



ADAMS COUNTY

COLORADO
BOARD OF COUNTY COMMISSIONERS

Eva J. Henry - District #1
Charles "Chaz" Tedesco - District #2
Erik Hansen - District #3
Steve O'Dorisio - District #4
Mary Hodge - District #5

**STUDY SESSION AGENDA
TUESDAY
March 14, 2017**

ALL TIMES LISTED ON THIS AGENDA ARE SUBJECT TO CHANGE.

1:00 P.M.	ATTENDEE(S):	Terri Lutt
	ITEM:	Healthcare Fundamentals and Cost of Care
2:00 P.M.	ATTENDEE(S):	Terri Lutt / Amy Jones
	ITEM:	Employee Manual Policy Change Recommendations
2:30 P.M.	ATTENDEE(S):	Eliza Schultz
	ITEM:	Legislative Working Group
3:00 P.M.	ATTENDEE(S):	Bryan Ostler / David Ball
	ITEM:	Land Disposal Policy
3:30 P.M.	ATTENDEE(S):	Eric Osterberg / Gabe Rodriguez
	ITEM:	Constituent Services Management Update
4:00 P.M.	ATTENDEE(S):	Todd Leopold
	ITEM:	Administrative Item Review / Commissioner Communications

(AND SUCH OTHER MATTERS OF PUBLIC BUSINESS WHICH MAY ARISE)

AGENDA IS SUBJECT TO CHANGE



STUDY SESSION AGENDA ITEM

DATE: March 14, 2017
SUBJECT: Information Session – Healthcare Fundamentals and Cost of Care
FROM: Charles DuScha, Terri Lauth, Bryan Ostler, Pauline Hohn, Hays Companies
AGENCY/DEPARTMENT: Human Resources
ATTENDEES: Charles DuScha, Terri Lauth, Bryan Ostler, Pauline Hohn, Hays Companies
PURPOSE OF ITEM: Informational session regarding factors that impact the cost of healthcare.
STAFF RECOMMENDATION: Informational purposes only

BACKGROUND:

This study session is a result of the discussions that took place in 2016 during renewal of our benefits plan. At that time, we agreed we would have more than one discussion in 2017 regarding our benefits structure and our overall benefits strategic plan. This is the first of two informational sessions. We will also have one additional meeting with you regarding our benefits strategic plan. All of these discussions will take place before we present our benefit renewal recommendations for 2018.

Our healthcare plans and the associated costs continue to change. Each year we face new challenges and opportunities to meet the healthcare needs of our employees while keeping our plans affordable and sustainable. The intent of this informational session to increase our understanding of the factors that impact cost.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Human Resources, County Manager's Office, Hays Companies

ATTACHED DOCUMENTS:

Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund: _____

Cost Center: _____

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			_____

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			_____

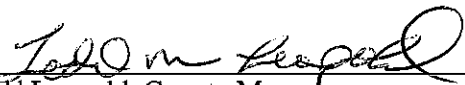
New FTEs requested: YES NO

Future Amendment Needed: YES NO

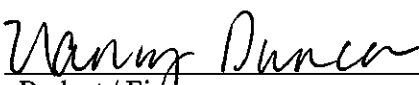
Additional Note:

APPROVAL SIGNATURES:


APPROVAL OF FISCAL IMPACT:



Todd Leopold, County Manager



Wally Dunbar
Budget / Finance

Raymond H. Gonzales, Deputy County Manager


Bryan Ostler, Interim Deputy County Manager



Healthcare Fundamentals and the Cost of Care

Study Session

March 14, 2017



Intent

Provide informational session to increase understanding of:

- Healthcare
- Factors that impact cost

Healthcare Fundamentals

What makes up the healthcare system?

- Utilizers
 - Participants
 - Employees and dependents
- Payers of Care
 - Health insurance plans
 - Employers
 - Medicare/Medicaid

Healthcare Fundamentals (cont'd)

What makes up the healthcare system? (cont'd)

- Providers
 - Physicians
 - Hospitals
 - Pharmacies

The Cost of Care

What impacts the cost of care?

- Care delivery models
 - Closed model (HMO)
 - Open access model (EPO/PPO)
- Health system mergers/acquisitions
 - Physician employment
- Urgent care vs emergency care
- Free standing ER vs hospital ER

The Cost of Care (cont'd)

What impacts the cost of care? (cont'd)

- Claims experience
 - Catastrophic claims
 - High utilization
 - Increased focus on behavioral health
 - Drugs (Specialty Pharmacy)

The Cost of Care (cont'd)

What impacts the cost of care? (cont'd)

- Mandated health benefits
 - Colorado State Law
 - Affordable Care Act (ACA)
- Expectations

Each component impacts cost

Future Healthcare Landscape

- Economic upswing
- Technology
- Large scale mergers/acquisitions
- Hospital operating expenses

Future Cost

Forces expected to contribute to future spending

- Medical inflation
- Specialty medications
- Major cyber security breaches
- Aging population and retirees

Potential Moderating Forces

- Health plan designs
- Virtual care/telemedicine
- Retail clinics
- Employer onsite clinics
- Health advisors

Next Study Session Agenda

- Our plans
- Our costs
- Our philosophy
- Current strategies
- Benchmark data
- Health plan financial report



STUDY SESSION AGENDA ITEM

DATE: March 14, 2017
SUBJECT: Adams County Employee Manual
FROM: Amy Jones, Michelle Michel, Terri Lutt
AGENCY/DEPARTMENT: Human Resources, County Attorney's Office
ATTENDEES: Amy Jones, Michelle Tyler Michel, Terri Lutt
PURPOSE OF ITEM: Review proposed changes to policies in employee manual
STAFF RECOMMENDATION: The Board of County Commissioners adopts the updated employee manual.

BACKGROUND:

Human Resources Department maintains the Adams County Employee Manual. Approximately every other year, in conjunction with the County Attorney's Office, the manual is reviewed for modernization and improvements. In doing so, collaboration with Department Directors, Deputy County Managers, the County Attorney and the County Manager took place. A draft of the new policies and the Executive Summary of Changes Document was sent out to each Elected Office (that has adopted our manual) and Department, and we provided a window to receive feedback and comments in relation to the proposed changes. The purpose of this study session is to review the proposed changes with the Board with the intent of adoption of the updated manual at the April 4, 2017 Public Hearing.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

All County Departments and Offices following the Employee Manual

ATTACHED DOCUMENTS:

Summary of Changes

New Employee Policies:

- 1.2 Reporting and Investigation of Discrimination, Harassment, or Retaliation
- 1.3 Pregnancy Accommodation
- 2.5 Motor Vehicles
- 3.1(2) Short Term Disability Insurance

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

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New FTEs requested: YES NO

Future Amendment Needed: YES NO

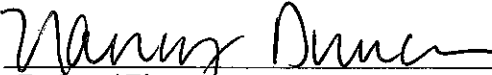
Additional Note:

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:



Todd Leopold, County Manager



Nancy Dimer
Budget / Finance

Raymond H. Gonzales, Deputy County Manager



Bryan Oster, Interim Deputy County Manager

Employee Manual Policy Revisions - 2016

Table of Contents

- ~ Updated date approved by the Board of County Commissioners
- ~ Updated date the Employee Manual is effective
- ~ Revised policy number for Equal Employment Opportunity from 1.1 to 1.1(1)
- ~ Revised policy number Anti-Harassment from 1.2 to 1.1(2)
- ~ Revised policy number Anti-Retaliation from 1.3 to 1.1(3)
- ~ Created policy Reporting and Investigation of Harassment as Policy number 1.2
- ~ Created policy Pregnancy Accommodation as Policy number 1.3
- ~ Removed policy 3.5(2) Parental Involvement in K-12 Education Leave from Part 2/Section B – Leave Polices
- ~ 1.5 is reserved for future use
- ~ 3.5(2) is reserved for future use

Introduction

- ~ Removed references related to Staff Directors from the Exemptions section
- ~ Removed references related to Staff Directors from d. Executive under Position Categories
- ~ Referring people to Human Resources for the definition and requirements for temporary employees
- ~ Changed seasonal employee definition to reflect 120 days maximum employment period

1.1 (1) Equal Employment Opportunity

- ~ Updated the Policy number from 1.1 to 1.1(1)

1.1 (2) Anti-Harassment

- ~ Updated the Policy number from 1.2 to 1.1(2)
- ~ Removed entire section under Reporting and Investigation of Discrimination, Harassment, or Retaliation in order to create new policy with this information

1.1 (3) Anti-Retaliation

- ~ Updated the Policy number from 1.3 to 1.1(3)
- ~ Deleted section regarding reporting as reporting is now covered in separate policy 1.2

1.2 Reporting and Investigation of Discrimination, Harassment, or Retaliation

- ~ Created policy; verbiage from Anti - Harassment 1.1(2) and Anti – Retaliation 1.1(3) policy removed and made into this separate policy

1.3 Pregnancy Accommodation

- ~ Created policy

1.4 Disability and Religious Accommodation

- ~ Removed the words “In most situations” from the sentence “In most situations, the County will require that an accommodation request be submitted in writing.”

1.5 Ethics

- ~ Removed policy from Employee Manual in order to eliminate potential inconsistencies with the Code of Ethics separately adopted by the BOCC; the Code of Ethics adopted by the BOCC remains in place.

- ~ Reserved policy number in the Table of Contents

1.7(1) Computer and Internet Use

- ~ Under Prohibited Uses, bullet one, removed references to specific policy numbers that would be violated under the employee manual and replaced with “or that would violate policies in section I of this employee manual.”
- ~ Added section titled Cloud Based Storage and Transmission
- ~ Added the following to the Monitoring section: “All requests for access to another employee’s County email or electronic files must be made through IT. The Human Resources Director or designee must approve any request for access before such access is provided.”
- ~ Updated the CORA section to reflect that records whether in electronic or paper form may be subject to inspection

2.1(2) Teleworking

- ~ Under Process for Teleworking section, number 3, provided a subsection listing approvals for irregular teleworking requests and regular teleworking requests.
- ~ Under General Procedures, number 11, removed the numeration of 1.5 from the Code of Ethics wording

2.4(2) Drug and Alcohol Testing for Individuals with CDL

- ~ Under Refusal to Submit section, second paragraph, added that drivers “shall be placed on administrative leave and will be subject to the disciplinary process.”
- ~ Referral to a Substance Abuse Professional section was updated to reflect DOT language
- ~ Citations were updated and made consistent throughout the policy

2.5 Motor Vehicle Safety

- ~ Combined policies 2.5(1) and 2.5(2) Motor Vehicle Safety; complete with a revision; updated policy number to 2.5

2.5(1) Motor Vehicle Records (MVR) Standards

- ~ Removed policy; combined with Policy 2.5

2.5(2) Motor Vehicle Safety

- ~ Removed policy; combined with Policy 2.5

2.7 Performance Appraisal

- ~ Paragraphs one and two are updated to reflect the common review process and the timing of merit increases.

2.8(2) Job Abandonment

- ~ Paragraph one, added “or who fails to return to work following approved leave”

3.1(1) Long Term Disability Insurance

- ~ Updated the verbiage in the sentence of who the policy applies to for consistency

3.1(2) Short Term Disability Insurance

- ~ Created Policy

3.3(1) Workers’ Compensation

- ~ In second paragraph, updated to reflect that employees now call into a call center for first report of injury immediately and report injury to supervisor within twenty-four (24) hours.

3.4 (1) Annual Leave (Vacation)

- ~ Changed the years of service to Up to 2 years, After 2 years, After 5 years, and After 10 years from 0-3, 3-5, 6-10, 11+
- ~ Removed sentence after chart related to new hires receiving annual leave at pro-rated amounts their first month

3.5(1) Family Medical Leave

- ~ Under Return to Work section, edit first paragraph to state that employees who fail to return to work will be deemed to have voluntarily resigned
- ~ Under Return to Work section, instead of employee's "will" be required to reimburse the County for payment of insurance premiums during leave, updated to employee's "may" be required...

3.5(2) Parental Involvement in K-12 Education Leave

- ~ Deleted the policy due to the expiration of the law requiring the leave
- ~ Reserved policy number in the Table of Contents

3.6(3) Leave without Pay

- ~ Second page, first paragraph; added sentence referencing that employees must pay their portion of the insurance coverage while on leave or their insurance coverage will terminate

3.6(4) Bereavement/Funeral Leave

- ~ First paragraph; added nieces and nephews as relatives allowed for leave use
- ~ First paragraph; changed wording from 5 working days to 40 hours

4.1 Temporary Reassignment

- ~ Added clarification that employees being temporarily assigned must meet the minimum qualifications of the position they are being reassigned to.

4.2 Rates of Pay

- ~ Changed the policy to allow a director to promote an individual with a pay increase of up to 15% into the range.
- ~ Under section: Appointment to a Position Assigned to a Higher Pay Grade, second paragraph, revised sentence to reflect that promotions will not trigger a change the employees annual review date

4.3 Recruitment and Selection

- ~ Under Temporary position section, deleted sentence referencing temporary positions are generally of short duration of 6 months or less and referred to Human Resources for temporary employment requirements
- ~ Added section Internships/Volunteers, after Temporary Positions sections, to clarify requirements for Interns and Volunteers

1.2: Reporting and Investigation of Discrimination, Harassment, or Retaliation

This policy applies to all employees.

POLICIES AND PROCEDURES

Employees who believe they have been the subject of harassment, discrimination or retaliation, must immediately report the alleged act(s) to their supervisor and/or a Human Resources representative. Adams County expects an employee(s) to make a timely complaint; such complaint may be documented in writing and signed by the complainant(s). This will enable the County to promptly investigate and correct any behavior which may be in violation of this policy. If the employee feels that he or she cannot go to his/her supervisor or HR with a complaint, the employee should report the incident to the County Manager or to a Deputy County Manager. All complaints must be brought forth in good faith.

Managers and supervisors (including executive level employees) shall not allow employees to be discriminated against or harassed because of any legally protected characteristic. Managers and supervisors shall not allow employees to be retaliated against because of any complaint made regarding illegal harassment, discrimination, or for reporting a violation (or potential violation) of Adams County policy in good faith, or for assisting in an investigation. **Managers or supervisors who know of, or receive reports of, harassment, discrimination or retaliation must take immediate and appropriate remedial action, including reporting the harassment to their department director and to Human Resources.** If managers or supervisors become aware of acts of discrimination, harassment, or retaliation, and do not take appropriate action, those managers or supervisors will be subject to disciplinary action, up to and including, termination.

For the protection of complainants and those alleged to have violated this policy, the Human Resources department shall promptly initiate an investigation of alleged harassment. Participation in such an investigation is mandatory; an employee's refusal to participate in such an investigation will be cause for disciplinary action, up to and including termination of employment. This investigation and its results will be kept confidential to the extent possible. During an investigation, the employee accused of a violation of this policy may be placed on administrative leave. The contents of complaints and the results of investigations may be shared with the person accused of harassment or discrimination.

1.3: Pregnancy Accommodation

This policy applies to all employees.

POLICIES AND PROCEDURES

If an employee or applicant is pregnant or has a health condition related to pregnancy and requests an accommodation, the County will engage in the interactive process with the employee or applicant and will provide a reasonable accommodation that would allow applicants and employees to perform the essential functions of the job, unless doing so would result in an undue hardship to the County.

The County will not take adverse action against an employee who requests or uses a reasonable accommodation. The County will not deny employment opportunities to an applicant or employee based on the need to make a reasonable accommodation.

Employees shall contact Human Resources with any request for accommodation. The County will require that an accommodation request be submitted in writing. The Human Resources Department, in consultation with the department director (or designee) or elected official (or designee), and the County Attorney's Office, will make a determination on a request for reasonable accommodation.

2.5: Motor Vehicles

This policy applies to all employees.

POLICIES AND PROCEDURES

The safe operation of Adams County vehicles and equipment as well as personal vehicles used on Adams County business is the responsibility of all employees. All employees and volunteers who operate a motor vehicle, whether a personal or County vehicle, in the course of their job with Adams County shall comply with this policy and shall be subject to evaluation of their driving record at any time at the discretion of Adams County management. The responsibility of driving for the County on County business is a privilege and can be revoked.

Standards for Motor Vehicle Records (MVR)

In order to operate a County vehicle and to drive a personal vehicle on Adams County business, employees and volunteers are required to have a Motor Vehicle Record background check conducted by Human Resources. Motor Vehicle Record (MVR) submissions must reflect the most recent three (3) years. To operate a County vehicle or personal vehicle on Adams County business, an employee's MVR must contain no major violations (as listed below) and contain no more than three (3) violations in the past three (3) years. These standards must be maintained to operate a County vehicle and while operating personal vehicles on Adams County business. If moving from another state, a copy of the previous state's MVR for the previous three (3) years must be submitted at the time of hire; a current Colorado driver's license must be obtained within thirty (30) calendar days of hire and must be obtained before driving any vehicle on County business.

Major driving violations include, but are not limited to:

- Reckless driving.
- Leaving the scene of an accident.
- DUI, DWI or DWAI and/or refusal to take a blood alcohol content test.
- Fleeing police.
- Any felony involving the use of a vehicle including vehicular homicide.
- Any violation of state or local laws that arises in connection with a fatal traffic accident.

2.5: Motor Vehicles (continued)

If an employee's license is suspended, revoked or restricted, the employee must notify his or her supervisor and County Management immediately. Employees and volunteers who have their license suspended or revoked shall not drive a County vehicle or drive on County business.

Motor Vehicle Safety:

All employees and volunteers who operate a personal or County vehicle, in the course of their job with Adams County, shall comply with this policy.

Personal Vehicle Use on County Business

- Employees must carry current auto liability insurance as required by Colorado law.
- Employees must provide proof of insurance to Risk Management upon request.
- Personal vehicles used on County business must be maintained in a safe operating condition.
- The County will not reimburse employees for insurance deductibles.
- Appropriate child-safety seats and seatbelts must be provided if transportation of clients is required by the employee's position.
- County insurance does not cover personal vehicles used on County business.

County Vehicle Use on County Business

- Passengers or clients may be transported in County vehicles when the travel supports County business and with managers' approval.
- Only County employees or approved volunteers are allowed to operate County vehicles.
- County vehicle doors must be locked, and keys must be removed from the vehicle when parked.

2.5: Motor Vehicles (continued)

Safety requirements for all vehicles used for County business

- Seatbelts must be used by the driver and passengers at all times.
- Vehicles that are not in safe operating condition are not to be used.
- No hitchhikers are allowed at any time.
- The use or operation of cell phones or other similar devices while driving must comply with federal, state and local law. The Federal Motor Carriers Safety Association (FMCSA) rule restricts the use of all hand-held mobile devices by drivers of commercial motor vehicles (CMVs). This rulemaking restricts a CMV driver from holding a mobile device to make a call, or dialing by pressing more than a single button.
- Adhere to state and federal driving laws and obey warning signs.
- The employee is responsible for any traffic or parking tickets incurred while on County business.

County Vehicles and Global Positioning System (GPS):

Global Positioning System (GPS) units have been installed on Adams County vehicles and equipment to enhance and improve liability protection for the County. In addition, GPS on Adams County Vehicles will maximize the value of the County's assets while reducing the cost of the vehicle fleet and providing a mechanism to monitor driving activities.

The system will allow supervisors to dispatch vehicles to maximize the efficiency of the fleet, confirm or deny allegations of misconduct/abuse, traffic violations, and or auto damage claims. The system can generate reports of any vehicle that excessively speeds or has unusual amounts of idle time (See Engine Idling Policy).

For the purpose of this policy, the actual driver or operator of each vehicle shall be the responsible employee. This policy and the system are not intended to be punitive or used to monitor individual employees, although unsafe vehicle usage may lead to disciplinary action. Tampering with any GPS equipment in the vehicle is expressly prohibited.

2.5: Motor Vehicles (continued)

Fuel Conservation Steps:

Employees are encouraged to plan trips to avoid unnecessary travel and use conference calling instead of travel where practical. Carpooling shall be considered when employees are attending the same meetings with other County staff members or staff from neighboring entities. Departments shall use the County's courier service to the full extent to avoid unnecessary trips to outlying entities. Operators shall ensure that vehicles are available for scheduled preventive maintenance, as this will help reduce fuel consumption and pollution. Operators should accelerate at a slow speed and avoid heavy braking at stop lights and stop signs. Operators are encouraged to fuel in the early morning or late afternoon to reduce fuel evaporation.

Engine Idling:

County employees can play an important role in improving air quality, reducing the consumption of petroleum products, and reducing vehicle wear by limiting the amount of time vehicle engines are allowed to idle. Turning off and starting an engine uses less fuel than letting the engine run for thirty seconds and modern vehicles need only a maximum of 60 seconds of idle at start up.

Engine Idling Restrictions:

A driver of a County vehicle must turn off the engine upon stopping at their destination. All vehicle equipment operators must not cause or allow an engine to idle at any location for more than five consecutive minutes with the following exceptions:

- Public safety emergency vehicles being operated on the scene of an emergency or on a public roadway.
- Stopping at an official traffic control device or signal.
- Traffic conditions over which a driver has no control. This includes stopping in a line of traffic, at a railroad crossing or a construction zone.
- The direction of a public safety or other official traffic controller.
- Routine or diagnostic testing, maintenance, or repair of the vehicle.
- Running a vehicle due to mechanical or electrical problems.
- Powering auxiliary equipment other than a heater or air conditioner, e.g. use of a hoist, lift, computer or safety lighting.

2.5: Motor Vehicles (continued)

- Operation of defrosters, heaters, air conditioners or other equipment because of a safety or health situation, but not solely for the comfort of the driver or passengers.
- Necessary cool down of a turbo-charged heavy duty vehicle in accordance with the manufacturer's recommendation.

Use of Fuel Sites for County Vehicles:

The operator must have the proper vehicle fuel card and personal identification code in order to fuel any County vehicle. In order to avoid discrepancies in the reporting of fuel usage, avoid fuel theft and for preventive maintenance tracking, the fuel card is not to be used for fueling multiple units. Fuel cards and training on their use are available through Fleet Management. When fueling vehicles without electronic tracking, record date, vehicle number, fuel type and quantity and provide accurate records monthly to Fleet Management. Every employee is responsible for ensuring the safe fueling of County vehicles including preventing events that may result in a release of fuel.

Inspection of County Equipment and Vehicles:

Each vehicle operator is responsible for conducting a vehicle inspection and reporting vehicle problems to the Fleet Management Department to ensure the vehicle is safe for operation and not damaged prior to use. Under no circumstances is an employee to operate an unsafe vehicle or operate a vehicle in an unsafe manner. All unsafe equipment must be reported immediately to the Fleet Management Department using a Service

Operators of Commercial Motor Vehicles (CMV's) are required to perform a pre-trip and post-trip walk-around vehicle inspection on every trip and report updated mileage (odometer reading.) Operators of vehicles that are required by the Department of Transportation (DOT) to have regular inspections shall keep daily logs in the vehicles. These logs must be signed by the operators after each inspection. The operators are responsible for reporting any repairs necessary to the Fleet Management Department.

Unless a division or department directive indicates otherwise, operators should fuel vehicles after use when the fuel gauge indicates that the tank is less than half full. The vehicle should be returned to the area where it was picked up unless the operator has been advised differently.

Prior to operation, the operator shall ensure the vehicle has an Evidence of Insurance card, which certifies Adams County is a self-insured public entity, in the vehicle's glove box. If an accident occurs, the operator is responsible for producing the card as proof of insurance and conducting proper reporting in accordance with Adams County incident

2.5: Motor Vehicles (continued)

report procedures found here; [Incident Report](#). Inspection books, service requests and insurance cards are available through the Fleet Management Department.

Tobacco Use in County Vehicles

Tobacco use is prohibited in Adams County vehicles. Tobacco use and the use of electronic delivery devices are prohibited in any vehicles managed, owned, or leased by Adams County.

Violation of Policy

An employee, who violates this policy, shall be subject to disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8. Other actions, including notification of appropriate law enforcement agencies, may be taken in response to a violation of this policy.

3.1(2): Short-Term Disability Insurance

This policy applies to all benefit eligible employees except employees in project-designated positions.

Short-term disability insurance provides continued income in the event that employees are disabled for a period longer than fourteen (14) calendar days.

POLICIES AND PROCEDURES

The insurance carrier determines eligibility, amount and duration of benefits. Employees should refer to individual certificates of insurance for specific policy provisions. Master Plan Documents are available for inspection in the Human Resources Department. Provisions in the Master Plan Documents shall prevail in all issues of coverage.

Short-term disability (“STD”) insurance benefits pay an eligible employee a portion of the employee’s pre-disability salary.

If deemed eligible by the carrier, STD insurance benefits begin on the latter of the first day after fourteen (14) consecutive calendar days of disability or the exhaustion of all sick leave accruals.

Loss of Coverage/Separation of Employment

If an employee separates from the County, STD insurance benefits and coverage cease on the last day of the month in which the employee separates from employment.

Annual and Sick Leave Accruals

Employees are required to use all accrued sick leave prior to being eligible for short-term disability benefits. Employees may supplement the STD benefit with available annual leave accruals to meet 100% of their pre-disability salary while receiving STD benefits.

Employees are responsible for notifying the Human Resources Department of their intent to use accrued annual leave in this manner.

If an employee remains on medical leave after the exhaustion of disability benefits, employees are required to use all accrued vacation and comp-time accruals prior to being placed in a leave-without-pay status.

Related Policies

STD benefits will occur in conjunction with other County policies, including but not limited to the following.

3.1(2): Short-Term Disability Insurance (continued)

Family Medical Leave

Employees applying for short-term disability are subject to the provisions of the Family Medical Leave Act (FMLA) as stipulated in the Adams County Family Medical Leave Policy 3.5(1). As per the FMLA Policy, when an employee is absent for illness related reasons, sick leave accruals must be exhausted before any other leave types are used.

Leave Without Pay

Employees applying for Short-term disability are subject to the leave without pay provisions as stipulated in the Adams County Leave-Without-Pay Policy 3.6(3). If an Employee is in unpaid status for more than fifty (50) percent of the pay period, they shall not accrue annual or sick leave. Employees shall receive accruals for the pay period, provided they have worked or were in an approved paid leave status for at least fifty (50) percent of the pay period.



STUDY SESSION AGENDA ITEM

DATE:	03/14/17
SUBJECT:	Legislative Working Group (LWG) – General Assembly Legislative Review
FROM:	Jeanne Shreve
AGENCY/DEPARTMENT:	Intergovernmental Relations Office, County Manager’s Office
ATTENDEES:	Eliza Schultz, Jeanne Shreve, LWG
PURPOSE OF ITEM:	Brief BoCC on previous week’s General Assembly legislation of relevance to the County, and obtain County stances on said legislation
STAFF RECOMMENDATION:	Review, discussion, and obtain County stances on legislation

BACKGROUND:

The First Regular Session of the Seventy-first Colorado General Assembly convened on January 11, 2017. These Study Sessions will review, with the BoCC, the pertinent legislation introduced the previous week in order for the BoCC to take official County positions on each piece of relevant legislation.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Intergovernmental Relations Office, Legislative Working Group, County Manager’s Office

ATTACHED DOCUMENTS:

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

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New FTEs requested: YES NO

Future Amendment Needed: YES NO


Additional Note:

APPROVAL SIGNATURES:

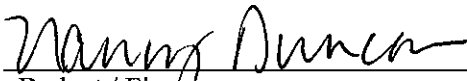
APPROVAL OF FISCAL IMPACT:



 Todd Leopold, County Manager



 Raymond H. Gonzales, Deputy County Manager



 Manny Duran
 Budget / Finance

Bryan Ostler, Interim Deputy County Manager



STUDY SESSION AGENDA ITEM

DATE: March 14, 2017
SUBJECT: Land Disposal Policy
FROM: Bryan Ostler, David Ball
AGENCY/DEPARTMENT: County Manager's Office
ATTENDEES: Bryan Ostler, David Ball
PURPOSE OF ITEM: Land Disposal Draft Policy
STAFF RECOMMENDATION: Approve policy

BACKGROUND:

The County doesn't currently have a formal policy for the disposal of land. Staff has worked collaboratively with Facilities and County Attorney's Office to develop a general guideline and policy for the disposal of land.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

County Attorney's Office, Facilities

ATTACHED DOCUMENTS:

Draft Policy

FISCAL IMPACT:

Please check if there is no fiscal impact . If there is fiscal impact, please fully complete the section below.

Fund: _____

Cost Center: _____

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			_____

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			_____

New FTEs requested: YES NO

Future Amendment Needed: YES NO

Additional Note:

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:

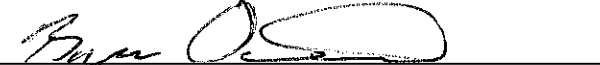


Todd Leopold, County Manager



Wally Durr
Budget / Finance

Raymond H. Gonzales, Deputy County Manager



Bryan Ostler, Interim Deputy County Manager

Disposition of Surplus Real Property

Purpose:

This policy is created for the purpose of setting forth the methods of disposition of surplus county real property.

Policy:

- I. Declaration of surplus property.
 - A) Any real property owned by the county may be declared as surplus upon:
 - 1) The Board of County Commissioners' own motion.
 - 2) Presentation of a staff request to the Board of County Commissioners by the county manager or designees. The county manager or designee shall review all real property held by the County as frequently as is needed to determine whether such property is unusable or no longer needed for county purposes.
 - 3) Presentation of an interested party's request to the Board of County Commissioners by the county manager or designee. The county manager or designee shall include a staff recommendation with the citizen request.
 - B) When the Board of County Commissioners finds that any real property owned by the county is deemed unusable or not needed for county purposes, the Board may declare the real property surplus property. Once the property is declared surplus, the property may be sold, dedicated, donated, or otherwise conveyed to interested parties in accordance with this policy.
- II. Methods of disposal.
 - A) Once the real property has been declared surplus, the county manager or designee shall recommend to the Board of County Commissioners a particular method of disposal as set forth in this policy.
 - B) Surplus real property may be disposed of in the following manner, at the discretion of the Board of County Commissioners:
 - 1) In accordance with establish county policies concerning the competitive bidding process, the county may sell, convey or any real property, whenever the Board of County Commissioners determines that it is in the best interest of the County to do so. Notice shall be published once in a newspaper of general circulation calling for bids on the proposed property. The bid request will be open for a 30 day period following the notification.

2) The County may, upon finding that the surplus property is requested for use by another governmental entity or non-profit entity, sell, transfer, or convey real property to that entity for such price, whether nominal or otherwise as the board may fix. The fact of the application being made, the purpose for which such property is to be used, and the price therefore shall be set out in a resolution duly adopted by the Board. No advertisement is required under this section.

3) The County may dispose of surplus real property through the use of a licensed real estate broker or through a public auction house in the following manner:

a) A licensed real estate broker or public auction house shall be retained through the competitive bidding process in accordance with county policy. Any contract for services shall, at a minimum, set forth the amount of compensation due for services, the length of notice/advertising time, the time for auction, if being auctioned, and such other information as deemed necessary by the county manager or designee. The contract(s) shall be approved by the Board of County Commissioners in accordance with county policy.

b) Any offer made to a licensed real estate broker for purchase or lease of listed surplus property shall be brought to the Board of County Commissioners for consideration in accordance with county policy. If the Board approves the agreement, then the chair or vice-chair shall be authorized to sign all required closing documents, including the deed.

c) All surplus property that is not being sold or transferred to a government entity shall require an appraisal be conducted on the property. If the bid(s) of the surplus property are less than the appraised value of the property the county manager or designee will bring back the highest bidders price for final approval of the Board of County Commissioners. If the highest bid is equal to or greater than the appraised value of the property that has been deemed surplus property then the county manager is designated to move forward with the disposal of the property to the highest bidder.

III. Negotiation procedures.

A) In determining the terms and conditions of the disposal of surplus property the county manager or designee shall take into consideration the following factors:

- 1) The appraised value of the real property;
- 2) The condition of the real property;
- 3) The proposed use of the party seeking to acquire the property.



STUDY SESSION AGENDA ITEM

DATE: 3/14/2017
SUBJECT: Constituent Request Management Process Update
FROM: Eric Osterberg, Gabriel Rodriguez
AGENCY/DEPARTMENT: County Manager's Office
ATTENDEES: Eric Osterberg, Gabriel Rodriguez
PURPOSE OF ITEM: To track constituent requests originating from or approaching the BOCC
STAFF RECOMMENDATION: Support constituent management and tracking structure proposed.

BACKGROUND:

The Board had instructed the County Manager's office to create a solution to track constituent complaints and requests involving the board collectively or individually. The goals were to To avoid duplicative work and lost requests, provide accountability, and improve timeliness of request resolution.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Board of County Commissioners, County Manager's Office, Department and Division Leads.

ATTACHED DOCUMENTS:

Presentation

FISCAL IMPACT:

Please check if there is no fiscal impact X. If there is fiscal impact, please fully complete the section below.

Fund: _____

Cost Center: _____

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			_____

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			_____


New FTEs requested: YES NO

Future Amendment Needed: YES NO


Additional Note:

APPROVAL SIGNATURES:

APPROVAL OF FISCAL IMPACT:

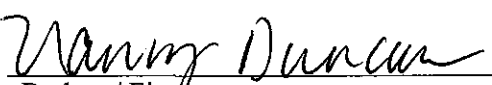


Todd Leopold, County Manager



Raymond H. Gonzales, Deputy County Manager

Bryan Ostler, Interim Deputy County Manager



Wanny Duncan
Budget / Finance



ADAMS COUNTY
COLORADO

Constituent Request Management Update

Eric Osterberg and Gabriel Rodriguez

March 14th, 2017

Purpose: To track constituent requests originating from or approaching the BOCC.

Goals:

- ✓• Avoid Duplicity
- ✓• Provide Accountability
- ✓• Improve Timeliness

Solution: An internally created Microsoft Access database to track and report the status of requests.





Sources of Constituent Board Requests

Commissioner Initiated Items

Executive Leadership

“Contact Adams County” Form

Commissioner's Office



Commissioner Initiated

When individual board members or the board collectively assigns executive leadership to resolve a constituent complaint, executive leadership will email request information to constituentservices@adcogov.org.



Executive Leadership

When constituent requests for the board are sent to executive leadership, they will forward the constituent(s)'s contact information and a summary of the request to constituentservices@adcogov.org before moving towards resolution themselves.



ADAMS COUNTY
COLORADO

“Contact Adams County” Form



Home > Contact Adams County

Newsletter Notify Me Print

CONTACT ADAMS COUNTY

First Name

Charles

Last Name

Concerned

Phone

970-303-0601

E-mail *

charlesconcerned@gmail.com

Message *

Dear Commissioners,

I would like to see a concern I have for the Adams County Fair addressed. I do appreciate that alcohol is now more widely available at the fair. However, I would like to see more local breweries represented.

Please select the department *

- Select -

PLEASE NOTE: If your email is regarding a legal or court-related issue, contact the Adams County Justice Center at 303.659.1161 or visit the [17th Judicial District website](#). If you are reporting a street light outage please visit [Xcel Energy's website](#).

Communication made through e-mail or any other computer messaging system shall in no way be deemed to constitute legal notice to the county or any of its agencies, officers, employees, agents or representatives with respect to any existing or potential claim or cause of action. No official legal notices may be submitted through the website or email.

* indicates required fields.



I'm not a robot



SUBMIT



see more local breweries represented.

Please select the department *

- Select -
- Select -
- General / Webmaster
- Animal Shelter / Adoption Center
- Assessor
- Clerk & Recorder
- Community & Economic Development
- Coroner
- Elections
- Head Start
- Human Resources
- Human Services
- Motor Vehicle
- Parks & Open Space
- Long Range Strategic Planning
- Purchasing
- Public Trustee
- Transportation Department
- Sheriff's Office
- Stormwater Management
- Treasurer

community with integrity and innovation.

Privacy Policy

PIO is in the process of updating the department list to include “Board of County Commissioners” as an option that will forward to constituentservices@adcogov.org.



ADAMS COUNTY
COLORADO

Commissioner's Office

Past Approach:

- Requests via Phone
Chris Reeve
Katie Burczek
- Request via Emails
commissioners@adcogov.org

New Approach:

Information about requests without an established process will be forwarded to constituentservices@adcogov.org and entered into the database.



Reporting and Updating

When requests are resolved by executive leadership, they will alert consituentservices@adcogov.org and the ticket will be closed.

Every week at AIR, the BOCC will be updated on the status of all open and closed requests over the past week.



Date Received	Commissioner	Request / Issue	Category of Issue	Responsible Department	Responsible Manager	Status	Resolution Date	Resolution Details	Last Name
20-Jan-17									
09-Jan-17				Comm & Econ Development	Todd				
11-Jan-17	All	An HOA has emailed all comissioners with a formal complaint that snow removal outside of their subdivision has been subpar compared to previous years.	Snow Removal/sidewalks	Transportation	Ray	Completed	1/18/2017	Issue was found to be equipment related. Fleet's repair shop was notified and the snow removal truck assigned to the route outside the concerned subdivision was repaired.	Meglantis Estates
11-Jan-17	All	Email sent to all four comissioners by a business coalition representing a region of strip malls that has recently suffered repeated defacements by gangs.	Graffiti Removal	Comm & Econ Development	Ray	Completed	1/31/2017	Graffiti was removed	Riverview Terrace Coalition
11-Jan-17	Hansen	A citizen contacted comissioner Hansen in regards to a poor customer service experience at the Workforce and Business Center with Sally Snoozy. The citizen asserts that Sally Snoozy was a sleep at her station and not helping anyone in the cue.	Customer Service	Other	Ray	Completed	1/26/2017	Sally Snoozy was put on a performance plan as the issue has been recurring.	Adam
11-Jan-17	Hansen	Beattie's Community Pharmacy located in southern Todd Creek is not being cited for dumping chemicals in the ground behind their shop.	Environmental Blight/Illegal Dumping	Comm & Econ Development	Ray	Not Started			Schwartz
11-Jan-17	Henry	A citizen expressed concern for the safety of her children at Rotella Park. One of the recently installed interactive statues has a sharp plastic crank that cut her child's hand.	Customer Service	Parks	Bryan	Completed	1/13/2017	Parks staff went to the site and buffered the plastic edge down. Parks will check the interactive plastic crank on a biweekly basis to ensure the safety of the statue while the artist works on a replacement piece that is safer.	Mom





ADAMS COUNTY
COLORADO

Questions?