

STATE OF COLORADO )  
 ) ss  
COUNTY OF ROUTT )

**RESOLUTION #2021-070**

**A RESOLUTION ADOPTING THE GRIEVANCE PROCESS AND CITIZEN REVIEW PANEL CONCERNING THE CONDUCT OF COUNTY DEPARTMENT OF HUMAN SERVICES EMPLOYEES POLICY OF ROUTT COUNTY, COLORADO**

Recitals

1. The Board of County Commissioners of Routt County (the “Board”) adopted Resolution 97-114, A Resolution Establishing a Citizen Review Panel to Provide a Forum For Grievances Concerning the Conduct of Social Services Personnel in Performing their Child Welfare Duties, effective January 1, 1998; and

2. The Board desires to rescind Resolution 97-114 and adopt a revised policy for a grievance and citizen review panel process in compliance with C.R.S. § 19-3-211; and

3. In furtherance of that objective, the Board wishes to reestablish a citizen review panel; and

4. In furtherance of that objective, the Board wishes to adopt the Grievance Process and Citizen Review Panel Concerning the Conduct of County Department of Human Services Employees Policy (the “Policy”); and

5. The Policy is currently unnumbered but will be assigned a policy number through the course of an ongoing project concerning policy review and restructuring; and

6. On August 17, 2021, the Board conducted a public hearing following notice as required by law, to consider the adoption of this resolution and the attached Policy; and

7. The Board finds that it is in the best interests of the citizens of Routt County that this resolution and the attached Policy be adopted.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Routt County, Colorado that:

A. Resolution 97-114 is hereby rescinded and the Citizen Review Panel created under that Resolution is disbanded.

B. A Citizen Review Panel (“Panel”) is hereby created.

C. Membership. The Panel shall consist of three regular members and one alternate. The members shall be appointed by the Board without influence from the Colorado Department of Human Services or the Routt County Department of Human Services. No member shall be an

employee or agent of the Colorado Department of Human Services or the Routt County Department of Human Services. Members of the Panel shall be residents of Routt County.

Members shall represent the community, have demonstrable personal or professional knowledge and experience with children. At least one member of the Panel shall be a parent of a minor child at the time of their appointment.

D. Terms of Office. Members of the Panel shall be appointed by the Board and shall serve three year terms except the initial term of one member shall be one year and the initial term of the other members shall be two years so as to create staggered terms. All initial terms shall commence on the date of their initial appointment.

Any duly appointed member of the Panel shall continue to serve until the member's successor has been appointed. Members may serve successive terms without limitation.

Members of the Panel shall serve at the pleasure of the Board and may be removed by the Board at any time with or without cause.

E. Members of the Panel shall serve without compensation.

F. A quorum of the Panel shall consist of all three members of the Panel. Should one member be unavailable, the alternate member shall serve. A quorum shall be necessary for the Panel to take testimony and make recommendations concerning any grievance.

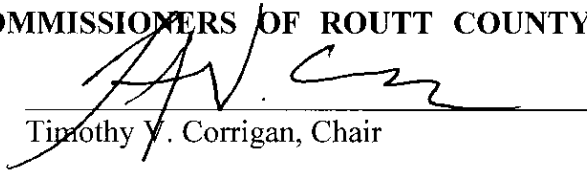
G. Conflicts of Interest. Members of the Panel shall be subject to state law and County policy relating to conflicts of interest of public bodies.

H. The attached Policy of Routt County is hereby adopted to be effective August 17, 2021.

I. The Policy may be revised to reflect its policy number once assigned without further need for adoption by resolution.

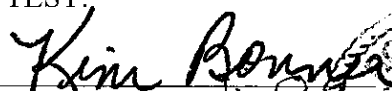
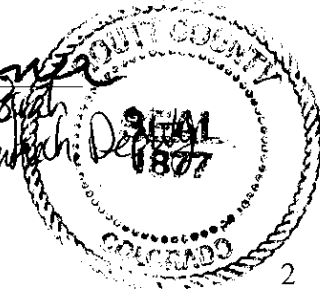
**ADOPTED** this 17th day of August, 2021.

**BY THE BOARD OF COUNTY COMMISSIONERS OF ROUTT COUNTY, COLORADO.**

  
\_\_\_\_\_  
Timothy V. Corrigan, Chair

Vote: M. Elizabeth Melton XAye Nay Absent  
Timothy V. Corrigan XAye Nay Absent  
Tim Redmond XAye Nay Absent

ATTEST:

  
\_\_\_\_\_  
Kim Bonner  
Routt County Clerk 

**ROUTT COUNTY  
ADMINISTRATIVE POLICIES AND PROCEDURES  
Policy Number X.XX**

<p><b>TITLE</b> Grievance Process and Citizen Review Panel Concerning the Conduct of County Department of Human Services Employees</p>	<p><b>Date of First Approval</b> January 1, 1998</p>
<p><b>RESPONSIBLE DEPARTMENT</b> Human Services</p>	<p><b>Date Last Revised</b></p>

Purpose 1: To establish a grievance process concerning the conduct of County Department of Human Services Employees.

Purpose 2: To establish a Citizen Review Panel process as part of the grievance process.

Department(s) Affected: Human Services.

Waiver Authority, if any: None.

I. Grievance Process.

- A. C.R.S. § 19-3-211 and 12 CCR 2509-7.606, as may be amended, require a grievance process be established to provide for the resolution of any grievance concerning the conduct of a Routt County Department of Human Services (“Department”) employee in the performance of their duties under C.R.S. Article 3 of Title 19.
- B. Any grievance received shall first be transmitted to the Director of Human Services (“Director”) within ten (10) business days of receipt. The Director shall issue a written decision of the grievance within twenty (20) business days of receipt. If the decision resolves the grievance to the complainant’s satisfaction, the grievance will be closed.
- C. If the grievance is not resolved by the Director to the satisfaction of the complainant, the grievance shall be referred to the Citizen Review Panel (“Panel”), established by Board of County Commissioners (Board) pursuant to the enabling Resolution, 2021-070.
- D. Citizen Review Panel.
  - 1. The Panel shall review the grievance and the Director’s proposed resolution within 30 days after receipt.
  - 2. At the request of the complainant, the Department, or the subject of the grievance, the Panel may take informal testimony submitted voluntarily and without fee by experts or other individuals, including Department employees.

3. The Panel may request and receive information from any other county or city and county that may be pertinent to the grievance.
  4. The Panel shall issue its written recommendation and basis for its recommendation to the complainant and Director within 30 days after receipt of the grievance.
  5. If the Director and the complainant agree with the recommendation of the Panel, the Director shall issue a written final decision and close the grievance.
- E. If the grievance is not resolved by the Panel to the satisfaction of the complainant or the Director, the grievance shall be referred to the Board for review.
1. The Board shall submit a written decision containing its recommendation to the complainant and Director, and the employee who is subject to the grievance, within 30 days after receipt of the grievance.
  2. After receipt of the Board's written decision containing its recommendation, the Director shall issue a written final decision that shall include the Director's plan for implementation and the grievance shall be closed.
- F. In reviewing the grievance and making recommendations, the Board and the Panel shall have access to child abuse and neglect reports and the complete case file that is relevant to the grievance. The review of such reports and files is limited to the sole purpose of resolving the grievance. Identifying information concerning any person who reported child abuse or neglect shall not be provided. No person who participates in the grievance process shall divulge or make public any confidential information contained in any records reviewed in the process.
- G. Any recommendations of the Panel or of the Board shall be limited to actions within the authority of the Director, including, but not limited to, recommendations for case reassignment, training, and disciplinary action. If disciplinary action is initiated against a County employee, the employee shall be entitled to afford themselves of the applicable processes under the County's Personnel Policies.
- H. Within 30 days after the issuance of any final decision within this process, the Director shall prepare a final report to the Panel, including any disposition of any grievance that had been referred to the Panel.
- I. The complainant and County employee who is the subject of the grievance shall receive copies of the following:
1. The written decision of the Board;
  2. The final written decision of the Director;
  3. The final report of the Department.

## II. Reporting.

The Department shall prepare and submit an annual report along with a copy of this policy to the Colorado Department of Human Services. The annual report and the policy shall also be made available to the Panel, other Citizen Review Panels, and the public. The annual report will identify the members of the Citizen Review Panel, the number of complaints and grievances filed, and the disposition of each complaint or grievance.

## III. Use of Process in Other Proceedings.

Nothing in this policy shall be construed to direct or authorize any participant in the grievance process to use the process to interfere with any civil or criminal investigation or judicial proceeding, to seek relief from any court action, or to seek a remedy that is within the authority of a court having jurisdiction over a pending proceeding. The County shall not be precluded from presenting any relevant evidence in a pending civil or criminal investigation or proceeding that the County has obtained in the course of fulfilling its duties in the grievance process pursuant to the provisions of this policy.

## IV. Notice of Process.

The Department shall provide notice of the availability of this process through the Notice of Rights and Remedies and throughout the provision of services related to dependency and neglect cases.