

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan
District I

Douglas B. Monger
District II

M. Elizabeth Melton
District III

Commissioners' Daily COVID-19 Agenda July 31, 2020

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=UXZZSGx1O01Mc0s2cklGVk13Qld5UT09>

Password: 522

Or Telephone:

Dial(for higher quality, dial a number based on your current location)

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Webinar ID: 851 0667 0945

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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 budge 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

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ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: July 31 st , 2020	ITEM TIME: 10am
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FROM:	DHS
TODAY'S DATE:	July 27, 2020
AGENDA TITLE:	Staffing, Hiring and Funding for DHS

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

I. DESCRIBE THE REQUEST OR ISSUE:
--

Due to the hiring freeze and budge 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.
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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):

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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.



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: 7/31/2020	ITEM TIME: 10:15 am

FROM:	County Manager
TODAY'S DATE:	
AGENDA TITLE:	Robin Schepper Contract Extension
CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> X ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	
I. DESCRIBE THE REQUEST OR ISSUE:	
Extension needed for Robin Schepper to continue services as contracted communications assistance.	
II. RECOMMENDED ACTION (<i>motion</i>):	
Motion to approve of extension to the contract between Routt County and Robin Schepper for communications service.	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE (<i>if applicable</i>):	
CURRENT BUDGETED AMOUNT: \$0.00	
PROPOSED EXPENDITURE:	
FUNDING SOURCE:	
SUPPLEMENTAL BUDGET NEEDED: NO	
.	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	



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V. BACKGROUND INFORMATION:

VI. LEGAL ISSUES:

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

VIII. SUMMARY AND OTHER OPTIONS:

IX. LIST OF ATTACHMENTS: Supplemental Budget Request



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.