



# LARIMER COUNTY POLICIES BOARD OF COUNTY COMMISSIONERS

**SUBJECT:** BCC P#01072020P001

**BOARD OF COUNTY COMMISSIONERS DIVISION OF RESPONSIBILITIES**

**REVISION DATE:** January 7, 2020

**REVIEW:** Annually - January

**CANCELLATION:** Board of County Commissioners Division of Responsibilities, dated January 8, 2019, BCC P#01082019P001

**CONTACT:** County Manager

**ATTACHMENTS:** None

**REFERENCE:**

A. Governing Policies Manual; [1.6 – Boards and Commissions Principles](#)

**REVISION LOCATOR:**

1. Board Assignments

**PURPOSE:** The Board of County Commissioners has many varied responsibilities. In order to effectively use their time, the Board finds it necessary to divide duties and responsibilities among the Board members.

**POLICY:**

- I. **ASSIGNMENTS:** At their first annual meeting each year, the Board of County Commissioners determine each Board member's assignments and responsibilities for the year. These assignments include:
  - A. Chair and Chair Pro-tem
  - B. Boards and Commissions Primary Liaison Assignments (reference A)
  - C. CCI Committee Assignment
  - D. Other special task force or committee assignments
  
- II. **Chair and Chair Pro-tem:** The positions of Chair and Chair Pro-tem are determined by a vote of the Board.

**III. Board and Commission Primary Liaisons:**

- A. Each County Board and/or Commission will have a Primary Liaison from the Board of County Commissioners, with the exception of quasi-judicial boards. The Primary Liaison serves as the main contact between the Board or Commission and the Board of County Commissioners. The Primary Liaison may attend Board or Commission meetings as requested or at the discretion of the Primary Liaison. The Primary Liaison is not expected to attend all the meetings of any Board or Commission to which they are assigned.
  
  - B. Nothing in this policy should be interpreted as limiting access to any Commissioner at any time or interpreted that the Primary Liaison is the only communication point with the Board of County Commissioners. The purpose of a Primary Liaison is to simplify communication and to effectively use the time of the Commissioners. Board or Commission Members are free to contact any Commissioner to discuss county issues at any time, if communication with the Primary Liaison is not possible or desirable, for any reason whatsoever.
- IV. CCI Committees:** CCI Committee assignments will be made annually. Commissioners may assign their CCI committee vote and responsibility to a staff proxy, at their discretion.
- V. Other special task force or committee assignments:** Note: Other special task force or committee assignments will be made by the Board as needed.

## 2020 Board Assignments

2020 Chair – Steve Johnson

2020 Chair Pro-Tem – John Kefalas

### Board and Commission and Community Representation

Board, Commission or Task Force	Liaison	Board Type	Staff Liaison	Responsible Official
Agricultural Advisory Board	John Kefalas	Advisory	Jen Cram	Lesli Ellis
Behavioral Health Technical Advisory Committee	Steve Johnson	Advisory	Laurie Stolen	
Behavioral Health Policy Council	Steve Johnson	Advisory	Laurie Stolen	
Berthoud Community Library	Tom Donnelly	Outside		
Board of Adjustment	BCC	Quasi judicial	Jen Cram	Lesli Ellis
Board of Appeals	BCC	Quasi judicial	Eric Fried	Lesli Ellis
Boxelder Stormwater Authority – Board of Directors	John Kefalas	Outside	Eric Tracy	Mark Peterson
Board of Health	Steve Johnson	Decision making	Tom Gonzales	
Board of Social Services	BCC		Heather O’Hayre	
Citizen Review Panel	BCC	Quasi judicial	Heather O’Hayre	
Community Corrections Advisory Board	John Kefalas	Advisory	Tim Hand	Gary Darling
Drug Seizure Fund Committee	BCC Chair	Decision making		
Emergency Management Title III (SARA)	John Kefalas	Advisory	Lori Hodges	
Environmental & Science Advisory Board	John Kefalas	Advisory	Shelly Bayard de Volo	Laurie Kadrich
Estes Park Local Marketing District (Visit Estes Park)	Tom Donnelly	Outside		
Estes Valley Board of Adjustment	Tom Donnelly	Quasi judicial	Randy Hunt, Estes Park Michael Whitley, Larimer Cty	Lesli Ellis
Estes Valley Planning Commission	Tom Donnelly	Quasi judicial	Randy Hunt, Estes Park Michael Whitley, Larimer Cty	Lesli Ellis
Estes Valley Public Library District	Tom Donnelly	Outside		
Extension Advisory Committee	John Kefalas	Advisory	Kerri Rollins	
Fair Board	Tom Donnelly	Advisory	Chris Ashby	Laurie Kadrich
Flood Review Board	BCC	Quasi judicial	Devin Traff	Mark Peterson
Fort Collins Downtown Development Authority	John Kefalas	Outside	Linda Hoffmann	
Fort Collins Urban Renewal Authority	Steve Johnson	Outside		
GID/PID Boards	BCC	Advisory	Vicky Citrino	Mark Peterson

Juvenile Community Review Board	John Kefalas	Advisory	Thad Paul	Heather O'Hayre
Land Stewardship Advisory Board	John Kefalas	Advisory	Daylan Figgs	Laurie Kadrach
LaPorte Area Planning Advisory Committee	John Kefalas	Advisory	Matt Lafferty	Lesli Ellis
Larimer County Court Security Committee	Steve Johnson	Decision Making	Janelle Brunin	Sheriff Justin Smith
Larimer County Foundation	John Kefalas	Decision Making	Jacob Castillo	
Larimer County Interagency Oversight Group (LCIOG)	Steve Johnson	Decision Making	Susan Statz	Heather O'Hayre
LETA	Tom Donnelly	Outside	John Manago	Kimberly Culp
Loveland Downtown Development Authority	Tom Donnelly	Outside		
Lyons Regional Library District	BCC Chair	Outside		
Northern Colorado Highway 287 Corridor Coalition	Tom Donnelly	Outside	Suzette Mallette	
North Front Range Trans. and Air Quality Planning Council	Tom Donnelly	Outside	Suzette Mallette	Mark Peterson
North I-25 Coalition	Tom Donnelly	Outside	Suzette Mallette	
Office on Aging Advisory Council	John Kefalas	Advisory	Lisa Silcox, Lynda Meyer	Heather O'Hayre
Open Lands Advisory Board	Tom Donnelly	Advisory	Daylan Figgs	Laurie Kadrach
Parks Advisory Board	Steve Johnson	Advisory	Daylan Figgs	Laurie Kadrach
Planning Commission	BCC	Quasi judicial	Lesli Ellis & Matt Lafferty	Lesli Ellis
Poudre River Library District	District 1 and 2	Outside		
Poudre School Dist./Fort Collins/LarCo Liaison Committee	John Kefalas	Advisory	Linda Hoffmann	
Red Feather Lakes Fire Protection	John Kefalas	Outside		
Red Feather Lakes Library	John Kefalas	Outside		
Red Feather Lakes Planning Advisory Committee	John Kefalas	Task Force	Rob Helmick	Lesli Ellis
Retirement Board	Steve Johnson	Decision making	Laura Walker	Irene Josey
Rodeo Board	Tom Donnelly	Advisory	Chris Ashby	Laurie Kadrach
Rural Land Use Board	Steve Johnson	Advisory	Samantha Mott	Lesli Ellis
Solid Waste Policy Council	Steve Johnson, John Kefalas	Advisory	Stephen Gillette	Laurie Kadrach
South Platte Basin Roundtable	Tom Donnelly	Outside	Daylan Figgs	Laurie Kadrach
Upper Front Range Transportation Planning Council	Tom Donnelly	Outside	Mark Peterson	
Weld/Larimer Revolving Loan Fund	BCC Chair	Decision making	Jacob Castillo	
Workforce Development Board	Steve Johnson	Advisory	Adam Crowe	Jacob Castillo

<b>CCI Steering Committees:</b>	<b>Liaison</b>	<b>Proxy</b>
Agriculture, Wildlife and Rural Affairs	John Kefalas	Michelle Bird
Tourism, Resorts, and Economic Development	Steve Johnson	Michelle Bird
General Government Committee	Steve Johnson	Michelle Bird
Health and Human Services Committee	John Kefalas	Laura Walker
Land Use and Natural Resources Committee	John Kefalas	Michelle Bird
Public Lands Committee	John Kefalas	Michelle Bird
Taxation and Finance Committee	Steve Johnson	Michelle Bird
Transportation and Telecommunications Committee	Tom Donnelly	Michelle Bird
Justice and Public Safety	Steve Johnson	Michelle Bird

Adopted this 7<sup>th</sup> day of January 2020

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Steve Johnson, Chair

Larimer County Board of County Commissioners

*(BOCC approval and signature – Admin Matters – 01/07/2020)*

*(Signature on original filed in Records Management)*

Distribution:

Larimer County Virtual Courthouse

Signed Original/BCC

Signed Original/Records Management

MB/vl