zoom meeting, and will be recorded to be viewed by employees that are unable to attend. We plan on first discussing why mental and physical health are important and interrelated concepts (physical health affects mental health and vice versa), and how they relate to the workplace, in order to encourage and motivate employees to care about these issues. Based on what issues are brought to light via the surveys, we will discuss evidence-based stress management techniques and physical wellbeing practices that we feel are relevant to the workers at Routt County. Emphasis will be placed on ease of implementation of these strategies into their daily lives in order to assure compliance. As a presentation tool, we plan on using active learning techniques to stimulate stronger understanding and recall of the material. For example, in breakout rooms, we will have employees develop scenarios of how and when they can implement stress-management techniques or physical wellbeing practices into their work and home lives, then share and discuss as a group.

**Period of Performance:**

The period of performance of this project is from March 18th through May 11th, 2022. The interdisciplinary team met with the Routt County partners on March 18th to discuss the Scope of Work for the project. Estimated travel time to and from the site for a site visit is estimated to be 7 hours total. The site visit will be proposed to take place over two days to allow adequate time for travel. Once at the site, the number of hours of on-site visitation are estimated to range from 5-8 hours total time (this includes a facilities tour and further discussion with Routt County partners).

**Deliverables Schedule:**

Finalize survey distribution process and recipients	March 30th
Open and distribute Qualtrics survey	April 1st
Close Qualtrics survey	April 14th-21st (dependent on how quickly responses come in)
Retrieve Qualtrics data report of the survey results	April 14th-21st (dependent on when the survey is closed)
Worksite visit	April 15th (tentative)
Begin writing white paper and developing presentation	April 21st
Final draft of white paper and final draft of presentation	April 28th

Online presentation with employees	May 2nd-6th (haven't picked a date yet)
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**Expenses:**

The predicted expenses will be evaluated by the county team and chosen based upon the need and level of funding basis. The initial surveys provided to the team for both management and employees will be provided and implemented at no cost to collect preliminary results and develop a plan moving forward. To encourage employee engagement, our recommendations are to incentivize the survey with a chance to receive a gift card or small reward.

If there is future interest, full implementation of the Health Links service provided by the Center for Work, Health and Environment (CHWE) will start at \$325, paid to CHWE, and will include guidance and access to the Health Links services. Our team will provide recommendations based upon initial survey results and analysis, working with our partners to determine if implementation of Health Links will be needed by, and/or beneficial to Routt County and its employees.

**Acceptance:**

Deliverables will be accepted tentatively by our partners at Routt County and fully assessed by the county commissioners before final approval. Before submission of this form we require signatures from all parties involved to ensure we have reached a final agreement. Corrections can be made and discussed with involved parties before submission. There is an understanding that Roberta Smith will be our primary contact for this project and will communicate as necessary with the county commissioners or other involved parties that may hold rights of final approval for implementation. Our team believes we can achieve each deliverable within our condensed time frame, as well as manage the needs from the county with an understanding of possible financial restrictions.

Honest Springs Consulting Company is not a real organization, but an interdisciplinary class project that graduate students in Mountain and Plains Education and Research Center (MAP ERC) training programs participate in each year they are funded through the MAP ERC and the National Institute for Occupational Safety and Health (NIOSH), which funds the MAP ERC. The team members of Honest Springs Consulting Company are not employed by or paid by Routt County. This partnership exists in an unofficial manner to fulfill requirements of the Occupational & Environmental Health Interdisciplinary Symposium course, provided through the MAP ERC, housed within the Center for Health, Work, and the Environment at the Colorado School of Public Health.

All work, reports, designs, drawings, renderings and other work product produced by the Contractor in connection with the Project shall belong to Routt County and the Contractor shall not use any part thereof for purposes other than the Project without the written consent of Routt County.

Contractor shall be responsible for worker's compensation and all other benefits for Contractor and its employees working on the Project, and such employees shall not, for any reason, be deemed the agents, servants or employees of the County. Neither Contractor nor any employee of Contractor shall be entitled to unemployment insurance benefits through the County and the Contractor shall be obligated to pay any federal or state income taxes due with respect to any sum payable by County hereunder.

# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE:</b> April 18, 2022	<b>ITEM TIME:</b>

<b>FROM:</b>	Kathy Nelson, Human Resources Director
<b>TODAY'S DATE:</b>	April 12, 2022
<b>AGENDA TITLE:</b>	Paid Family and Medical Leave (PFML) Draft Policy

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

<b>I. DESCRIBE THE REQUEST OR ISSUE:</b>
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Review, Discuss, and Provide Feedback on the Paid Family and Medical Leave Draft Policy.
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<b>II. RECOMMENDED ACTION:</b>
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Review, Discuss, and Provide Feedback on the Paid Family and Medical Leave Policy Draft Policy.
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<b>III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):</b>
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<b>PROPOSED REVENUE:</b> None Known.
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<b>PROPOSED EXPENDITURE:</b> Unknown. Policy proposes 12 weeks of paid family and medical leave to eligible employees; paid at 90% of their base compensation.
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<b>FUNDING SOURCE:</b> Individual departments.
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<b>IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):</b>
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<b>V. BACKGROUND INFORMATION:</b>
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<p>Routt County would like to institute a paid family and medical leave program for their staff. This program may replace the existing Sick Leave Transfer program and the need for a short term disability policy.</p>
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<p>In addition, on November 3, 2020, Colorado voters passed Proposition 118, the Paid Family Medical Leave Initiative which creates a state-run paid leave insurance benefit for Colorado employees. While local governments may decline participation in the Colorado Paid Medical and Family Leave program, Routt County wanted to, at a minimum, meet the Colorado Paid Family Medical Leave Insurance Act requirements to provide employees a substitute for the state benefits. Currently, the proposed policy exceeds the state program benefits. The Attorneys have reviewed this policy and their edits are included in the document before you today.</p>
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**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

**VI. LEGAL ISSUES:**

Employers and employees do not start paying into the program until January 1, 2023, and Covered Individuals are not eligible to take PFML under the new proposition until January 1, 2024. Local government employers are permitted to decline to participate in the FAML I program after a written notice has been delivered to the FAML I Division memorializing the decision by an affirmative vote of the local government's governing body to decline participation in the program.

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None known.

**VIII. SUMMARY AND OTHER OPTIONS:**

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## PAID FAMILY AND MEDICAL LEAVE POLICY

It is the policy of Routt County to grant up to twelve weeks of paid family and medical leave during the twelve month measuring period (as further defined below) to eligible employees (PFML). PFML provides the paid leave at 90% of the employee's pay (as further defined below).

### Eligibility

Employees are eligible for PFML if they meet the following eligibility requirements:

- Have been employed with Routt County for at least 12 months;
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin; and
- Are a full or part-time, regular employee (temporary and seasonal employees are not eligible for this benefit).

Additional information on eligibility:

- If both spouses are employed by the County and are eligible for PFML benefits, they will each be separately eligible for the full twelve weeks;
- If required, employees may take PFML intermittently, which means taking leave in separate blocks of time, or on a reduced schedule basis by reducing the employee's normal weekly or daily work schedule;
- All hours must be tracked in ESS and coded as PFML.

### Types of Leave Covered

In order to qualify as PFML leave, the employee must be taking the leave for one of the reasons listed below:

- The serious health condition of the employee which makes the employee unable to perform the functions of the employee's position;
- Care for a Family Member of the employee with a serious health condition;
- Bond with the employee's child under the age of 18 during the first 3 months following the child's birth, adoption or foster care placement ("Parental Leave");
- Attend to a Qualifying Exigency, as defined under C.R.S. 8-13.3-503.
- Has a need for Safe Leave as defined under C.R.S. 8-13.3-503.

An employee is not entitled to PFML benefits for:

- Absences caused by the employee's willful intent to bring about injury to or sickness to the employee or another;
- Absences resulting from an injury or sickness sustained in the employee's perpetration of an illegal act;
- Any family or medical leave beginning before the employee is eligible for such benefits;
- A period during which the employee is on suspension from employment; or
- Any period of time during which the employee works for pay or profit.

### Waiting Period

When taking PFML for reasons other than Parental Leave or a Qualifying Exigency, payment of wage replacement benefits is subject to a waiting period of 14 calendar days. Employees may use accrued Sick Leave, Vacation Leave, or Personal Leave during the waiting period.

### Definition of Family Member

## PAID FAMILY AND MEDICAL LEAVE POLICY

For the purpose of PFML, Family Member means:

1. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or a person to whom the employee stood in loco parentis when the person was a minor;
2. A biological, adoptive or foster parent, stepparent or legal guardian of an employee or an employee's spouse or domestic partner or person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;
3. A person to whom the covered individual is legally married under the laws of any state, or a domestic partner of an employee as defined in section 24-50-603 (6.5);
4. A grandparent, grandchild or sibling (whether a biological, foster, adoptive or step relationship) of the employee or employee's spouse or domestic partner; or
5. As shown by the employee, any other individual with whom the employee has a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship.

### Requesting Leave

- The employee must provide their supervisor 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable) and submit the required leave request forms to the Human Resources department for approval.
- If the employee is unable to provide notice personally, written notice may be given by another responsible party.
- Failure to provide timely notice may result in the denial of PFML. If the dates of a scheduled PFML change or are extended, it is up to the employee to update their supervisor and Human Resources as soon as possible to ensure continuation and approval of the leave.
- Employees must make a reasonable effort to schedule treatment in a manner that does not unduly disrupt the Company's operations, subject to the approval of the employee or Family Member's health care provider.
- All requests are subject to certification in the same manner as under the FMLA policy.
- Whenever an employee who is qualified for PFML and/or FMLA benefits is absent from work for a period of more than seven consecutive days, the County will provide the employee with a written statement of the employee's rights. The notice will be provided to the employee within five business days after the employee's seventh consecutive day of absence or within five business days after the County has received notice that the employee's absence is for such reasons, whichever is later.

### Conditions for Taking Paid Family and Medical Leave

- Leave will be paid at 90% of the employee's average weekly wage. Average weekly wage is the average of the wages paid in the highest paid quarter occurring during the base period. The base period is the last four completed calendar quarters. The employee may not use accrued time to make up for the additional 10% of wages. Either the employee is using Sick Leave or is using PFML on any given day.
- Measuring Period. An eligible employee can take up to twelve weeks of leave under this policy during the applicable twelve month measuring period. The measuring period shall be the twelve month period ending with the day for which leave is requested or taken.
- When applicable, PFML will run concurrently with the Family Medical Leave Act (FMLA) and the Colorado Family Care Act.
- PFML is in addition to any Sick Leave.

## PAID FAMILY AND MEDICAL LEAVE POLICY

- After the PFML is exhausted, the balance of FMLA leave, if applicable, will be compensated through the employees' accrued Vacation Leave, Sick Leave, and Personal Leave. Upon exhaustion of accrued leave, any remaining leave will be unpaid. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

### Conditions Specific to PFML taken for Parental Leave

Employees must take paid Parental Leave in one continuous period of leave and must use all paid Parental Leave during the 12-week time frame following the birth, adoption, or placement unless given written permission by the County Manager to take it intermittently.

Eligible employees will receive a maximum of 12 weeks of paid Parental Leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 12-week total amount of paid Parental Leave granted for that event. In addition, in no case will an employee receive more than 12 weeks of paid Parental Leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that 12-month time frame.

### Employee Benefits While on Leave

- While an employee is on PFML, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.
- If the employee contributes to a County sponsored cafeteria plan or Section 125 plan, the County will continue making payroll deductions while the employee is on paid leave.
- During PFML, the employee will continue to accrue vacation and sick leave.
- An employee who takes PFML that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on PFML as if the employee was on FMLA qualifying leave.
- If a County holiday occurs while the employee is on PFML, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- PFML will be paid on regularly scheduled pay days.
- Upon termination of the employee's employment they will not be paid for any unused PFML for which they may have been eligible.
- Employees are reminded that the County has a long term disability plan if their needs exceed the benefits offered by this policy.