

**STATE OF COLORADO
COUNTY OF ROUTT**

OFFICE OF THE CLERK
JUNE 18, 2020

Commissioner Tim Corrigan, Chair, called the meeting of the Routt County Board of County Commissioners to order. Commissioner Beth Melton, Commissioner Doug Monger, Interim County Manager Mark Collins and Manager's Office Managers Kendra Alfieri and Deanna Sanchez, Assistant County Attorney Lynaia South, County Attorney Erick Knaus were present.

EN RE: HUMAN SERVICES

Kelly Keith, Human Services Director presented to the Board a consideration for approval of and authorization for the Chair to sign the Memorandum of Understanding for Collaborative Management Program.

The Collaborative Management Program (CMP) works with specific agencies for the purpose of promoting a collaborative system of local-level interagency oversight groups and individualized service and support teams to coordinate and manage the provisions of services to children and families who would benefit from integrated multi-agency services. The CMP's target population consists of at-risk children and youth ages birth through twenty one years of age and their families who would benefit from a multi-system integrated service plan or multi-system approach.

MOTION

Commissioner Melton moved to approve and execute the Memorandum of Understanding for Collaborative Management Program.

Commissioner Monger seconded; the motion carried 3-0.

EN RE: HUMAN RESOURCES

Kathy Nelson, Human Resources presented to the Board a consideration to Approve Carrying-Over Additional Compensatory and Vacation Hours in 2020.

Routt County policy states that all employees are encouraged to use all Vacation Leave on an annual basis during the applicable Accrual Period. Vacation Leave in excess of 80 hours cannot be carried over to the next Accrual Period unless, at the request of the employee's Department Head or Elected Official, the County Manager consents to the carryover.

Carryovers of more than eighty hours of Vacation Leave are permitted only with the permission of the County Manager and only upon a showing that such carryover is required due to medical issues or an emergency preventing the use of Vacation Leave during the Accrual Period or the need to use Vacation Leave for future medical reasons, the unanticipated workload of the employee or for another compelling reason. In addition, accrued compensatory time for all employees will be at zero at the end of the annual Accrual Period. Any overtime payout will be within the budgetary authority of the department. Due to the COVID-19 pandemic,

it has been difficult for some employees to use their time-off. A number of employees have had to cancel planned vacations or work through them due to being an essential employee. The feedback Ms. Nelson received is that some staff have accrued an excess number of time off hours and it will be difficult for them to reduce those hours by the end of the 2020 Accrual Period. Ms. Nelson recommended approval to carryover a portion of an employee's compensatory time and additional vacation hours. This adjustment would be an exception to County policy.

MOTION

Commissioner Monger moved to approve Carrying Over Additional Compensatory and Vacation Hours in 2020.

Commissioner Melton seconded; the motion carried 3-0.

No further business coming before the Board, same adjourned sine die.

Jenny Thomas, Clerk and Recorder

M. Elizabeth Melton, Current Chair

Date