

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan
District I

Douglas B. Monger
District II

M. Elizabeth Melton
District III

Commissioners' Daily Agenda August 19, 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](https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1O01Mc0s2cklGVk13Qld5UT09)

Password: 522

Or Telephone:

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

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 851 0667 0945

Password: 522

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. COMMISSIONERS' DAILY WORK SESSION**

The Commissioners will address critical items for regular county and emergency operations. Action may be taken and direction to staff may be given in relation to any of these items.

The Routt County Board of County Commissioners 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.

3. **10:00 A.M. WEEKLY BOARD OF HEALTH UPDATE**
Presenters: Dr. Harrington and Interim Public Health Director Roberta Smith

4. **11:30 A.M. PUBLIC COMMENT**
Public Comment will be heard on any item except quasi-judicial land use items. County Commissioners will take public comment under consideration but will not make any decision or take action at this time.

1. **DUE TO THE CURRENT PANDEMIC, THE COUNTY COMMISSIONERS REQUEST CITIZENS ATTEND THE MEETINGS VIA PHONE.** To make a public comment raise your hand on the zoom platform if online; if calling in press *9. Another option is to download the Zoom app that allows you to raise your hand as well. The moderator will then select you when it is your turn. Written public comment can also be submitted to BCC@CO.ROUTT.CO.US. Please make sure to indicate in the subject line of your email that it is public comment and reference the agenda item to which it relates. Public comments will be entered into the record.

Documents:

[DAVID KOOREY PUBIC COMMENT.PDF](#)

5. **11:30 A.M. HUMAN RESOURCES**
Kathy Nelson, Human Resources Director

REQUEST APPROVAL TO HIRE ABOVE STEP 1

Consideration to approve hiring a new Detention Deputy above step 1.

Documents:

[BCC AGENDA FORM - DENTION DEPUTY - HIRE ABOVE STEP 1.PDF](#)
[TAGUE HUMENIK.PDF](#)
[HUMENIK STEP 4 REQUEST.PDF](#)
[2020 DETENTION DEPUTY PAY SCALE.PDF](#)

REQUEST APPROVAL OF THE PUBLIC HEALTH EDUCATOR POSITION

Consideration for approval of the Health Educator Position of Public Health.

Documents:

[BCC AGENDA - PUBLIC HEALTH EDUCATOR.PDF](#)

6. **12:00 P.M. MEETING ADJOURNED**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09>

Password: 522

Or Telephone:

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

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715
8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 851 0667 0945

Password: 522

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.

Hello,

In recent weeks I have asked for transparency in our county's reporting of COVID-19 data. After weeks of delays, I formerly requested the data. While this request was only partially filled, upon review I would like to share with you some initial concerns.

I sent you an email on August 12th when the updated dashboard was presented. At that time, I was speculating that perhaps the "reported date" was not in use and the "onset date" was. At the time it seemed like a good guess at the reason to explain the downward trends, but I was incorrect.

Now, with the limited information I was provided with my public information request, we can now decipher that the county dashboard is representing the "collection date" of the test.

So, it has become clear, the underlying report and dashboard data is based on the day a person was tested. This very important information is absent from the county dashboard... and press releases.

In fact, I was just emailed during this meeting that tested date is the only record available, and that "report date" is not being recorded at the county level.

The information I was trying to convey in that Aug 12th email still applies. Whether it is "onset date" or "collection date" at the time the averages are being computed, simply put, the results are not in! The data in each Monday-Sunday calculation is missing cases when the test results have not been returned yet. When the results are received the case would then need to be added to the "collected date" list retroactively.

Obviously, if someone gets tested today, they may not get results for several days.

The current county dashboard and report calculations only include the previous weeks Monday-Sunday averages. The test results that arrive this week for the people tested throughout the previous week are not included! When the results do arrive they would need to be attributed to the previous week retroactively, never to appear on the next Monday-Sunday dashboard calculations.

Please take a moment to think about that. The outstanding tests at the time of today's Monday-Sunday calculations will simply go unreported in today's report. Week after week, results come in for the tests performed in the previous week that are not being counted in the Monday-Sunday averages currently.

Be aware we have looked at many other dashboards and simply cannot find a single other one that is tracking the data the way the county dashboard is currently. There is no comparable! We could not find ONE dashboard that only uses "collected date" without providing the "Report date" as well. And when the data is presented as "onset date" or "collected date" the other dashboards clearly include a disclaimer stating the possibility that information is missing.

One more thing I feel needs to be brought to your attention is the Monday-Sunday calculations are being presented to you on a Wednesday. In this three day time interval, some results may have come in, however it is unclear if they have been attributed when the report is presented.

If you fail to include the results from these three days in the collected date charts, you are looking at a snapshot of what was calculated on Sunday, even though it is presented on Wednesday, so several current test results may have been omitted depending on when the reports are generated. This is an unknown variable currently. From week to week the day the report is generated on, between Sunday and Wednesday will produce different results.

Being that you're not counting every case in the week during your averages, you will constantly show downward trends that are not true.

Please keep in mind that the county has still not provided the basic underlying information.

Currently on the dashboard you cannot even get a simple case count!
Or any information older than July 20th. We are only being provided
30 days of a five month dataset. I sincerely hope my FOIA/CORA request will be fulfilled soon that a full
simple case count including report date can be made public.

Also, and this may be nit picking a bit, however, I was correct in stating the math was wrong last week. The calculated population that was used in the presentation is incorrect; 25,683 is not our population, 25,638 is. A small detail but all formulas are incorrect as of a result and slightly under-estimated. This is a perfect example as why this underlying data needs to be public.
Mistakes do happen.

I know this is a lot to take in, please reach out to me directly if you do not understand what I'm trying to put down for you.

Please attach this email and my Aug 12th email re: the dashboard to public record.

Thank you for your time and consideration.
I would be happy to take your questions.

--Dave Koorey

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: 8/17/2020		ITEM TIME:	
FROM:		Kathy Nelson, Human Resources Director	
TODAY'S DATE:		August 14, 2020	
AGENDA TITLE:		Request to Hire a Detention Deputy at Step 4 of the Pay Scale.	
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:			
Request approval to hire a Detention Deputy at Step 4 of the pay scale.			
II. RECOMMENDED ACTION:			
Consideration to approve a request to hire a Detention Deputy at Step 4 of the pay scale.			
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):			
PROPOSED REVENUE: None			
PROPOSED EXPENDITURE: The annual base salary at step 4 is \$61,221; the Detention Deputy will earn approximately \$23,400 in salary through the end of the year. This position has been budgeted.			
FUNDING SOURCE: General Fund			
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):			
None Known.			
V. BACKGROUND INFORMATION:			
Undersheriff Scherar is requesting to hire Tague Humenik at Step 4 of the Detention Deputy pay scale.			
Mr. Humenik meets the educational and work experience requirements to be hired at Step 4. He has his GED, is P.O.S.T. certified, Handgun Instructor Certified, CPR trained and has over 4 years of relevant work experience; 4 years above the minimum requirements. Approximately 3 years of his experience were working as a Detention Deputy at Routt County.			
The County Manager has reviewed this request and has approved placing this request on the agenda for your consideration and approval.			
VI. LEGAL ISSUES:			
None known.			

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

Mr. Humenik meets the requirements to be hired at Step 4. The Board can approve this option, recommend Mr. Humenik be hired at a different step or deny this request.



MEMORANDUM

TO: Mark Collins, County Manager
FROM: Kathy Nelson, Human Resources Director
DATE: August 13, 2020
RE: Request to Rehire Tague Humenik at Step 4 of the Detention Deputy pay scale.

Undersheriff Scherar is requesting to rehire Tague Humenik at Step 4 of the Detention Deputy pay scale.

Education, certification, and license requirements for this position include:

- High school diploma or;
- A combination of education, training, and experience, which provides the knowledge, skills and abilities required for the job.

Mr. Humenik's education and certifications include:

- GED from Colorado Mountain College
- Colorado P.O.S.T. Certified
- Colorado P.O.S.T Handgun Instructor Certified
- CPR Training

His work experience includes:

- Police Officer, Hayden Police Department, Hayden, CO, January 2019 to Present
- Detention Deputy, Routt County Sheriff's Office, Steamboat Springs, CO, June 2016 – January 2019
- Laborer, Alpine Tower Crane, Steamboat Springs, CO, 2016 – Present
- Service Rep/Assistant Manager, Steamboat Rentals, Steamboat Springs, CO, July 2011 – 2018
- Owner, Sunrise Residential Service, Hayden, CO, present

In order to be considered to be hired above Step 1 a candidate must have a) equivalent experience of two to three years above the minimum requirement to be hired at Step 2, or equivalent experience of three to six years above the minimum requirement to be hired at Step 3; b) additional education above the minimum requirement to hire at Step 2 or Step 3; c) already obtained special training and certificates that are normally required to be obtained within a period of time after employment.

Mr. Humenik meets the educational and work experience requirements to be hired at Step 4. He has his GED, is P.O.S.T. certified, Handgun Instructor Certified, CPR trained and has over 4 years of relevant work experience; 4 years above the minimum requirements. Almost 3 years of his experience were working as a Detention Deputy at Routt County.

I agree with and support Undersheriff Scherar's request to hire Mr. Humenik at Step 4 of the Detention Deputy pay scale and recommend approval to place it on the BCC agenda for consideration of approval.

County Manager Comments: Approved 8-14-2020

Garrett Wiggins
Sheriff



Doug Scherar
Undersheriff

2025 Shield Drive, Steamboat Springs, CO 80487, Telephone 970.870.5503 FAX 970.870.5525

July 23, 2020

To: Kathy Nelson, Human Services Director

Re: Tague Humenik

Kathy,

The Routt County Sheriff's Office has extended an offer of employment to Tague Humenik to fill the position of Detention Deputy. Tague left the Routt County Sheriff's office on January 2, 2019 at step 3 of the deputy pay scale. Tague went to work for the Hayden Police department where he obtained his POST certification, was certified as a firearms instructor, is current on all his firearms, standardized field sobriety training, taser training, and all Colorado Rule 28 training requirements. He left the Routt County Sheriff's Office in good standing and is eligible for rehire. We feel that his POST certification, firearms instructor status and one and a half years of patrol experience since he left qualify him to start at a higher rate than step three. We are respectfully requesting he start at a deputy step level four.

Thank you,
Doug Scherar
Undersheriff
Routt County Sheriff's Office

Patrol/Detention/Civil Deputy**2020 Market Midpoint = 31.32**

- (Surveyed 1999/Implemented 2000)
- (2001 - 7% across the board increase)
- (2002 - 2001 Survey Results + 2%)
- (2003 - 3% across the board increase)
- (2004 - 30% of 2003 Salary Survey Market Increase)
- (2005 - Received remaining 70% of 2003 Salary Survey Market Increase)
- (2006 - 2005 Market Survey Increase)
- (2007 - 4% across the board increase)
- (2008 - 2007 Market Survey + 2%)
- (2009 - 2% across the board, no step increases)
- (2009 - Effective 4/2/09 10% pay reduction)
- (2010 - 10% pay reduction was reduced to a 5% pay reduction, no step increases)
- (2011 - 2012 - Compensation remains at 2010 level, no step increases)
- (2013 - Remaining 5% pay reduction returned. Compensation at 1/1/2009 level, no step increases)
- (2014 - 2% across-the-board increase + 2014 step increase on DOM + up to 2 "catch-up steps if eligible)
- (2015 - 2.8% across-the-board increase + 2015 step increase on DOM + up to 2 "catch-up steps if eligible)
- (2016 - Salary Survey Results, limited to 15%, if applicable plus 1.5% across the board increase)
- (2016 - 2016 step increase on DOM + final "catch-up" step on 1/1/16, if eligible)
- (2017 - 2% across-the-board increase + 2016 step increase on DOM if eligible)
- (2018 - 3% across-the-board increase + 2018 step increase on DOM if eligible)
- (2019 - 3% across-the-board increase + 2019 step increase on DOM if eligible)
- (2020- 2% across-the-board increase + 2020 step increase on DOM if eligible)

<u>STEP/LEVEL</u>	<u>HOURLY RATE</u>	<u>S/M SALARY</u>	<u>ANNUAL SALARY</u>
1	\$26.62	\$2,307.08	\$55,369.81
2	\$27.57	\$2,389.59	\$57,350.09
3	\$28.50	\$2,470.25	\$59,286.00
4	\$29.43	\$2,550.91	\$61,221.91
5	\$30.38	\$2,633.42	\$63,202.19
6	\$31.32	\$2,714.09	\$65,138.10
7	\$32.27	\$2,796.64	\$67,119.45
8	\$33.20	\$2,877.26	\$69,054.28
9	\$34.13	\$2,957.92	\$70,990.18
10	\$35.08	\$3,040.48	\$72,971.54
11	\$36.01	\$3,121.10	\$74,906.37

All tables are subject to rounding differences



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: 8/19/2020		ITEM TIME:
FROM:	Roberta Smith, Interim Director Public Health	
TODAY'S DATE:	8/12/2020	
AGENDA TITLE:	REQUEST APPROVAL OF THE PUBLIC HEALTH EDUCATOR POSITION	
CHECK ONE THAT APPLIES TO YOUR ITEM:		
<input checked="" type="checkbox"/> ACTION ITEM		
<input checked="" type="checkbox"/> DIRECTION		
<input type="checkbox"/> INFORMATION		
I. DESCRIBE THE REQUEST OR ISSUE:		
Consideration of the approval of the Health Educator Position for Public Health		
II. RECOMMENDED ACTION (<i>motion</i>):		
Recommend approval of the Health Educator Position of Public Health.		
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):		
PROPOSED REVENUE (<i>if applicable</i>): NA		
CURRENT BUDGETED AMOUNT: TBD		
PROPOSED EXPENDITURE: Annual base salary for one Health Educator is \$49,941 at step 3.		
FUNDING SOURCE: Protect our Neighbors Funding Grant and Public Health Programming Grants.		
SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
The Health Educator roles is a needed addition to the Public Health department.		
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):		



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

Public Health currently has 2 FTEs, a Director and an Admin 4. 2 FTE positions are vacant and in the process of being filled. Public Health has 3 contract nurses to support off-site testing. Due to the volume of work and the specialized work necessary to support the COVID-19 pandemic, additional roles are desired including one Health Educator.

The Health Educator's role is responsible for offering public health education and promotion in the community to influence individual health behavior and empower the community to make needed changes. This includes planning developing, and implementing community health education programs and serving as a resource for the department and the community on health issues, including nutrition and physical activity and enforcement. This role would work closely with the public information officer in creating campaigns. This role will not only benefit the County's short term need for planning, educating and responding to the COVID-19 pandemic, but also serve the same role for future programs and will help to fulfill many of the Public Health grant requirements.

The proposed salary is based on Employer's Council 2020 survey data and information collected from other counties.

VI. LEGAL ISSUES:

NA

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

NA

VIII. SUMMARY AND OTHER OPTIONS:

The BCC can approve or deny the proposed Public Health Educator position.