



LARIMER COUNTY POLICIES BOARD OF COUNTY COMMISSIONERS

SUBJECT: BOARD OF COUNTY COMMISSIONERS DIVISION OF RESPONSIBILITIES

REVISION DATE: October 12, 2021

REVIEW: Annually – January (or as needed)

CANCELLATION: Board of County Commissioners Division of Responsibilities, dated January 12, 2021

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.

2021 Board Assignments

2021 Chair – John Kefalas

2021 Chair Pro-Tem – Kristin Stephens

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	Jody Shadduck-McNally	Advisory	Laurie Stolen	
Behavioral Health Policy Council	Jody Shadduck-McNally	Advisory	Laurie Stolen	
Berthoud Community Library	District 3	Outside		
Board of Adjustment	BCC	Quasi-judicial	Jenn 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	John Kefalas	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	Kristin Stephens	Advisory	Tim Hand	Emily Humphrey
Drug Seizure Fund Committee	BCC Chair	Decision making		
Emergency Management Title III (SARA)	Jody Shadduck-McNally	Advisory	Lori Hodges	
Environmental & Science Advisory Board	John Kefalas	Advisory	Shelly Bayard de Volo	Laurie Kadrich
Equity, Diversity, and Inclusion Advisory Board	BCC	Advisory	Lorenda Volker	Linda Hoffmann
Estes Park Local Marketing District (Visit Estes Park)	Jody Shadduck-McNally	Outside		
Estes Valley Board of Adjustment	Jody Shadduck-McNally	Quasi-judicial	Randy Hunt, Estes Park Michael Whitley, Larimer Cty	Lesli Ellis
Estes Valley Planning Commission	Jody Shadduck-McNally	Quasi-judicial	Randy Hunt, Estes Park Michael Whitley, Larimer Cty	Lesli Ellis
Estes Valley Public Library District	District 3	Outside		
Extension Advisory Committee	Kristin Stephens	Advisory	Kerri Rollins	
Fair Board	Kristin Stephens	Advisory		Laurie Kadrich
Flood Review Board	BCC	Quasi-judicial	Devin Traff	Mark Peterson
Fort Collins Downtown Development Authority	Kristin Stephens	Outside	Linda Hoffmann	

Board, Commission or Task Force	Liaison	Board Type	Staff Liaison	Responsible Official
Fort Collins Urban Renewal Authority	Kristin Stephens	Outside		
GID/PID Advisory Boards	BCC	Advisory	Katie Bielby	Mark Peterson
Juvenile Community Review Board	Kristin Stephens	Advisory	Thad Paul	Heather O'Hayre
Land Stewardship Advisory Board	Jody Shadduck-McNally	Advisory	Daylan Figgs	Laurie Kadrich
LaPorte Area Planning Advisory Committee	John Kefalas	Advisory	Matt Lafferty	Lesli Ellis
Larimer County Court Security Committee	John Kefalas	Decision Making	Kristin Sheeran	Sheriff Justin Smith
Larimer County Foundation	Kristin Stephens	Decision Making	Jacob Castillo	
Larimer County Interagency Oversight Group (LCIOG)	Jody Shadduck-McNally	Decision Making	Susan Statz	Heather O'Hayre
LETA	Kristin Stephens	Outside	Tim Keeton	Kimberly Culp
Loveland Downtown Development Authority	Jody Shadduck-McNally	Outside		
Lyons Regional Library District	District 3	Outside		
Northern Colorado Highway 287 Corridor Coalition	Jody Shadduck-McNally	Outside	Suzette Mallette	
North Front Range Trans. and Air Quality Planning Council	Kristin Stephens	Outside	Suzette Mallette	Mark Peterson
North I-25 Coalition	Kristin Stephens	Outside	Suzette Mallette	
Office on Aging Advisory Council	Jody Shadduck-McNally	Advisory	Lisa Silcox, Lynda Meyer	Heather O'Hayre
Open Lands Advisory Board	Jody Shadduck-McNally	Advisory	Daylan Figgs	Laurie Kadrich
Parks Advisory Board	John Kefalas	Advisory	Daylan Figgs	Laurie Kadrich
Planning Commission	BCC	Quasi-judicial	Lesli Ellis & Matt Lafferty	Lesli Ellis
Poudre River Public Library District	District 1 and 2	Outside		
Poudre School Dist./Fort Collins/LarCo Liaison Committee	Kristin Stephens Jody Shadduck-McNally	Advisory	Linda Hoffmann	
Red Feather Lakes Fire Protection	John Kefalas	Outside		
Red Feather Lakes Library	District 1	Outside		
Red Feather Lakes Planning Advisory Committee	John Kefalas	Task Force	Tracy Hicks	Lesli Ellis
Retirement Board	Kristin Stephens	Decision making	Laura Walker	Irene Josey
Rodeo Board	Jody Shadduck-McNally	Advisory		Laurie Kadrich
Rural Land Use Board	Jody Shadduck-McNally	Advisory	Samantha Mott	Lesli Ellis
Solid Waste Policy Council	John Kefalas Kristin Stephens	Advisory	Duane Penney	Laurie Kadrich

Board, Commission or Task Force	Liaison	Board Type	Staff Liaison	Responsible Official
South Platte Basin Roundtable	Jody Shaddock-McNally	Outside	Daylan Figgs	Laurie Kadrich
Upper Front Range Transportation Planning Council	Kristin Stephens	Outside	Mark Peterson	
Weld/Larimer Revolving Loan Fund	Kristin Stephens	Decision making	Jacob Castillo	
Workforce Development Board	Kristin Stephens	Advisory	Adam Crowe	Jacob Castillo

CCI Steering Committees:	Liaison	Proxy
Agriculture, Wildlife and Rural Affairs	John Kefalas	Michelle Bird
Tourism, Resorts, and Economic Development	Jody Shaddock-McNally	Michelle Bird
General Government Committee	Jody Shaddock-McNally	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	Kristin Stephens	Michelle Bird
Transportation and Telecommunications Committee	Kristin Stephens	Michelle Bird
Justice and Public Safety	Jody Shaddock-McNally	Michelle Bird

Adopted this 12th day of October 2021

John Kefalas, Chair
 Larimer County Board of County Commissioners
(BOCC approval and signature – Consent Agenda – 10/12/2021)
(Signature on original filed in Records Management)

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MB/vl