



TOWN OF ELIZABETH

TOWN OF ELIZABETH
BOARD OF TRUSTEES WORKSHOP – MILL LEVY DISCUSSION
Tuesday, May 23, 2023, at 6:30 PM
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, May 23, 2023, at 7:00 PM
Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing only access

<https://us02web.zoom.us/j/82155879985?pwd=ZnN4czcySzE1dzgxSTZGNHhKY0VKdz09>

Join via phone at 1 669 900 9128 Meeting ID: 821 5587 9985

Meeting Passcode:

096280

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED PUBLIC COMMENT

AGENDA CHANGES

CONSENT AGENDA

1. Minutes of the Regular Meeting of May 9, 2023

PRESENTATIONS

2. Introduction of Public Works Employee – Tyler Elliot
3. Stacy Salling – East Central Council of Governments – Regional Grants Navigator

NEW BUSINESS

4. Discussion and possible action on Resolution 23R21, a Resolution approving the Collaborative Management Memorandum of Understanding between the Town and Various Agencies regarding the provision of services to children and families who would benefit from multi-agency services – Chief Engel
5. Discussion and possible action on Resolution 23R22, a Resolution approving the Town of Elizabeth Rules Governing access to Public Records and setting forth the maximum fees that may be charged to public records requests under the Colorado Open Records Act. C.R.S. §24-72-200.1, et seq. – Harmony Malakowski

- [6.](#) Discussion and possible action on Ordinance 23-05, an Ordinance amending the Town of Elizabeth Municipal Code to prohibit the use and sale of fireworks within the Town – Patrick Davidson

MANAGEMENT MONITORING REPORTS

- [7.](#) Management Monitoring Reports

BOARD OF TRUSTEES REPORTS

8. Board reports

STUDENT LIAISON REPORT

- [9.](#) Student Liaison report – Karli Pronske

MINUTES

- [10.](#) Minutes of the Main Street Board of Directors Regular Meeting of April 10, 2023

EXECUTIVE SESSION

11. "To determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402 (4)(e)." For purposes of authorizing the Town Administrator or his representative to negotiate possible land purchase for the benefit of the Town of Elizabeth.
12. "To hold a conference with the Town's attorney to receive legal advice on specific legal questions regarding (1) a claim made by a former employee, and (2) regarding the property generally known as Elizabeth West pursuant to C.R.S. § 24-6-402(4)(b)."

ADJOURNMENT

MEETING PROTOCOL AND STANDARDS OF CONDUCT

Public Participation

Public comment is encouraged and will be listed as an agenda item at every regular Board meeting.

Each individual wishing to be heard during the public comment period will be given up to three (3) minutes to make a comment.

The public comment period will not be used to make political endorsements or for political campaign purposes.

Questions from the Board will be for clarification purposes only. Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for listening to the comments of citizens without taking any formal action.

The Board may direct the Town Administrator to provide information requested by a speaker during the public comment period.

Speakers are not allowed to make belligerent, accusatory, impertinent, slanderous, threatening, abusive, or disparaging comments.

The Mayor may elect to defer public comment on a specific issue that appears on the regular agenda until that specific item is addressed.

The Mayor may call for order when sidebar conversations occur in the audience. Those conversations are distracting from the Board addressing the topics at hand.

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further participation at that meeting or removed from the Board Chambers pursuant to the Elizabeth Municipal Code and Colorado Revised Statutes.



Board of Trustees – Record of Proceedings

May 9, 2023

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, May 9, 2023, at 7:01 p.m. by Mayor Nick Snively.

ROLL CALL

Present were Mayor Nick Snively, Mayor Pro Tem Linda Secrist, and Trustees Loren Einspahr, Tammy Payne, Angela Ternus, Barb McGinn, and Joe Belongia. There was a quorum to do business.

Also present were Town Administrator Patrick Davidson, Deput Town Clerk Harmony Malakowski, Community Development Director Zach Higgins, Public Works Director Mike DeVol, Finance Officer Hannah Bruce, and Student Liaison Karli Pronske.

PLEDGE OF ALLEGIANCE

Mayor Snively led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

Mike DeVol with Public Works expressed his thanks to the students and the school district for all their hard work on Big Help Day cleaning up the trash on Highways 86 and 13.

AGENDA CHANGES

No agenda changes from Staff.

No agenda changes from the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of April 25, 2023

Motion by Trustee McGinn, seconded by Trustee Payne, to accept the Consent Agenda as presented.

The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

PRESENTATIONS

2. Adams Group 2022 Audit – Kevin Kimball

Mr. Kimball presented the Adams Group 2022 Audit and answered questions from the Board.



3. Presentation of appreciation to Karli Pronske

Mayor Snively presented a plaque and scholarship check to Ms. Pronske in appreciation for her services this year as the Student Liaison.

PROCLAMATION

4. Recognition of National Public Works Week

Mayor Snively read the National Public Works Week Proclamation.

5. Recognition of Police Week

Mayor Snively read the Police Week Recognition Proclamation.

NEW BUSINESS

6. Discussion and possible action on Ordinance 23-04, an Ordinance amending Section 6-3-90 of the Elizabeth Municipal Code to permit Tastings at Fermented Malt Beverage and Wine Retailers

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Ordinance 23-04, an Ordinance amending Section 6-3-90 of the Elizabeth Municipal Code to permit Tastings at Fermented Malt Beverage and Wine Retailers.

The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

7. Discussion and possible action on Resolution 23R18, a Resolution authorizing the Director of Public Works to expend funds for purposes of retaining Atla Contracting & Environmental Solutions

Motion by Trustee Payne, seconded by Mayor Pro Tem Secrist, to approve Resolution 23R18, a Resolution authorizing the Director of Public Works to expend funds for purposes of retaining Atla Contracting & Environmental Solutions.

The vote of those Trustees present was 6 in favor and 1 opposed. Trustee Ternus opposed. Motion passed.

8. Discussion and possible action on Resolution 23R19, a Resolution approving the second amendment to agreement for Professional Services between the Town and CORE Consultants, Inc. for the design of the Main Street Streetscape/widening project

Motion by Trustee McGinn, seconded by Trustee Belongia, to approve Resolution 23R19, a Resolution approving the second amendment to agreement for Professional Services between the Town and CORE Consultants, Inc. for the design of the Main Street Streetscape/widening project.

The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.



9. Discussion and possible action on Resolution 23R20, a Resolution granting a waiver for property located at 392 South Main Street of the Town's Site Plan requirements pursuant to Elizabeth Municipal Code Sections 16-1-200(A)(15)b.2 and 16-1-270(d)

Motion by Mayor Snively, seconded by Trustee Einspahr, to approve Resolution 23R20, a Resolution granting a waiver for property located at 392 South Main Street of the Town's Site Plan requirements pursuant to Elizabeth Municipal Code Sections 16-1-200(A)(15)b.2 and 16-1-270(d).

The vote of those Trustees present was 7 in favor and 0 opposed. Motion passed unanimously.

10. Discussion on Pickaxe Presentation

Mr. Higgins provided a Pickaxe presentation created by DOLA. The Board agreed to have Staff start utilizing the logos.

MANAGEMENT MONITORING REPORTS

- Mr. DeVol thanked the Board for their support of Public Works.
- Mr. DeVol reported that Arapahoe well tests are being done.
- Mr. DeVol provided an update on the worker who was injured at the Gold Creek Lift Station.
- Mr. DeVol answered a question regarding the grand opening of the Gold Creek well.
- Mr. Higgins let the Board know that a chapter of the Daughters of the American Revolution has started in Elizabeth. Staff will continue to meet with them to see how they can volunteer with the Town.
- There will be a Main Street Board of Directors Networking Event on May 25th at 6:00 PM at the Carriage Shoppes.
- The Planning Commission finished their training series and will now be working on having training with our referral agencies.
- Trustee Ternus reminded Staff about a discussion the Board had about using some of the ARPA funds to pay for some façade improvements.
- Further discussion regarding ARPA funds.
- Mr. Davidson provided an update regarding Placer.AI and how it can be used to help track some of the \$80 million retail spend outside of our Town.
- Mr. Davidson received an open letter from the County Commissioners regarding property tax relief.
- Discussion regarding graffiti and tagging in the community, specifically in Gold Creek Valley.



- Mr. Davidson provided PD updates for Chief Engel including a thank you to Frank and Carline for their help with an armed robbery.
- PD is working with the Stampede for traffic and emergency services for the upcoming rodeo.
- The Police Department was awarded a \$4,000 grant from CIRSA which will be used for a couple of ballistic shields and a heart health screening program.
- 2 officers will be attending training regarding better usage of electronic bikes.
- The Police Department is exploring ABLE training through CIRSA and Chief Engel will be attending a CIRSA law enforcement roundtable.
- Further discussion regarding electronic bike training and usage.
- Mr. Davidson answered a question regarding Chief Engel's official start date.
- Mr. Davidson answered a question regarding usage of an empty lot for parking near an event site.
- Mr. Davidson answered a question regarding a recent event at Running Creek Park.
- Mr. Davidson answered a question regarding the Gold Creek HOA and graffiti.
- Discussion occurred around the hiring process for the Chief of Police position.
- Ms. Malakowski answered Mayor Snively's question regarding streaming and showing the packet online.

BOARD OF TRUSTEE REPORTS

- Trustee Ternus shared about her visits to a couple of other Main Streets in Fruita and Eagle.
- Mayor Snively showed appreciation to Mayor Pro Tem Secrist and Trustee Payne for covering a couple of appearances for him while he was unavailable.
- Mayor Snively provided some comments regarding social media and moving forward with the Board working together towards their goals in a positive and cohesive manner.

STUDENT LIAISON REPORT

- Ms. Pronske discussed the excitement around end-of-year school activities and the end of her senior year.

MINUTES

4. Minutes of the Planning Commission Regular Meeting of March 21, 2023
5. Minutes of the Historic Advisory Board Regular Meeting of April 3, 2023



TOWN OF ELIZABETH

ADJOURNMENT

Motion by Mayor Pro Tem Secrist, seconded by Trustee McGinn, to adjourn the meeting at 9:25 p.m.

The vote of those Trustees present was unanimously in favor. Motion carried.

Town Clerk Michelle Oeser

Mayor Nick Snively



TOWN OF ELIZABETH POLICE DEPARTMENT

JEFFERY R. ENGEL
CHIEF OF POLICE

To: *Mayor Snively, Mayor ProTem Secrist, and Board of Trustees*

From: *Jeff Engel*

Subject: *Memorandum of Understanding*

Date: *May 15, 2023*

SUMMARY

The IOG is the Interagency Oversight Group, that is part of the State of Colorado Collaborative Management Program and locally known as Connections for Families. The IOG (Connections for Families) is comprised of mandated and non-mandated partners formed by the Elbert County Department of Human and Health Services giving oversight for at risk youth and families.

Connections for Families advocates for collaboration among service providers, to tailor support that meets the unique and specific needs of each youth their family. The Goal of Connections for Families is to empower families in sustaining a healthy environment of support for their children while avoiding involvement in the juvenile justice system and human service system. The service is a multisystem approach aimed at serving families promoting positive outcomes and improving family quality of life.

Each year, the parties in this group sign a MOU in accordance with CRS 24-1.9-102. The Elizabeth Police Department represents the Town of Elizabeth in this collaboration, as a non-mandated partner and our costs are “in kind” only, which means staff time to attend the meetings.

STAFF RECOMMENDATION

The IOG (Connections for Families) has proven valuable to identify and deliver resources for at risk youth and families. The Elizabeth Police Department supports the IOG (Connections for Families) and recommends approval of the Collaborative Management Memorandum of Understanding.

ATTACHMENT(S)

Collaborative Management Memorandum of Understanding.

RESOLUTION 23R21

A RESOLUTION APPROVING THE COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN AND VARIOUS AGENCIES REGARDING THE PROVISION OF SERVICES TO CHILDREN AND FAMILIES WHO WOULD BENEFIT FROM MULTI-AGENCY SERVICES

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. The Board of Trustees hereby approves Collaborative Management Memorandum of Understanding between the Town and Various Agencies regarding the provision of services to children and families who would benefit from multi-agency services attached hereto as **Exhibit A**, and authorizes the Mayor to execute the same on behalf of the Town.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING**

SFY 2023-2024

This Agreement is made between the following statutorily Mandated Partners and Non-Mandated Partners to the Collaborative Management Program, each of which may herein be referred to individually as a “Party” or collectively as the “Parties”:

MANDATED PARTNERS

1. **_ELBERT COUNTY_ COUNTY DEPARTMENT OF HUMAN/SOCIAL SERVICES**, located at _PO Box 924, 75 Ute Avenue, Kiowa, Colorado 80117;
2. **18th JUDICIAL DISTRICT PROBATION DEPARTMENT**, located at 7323 S Potomac St, Centennial, Colorado 80112;
3. **18th JUDICIAL DISTRICT COURT**, located at PO Box 232, 751 Ute Street, Kiowa, Colorado 80112;
4. **ELBERT COUNTY PUBLIC HEALTH DEPARTMENT**, located at PO Box 201, 74 Ute Ave. Kiowa, Colorado 80117;
5. **ELIZABETH SCHOOL DISTRICT** located at 634 Elbert St. Elizabeth, Colorado 80107;
6. **KIOWA SCHOOL DISTRICT(S)**, located at PO box128,525 Comanche St., Kiowa, Colorado 80117;
7. **CENTENNIAL MENTAL HEALTH CENTER**, located at 650 Walnut Street, Elizabeth, Colorado 80107;
8. **BEHAVIORAL HEALTH ORGANIZATION (“BHO”) or REGIONAL ACCOUNTABLE ENTITY (“RAE”)**, called COLORADO ACCESS, located at 1110 E. Bethany Dr. Aurora, Colorado 80014;
9. **DIVISION OF YOUTH SERVICES (“DYS”)**, located at 4120 South Julian Way, Denver, Colorado 80236;
10. **DESIGNATED MANAGED SERVICE ORGANIZATION FOR THE PROVISION OF TREATMENT SERVICES FOR ALCOHOL AND DRUG ABUSE PURSUANT TO SECTION 27-80-107, C.R.S. (“MSO”)**, called SIGNAL located at 6130 Greenwood Plaza Blvd., Suite 150, Greenwood Village, Colorado 80111;

11. **COMMUNITY DOMESTIC VIOLENCE PROGRAM PURSUANT TO 26-7.5-104 C.R.S. IF REPRESENTATION FROM SUCH PROGRAM IS AVAILABLE**, called **The Crisis Center** located at PO Box 631302, Littleton, Colorado 80163.

NON-MANDATED PARTNERS

NON-MANDATED PARTNERS

12. ***JUVENILE ASSESSMENT CENTER**, located at 9700 E Easter Lane, Centennial, CO 80112
13. ***CASA, ADVOCATES FOR CHILDREN**, located at 16965 Pine Lane, Suite 100, Parker CO 80134
14. ***18th JUDICIAL DISTRICT COLORADO YOUTH DETENTION CONTINUUM**, located at 6904 S Lima Street, Centennial, CO 80112
15. ***ELBERT COUNTY SHERIFF'S DEPARTMENT (ESCO)** located at 751 Ute Ave., Kiowa CO 80017
16. ***TOWN OF ELIZABETH, POLICE DEPARTMENT (EPD)** located at 156 Banner St., Elizabeth CO 80107
17. ***ELBERT COUNTY BOARD OF COMMISSIONERS** located at 215 Comanche St., Kiowa CO, 80117
18. ***ELBERT COUNTY COALITION OF OUTREACH (ECCO)** located at 336 Comanche St, Kiowa CO 80117
19. ***ELBERT COUNTY EARLY CHILDHOOD COUNCIL** located PO Box 2262, Elizabeth CO 8010
20. ***BABY BEAR HUGS** located at 201 S Main St, Yuma, CO

****Please indicate whether the non-mandated partners are voting or non-voting members. (* determines Non-Mandated Partners are voting members)***

WHEREAS, Colorado Revised Statutes (C.R.S.) Section 24-1.9-102(1)(a) authorizes the county department of human services/social services to enter memorandums of understanding with specific agencies for the purpose of promoting a collaborative system of local-level interagency oversight groups and individualized service and support teams to coordinate and manage the provision of services to children and families who would benefit from integrated multi-agency services; and

WHEREAS, the undersigned desire to enter into an agreement for the collaboration of services to families and children who would benefit from integrated multi-agency services; and

COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2023-2024

WHEREAS, the undersigned agencies include all of the agencies required by statute.

NOW THEREFORE, in consideration of the premises and mutual promises and covenants herein contained, and for their mutual benefit, the Parties agree as follows:

Term of the Agreement. This Memorandum of Understanding (MOU) shall be effective beginning July 1st, 2023 and shall expire June 30th, 2024.

Renewal of MOU. The Parties may renew this MOU annually, subject to mutual agreement. Each Party reserves the right to elect not to renew the MOU after the expiration of the current term. If any Party intends not to renew the MOU, it should give notice of such intent at least thirty (30) days prior to expiration of the Agreement.

I. Oversight Group. The Parties agree that there is hereby created an Interagency Oversight Group (IOG) as authorized by C.R.S 24-1.9-102, that is identified locally as Connections for Families, whose membership shall be comprised of a local representative of each Party to this MOU. Membership requirements, the status of each Party as a voting member or advisory member, procedures for election of officers, procedures for resolving disputes and procedures for the development of subcommittee groups can be found in the By-Laws/Procedure Guide (“By-Laws” or “Guide”) attached hereto as a labeled **Appendix A**. By signing this MOU, the Parties agree to follow and review these by-laws annually to ensure all statutory and rule mandates are met. Any changes to the by-laws are considered a revision to the MOU and shall require new submission to the State with new signatures of all mandated and non-mandated partners.

II. Target Population. In recognition of the goals of the Collaborative Management Program (CMP), children, youth, and families across systems are identified and served according to their contact with collaborative programs. The CMP target population consists of at-risk children and youth ages birth through twenty-one (21) years of age and their families who would benefit from a multi-system integrated service plan or multisystem approach. An Individualized Service and Support Team (ISST) includes two (2) or more system representatives that are present to assist a child/youth/family with developing an integrated service plan directed by family need. The ISST identifies goals and facilitates collaboration and is a family-driven model for service planning. The child/youth/family members are present at and participating in the development of their plan. Connections for Families serves their target population(s) directly through an ISST(s) called: *Local ISST involved team name(s) (insert a list of local ISSTs names)*: Service Review Team (SRT), Game Plan to Success (GPS), District Attendance Review Board (DARB), Family Focus Meeting (FEM)..

Connections for Families may also serve children, youth, and families within their communities through the Collaborative Management Program by providing multi-system prevention program(s). The

COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2023-2024

target population for these prevention programs consists of at-risk children and youth ages birth through twenty-one (21) years of age and their families who would benefit from a multisystem approach. A multisystem prevention program must include two (2) or more system representatives that establish a program that facilitates collaboration and address needs not currently provided within the community. Multi-system Prevention Program(s) named (insert a list of local Prevention Program name(s)): RISC, Alliance After School and Summer Program, Second Chance Tobacco Program, Spot Vision Screening, Botvin Lifeskill, Play Project, Foster Care/Kinship Medical and Behavioral Healthcare Coordination.

III. Services. As authorized by Section 12 CCR 2509-4-7.303.32(A), Counties may elect to participate in CMP by entering a Memorandum of Understanding (MOU) that is designed to promote a collaborative system to coordinate and manage the provision of services to children, youth, and families who would benefit from an integrated multi-system approach to service and service delivery. The Parties agree to provide the following specific services, subject to the availability of funds for which the collaborative has authority as specified below.

Services Defined: (please include descriptions)

- The CMP's ISST is called *Service Team Review (SRT)*. It functions as an integrated service planning model with specific policies and procedures Appendix B 2.1. This ISST is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP.
- The CMP's ISST is called *Game Plan to Success (GPS)*. It functions as an integrated service planning model with specific policies and procedures Appendix B 2.2. This ISST is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP.
- The CMP's ISST is called *District Attendance Review Board (DARB)*. It functions as an integrated service planning model with specific policies and procedures Appendix B 2.3. This ISST is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP.
- The CMP's ISST is called *Family Focus Meetings (FEM)*. It functions as an integrated service planning model with specific policies and procedures Appendix B 2.4. This ISST is linked to the following performance measure(s):

COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2023-2024

- CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP
- The CMP provides a prevention program through Rural Integrated Case Manager (RISC) prevention program. Attached as a labeled **appendix_C 1.1**. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families. This prevention program is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP
 - The CMP provides a prevention program through Alliance After-school and Summer Program prevention program. Attached as a labeled **appendix_C 1.2**. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families. This prevention program is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP
 - The CMP provides a prevention program through the Second Chance Tobacco prevention program. Attached as a labeled **appendix_C 1.3**. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families. This prevention program is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP

- The CMP provides a prevention program through the School-Based Group prevention program. Attached as a labeled **appendix_C 1.4**. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families. This prevention program is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP

- The CMP provides a prevention program through Spot Vision Screener Program prevention program. Attached as a labeled **appendix_C 1.5**. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families. This prevention program is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP

- The CMP provides a prevention program through Botvin Lifeskills prevention program. Attached as a labeled **appendix_C 1.6**. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families. This prevention program is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP

- The CMP provides a prevention program through The Play Project prevention program. Attached as a labeled **appendix_C 1.7**. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach

benefiting children, youth and or families. This prevention program is linked to the following performance measure(s):

- CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP
- The CMP provides a prevention program through the Foster Care/Kinship Medical and Behavioral Health Care Coordination prevention program. Attached as a labeled **appendix_C 1.8**. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families. This prevention program is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP
 - The CMP provides a prevention program through the Municipal Court Support prevention program. Attached as a labeled **appendix_C 1.9**. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families. This prevention program is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP
 - The CMP provides a prevention program through the Collaboration Consultation prevention program. Attached as a labeled **appendix_C 1.10**. Prevention programs are mandated to meet one of the following: 1) multi-systemic approach; 2) multiple disciplines involved in the development or enhancement of the program; 3) multiple agencies involved in the delivery of the services; 4) program developed to reduce bifurcated services; or 5) joint approach benefiting children, youth and or families. This prevention program is linked to the following performance measure(s):
 - CMP youth with no new Child Welfare open involvements,
 - CMP youth diverted from being committed to DYS,
 - Children, and youth improve academic performances while involved with CMP

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING**

SFY 2023-2024

IV. Authorization to Contribute Resources and Funding. Each Party represents that it has the authority to approve the contribution of time, resources, and funding to solve problems identified by Connections for Families to create a seamless, collaborative system of delivering multi-agency services to children and families. The resources and funding to be contributed are identified in Section V: Funding Sources.

V. Funding Sources. Funding identified in this MOU may be a carryover from incentive funding or savings, additional funding provided to the CMP program or any funds directed towards CMP. Additional funding may become available during the term of this MOU and the Parties agree to comply with any terms, conditions and restrictions on the funding made available to them. The Parties agree to financial risk sharing where commitments to support programs exceed the remaining monies available. The fiscal agent for Connections for Families is Trestle Programs, Inc. defaults to County Human Services/Social Service Departments) and by signing here _____ (signature of fiscal agent) agrees to assume financial risk. The financial risk defaults to the fiscal agent unless otherwise stated here _____. For this reason, Connections for Families projects a conservative budget based on currently available resources.

Table of Resource Pooling SFY 2023-2024		
CMP Carry Over/Reserve Funds	\$76,719.62	
Party	IN-KIND	CASH
1. COUNTY DEPARTMENT OF HUMAN/SOCIAL SERVICES	\$ 7,500	\$
2. JUDICIAL DISTRICT PROBATION DEPARTMENT	\$ 8,000	\$
3. JUDICIAL DISTRICT COURT	\$ 5,000	\$
4. HEALTH DEPARTMENT	\$ 1,000	\$
5. SCHOOL DISTRICT - ELIZABETH	\$23,800	\$
6. SCHOOL DISTRICT - KIOWA	\$1,500	

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING**

SFY 2023-2024

7. MENTAL HEALTH CENTER	\$6,000	\$
8. BEHAVIORAL HEALTH ORGANIZATION ("BHO") or REGIONAL ACCOUNTABLE ENTITY ("RAE")	\$4,000	\$
9. DIVISION OF YOUTH SERVICES ("DYS")	\$6,020	\$
10. DESIGNATED MANAGED SERVICE ORGANIZATION FOR THE PROVISION OF TREATMENT SERVICES FOR ALCOHOL AND DRUG ABUSE PURSUANT TO SECTION 27-80-107, C.R.S. ("MSO")	\$ 1,500	\$
11. COMMUNITY DOMESTIC VIOLENCE PROGRAM PURSUANT TO 26-7.5-104, C.R.S. ("DVP")	\$2,708	\$
12. JUVENILE ASSESSMENT CENTER	\$ 6,694	\$ 3,334
13. ADVOCATES FOR CHILDREN (CASA)	\$500	\$
14. 18 TH JUDICIAL DISTRICT COLORADO YOUTH DETENTION CONTINUUM (CYDC)	\$6,345	\$13,375
15. ELBERT COUNTY SHERIFF'S OFFICE	\$500	
16. TOWN OF ELIZABETH-ELIZABETH POLICE DEPARTMENT	\$1,658	

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING**

SFY 2023-2024

17.ELBERT COUNTY BOARD OF COMMISSIONERS	\$500	
18.ELBERT COUNTY COALITION OUTREACH (ECCO)	\$500	
19.ELBERT COUNTY EARLY CHILDHOOD COUNCIL	\$500	
20.BABY BEAR HUGS	\$500	
TOTALS	\$ 84,725	\$16,709

Total of CMP Carry Over/Reserve Funds = \$ 76,719.62

Approximate total cash contribution = \$ 16,709

Approximate total in-kind services/contributions = \$84,725

Approximate total contribution = \$178,153.62

VI. Reinvestment of Funds Saved.

Connections for Families has established a procedure to allow incentive funds received by the CDHS, and allocated pursuant to CRS 24-1.9-104, to be reinvested by the Parties to provide appropriate services to children and families who would benefit from multi-agency services has been approved by the head or director of each Party, as documented in the By-Laws/Guide at appendix A.

The Parties agree by signing this MOU that the *Connections for Families* will review the CMP budget regularly to ensure that CMP funds are being used to serve children, youth and families that are involved in multiple systems or at risk of involvement in multiple systems. This includes funds being used to serve children, youth and families who are part of an ISST, CMP prevention program or as a mechanism to increase collaboration among Parties.

VII. Collaborative Management Processes. Pursuant to section 24-1.9-102(2)(e), C.R.S., *Connections for Families* has established a collaborative management process addressing risk sharing, resource pooling, performance expectations, outcome monitoring, and staff training. This management process shall be utilized by the ISSTs and CMP Prevention Programs when providing

services to children and families serviced by the parties to this MOU, designed to reduce duplication and fragmentation of services, increase the quality, appropriateness, and effectiveness of services delivered to families, and encourage cost sharing among services providers. All of which can be found in the By-laws/Procedure Guide attached as *Appendix A*. **By signing this MOU, the Parties agree to follow and review these by-laws annually to ensure all statutory and rule mandates are met.**

VIII. Collaborative Management Program Elements.

Pursuant to section 24-1.9-102(2)(i) the Parties hereby determine that they will attempt to meet performance measures specified by the Colorado Department of Human Services, in conjunction with the Collaborative Management Program State Steering Committee, and elements of collaborative management in order to:

B

- A. Reduce duplication and eliminate fragmentation of services provided to children, youth and families who would benefit from integrated multi-agency services. The Parties will reduce duplication and fragmentation of services by: *Appendix A Section 1.5*.
- B. Increase the quality, appropriateness, and effectiveness of services delivered to children and families who would benefit from multi-agency services, to achieve better outcomes; the Parties will increase the quality, appropriateness, and effectiveness of services delivered through: *Appendix A Section 1.4 Outcome Monitoring*.
- C. Encourage cost sharing among service providers. The Parties will encourage cost sharing through: *Appendix A Section 1.2 and Appendix A Section 2.2*.

IX. Performance Measures. *Connections for Families* has determined how performance shall be measured and has selected three (3) measures in which the Colorado Department of Human Services shall determine incentive funding to the local IOG in a labeled *Appendix 1.3*.

- 1) *Connections for Families* has selected the following as our first performance measure: CMP youth with no new Child Welfare open involvement.
- 2) *Connections for Families* has selected the following as our second performance measure: Children and youth who do not enter into detention.
- 3) *Connections for Families* has selected the following as our third performance measure: Children and youth with improved academic performance while involved with CMP.

X. Process Measures. Pursuant to section Code of Colorado Regulations 7.303.35 (A), the Parties agree that they will attempt to meet process measures in order to receive the meaningful minimum portion of the collaborative management incentive funds.

COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2023-2024

Counties will receive the meaningful minimum (35% of total allocation) based on the two (2) following criteria: 1) Number of children, youth and families served; and 2) Meeting three (3) of the six (6) process measures of collaborative management.

Please select all the process measures that the CMP site will attempt to achieve. Each CMP site must select at least three (3).

- IOG meeting attendance (all partners signing MOU attending 75% of the time at 75% of scheduled meetings);
- Family agency or member participation on the IOG as a voting member;
- Seventy-five (75%) percent of the agencies contribute resources at a service level, either in-kind or actual funds;
- Use of Evidence Based or Evidence Informed practices;
- Process of Continuous Quality Improvement used by the IOG;
- Evidence of cost-sharing
- Appendix A 2.2, budget line item, and ISST plans*

XI. Data.

The Parties agree to use either the State provided Efforts to Outcomes (ETO) database and/or the Comprehensive Child Welfare Information System (CCWIS)/Trails for data collection for CMP served clients. ETO shall be used for non-child welfare children, youth and families to track participation. Trails or CCWIS databases shall be used for all Child Welfare CMP served children, youth and families.

The Parties agree by signing this MOU that the attestation statement shall be completed and the Parties shall comply with [Operational Memo #OM-CW-2021-0017](#) prior to receiving incentive funds. The CMP site is responsible for ensuring there is no duplication of clients entered into ETO and/or Trails. Duplication is defined as a child, youth or family that is counted twice for the same ISST meeting or prevention program and recorded in one (1) or more CMP data system(s). A child, youth or family may be counted for multiple service episodes supported by several multi-systems partnerships.

XII. Confidentiality Compliance. The Parties agree that State and Federal law concerning confidentiality shall be followed by the Parties and *Connections for Families*. Any records used or developed by *Connections for Families*, its members, a listed ISST, or a listed Prevention Program that relate to a particular person are to be kept confidential and may not be released to any other person or agency, except as provided by law. The Parties have developed a release of information that addresses the confidentiality needs of all Parties attached as an Appendix B Section 6.

XIII. Termination of MOU. The Parties acknowledge that withdrawal from this MOU of any Mandated Party shall result in the automatic termination of this Agreement and termination of the collaborative system of delivery of services developed hereunder. The withdrawing Party shall

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING**

SFY 2023-2024

assist the other Parties to achieve an orderly dissolution of the collaborative system with as little disruption as possible in the delivery of services provided to children and families who would benefit from multi-agency services.

- A. Withdrawal/Termination.** Any Party may withdraw from this Agreement at any time by providing 30 days written notice to all other Parties.
- B. For Loss of Funds.** Any Party may withdraw from this Agreement or modify the level of its commitment of services and resources hereunder, in the event of loss or reduction of resources from its funding source identified herein. Any Party withdrawing due to loss of funds will provide notice of withdrawal in writing within 30 days.
- C. Distribution of Funds.** The Parties have established a collaborative management process addressing the distribution of funds if the MOU is terminated as further described in the by-laws/procedure guide. *Appendix A Section 2.7.*

IN WITNESS WHEREOF, the Parties hereto, through their authorized representatives have executed this Memorandum of Understanding and commit to all elements described above, effective for the dates written above. (Please note scanned and electronic signatures, with an attached digital receipt, are acceptable).

<i>Interagency Oversight Group Members</i>	
MANDATED PARTNERS	
1. COUNTY DEPARTMENT OF HUMAN/SOCIAL SERVICES	
Name and Title: Darcy Bolding, Director Address: PO Box 924, 75 Ute Ave. City/State/Zip: Kiowa CO 80117 Phone: 303.621.3202 Email: darcy.bolding@state.co.us Signature:	
2. JUDICIAL DISTRICT PROBATION DEPARTMENT	
Name and Title: Douglas Gray, Chief Agency: 18 th Judicial District Probation Address: 7323 S Potomac St City/State/Zip: Centennial, CO 80112 Phone: 303.662.5910 Email: douglas.gray@judicial.state.co Signature:	

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING**

SFY 2023-2024

3. JUDICIAL DISTRICT COURTS

Name: The Honorable Michelle Amico, Chief Judge
Agency: 18th Judicial District
Address: PO Box 232, 751 Ute St.
City/State/Zip: Kiowa CO 80117
Phone: 303.621.5910 Email: michelle.amico@judicial.state.co

Signature:

4. HEALTH DEPARTMENT

Name: Dwayne Smith, Director
Agency: Elbert County Public Health Department
Address: PO Box 201, 75 Ute Ave.
City/State/Zip: Kiowa, CO 80117
Contact Person: Dwayne Smith
Phone: 303.621.3202 Email: Dwayne.smith@elbertcounty-co.gov

Signature:

5. SCHOOL DISTRICT

Name: Dan Snowberger, Superintendent
Agency: Elizabeth School District
Address: 634 Elbert St
City/State/Zip: Elizabeth CO 80107.
Contact Person: Dan Snowberger
Phone: 303.646.1836 Email: dsnowberger@esdk12.org

Signature:

6. SCHOOL DISTRICT

Name: Travis Hargreaves, Superintendent
Agency: Kiowa School District
Address: PO Box 128, 525 Comanche St
City/State/Zip: Kiowa, CO 80117
Contact Person: Travis Hargreaves.
Phone: 303.621.2115 Email: thargreaves@kiowaschool.org.

Signature:

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING**

SFY 2023-2024

7. MENTAL HEALTH CENTER

Name: Daunte Gonzales, Chief Director
Address: 650 E Walnut
City/State/Zip: Elizabeth, CO 80107
Contact Person: Daunte Gonzales
Phone: 303.646.4519 Email: daunte.gonzales@centennialmhc.org

Signature:

**8. BEHAVIORAL HEALTH ORGANIZATION/REGIONAL ACCOUNTABILITY
ENTITY**

Name and Title: Robert Bremer, Vice President of Network Strategy
Address: 11100 E Bethany Dr.
City/State/Zip: Aurora, CO 80014
Phone: 720.744.6313 Email: Robert.bremer@coloradoaccess.com

Signature:

9. DIVISION OF YOUTH SERVICES

Name and Title: Tammy Schneiderman, Director
Agency: Division of Youth Services
Address: 4120 S Julian Way
City/State/Zip: Denver, CO 80236
Phone: 303.349.9723. Email: tammy.schneiderman@state.co.us

Signature:

10. MANAGED SERVICE ORGANIZATION

Name and Title: Daniel Darting, Chief Executive Officer
Address: 6130 Greenwood Plaza Blvd., Ste 150
City/State/Zip: Greenwood Village, CO 80111
Phone: 303.639.9320 Email: ddarting@signal.org

Signature:

COLLABORATIVE MANAGEMENT MEMORANDUM OF UNDERSTANDING

SFY 2023-2024

11. DOMESTIC VIOLENCE PROGRAM

Name and Title: Jennifer Walker, Executive Director
Agency: The Crisis Center
Address: PO Box 631302
City/State/Zip: Littleton CO 80163
Phone: 303.688.1094. **Email:** jwalker@thecrisiscenter.org

Signature:

NON-MANDATED PARTNERS

12. Juvenile Assessment Center

Name and Title: Sarah Troy, Executive Director
Agency: Juvenile Assessment Center
Address: 9700 E Easter Lane
City/State/Zip: Centennial, CO 80112
Phone: 720.213.1320 **Email:** stroy@arapahoegov.com

Signature:

13. Advocates for Children

Name and Title: Josefina Milliner, Executive Director
Agency: Advocate for Children - CASA
Address: 16965 Pine Lane, Suite 120
City/State/Zip: Parker CO 80134
Phone: 303.695.1882 **Email:** josefina_milliner@adv4children.org

Signature:

14. 18th Judicial District Colorado Youth Detention Continuum

Name and Title: Rhonda Riley, Program Coordinator
Agency: 18th Judicial District Colorado Youth Detention Continuum
Address: 6904 S Lima Street
City/State/Zip: Centennial, CO 80112
Phone: 303.885.9835 **Email:** rriley@cydc18.com

Signature:

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING**

SFY 2023-2024

15. Elbert County Sheriff’s Office

Name and Title: Tim Norton, Sheriff.
Agency: Elbert County Sheriff’s Office
Address: 751 Ute Ave
City/State/Zip: Kiowa, CO 80117
Phone: 303.805.6129 Email: tim.norton@elbertcounty-co.gov

Signature:

16. Town of Elizabeth – Elizabeth Police Department

Name and Title: Mayor Nick Snively
Agency: Town of Elizabeth-Elizabeth Police Department
Address: 156 S Banner St
City/State/Zip: Elizabeth CO 80107
Phone: 303.646.4166 Email: nsnively@townofelizabeth.org

Signature:

17. Elbert County Board of Commissioners

Name and Title: Christopher Richardson, Commissioner
Agency: Elbert County Board of Commissioners
Address: 215 Camanche St
City/State/Zip: Kiowa CO 80117
Phone: 303.621.3132. Email: chris.richardson@elbertcounty-co.gov

Signature:

18. Elbert County Coalition of Outreach

Name and Title: Erica Johnson, Executive Director
Agency: Elbert County Coalition of Outreach
Address: 336 Comanche St
City/State/Zip: Kiowa CO 80117
Phone: 303.621.2599 Email: eccoinelbertcounty@myecco.org

Signature:

**COLLABORATIVE MANAGEMENT
MEMORANDUM OF UNDERSTANDING**

SFY 2023-2024

19. Elbert County Early Childhood

Name and Title: Llan Barkley, Coordinator
Agency: Elbert County Early Childhood Council
Address: PO Box 2262
City/State/Zip: Elizabeth CO 80107.
Phone: 970.744.2928. Email: elbertearly@gmail.com

Signature:

20. Baby Bear Hugs

Name and Title: Jennifer Deam, Executive Director
Agency: Baby Bear Hugs
Address: 201 S Main Street
City/State/Zip: Yuma, CO 80759
Phone: 970.848.5274 Email: jennifer.deam@babybearhugs.org

Signature:

CONNECTIONS FOR FAMILIES

POLICY AND PROCEDURES
APPENDIX A



CONNECTIONS FOR FAMILIES House Bill 1451 Elbert County Interagency Oversight Group

POLICY AND PROCEDURES

CRS 24-1.9-102. Memorandum of understanding - local-level interagency oversight groups - individualized service and support teams - coordination of services for children and families - requirements – wavier. (d) Creation of an oversight group. The memorandum of understanding shall create a local-level interagency oversight group and identify the oversight group's membership requirements, procedures for selection of officers, procedures for resolving disputes by a majority vote of those members authorized to vote, and procedures for establishing any necessary subcommittees of the interagency oversight group. Each interagency oversight group shall include a local representative of each party to the memorandum of understanding specified in paragraphs (a) and (a.5) of subsection (1) of this section, each of whom shall be a voting member of the interagency oversight group. In addition, the interagency oversight group may include, but is not limited to, the following advisory nonvoting members: (I) Representatives of interested local private sector entities; and (II) Family members or caregivers of children who would benefit from integrated multi-agency services or current or previous consumers of integrated multi-agency services.

Mission Statement of Connections for Families:

We, the service providers of Elbert County Colorado, believe that community collaboration is the best way to provide comprehensive care for families living with children involved in more than one child-serving system. We believe in a family-driven process that bases recommendations and interventions on the unique needs of each family system and supports the family in caring for their child in their own home whenever possible.

1. Collaborative Management Processes

The IOG has established a collaborative management process to be utilized by individualized service and support teams and preventative programs described below. The collaborative management process addresses risk sharing, resource pooling, performance expectations, outcome monitoring, and staff training in order to do the following:

- Reduce duplication and eliminate fragmentation of services provided to children and families who would benefit from integrated multi-agency services.
- Increase the quality, appropriateness, and effectiveness of services delivered to children and families who would benefit from multi-agency services, to achieve better outcomes; and
- Encourage cost sharing among service providers.

1.1 RISK SHARING

The Partners agree to have a qualified fiscal agent oversee the business, financial, and human resource portion of Connections for Families (IOG). This agent provides protections against financial and practice liability in the following ways:

The IOG operates in an intergovernmental agreement and is not a legal entity that insurance can be obtained. The insurance coverage for programs that operate under the IOG and through funds of HB 1451 is covered by the fiscal agent, Trestle Programs, Inc.

1.2 RESOURCE POOLING

Mandated and non-mandated partners agree to, at a minimum, provide their time at monthly IOG meetings to discuss policy, procedure, best practices, protocol, and community needs in Elbert County. Additional in-kind sources, such as administrative costs and staff time at collaborative meetings, will be documented in the yearly MOU and/or annual report.

1.3 PERFORMANCE EXPECTATION

Connections for Families mandated and non-mandated partners agree to uphold the mission of Connections for Families by performing the collaboration's functions, tasks, and responsibilities. Each member of Connections for Families will strive to meet the collaborative goals established by the group in the MOU, abiding by all rules and by-laws governing membership and the work, and will be guided by the group's stated mission. Through collaborative leadership, all partners will promote accountability, efficient, cost-effective, and coordinated systems to increase the health and well-being of children, youth, and families in Elbert County. Connections for Families strives to promote and coordinate integrated, family-centered services for all age groups, prioritizing ensuring that all youth are successful in their treatment or action plans.

1.4 OUTCOME MONITORING

- On a monthly and annual basis, outcome monitoring for all programming that Connections for Families oversees or financially supports will be reported to the coordinator. Data will be gathered from partner agencies, including data collected from databases such as; TRAILS, juvenile justice, and Infinite Campus. Data will be shared with any partner or community member requesting to view information once all identifying information has been removed, which would compromise confidentiality. Per the MOU, IOG partners agree to collect and report data to Connection for Families when requested or, at a minimum, for year-end reporting.
- Increase the quality, appropriateness, and effectiveness of services delivered to children and families who would benefit from multi-agency services to achieve better outcomes; Parties will increase the quality, appropriateness, and effectiveness of services delivered through: The implementation of the quality improvement process for the Crossover Youth Practice Model has increased the quality, appropriateness, and effectiveness of services planned in families' integrated service plan. The process was established as an additional step of the practice model to ensure that our youth-serving systems can deliver quality,

appropriate and effective services to the families served as Crossover families. All our other prevention and ISST programs involve a follow-up process with the youth and families or the collaborator to improve our programs for our youth and families continuously. Connections for Families quality improvement discussion is a set agenda item regularly at meetings. Through this conversation, there are discussions about our processes and services to ensure that we are adjusting where necessary best to meet the needs of the community.

1.5 TRAINING

Elbert County conducts annual strategic planning during which the Collaborative:

- Orients new members to the mission and work of the IOG
- Identifies a community-wide training for local providers
- Commits the funding necessary to achieve training objectives
- Allocates funding in the annual budget for the training needs of any IOG partners or staff
- Core members of the Individualized Support Service Team (ISST), Service Review Team (SRT)/Game Plan to Success (GPS)/District Attendance Review Board (DARB) meetings participate in annual training around integrated service planning, family engagement best practices, mandatory reporter, and cross-system training to help reduce duplication in services and eliminate the fragmentation among providers. By working together, this process allows the team to serve youth and families from a holistic approach and can streamline the process so that their needs are met with the right services at the right time.

2 FISCAL MANAGEMENT

2.1 OPERATING RESERVES

Whenever the fiscal environment allows, the partners agree to protect against the risk of financial insufficiency by maintaining an operating reserve equal to the cost of conducting the partnership business for a minimum of twelve months.

2.2 COST SHARING

- The partners agree to combine human resources to conduct the Individualize Service Support Team (ISST) business and identify and use existing services that support individualized, integrated service goals to avoid duplicating services. Where possible, IOG-sponsored programs will be funded by contributions from each partner agency for whom the program meets their agency goals as well as the goals of the collaborative.
- The Juvenile Assessment Center, CYDC, and the IOG participate in co-funding the Rural Intervention Specialized Case Management (RISC) program, and other partner agencies provide in-kind support to the program in the form of office space, materials, and operational support.
- The Coordinator for Collaborative Management is co-funded across two collaboratives in the region and shares time between two counties. Efforts to meet collaborative goals may create the need to request funding from the IOG. Such financial awards will be

documented in the end-of-the-year report to the Colorado Department of Human Services. Complete financial reports will be provided to the IOG from the funded agency.

2.3 SAVINGS REALIZED

Any money resulting from waivers granted by the federal government and any state general fund savings realized as a result of the implementation of services provided to children, youth, and families who would benefit from multi-agency services will **not** automatically be reinvested by parties to Connections for Families. Each Mandated and Non-Mandated Partner will determine if savings realized within their agency will be reinvested to provide appropriate services to children, youth, and families who would benefit from integrated multi-agency services.

2.4 INCENTIVE FUNDS

All incentive funds received by the Department of Human Services and allocated pursuant to CRS 24-1.9-104 as a result of the participation in the collaborative will be invested in the work conducted by Connections for Families to best serve families that would benefit from multi-system services/programs and to support staffing. Requests for funding will be accepted once per year as funding allows. Funding requests can be used to finance positions and/or services/programs that benefit children, youth, and families in a way that if the position/service/program did not exist, the results would be a bifurcated system and a burden would be placed on multiple systems. Funding requests must follow the established format and include a thorough explanation of:

- The target population and unmet needs within the community.
- How the position/service/program will reduce duplication and eliminate fragmentation of services provided to children and families who would benefit from integrated multi-agency services, increase the quality, appropriateness, and effectiveness of services delivered to children and families who would benefit from integrated multi-agency services to achieve better outcomes for these children and families, and encourage cost-sharing among service providers.
- Identified barriers to implementation and plans for sustainability without incentive funds.
- Identified goals, objectives and measurements that will show when a goal/objective has been met.
- Budgetary expenses, fiscal agent, and in-kind/matching.

Funding requests that meet the criteria may be denied, approved in full, or partially funded by a majority vote once a quorum has been met. Funding requests may only be considered if incentive funds are available to support programming.

2.5 AUTHORIZATION TO CONTRIBUTE RESOURCES AND FUNDING

IOG Partner represents that it has the authority to approve the contribution of time, resources, and funding to solve problems identified to create a seamless, collaborative system of delivering multi-agency services to children and families. The resources and funding to be

contributed are identified in the yearly Memorandum of Understanding (MOU) and include in-kind and cash pooling.

2.6 FUNDING SOURCES

Funding identified in the yearly Memorandum of Understanding (MOU) can be a carryover from incentive funding or savings or additional funding provided to Connections for Families from partner agencies or grants. IOG Partners agree to financial risk sharing, with commitments to support programs with earned incentive funds and carryover when monies are available. For this reason, Connections for Families projects a conservative yearly budget based on available resources.

2.7 DISTRIBUTION OF 1451 INCENTIVE FUNDS UPON IOG DISSOLUTION DUE TO MANDATORY MEMBER RESIGNATION

- In the event that Connections for Families is dissolved due to the departure of mandatory members, as defined by statute, the remaining IOG members will meet at the next scheduled meeting to discuss how to disburse any remaining funds.
- Distribution of remaining funds will be decided upon by a majority vote of 51% of the remaining IOG members.

2.8 EMPLOYMENT AND SUPERVISION

- Trestle Programs, Inc. is the fiscal agent that handles all human resources related services for any employees
- Services shall include but are not limited to payroll and benefits administration, compensation management, compliance, onboarding, off-boarding, training, and evaluations.
- Contracts for services, including MOUs
- Quality assurance
- Staff training needs are assessed annually
- All employees shall be required to complete new employee orientation and HIPAA. On an annual rotating basis, Trestle Programs, Inc. shall coordinate employee training on various topics related to their work
- Individual training for supervisors and/or line staff shall be accessible through Trestle Programs, Inc.'s membership with Employers Council and other training providers in the areas of Communications, Performance Appraisals, Coaching and Counseling, Conflict Management, Leadership, Writing Skills, Team Development, Supervisory Skills, Time Management, Problem Solving, Personal Development, Employment Law, etc.
- Trestle Programs, Inc. provides a web-based to record and facilitates efficient time management and paid leave reporting
- each employee shall use a monthly web-based timesheet to track hours worked and paid and/or unpaid leave taken
- the timesheet shall account for overtime hours (per Fair Labor Standards Act) when worked within the defined workweek
- the employee shall submit the timesheet

- timesheets are approved by their supervisor and shall provide the base documentation for the payroll process
- Trestle Programs, Inc. shall review these timesheets for accuracy and alignment with position requirements as stated in the annual CYDC and MTR Plans

Coordinator Supervision

- Trestle Programs, Inc. shall supervise the CMP Coordinator and work with the IOGs to implement the annual plan and ensure that tasks are performed effectively, timely, and accurately
- Trestle Program's, Inc. annual performance evaluation of the Coordinator is based on the job description criteria and expectations stated in the local IOG Policy and Procedure manual
- A document shall be created and disbursed via email to select IOG partners for performance feedback. The results shall be compiled and reviewed with the Coordinator and appropriate IOG Executive Team Members.
 - Future goals for improvement and career growth shall be discussed and stated in writing by the Coordinator and referenced in future evaluations. Copies shall be forwarded to Trestle Program's Inc. for review and kept in the Coordinator's personnel file.
- Trestle Program, Inc., as the Coordinator's employer of record, shall require that performance and employment issues be processed through Trestle Program's, Inc. Human Resource Department for compliance with policies and procedures and employment law.
- Direct supervision of line staff shall be the responsibility of the Coordinator. Trestle Program, Inc. shall provide guidance and advice on personnel and workplace issues.

Role with IOG Partners

- Trestle Program, Inc shall engage in a shared process with the IOG regarding selecting and supervising the Coordinator and staff
- The IOG defines the job expectations of the Coordinator. Trestle Program, Inc. as the employer of record shall be responsible for the supervision of the Coordinator but shall rely on input from the IOG through formal (performance evaluation process) and informal communication when determining if performance goals are being met
- When it comes to line staff, the IOG defines the personnel positions and core responsibilities of each in the process of plan development
- Trestle Program, Inc. shall use the plan to create job descriptions for each of the approved positions
- These job descriptions shall be the criteria for supervising and overseeing IOG employees throughout the plan year.

Coordinator Responsibilities

Staff

- Direct supervision of line staff. Trestle Program, Inc. shall provide guidance and advice to personnel and workplace issues
- Review all timesheets and approve

- Quarterly performance evaluations

Community Engagement

- Promote and market the IOG in the local community
- Serve as liaison between the IOG and the community
- Work to foster positive working relationships within the community partners to enhance available resources for youth and families
- Represent the IOG at community events and activities to increase awareness and support for the goals and initiatives of the collaborative

Program Development

- With the help of the IOG, identify community needs and gaps in services
- Meet regularly with community partners to discuss identified needs
- Serve as an advisor to community partners on the community's needs and how these needs can best be met
- Collaborate with community partners and the Board in developing new programs
- Facilitate Individualized Service and Support Team (ISST) Meetings
- Develop and maintain written ISST processes to include procedures prior, during and after ISST meetings
- Provide ISST meeting orientation to new representatives
- Provide orientation and support for the community portion of the Elbert County RISC position.
- Research programs and innovative and evidence-based practices to assist the IOG in program and service development
- Stay connected with ISST families and follow up to the referred sources to ensure/monitor services and desired outcomes.
- Follow up with appropriate ISST representatives specific to outcomes for families.
- Ensure appropriate case management, follow up services and case coordination for ISST involved families

Governance and Monitoring

- Complete State data monitoring requirements and complete annual report per State requirements, including a yearly strategic planning meeting and report.
- Work with Trestle to develop and implement policies and procedures around Human resources issues, budgeting, and financial planning
- Maintain ETO database as required by the State CMP
- Provide oversight and guidance to all IOG fiscally sponsored programs
- Maintain regular contact with IOG Board Members and provide monthly updates.
- Prepare IOG meeting board packet and disseminate to the IOG board
- Maintain the IOG Memorandum of Understanding annually
- Work with the Chair, Executive Team, and Subcommittee Chairs to set the agenda for IOG and subcommittee meetings
- Attend IOG meetings and sub-committee meetings as requested

Network Development

- Attend State IOG meetings and participate in State IOG subcommittee works as needed
- Create and maintain document and/or information showing potential funding opportunities for the IOG, IOG member entities and the families served
- With assistance from IOG sub-committee, develop community and service provider training

- Participate in local committees. Attend required trainings, conferences and work groups.
- Schedule annual school and other agency check-in meetings to share referral documents, and review processes
- Form alliances and positive working relationships other agencies
- Attend interagency committee meetings when applicable
- Develop materials and makes presentations to interested parties concerning the mission, goals, and services of the IOG
- Create, monitor, and update website

Funding/finance

- Manage billing
- In collaboration with the fiscal agent, develops procedures for review, monitoring and payment of program expenditures
- In collaboration with the fiscal agent, develops RFPs and contracts for services including MOUs

3 POLICY/PROCEDURES

- Executive Team Members review the policy and procedures Appendix A annually.
- Policy and Procedures reviewed: April 20, 2023
- The IOG Policy and Procedures may be amended by the majority vote of the Mandated and Non-Mandated Members, provided the amendments were previously submitted in writing to the membership. The revised Policy and Procedures will not be implemented until the new fiscal year unless signatures are obtained, submitted to State, and accepted.

4 MEMBERSHIP

4.1 MANDATORY HB 1451 MEMBERS:

1. Elbert County Department of Human Services
2. 18th Judicial District Probation
3. 18th Judicial District
4. Elbert County Department of Public Health
5. Elizabeth School District C-1
6. Elbert County School District
7. Centennial Mental Health Center
8. Behavioral Health Organization, Colorado Access
9. Division of Youth Corrections
10. Management Service Organization, Signal
11. Local Domestic Violence Provider, The Crisis Center

4.2 NON-MANDATORY ELBERT COUNTY MEMBERS:

12. Juvenile Assessment Center (JAC)
13. CASA Advocates for Children
14. Colorado Youth Detention Continuum (CYDC)
15. Elbert County Sheriff's Office (ECSO)
16. Town of Elizabeth Police Department
17. Elbert County Board of Commissioners

18. Elbert County Coalition for Outreach (ECCO)
19. Elbert County Early Childhood Council
20. Eastern Colorado Services
21. Baby Bear Hugs

4.3 MEMBERSHIP REQUIREMENTS

All partners agree to the following and to meet a minimum of 3 of the 6 State Mandated Process Measures (required to be eligible to receive the meaningful minimum annual incentive allocation):

1. The ability and authority to represent an agency or organization that serves the needs of children and families living in Elbert County;
2. The authority to approve the contribution of time, resources, and/or funding to solve problems; 75% of the agencies contribute resources at the service level, either in-kind or actual monies. Evidence of cost-sharing among IOG partners will be reflected in the expenditures section of the annual report. **THIS IS A STATE MONITORED PROCESS MEASURE (6).**
3. Agreement to serve as the single voting representative from your agency, organization or association if the agency is eligible to vote;
4. Agreement and ability to serve a 1-year term of office as an IOG officer, if eligible to hold office; Elections are held once during each fiscal year;
5. Ability and commitment to attend 75% of the scheduled meetings; failure to fully engage in the process can result in removal by IOG vote.
6. Full and honest engagement in the process including a willingness to meet no less than quarterly to improve practices through continuous quality improvement; **THIS IS A STATE MONITORED PROCESS MEASURE (5).**
7. A commitment to conflict resolution and decision making through a consensus model, realizing that voting is only resorted to under specific circumstances or where intractable conflict emerges;
8. The ability to represent the interests and needs of your agency, organization or association and the populations you serve, while simultaneously viewing services to families and children on a systems-level and understanding the mandates and needs of other partner agencies or organizations;
9. Agreement to:
 - a. Sign (if a representative of a mandated Party, give consideration to signing if a representative of a voluntary Party) the Collaborative Management Program Memorandum of Understanding;
 - b. Serve as a representative of and comply with the Memorandum of Understanding Pursuant to House Bill 04-1451 and other documents and agreements pertaining to Collaborative Management Program;
 - c. Review the above-mentioned documents on an annual basis and renew or attempt to work out conflicts or problems that would stand in the way of renewing; and,

10. Agreement to engage in an ethical manner, follow all pertinent local, state and federal laws and to act in best faith.
11. Participate in staffing the ISST. All integrated service plans will reflect two or more agencies in the plan. **THIS IS A STATE MONITORED PROCESS MEASURE (3).**
12. Any records used or developed by the IOG or its members or by the ISST that relate to a particular person are to be kept confidential and may not be released to any other person or agency, except as provided by law. A single release of information has been developed that covers the confidentiality needs of all Parties and will then only need to be signed by Recipients one time to better facilitate the exchange of information. Further, the content of discussions and documents pertinent to the work of the IOG even where it does not relate to a particular person is considered proprietary and shall be held confidential. Such information is not to be shared outside of IOG members without the express consent of the IOG.
13. Mandatory members agree to be present 75% of the time at the four required meetings in a fiscal year. Sign-in sheets and minutes will confirm attendance. **THIS IS A STATE MONITORED PROCESS MEASURE (1).** The four annual mandatory IOG meetings are defined and scheduled as follows:
 - January/Sept: Financial and programming planning. This meeting will convene to conduct formal strategic planning, update the current strategic plan, address our strategic goals, our ongoing programming support, and review, revise and budget for all programmatic commitments.
 - March: MOU planning. The team will meet to draft, discuss and confirm the MOU for the new SFY.
 - June:
 - Annual officer elections will consist, Chairman, Vice-Chair, Secretary, and Treasurer. A request for the nomination will be sent to the membership one month prior to the elections. The officers will be selected by a majority vote of all RISE members.
 - Review of data for the year-end report. Each signatory is required to attend, vote and provides any data from their member agency needed to evaluate MOU goals and complete the annual report for the State.
 - Annual contract renewals and the MOU will also be discussed and signed at this meeting.
14. Willingness to strive for a family agency or member participation as evidenced by a voting family member/agency at 50% of all IOG meetings. Sign-in sheets and minutes will confirm attendance. **THIS IS A STATE MONITORED PROCESS MEASURE (2).**
15. Strive to build evidence based/informed practice into the system of care by implementing at least one under the IOG, as reflected by the expenditures section of the annual report. **THIS IS A STATE MONITORED PROCESS MEASURE (4).**

4.4 APPLICATION PROCESS FOR NEW NON- MANDATED MEMBERS

Applications to become a voting, Non-Mandated member to the IOG are requested to provide the following information:

Please provide a narrative that addresses the following questions.

- Please give a detailed description of your organization and how you see your organization support the work of collaborative management in your community.
- Please provide the name, position, and current contact information for the person who would be designated to represent your agency at the IOG level
- Attach any supporting documents to the final application. Send the application electronically to the offices of Connections for Families.

4.5 PROXY MEMEBER

- A member may designate a consistent alternate (known as the Proxy) to represent his or her agency interest in matters that come before the IOG, by providing the IOG a Proxy letter.
- The Proxy assigned has voting rights.
- If a Proxy nor the MOU signature is not able to attend, the member will NOT be counted in attendance.
- A Proxy may resign at any time; however, the signature member must give the membership written notification of the resignation and provide a replacement before the next scheduled IOG meeting.

4.6 MEMBER RESIGNATION

- IOG members may resign at any time by providing written notice to the Chair. Upon resignation, vacancies shall be filled in accordance with the membership procedure.

4.7 VOTING PROCESS FOR MEMBERS

Mandated and Non-Mandated members of the IOG will have voting authority. Connections for Families will follow a consensus model for decision making and welcomes input from all participating members.

Organization and Conduct of Membership Meetings.

The Chair (or, in his/her absence the Vice-Chair) shall preside over each meeting of the Membership. The meetings are conducted by Robert's Rules of Order. The Secretary, (or in his/her absence, the member appointed by the presiding officer), shall record the minutes of the meetings.

Quorum at Meeting.

The presence of at least 51% of the Mandated and Non-Mandated Membership, in person, shall be necessary at any meeting of the Membership to constitute the quorum necessary for conducting of business.

Voting Procedures.

Except as otherwise overridden by these Policy/Procedures, or by statute, all matters before the Membership shall be decided by a majority (at least 51%) of Mandated and Non-Mandated Members voting. Matters pertaining to non-routine fiscal and administrative decisions or personnel policies require a two-thirds (2/3's) vote of the Mandated and Non-Mandated Membership voting.

Any voting Member may call for a secret ballot on any question raised by motion and seconded. The presiding officer may vote when a secret ballot is called. Otherwise, the presiding officer votes only where such vote would change the result.

Any member may cast a proxy ballot on items considered for a vote on the Membership agenda in which there has been five (5) days written notice prior to the meeting. All proxy votes shall be delivered to and announced by the presiding officer at the meeting.

Any action required or permitted may be taken outside of a formal meeting if a majority of the individual members of the elected Membership consent to a waiver of the formal meeting and register their vote in writing or orally, via E-mail, telephone or facsimile if it hinders day to day business practice. Such action requires a motion, a second and at least 51% of all Members participating in the vote. If the action is so approved by a simple majority (at least 51% of Members voting), then such consent shall have the same force and effect as a unanimous vote of the members; and, the vote results may be stated as unanimous in any Articles. The Chair, or their designee, is responsible for initiating and recording the votes. A time period of no less than two business days from the initial communication outlining the action to be taken will be provided to the Membership for consideration, discussion, and voting. The voting results shall be ratified and recorded in the official Minutes of the next regular or special meeting of the Membership.

4.8 SUBCOMMITTEES

Mandated and Non-Mandated Members will establish ad-hoc subcommittees whenever necessary to complete specific, time-limited projects but will have no standing subcommittees. It is encouraged that each Member participates on ONE committee. The committee will select a Chair, in which is responsible for reporting back to the IOG of the committee's findings, action plan, and/or recommendations.

4.9 DISPUTE RESOLUTION

Procedures for resolving disputes between or among the members related to the mission and purpose of the Collaborative Management Program shall be:

- Any concern or dispute may be submitted in writing to the IOG Chair and/or Executive Team for procession by the CMP. A clear description of the issue or concern and of the primary partners or individuals involved shall be included.
- The IOG will attempt to resolve the concern or dispute through a facilitated discussion with the primary parties involved prior to the next scheduled IOG meeting. A trained third-party facilitator or mediator may be utilized as the Membership deems appropriate.
- Final authority will rest with the membership of each partner agency on any matters concerning their own internal personnel management or fiscal matters related to their own participation with the IOG or in general.

4.10 STAFF

Community Engagement

- Promote and market the IOG in the local community.

- Serve as liaison between the IOG and the community.
- Work to foster positive working relationships within the community partners to enhance available resources for youth and families.
- Represent the IOG at community events and activities to increase awareness and support for the goals and initiatives of the collaborative.

Program Development

- With the help of the IOG, identify community needs and gaps in services.
- Meet regularly with community partners to discuss identified needs.
- Serve as an advisor to community partners on the needs of the community and how these needs can best be met.
- Collaborate with community partners and the Board in the development of new programs.
- Facilitate Individualized Service and Support Team (ISST) Meetings
- Develop and maintain written ISST processes to include procedures prior, during and after ISST meetings
- Provide ISST meeting orientation to new representatives
- Provide orientation and support for the community portion of the Elbert County RISC position.
- Research programs and innovative and evidence-based practices to assist the IOG in program and service development
- Stay connected with ISST families and follow up to the referred sources to ensure/monitor services and desired outcomes.
- Follow up with appropriate ISST representatives specific to outcomes for families.
- Ensure appropriate case management, follow up services and case coordination for ISST involved families

Governance and Monitoring

- Complete State data monitoring requirements and complete annual report per State requirements which includes a yearly strategic planning meeting and report.
- Work with Fiscal Sponsor to develop and implement policies and procedures around Human resources issues, budgeting and financial planning
- Maintain ETO database as required by the State CMP
- Provide oversight and guidance to all IOG fiscally sponsored programs
- Maintain regular contact with IOG Board Members and provide monthly updates.
- Prepare IOG meeting board packet and disseminate to the IOG board
- Maintain annually the IOG Memorandum of Understanding
- Work with the Chair, Executive Team, Subcommittee Chairs to set agenda for IOG and subcommittee meetings
- Attend IOG meetings and sub-committee meetings as requested

Network Development

- Attend State IOG meetings and participate in State IOG subcommittee works as needed
- Create and maintain document and/or information showing potential funding opportunities for the IOG, IOG member entities and the families served
- With assistance from IOG sub-committee, develop community and service provider training
- Participate in local committees. Attend required trainings, conferences and work groups.
- Schedule annual school and other agency check-in meetings to share referral documents, and review processes
- Form alliances and positive working relationships other agencies
- Attend interagency committee meetings when applicable
- Develop materials and makes presentations to interested parties concerning the mission, goals, and services of the IOG
- Create, monitor, and update website

Funding/finance

- Manage billing
- In collaboration with the fiscal agent, develops procedures for review, monitoring and payment of program expenditures
- Develop RFPs and contracts for services including MOUs

4.11 OPEN RECORDS

- All records of the IOG and its subcommittees will be published on the IOG website after each meeting. Exceptions are permitted where a specific determination is made and the IOG that there is a legitimate public purpose achieved by withholding a document concerning legal, personnel, or proprietary information, as set forth in the Colorado Open Meetings Law and Colorado Open Record

Connections for Families

INDIVIDUALIZED SERVICE AND SUPPORT POLICY AND
PROCEDURES
APPENDIX B



Individualized Service and Support Policy and Procedures

1 ISST

CRS 24-1.9-102. Memorandum of understanding - local-level interagency oversight groups - *individualized service and support teams* - coordination of services for children and families

(f) Authorization to create individualized service and support teams. The memorandum of understanding shall include authorization for the interagency oversight group to establish individualized service and support teams to develop a service and support plan and to provide services to children and families who would benefit from integrated multi-agency services. The primary goal of an ISST meeting is to discuss the complex needs of the family in an open forum that will provide the family with a variety of options for services. At its core, an ISST is a multi-disciplinary assessment of service team that focuses on needs identified by and inclusive of family members, with the goal of developing an integrated service plan for that child and family. ISSTs may draw upon models such as Wraparound and Family Group Decision Making. An ISST should be a family friendly and family focused team bringing together children (when age appropriate), parents/guardians, extended family, family support partners, community supports, and service agencies involved in the life of the family. ISST meetings are guided by the Family Voice & Choice principles in which the family members share their strengths, challenges, and support needs openly and without blame or shame.

Connection for Families reserves the right to adopt by majority vote, once a quorum has been met, any multi-system planning process that meets the requirements for an Individualized Service and Support (ISST) when it fills an unmet need, reduces redundancy in services or provides more efficient and effective service. Connections for Families Service Review Team (SRT), Game Plan to Success (GPS), District Attendance Review Board (DARB) are the designated ISST. Elbert County Department of Health and Human Services Family Engagement Meeting (FEM) may be counted as an ISST when it meets the HB1451 criteria. All ISST meetings will be connected to one or more Performance Measures that the Elbert County IOG/Connections for Families has chosen for the State Fiscal Year.

2 PURPOSE

2.1 SERVICE REVIEW TEAM (SRT)

The Services Review Team (SRT) is established following House Bill 1451 guidelines for the ISST. This meeting serves youth 10 years of age to 21 years of age. It will review children and youth who are involved with probation, child welfare, education, and mental health with complex needs, in addition to children or youth that is considered as Crossover Youth (dual involvement with child welfare and probation involvement). Per CRS 24.1.9-102 Memorandum of Understanding, local level interagency oversight groups individualized service and support teams – coordination of services for children and families’ requirements waiver, Service Review Team (SRT) established specifically to eliminate duplication and fragmentation of services offered to families who would benefit from an integrated multi-agency service plan. The SRT process is to have the entire family unit engage in a

Appendix B

facilitated conversation with professionals from child welfare, mental health, education, juvenile justice, and community organizations to discuss the needs of the child/youth and family. Through this discussion, the team can create an action plan that may consist of assistance in locating housing for the family, job search for parent(s)/youth, transportation issues (this may include helping the child/youth and parents get to appointments), mental health resources (changing to a provider that is in the proximity or a specialized provider), and/or funding that may include but not limited to help with monthly bills or fund specialized services. This strategy is intended to blend community resources in a flexible and tailored manner to meet each family's unique needs and increases the likelihood of a positive outcome. A youth and family measure of success will be attached to one or more of the (3) Performance Measurements. Please refer to Appendix D.

2.2 GAME PLAN TO SUCCESS (GPS)

The CMP provides an ISST meeting, Game Plan to Success, that may serve youth from birth to 21 years of age. The program addresses early concerns related to truancy, behavioral issues at school or home, mental health, peer relationships, substance abuse, academic performance, and/or youth experiencing homelessness. Per CRS 24.1.9-102 Memorandum of understanding local level interagency oversight groups individualized service and support teams – coordination of services for children and families’ requirements waiver, Game Plan to Success (GPS) established specifically to eliminate duplication and fragmentation of services offered to families who would benefit from an integrated multi-agency service plan. It targets youth that is involved in the Education, Mental Health, Law Enforcement, Child Welfare, and Juvenile Justice system(s) by providing consultation and/or collaborated facilitated meeting, to provide connection to community and system resources and additional support services with or without system involvement. This program serves all members of the family and treats the youth and family with individual needs to best serve the family unit.. This can include but not limited to assistance in locating housing for the family, job search for parents/youth, transportation issues, and/or funding that may help with families’ monthly bills. The child/youth and family are invited to attend the meetings. A youth and family measure of success will be attached to one or more of the (3) Performance Measurements, please refer to Appendix D.

2.3 DISTRICT ATTENDANCE REVIEW BOARD (DARB)

The CMP provides an ISST meeting, District Attendance Review Board (DARB) for school age children; six to 21 years of age. The program is designed to address child/youth who has four (4) or more unexcused absences in any month or ten (10) or more unexcused absences during the school year. Per CRS 24.1.9-102 Memorandum of understanding local level interagency oversight groups individualized service and support teams – coordination of services for children and families’ requirements waiver, District Attendance Review Board (DARB) established specifically to eliminate duplication and fragmentation of services offered to families who would benefit from an integrated multi-agency service plan. The District Attendance Review Board (DARB) is an effort to bring together resources to assist families with attendance and truancy issues so that students will stay in school, attend school regularly and graduate. DARB works to divert students with school attendance or school behavior problems from the juvenile court system by providing guidance and coordinated school and/or community services to meet their special needs. A DARB panel is made up of representatives from the school district and may include members of public and community agencies that serve youth and families, such as probation officer and others. This panel examines the attendance

situation and develops an individual attendance contract with the student and family to end absences. The child/youth and family are invited to attend the meetings. A youth and family measure of success will be attached to one or more of the (3) Performance Measurements, please refer to Appendix D.

2.4 FAMILY FOCUS MEETING (FFM)

The Elbert County Department of Human Services is the lead agency that holds Family Engagement Meetings (FEM) which serves children from birth to 21 years of age. Family Engagement Meetings (FEM) may count as an ISST when one other system in addition to Child Welfare is involved. Other systems will include education, mental health, and/or juvenile justice. Per CRS 24.1.9-102 Memorandum of understanding local level interagency oversight groups individualized service and support teams – coordination of services for children and families’ requirements waiver, Family Engagement Meeting (FEM) established specifically to eliminate duplication and fragmentation of services offered to families who would benefit from an integrated multi-agency service plan. The purpose of the meeting is to engage the family, child/youth (if appropriate), family supports, and professionals in a facilitated discussion. Through this discussion, the family and professionals are able to create a plan that may consist of assistance in locating housing for the family, job search for parents/youth, transportation issues, and/or funding that may help with family’s monthly bills as well as including a plan that will address safety planning, service coordination, and permanency planning. A FEM is held prior to opening a case, for consideration of a child/youth being removed from their home, any placement changes, regular monitoring to ensure the case is moving forward, or at case closure. Through this discussion, an action plan will be put in place to address safety planning, service coordination, and permanency planning. A youth and family measure of success will be attached to one or more of the (3) Performance Measurements, please refer to Appendix D.

3 ISST PLANNING AND TEAM MEMBERS

The goal of an ISST meeting is to develop an action plan to address the complex issues and safety needs of the child(ren) and family. It is recommended that information in the plan include, but is not limited to, the following:

- tasks for which each individual/organization is responsible,
 - financial responsibilities,
 - the timeline for completion, and
 - schedule for follow-up meetings.
- 2013, State of Colorado. Collaborative Management Program: Coordinators Handbook.

There are two types of ISST meeting attendees:

- 1- Core team members. They represent the IOG agency partners under MOU and attend every meeting. These team members should be people intimately involved with the array of services available through their agencies and capable of facilitating immediate referral to those services and providing funding resources to clients. Typically, they are clinical supervisors or highly experienced case management personnel.
- 2- Case specific attendees. Non-voting IOG members have the same responsibilities as case specific attendees. These are community providers that are involved with clients scheduled for SRT/GPS/DARB meetings who are invited to attend to discuss their current role in providing services or additional services they could

Appendix B

offer to support the family. This includes non-voting IOG agency representatives. If the case specific attendee is not subject to the MOU, the referring agency must ensure that all attendees are added to the multi-system release of information prior to referral.

IOG mandatory partners appoint a representative from their agency to attend SRT/GPS/DARB meetings regularly. This member commits to maintain a family-focused perspective, attend regularly, stay current on policy and procedure governing the work of the Individual Service and Support Team as governed by the State and HB1451 and to participate in family engagement training provided annually by CONNECTIONS FOR FAMILIES.

The current staff to the SRT by agency and position include:

1. 18th Judicial District Pronation: Probation Supervisor/Officer
2. Department of Human Services - Child Welfare Administrator
3. Local School Districts- School Psychologist/Guidance Counselor /Principal
4. Community Mental Health Center-Centennial Mental Health Regional Operations Director/Clinical Supervisor/Case Manager
5. Colorado Youth Detention Continuum/JAC- Rural Integrated Case Management Specialist

5 GUIDELINES FOR PRESENTATION TO ISST MEETING

Referral source will be responsible for the following:

- Inviting parents, caretakers and service providers to the SRT/GPS/DARB meeting.
- Completing the referral form at least one week prior to the schedule meeting. The packet is to be faxed/emailed to the Connections for Families Program Coordinator to schedule a meeting.
- Referral source will present a summary of client information in a clear, concise and strength-based manner.
- Questions concerns and problems regarding scheduling can be directed to the Connections for Families Program Coordinator.

ISST meetings will occur on the second and third Tuesday of each month if a family is unable to attend on a set date one will be scheduled to fit the families need. The set meeting members will be notified one week prior to client's date and time of appointment. Clients will be notified by either the referral party or the Program Coordinator with their scheduled time. Changes to the schedule including cancellations should be made with in 24 hours prior to the scheduled meeting. The meeting is scheduled for 1 hour.

6 ISST MEETING PROCESS

- The team receives the information packets on the day of the ISST meeting. Time will be allowed prior to the first staffing for team members to review the material. **We do not discuss the case until the family is present.**
- If the "Colorado Authorized Consent to Release Form" has not been signed by the parents, it will be signed at this time. The original copy will be kept on file at CONNECTIONS FOR FAMILIES and a copy will be offered to the parent/guardian.

- During the meeting, agency staff, providers, and parents will participate in a respectful, focused discussion of the current family resources as well as service options available. The team and family will evaluate their potential usefulness in achieving the family goals.
- Based upon the information reviewed, the ISST will make recommendations for treatment and/or services.
- ISST meetings will recommend a time frame of 30, 60 or 90 days for a follow-up review of the case if needed.
- ISST meeting will complete an Action Plan Form and will keep it on file. A copy will be given to the family, to the referral source and to any provider who will be serving the family.
- The Action Plan will include basic client information, the current recommendations of the ISST meeting in life-domains discussed with the team. Subsequent team reviews will be summarized in a case addendum unless the circumstances require a new plan. The addendum will be kept on file and a copy will be given to the referral source.

7 REFERRAL PROCESS

You may request a referral form by contacting the RISC Case Manager, Connections for Families Program Coordinator or visiting the Connections for Families website. Complete the referral form to the best of your ability and fax/email it to Connections for Families Program Coordinator to be scheduled for a meeting. Thoroughly describe all issues that you want an ISST meeting to consider under “Reason for Referral”. Please attach additional documents that are crucial to understand your concerns about this child and family. You will be notified of the ISST meeting schedule and assigned a 1 hour time slot. Changes or cancellations should be made 24 hours prior to the scheduled meeting.

As the referring party, your responsibilities include:

- Completing the referral form, Release of Authorization form and submit all documents in the proper manner.
- Informing the family of the referral and that the Program Coordinator with Connections for Families will be in contact with them.
- Program Coordinator will inform other agencies currently involved with the child and family of the referral and invite them to attend the meeting.
- Confirming that the family will attend the meeting.
- After introductions and with the family present, present a five-minute overview of the client’s situation. Include in your presentation your agency’s efforts on the client’s behalf, services that have been provided, the outcome and your thoughts about what services could be helpful.

A general discussion will follow, and all parties are encouraged to participate. ISST meeting members represent program resources and will create an action plan that the team and the family agree upon. Please remember that this is a family-inclusive process. Rules governing confidentiality will be respected. All materials and discussion will be shared with the family. **This is not an appropriate forum for in-depth discussion of specific therapeutic issues** and the discussion will be redirected to focus on addressing needs through the action plan.

Following the meeting, you will receive a summary of team findings. You may distribute the summary to the Courts and other involved agencies as you deem appropriate to the circumstances of the client's case.

8 LIABILITY OF ISST MEMBERS

The ISST meetings are designed to be collaborative meeting to create a bridge to other resources, providers, and services. When partners participate in an ISST meeting, they are acting in the course and scope of their employment with the organization they work for. Therefore, the employer of each partner is responsible for the actions of their employee(s) as provided by Colorado law.

9 USE OF FLEXIBLE FUNDING

Process for Flexible Funding

1. To request flexible funding for families, the referring party will submit a Connections for Families Request for Funding Form to the HB1451/IOG Coordinator. The request for assistance must be tied to a specific goal in the service plan or performance measures. When required, requests will be put to the full HB1451 CMP/IOG for an approval by vote.
2. Requests to fund items that are under \$1000 and tied to a specific goal in the service plan do not need HB1451/IOG approval. These requests need to be submitted in accordance with the process described above for reimbursement. Incentive requests over the amount of \$1000 must be approved in advance by the voting membership of the IOG prior to being committed to a child/family.
3. The ISST team members must have considered all other funding sources prior to making the request for assistance, with this information noted on the Connections for Families Request for Funding Form.
4. When a completed Connections for Families Request for Funding Form has been received by the IOG Coordinator, the Coordinator or her/his designee will notify the referral source for the family of whether the request has been approved or declined. If approved, the Coordinator and the Referring agency representative will determine the most appropriate method for delivery of check (via mail, hand delivery, or pick up).
5. If the request is declined, the IOG Coordinator and the referral source will discuss issues relevant to the request. Should there be disagreement, the voting membership of the IOG will review the request and make a final determination.
6. Checks cannot be issued directly to the client or the client's family.
7. The Coordinator will forward approved Request for Funding Forms to the fiscal agent for check disbursements or will facilitate the transaction using IOG funds.
8. Once a check has been received, the Referring Agency Representative is solely responsible for ensuring that the check is dispersed to the service provider within a timely manner or returned to the IOG Coordinator. A receipt for payment should be requested and returned to the IOG Coordinator for documentation. Checks should not be given directly to the client or the client's family.

Appendix B

9. If the check is not delivered to the service provider in accordance with this policy and stop payment is required, the Referring agency will be held responsible for reimbursing the fiscal agent the amount of the bank fee charged for stopping payment.

10. The Interagency Oversight Group of Elbert County is responsible for determining the allocation for flexible funding on an annual basis.

11. The IOG Coordinator is responsible for tracking expenditures and determining whether the line item is over or under budget and will provide a report to the Treasurer tracking these expenses monthly.

Connections for Families

PROGRAMS

APPENDIX C



Connections for Families Programs

PROGRAMS

Per CRS 24.1.9-102 Memorandum of understanding local level interagency oversight groups individualized service and support teams – coordination of services for children and families’ requirements waiver, Identification of Services of Funding Sources. When applicable, the Elbert County IOG provides funding and/or staffing collaboration with other IOG partners such as but not limited to Centennial Mental Health, Advocates for Children, 18th Judicial District Colorado Youth Detention Continuum CYDC, Juvenile Assessment Center (JAC), local schools, and Connections for Families. Connections for Families, in conjunction with collaborative relationships, implementations of, and the joint efforts with the Connections for Families, will consistently and frequently discuss the barriers and success of meeting the performance measures of a program. Connections for Families prevention programs consist of evidence-based principal and evidence-based practices that aim to serve children and youth who meet the criteria of “at-risk” and have been identified through the ISST meeting or a referral process. Participating organizations will offer funding and/or staff for the program. Each child/youth that participates in a program will meet one or more Performance Measure chosen for the current State Fiscal Year.

1.1 RISC

RISC is an early intervention process designed to meet community needs, parents, teachers, community agencies, law enforcement, and community members, focusing on the needs of the child(ren)/youth. This may include but is not limited to therapeutic services, mentoring, family and school support. In collaboration with the Juvenile Assessment and CYDC, the RISC Case Manager program was created to serve the target population of children/youth from ages 5-18 years of age. The program focuses on the following concerns: school issues, disruptive/defiant behavior, homicidal/suicidal thoughts, mental health, and family and substance abuse. If The RISC Case Manager provides an assessment, the child(ren)/youth will be referred to service providers or resources. If the RISC Case Manager finds that more in-depth services are needed, the manager refers the child/youth and their family to participate in the Individualized Support Services Team (ISST) meeting. These meetings include the youth, their family, service providers, and other appropriate agencies to discuss their needs and concerns. The facilitator will lead the discussion to develop an action plan that all parties, including the family, agree to.

1.2 ALLIANCE AFTER SCHOOL AND SUMMER PROGRAM

Alliance After School Support and Summer Program supports youth aged 10 to 12 years old at risk of behavioral, mental health, and peer/family relationships by offering evidence-based practices through a social-emotional learning group activity. In working with school districts, the CMP had identified that as students begin transitioning into middle school, they worry about three aspects of change: logistical, social, and academics. In creating the program, the focus is that social and emotional learning will allow students to be better academically, with fewer disciplinary incidents and great awareness and understanding of handling their emotions. In collaboration with CMP Partners, Centennial Mental Health Center, Connections for Families, and RISC will provide the Alliance Program lesson that meets the needs of each student. The program offers mentorship, group lessons, and activities that develop the understanding, strategies, and skills that support a positive sense of self, promote respectful relationships and build student capacity to recognize and manage their own emotions and make responsible decisions. The group activities include but are not limited to therapeutic needs, life skills, self-esteem workshops, building peer relationships, and mentorship. The program performance and measures on academic success and collects its data from infinite campus and school administration.

1.3 SECOND CHANCE TOBACCO PROGRAM

Second Chance Tobacco Program is an educational program designed to help students think about tobacco's role in their lives and move them towards quitting. Connections for Families offers oversight and administration of the Second Chance Tobacco Program, a web-based tobacco education program for middle and high school youth who have violated a tobacco policy at school or have been ticketed in the community by law enforcement. When the CMP program reviewed data, the municipal court saw a high intake of tobacco tickets, and the court's only means were to give a fine and community service. In further discussion, the CMP agreed to provide oversight and administration of the Second Chance Tobacco Program created through the RMC Health program. Implementing this program has given schools and law enforcement an alternative to educate rather than punishment and offer youth participation in their community. Although this is a web-based program, the CMP agreed for the RISC Case Manager or Coordinator to provide a follow-up visit to discuss with the youth what they had learned and if there is a need for other resources that would be helpful for them. School Administration or law enforcement provides a referral. The program measure of success is under the education measurement in which the data collected is from infinite campus.

1.4 SCHOOL-BASED GROUPS

School administrators approached the CMP about programs offering lessons and activities that focus on social-emotional support to youth from ten to 13 years of age. They found that the school climate for middle school-aged students has declined negatively, mental health concerns, bullying, and lack of empathy for others. The CMP agreed to oversee and fund a behavioral specialist to facilitate a monthly group that focuses on Social/Emotional lessons and activities to create a positive and safe environment for students. Because social and emotional learning is an

integral part of education and human development, it leads to how our youth acquire and apply knowledge. The focus of the lessons teaches students skills and attitudes to develop healthy identities. The group will receive lessons and participate in activities that focus on managing emotions and achieving personal and collective goals. The students will also discuss their feelings, learn how to show empathy for others, establish and maintain supportive relationships, making responsible and caring decisions. The behavioral specialist will also direct conversations around self-esteem, character, values, resiliency, protective factors, diversity awareness, violence prevention, substance abuse, gangs, self-defeating behaviors, anger management, peer pressure, problem-solving, and stress management. Offering such lessons will provide more of a favorable climate in the school, which leads to less behavioral or classroom disruption. At the first and last group session, the facilitator collects pre and post-assessments in conjunction with receiving continuous feedback from the school administrators on the students' conduct. The CMP agreed to measure the program's outcome under the Education Domain; the infinite campus will provide the necessary data.

1.5 SPOT VISION SCREENER PROGRAM

Elizabeth School District approached the CMP to help fund the Spot Vision Screener Program. Through the school's data, they found that it was challenging to complete accurate vision screenings for children in the birth to 3 age group and their special needs students. The CMP group and Colorado Access, our RAE partner, agreed to fund the purchase of a Plusoptixvision and provide oversight of the program. This program enables routine vision screens for all children undergoing evaluation for early intervention services, preschool children, and special needs children. The importance of such a program comes from studies showing that Hyperopic children will have trouble reading or doing close work. Several eye disorders can lead to permanent visual impairment if not identified and treated early by an eye doctor. Vision problems have been shown to affect a child's achievement in school adversely. For example, myopic children have trouble reading blackboard notes or other classroom presentation materials. Studies have also identified that students who exhibit behavior issues may also be due to a vision problem. By implementing this program, the school offers further support for the child's health and education success. The CMP agrees to measure the program's outcome under the Education Domain; the data is collected through infinite campus. The school nurse will also provide an annual report that lists the success and barriers of the program.

1.6 BOTVIN LIFE-SKILLS PROGRAM

School administrators approached the CMP about programs offering life skills training to the target population of third, fourth, and fifth graders. The CMP currently oversees the preventative program Botvin Life-skills evidence-based program. This program is for 9-weeks and is facilitated by Centennial Mental Health Center (CMHC) school-based professionals while the school implements what the students learned throughout the week after each lesson. Botvin *LifeSkills Training* (LST) is a research-validated substance abuse prevention program. This evidence-based program has proven to reduce the risks of alcohol, tobacco, drug abuse, and violence by targeting the major social and psychological factors that promote the initiation of substance use and other risky behaviors. In addition, this comprehensive and exciting program provides adolescents and young teens with the confidence and skills necessary to handle

challenging situations successfully. Rather than merely teaching information about the dangers of drug abuse, Botvin *LifeSkills Training* promotes healthy alternatives to risky behavior through activities designed to: Teach students the necessary skills to resist social (peer) pressures to smoke, drink, and use drugs, help students to develop greater self-esteem and self-confidence, enable students to cope with anxiety effectively, increase their knowledge of the immediate consequences of substance abuse, enhance cognitive and behavioral competency to reduce and prevent a variety of health risk behaviors. The Botvin *LifeSkills Training* program consists of three major components covering the critical drug use domains. Research has shown that students who develop skills in these three domains are far less likely to engage in a wide range of high-risk behaviors: drug resistance, personal self-management, and general skills. The CMP collects the data by receiving the pre and post to assess the growth of students utilizing this program.

1.7 PLAY PROJECT PROGRAM

Early Childhood Council and the Eastern Colorado Services approached the CMP for funding of the PLAY Project Program. In collaboration with Colorado Access, the CMP RAE partner, the CMP program agreed to fund this evidence-based program and oversee the program. The PLAY Project provider works with all Elbert County children from birth to pre-school years of age that have been identified with developmental disabilities, including children with autism spectrum disorders (ASD). The PLAY Project is a nationally recognized, parent-implemented model that trains therapists to provide direct consultation to help families while individualizing interventions for their children. Recent research on The PLAY Project found that parents can implement the project's specific intervention strategies and methods. Children with autism have improved their social engagement with others and their overall developmental skills. The PLAY Project providers will also help implement said practices in a school setting to help the youth develop further academic success. The CMP agrees to measure the program's outcome under the Education Domain; the data is collected through infinite campus and referral process. The PLAY project providers agree to submit an annual report that speaks to the program's success and the barriers that may arise.

1.8 FOSTER CARE/KINSHIP MEDICAL AND BEHAVIORAL HEALTH CARE COORDINATION

The target population for this prevention program is children and youth in custody, moving to adoption or kinship care of Elbert County Department of Human Services (ECDHS). ECDHS will collaborate with the Regional Accountable Entity (RAE), Colorado Access, to identify and collaborate on preventative medical and behavioral health care for children. In addition, this intervention can involve the local school district, Signal Behavioral Health, and the Division of Youth Services as needed. The intervention is housed with ECDHS and provides oversight and referrals. Once ECDHS closes the case, the case moves under the Elbert County IOG. The IOG will continue the oversight by checking in on the referred family for one month, six months, and one year. The purpose is to prevent further system involvement and promote positive mental health for children and youth who have suffered the trauma of removal from their homes. It will also support the guardians by connecting them to further services to support the family. This

intervention will increase positive health and safety outcomes, decrease service duplication, and increase communication amongst systems to assist a vulnerable population.

1.9 MUNICIPIAL COURT SUPPORT

Municipal Court Model uses evidence-based practices for youth who violate the municipal ordinance. This program targets youth that has received a citation through the Elizabeth Police or School Resource Officer. The program strives to serve in the best interest of youth and families by providing opportunities for positive outcomes and for youth to learn from their mistakes. The creation of this program was created during conversations with CYDC, Juvenile Assessment Center, and Elizabeth Police Department in efforts to take a more proactive approach in efforts to keep children and youth further into the juvenile justice system and child welfare systems. Depending on the citation, they can flow one or two ways. For lower offenses, such as curfew, property damage, and/or stealing, the youth will attend a class (which can be through Connections for Families if appropriate), write a 300-word essay and complete community service. Youth who receive a citation for substance use, runaway, stealing, or assault must take complete an assessment through the Community Assessment Program and/or attend a Game Plan Success Meeting (GPS). Connections for Families monitors the program and offers supervision. The RISC Case Manger is the lead case supervisor, meets with the youth and family, gathers information, participates in the CAP program through JAC., provides recommendations, provides U/A's when requested, follow-ups with youth and family when needed, and provides written reports to the courts. The case supervision is for 30 days unless the court requests additional time.

1.10 COLLABORATION CONSULTATION

This process offers the Elbert County IOG partners with common goals of assisting youth and families. The purpose of the Collaboration Consultation meeting is for the professionals to have an open discussion about children and youth ranging from birth to 21 years old and their families that they are working with to identify community services and resources to implement in efforts to not have the child/youth further at risk of becoming or further involved with the multisystem. Connections for Families are involved in this process to discuss cost sharing and to assist in coordinating services among agencies to support the youth and family best.

Elbert County IOG- Connections for Families

APPENDIX D

Each CMP must choose three (3) performance indicators to be measures

Indicators selected may be from any of the four CMP domains.

CHILD WELFARE DOMAIN			
Outcome	Indicator/Measure	Performance Measures Process	Selected by CMP
Decrease percent of children and youth who enter into child welfare system	__82%__ percent of CMP children/youth with no new open involvements in Trails after CMP services began	<ul style="list-style-type: none"> • Indicate below how you came to choose this performance measure? (i.e. What data did you use etc.) <ul style="list-style-type: none"> ○ Through discussions as a CMP with the guidance of the experts with ECDHS and TRAILS data • Indicate below how you came to choose this percentage measure (i.e. What did the current data indicate?) <ul style="list-style-type: none"> ○ When the CMP originally chose this performance measure, the percentage began at 72%. Each year the CMP moves the percentage 3 points. • Indicate below how your IOG will be accessing the data to achieve this measure at the end of the fiscal year? (i.e. who will be providing this data, how will you evaluate it etc.) <ul style="list-style-type: none"> ○ The CMP receives data from TRAILS in which is distributed by ECDHS. 	<input type="checkbox"/>

JUVENILE JUSTICE DOMAIN

Outcome	Indicator/Measure	Performance Measure Process	Selected by CMP
Prevent involvement with the juvenile justice system	__86%__ percent of children/youth who did not enter into detention due to CMP involvement	<ul style="list-style-type: none"> • Indicate below how you came to choose this performance measure? (i.e. What data did you use etc.) <ul style="list-style-type: none"> ○ Through discussions as a CMP with the guidance of the experts with Probation. • Indicate below how you came to choose this percentage measure (i.e. What did the current data indicate?) <ul style="list-style-type: none"> ○ ○ When the CMP originally chose this performance measure, the percentage began at 72%. Each year the CMP moves the percentage 2 points. • Indicate below how your IOG will be accessing the data to achieve this measure at the end of the fiscal year? (i.e. who will be providing this data, how will you evaluate it etc.) <ul style="list-style-type: none"> ○ With the assistance of the Probation Supervisor and the data collected by the CMP, we track all youth served in Elbert County and use an excel format. 	<input type="checkbox"/>

EDUCATION DOMAIN

Outcome	Indicator/Measure	Performance Measure Process	Selected by CMP
Increase academic achievement	<p><u>84</u> percent of CMP children/youth with improved academic performance while involved with CMP services</p>	<ul style="list-style-type: none"> ○ Indicate below how you came to choose this performance measure? (i.e. What data did you use etc.) ○ Through discussions as a CMP with the guidance of the experts with Education. What has been reported is that when youth are missing school, they are not being successful with their academics and on many occasions behavioral issues follow in suit. In the last few years due to the COVID pandemic, schools have seen an increase of issues; absences, academics, mental health and behavioral uses; in which all leads to a student’s academic success. ● Indicate below how you came to choose this percentage measure (i.e. What did the current data indicate?) ○ When the CMP originally chose this performance measure, the percentage began at 72%. Each year the CMP moves the percentage 2 points. ● Indicate below how your IOG will be accessing the data to achieve this measure at the end of the fiscal year? (i.e. who will be providing this data, how will you evaluate it etc.) <ul style="list-style-type: none"> ○ Infinite campus which is distributed by school personnel. 	

CONNECTIONS FOR FAMILIES

FORMS

APPENDIX E

Colorado organization Appointment of Proxy

I, the signer, _____, for the Elbert County

Name, Title and Agency

Collaborative Management Program known as Connections for Families do hereby appoint,

_____, to act as a proxy at all meetings if I am not able to

Name and Title

attend in person and said proxy is granted voting duties.

This appointment of proxy remains in effect for the State Fiscal Year 2022-2023.

Print Name of MOU Signer

Signature

Date

Print Name of Proxy Name

Signature

Date



State of Colorado
 Authorization —
 Consent to Release Information



Agency Requesting Information			
Agency Name		Contact Name/Title	
Mailing Address			
City		State	ZIP
Email	Phone	Fax	Date

Client Information		
Last Name		MI
First Name		
Physical Address		
City		ZIP
Permanent Address (if different than physical address)		
City		ZIP
Email		DOB
Type of Identifier: <input type="checkbox"/> Other <input type="checkbox"/> School ID <input type="checkbox"/> DL <input type="checkbox"/> State ID	Identifier #:	Role:
<input type="checkbox"/> Child Welfare Case # <input type="checkbox"/> Case Report # <input type="checkbox"/> JD# <input type="checkbox"/> Passport	Use only last four digits of SSN if used.	

Consenter/Person Authorizing Consent (if person above is a minor)		
Last Name		MI
First Name		
Physical Address		
City		ZIP
Permanent Address (if different than physical address)		
City		ZIP
Email		DOB
Type of Identifier: <input type="checkbox"/> Other <input type="checkbox"/> School ID <input type="checkbox"/> DL <input type="checkbox"/> State ID	Identifier #:	Role:
<input type="checkbox"/> Child Welfare Case # <input type="checkbox"/> Case Report # <input type="checkbox"/> JD# <input type="checkbox"/> Passport	Use only last four digits of SSN if used.	

Authorizes				
<input type="checkbox"/> DHS/ Office: _____	<input type="checkbox"/> DHS/Division of Youth Corrections	<input type="checkbox"/> LEA	<input type="checkbox"/> Probation (Juvenile, County, Municipal)	<input type="checkbox"/> Juvenile Assessment Ctr
<input type="checkbox"/> DHS/ Office of Behavioral Health	<input type="checkbox"/> Court (Juvenile, County, Municipal)	<input type="checkbox"/> School (Private or District)	<input type="checkbox"/> Diversion	<input type="checkbox"/> SB94
<input type="checkbox"/> Other _____	<input type="checkbox"/> Service Provider			<input type="checkbox"/> DA

To Release Information to				
<input type="checkbox"/> DHS/ Office: _____	<input type="checkbox"/> DHS/Division of Youth Corrections	<input type="checkbox"/> LEA	<input type="checkbox"/> Probation (Juvenile, County, Municipal)	<input type="checkbox"/> Juvenile Assessment Ctr
<input type="checkbox"/> DHS/ Office of Behavioral Health	<input type="checkbox"/> Court (Juvenile, County, Municipal)	<input type="checkbox"/> School (Private or District)	<input type="checkbox"/> Diversion	<input type="checkbox"/> SB94
<input type="checkbox"/> Other _____	<input type="checkbox"/> Service Provider			<input type="checkbox"/> DA

To Receive Information From				
<input type="checkbox"/> DHS/ Office: _____	<input type="checkbox"/> DHS/Division of Youth Corrections	<input type="checkbox"/> LEA	<input type="checkbox"/> Probation (Juvenile, County, Municipal)	<input type="checkbox"/> Juvenile Assessment Ctr
<input type="checkbox"/> DHS/ Office of Behavioral Health	<input type="checkbox"/> Court (Juvenile, County, Municipal)	<input type="checkbox"/> School (Private or District)	<input type="checkbox"/> Diversion	<input type="checkbox"/> SB94
<input type="checkbox"/> Other _____	<input type="checkbox"/> Service Provider			<input type="checkbox"/> DA

For the Purpose of				
<input type="checkbox"/> Adjudication	<input type="checkbox"/> Coordination of Services	<input type="checkbox"/> Insurance (Health/Life)	<input type="checkbox"/> Placement	<input type="checkbox"/> Treatment
<input type="checkbox"/> Assessment	<input type="checkbox"/> Intake	<input type="checkbox"/> Interdisciplinary Team Staffing	<input type="checkbox"/> Pretrial	
<input type="checkbox"/> Other _____				

Type of Information Requested					
<input type="checkbox"/> School Grades/Test Scores	<input type="checkbox"/> Treatment History	<input type="checkbox"/> Current Prescriptions	<input type="checkbox"/> MH Assessment	<input type="checkbox"/> Probation History	<input type="checkbox"/> Human Service Records
<input type="checkbox"/> School Attendance Records	<input type="checkbox"/> Evaluations	<input type="checkbox"/> Medical History	<input type="checkbox"/> MH Treatment History	<input type="checkbox"/> Probation Records	<input type="checkbox"/> Child Welfare History
<input type="checkbox"/> School Behavior Reports		<input type="checkbox"/> Immunizations	<input type="checkbox"/> Diagnosis	<input type="checkbox"/> Police Reports/Records	
<input type="checkbox"/> IEP's/504				<input type="checkbox"/> Other Court Records	
<input type="checkbox"/> Other (Please Specify) _____					

Preparer's Initials

Consenter's Initials

Date Range of Youth Records: From: Month: 02 Day: 02 Year: 2030 To: Month: 01 Day: 02 Year: 2004

Date Range of Authorization/Consent: From: Month: 02 Day: 02 Year: 2000 To: Month: 02 Day: 02 Year: 2001

How is this information being released? Fax Email Telephone In Person Other _____

Signature of person authorizing consent: _____ Date: (MM/DD/YYYY)
Type or print name: _____
Signature of youth: _____ Date: (MM/DD/YYYY)
Type or print name: _____

- By my signature, I consent to the release of information contained on this form for use by the requesting agency(ies). I understand that my records are protected under Federal and State regulations governing confidentiality, 42 part 2, HIPAA, and FERPA and cannot be released without my written consent unless otherwise provided for by the regulations. I understand that any agency or individual using the confidential information or records obtained will take all necessary steps to protect the confidentiality of the above named juvenile/child's identity. I acknowledge that I have been informed of my rights to refuse to sign this form, and any conditions related to my consent or refusal, and that I am entitled to receive a copy of the signed form.
- Consenter declined release of information. _____ [staff initial] [Copy Provided to Client]
Date Declined: (MM/DD/YYYY) _____

General

Disclosure Notice to Receiving Agencies: This notice accompanies a disclosure of information concerning a client whose information is protected by HIPAA, 42 part 2, FERPA, or other Federal or State law. This information has been disclosed to you from records whose confidentiality is protected by Federal Law. 42 part 2 and FERPA prohibit you from making further disclosure of this information without the specific written consent of the person to whom it pertains or as otherwise permitted by 42 part 2 or FERPA. A general authorization for the the release of medical or other information is NOT sufficient for this purpose. The federal rules restrict any use of 42 part 2 information to criminally investigate or prosecute any alcohol or drug abuse patient.

HIPAA Redisclosures: Information released under a HIPAA authorization may be subject to redisclosures that do not fall under HIPAA.

Confidentiality Notice for Electronic Transmittal: This release, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential information. If you have received this communication in error, please immediately notify the sender. In addition, if you have received this in error, do not review, distribute, or copy the document or attachments.

Condition Statement: I understand that I might be denied services if I refuse to consent to a disclosure for purposes of treatment, payment, or health care operations, if permitted by law. I will not be denied services if I refuse to consent to a disclosure for other purposes.

Consent Expiration: This authorization - consent expires on/no later than (specific date), or one year from the date signed, at end of event, completion of treatment, or if included as part of a Court Order or condition of probation, upon the terms specified, whichever is less. Length of time consent is valid can be specific by program or provider, or set by length of program/ referral, period of time that records are utilized for specified consent purpose. See specific agency rules for agency specific time frames for record retention.

Copies of Authorization/Consent Valid: A copy, photocopy, or facsimile transmission of this release will have the same authority as the original.

Parent must be informed of consent rights and right to revoke consent in native language: Under Section 300.9 of Title 34 of the Code of Federal Regulations, parental consent means all of the following: (a) The parent or guardian has been fully informed of all information relevant to the activity for which consent is sought, in his or her native language, or other mode of communication. (b) The parent or guardian understands and agrees in writing to the carrying out of the activity for which his or her consent is sought; and the consent describes that activity and lists the records, if any, that will be released and to whom. (c) The parent or guardian understands that the granting of consent is voluntary on the part of the parent or guardian and may be revoked at any time. If a parent or guardian revokes consent, that revocation is not retroactive to negate an action that has occurred after the consent was given and before the consent was revoked. A public agency is not required to amend the education records of a child to remove any reference to the child's receipt of special education and services if the child's parent or guardian submits a written revocation of consent after the initial provision of special education and related services to the child.

Authorization/Consent Revocation Limitation/Period: This release/authorization may be revoked at any time by written notice to AGENCY, except to the extent that action has already been taken to comply with it. Without such revocation, this release/ authorization will expire as explained. Consenter may revoke consent in writing by contacting the releasing agency. This revocation will be re-corded in the AGENCY record. HIPAA requires written revocation of an authorization to release HIPAA information (45 CFR §164.508(b) (5)). Both Part 2 and HIPAA allow the program to make a disclosure for services already rendered in reliance on a signed consent or authorization form. See 42 CFR §2.31(a) (8) and 45 CFR §164.508. If consent is for Substance Abuse Treatment -verbal consent is acceptable. Verbal consent may also be accepted in specific emergency situations. See agency specific policies for more details.

Child Welfare and Medicaid Records: Federal law requires states to exchange information electronically through the state's automated child welfare and Medicaid systems to the extent it is feasible (45 C.F.R. § 1355.53(b) (2) (2009)) and encourages automated data exchange between child welfare and the courts. (45 C.F.R. § 1355.53(d) (2009).

Questions: If you have questions concerning this release please call (PROVIDER AGENCY PHONE #) or Please Send Information to: (PROVIDER AGENCY NAME AND ADDRESS AND FAX) Under the State of Colorado and Federal Confidentiality Regulations, no information about a juvenile participation in treatment can be disclosed without written consent except in the case of medical emergency, child abuse or Court Order. If applicable, a minimum necessary determination has been applied to this release/ authorization.

Preparer's Initials _____

Consenter's Initials _____

CLIENT INTAKE FORM

Date: _____

Last Name: _____ First Name: _____

Address: _____ City: _____ ZIP: _____

Home Phone: _____ **Marital Status:** Single Married Separated
 Divorced Widowed

Cell Phone: _____ Referred By: _____

Type of Housing:

Monthly Housing Payment: \$ _____

- Own House
- Rent Apartment
- Other _____ Other _____

Income Sources:

Self - Hourly Wage: \$ _____ Hours per Week: _____ Employer: _____

Spouse - Hourly Wage: \$ _____ Hours per Week: _____ Employer: _____

My yearly income is under \$75,000.00 **and** I have children under the age of 18 in my home.

Monthly amount received from:

Food Stamps \$ _____ Child Support \$ _____ W.I.C. Yes No
 TANF \$ _____ Unemployment \$ _____
 SSI / SSDI / VA \$ _____ Other \$ _____

List total number of people in Household (beginning with yourself)

Name	Birth Date	Relationship

Reason for Visit:

- Rent Propane Car Repair
- Utilities Medical Needs Relocation Needs
- Water Clothing Other

Other Agencies that you have received help from:

- Elbert Cty. Dept. of Social Services Salvation Army Other _____
- Douglas/Elbert Task Force Women's Crisis Center
- Parker Task Force Catholic Charities

I certify that the above information is correct and will permit this information to be shared with other agencies if necessary. Signed: _____

OFFICE USE ONLY:	<input type="checkbox"/> New <input type="checkbox"/> Returning	<input type="checkbox"/> TANF <input type="checkbox"/> ECCO
<input type="checkbox"/> Picture ID <input type="checkbox"/> Signed Consent <input type="checkbox"/> LEAP Application	<input type="checkbox"/> VALE <input type="checkbox"/> MT. View	
<input type="checkbox"/> Copy of Statements <input type="checkbox"/> Proof of Residency	<input type="checkbox"/> Other <input type="checkbox"/> Gas Voucher	



Connections for Families Funding Request Policy & Procedure

Important Guidelines

These questions will help you to determine whether a potential request is valid:

- ✓ Will this money be used to benefit a child age 0-21 who is receiving or would benefit from multi-system services?
- ✓ Will this money be used in a way that helps the child/youth be successful in school?
- ✓ Will this money be used in a way that helps a child/youth free from substance use?
- ✓ Will this money be used in a way that helps a child/youth be in a stable and sustainable environment?
- ✓ Parent or youth agree to provide a U/A, if requested?
- ✓ Parent is currently working or in the process of employments?
- ✓ Have you considered other funding sources in our community that could pay for this?

*Any request for a *student* receiving a combined total of more than **\$500.00** requires a majority vote by the Executive Committee.

1. Complete the C4F Funding Request and Agreement with the child/youth/family, including goals & signatures.
2. Attach a copy of the invoice or receipt for purchases or payments, if applicable.
3. Submit all documents (request form, invoice, and/or receipt, Alliance Program Application, Consent and Release of Information) to the Connections for Families office.
4. Coordinator is authorized to approve expenditures up to \$500. Requests above \$500 are submitted for approval to the Connections for Families Executive Committee.
5. Requests are approved on a case by case basis and are subject to available funding.
6. Elbert County IOG member who submits a request cannot review the request for approval.
7. The coordinator will process the request and ensure that the requestor knows if the request has been approved or not, and the date payment can be anticipated.
8. One copy of request and supporting receipt/invoice is kept for records.
9. Trestle Programs, Inc. is the Fiscal Agent for HB 1451/Connections for Families Funds, thus any payments disbursed follow Trestle Programs, Inc./C4F Guideline dates for payment.
10. When appropriate, all payments will be made to the vendor.

Funds may be used to support families who are served through Elbert IOG member agencies and Connections for Families ISST meetings, including but not limited to the following:

- Fees for classes, groups and programs
- Transportation (bus passes, gas cards, mileage reimbursement, C4F Uber Experience)
- Purchase of items to use to improve grades/attendance, i.e. organizational items, alarm clock
- School Supplies
- Housing assistance
- Incentive for positive achievement (passes, restaurant gift cards)

Today's Date: _____

Child/Youth Name:	Date of Birth:
Address:	Grade/School Name:
	Phone:
Parent/Guardian	Parent Phone:
Person Requesting Funding:	Phone:
Relationship to Child/Youth:	E-mail:
Agency Representing: DHS	Agency Phone:

Total Amount Needed: \$	Have you previously received C4F Funding? _____ Family _____ Child/Youth _____
Purpose of Funds: Paying past due bills	Preferred Form of Payment:
	<input type="checkbox"/> C4F Check payable to: _____ <input type="checkbox"/> C4F Voucher _____ Walmart _____ Gift Card(s) from _____ <input type="checkbox"/> Online Debit (name of website) _____ <input type="checkbox"/> C4F Coordinator should purchase & coordinate delivery with _____ <input type="checkbox"/> C4F Coordinator coordinators Alliance Program services

Child/Youth & Family Pledge

I, _____, have a specific goal that this money from Connections for Families is going to help me achieve. This goal is: _____

My target date for achieving this goal is: _____

Child/Youth Signature _____ Date _____
Parent Signature _____ Date _____

I understand that Connections for Families will store basic family demographic information in a database managed by the State of Colorado for the purposes of overall program evaluation and program improvement. This information will be submitted to a secure, firewall protected online database. Connections for Families will not share my personal, identifying information with any other agency, group, program or individual. I consent to the release of this information.



TO: Honorable Mayor and Board of Trustees
FROM: Harmony Malakowski, Deputy Town Clerk
DATE: May 15, 2023
SUBJECT: Town of Elizabeth Rules Governing Access to Public Records and Setting Forth Charges for Public Records Requests

SUMMARY:

Resolution 23R22 is a resolution approving a policy for response to a Colorado Open Records Act Request and setting the charges for those requests.

This resolution would document and standardize the Town’s response to CORA requests as well as allow the Town to charge appropriate fees as allowed by Colorado Statute. Our current rate of \$30 per hour after the first hour being free would increase to \$33.58 per hour. Copy rates would stay the same.

RECOMMENDATION:

Staff recommends approval of Resolution 23R22, a Resolution Approving the Town of Elizabeth Rules Governing Access to Public Records and Setting Forth the Maximum Fees that may be Charged for Public Records Requests under the Colorado Open Records Act, C.R.S. § 24-72-200.1, *et seq.*

ATTACHMENTS:

Resolution 23R22
Rules Governing Access to Public Records

RESOLUTION 23R22

A RESOLUTION APPROVING THE TOWN OF ELIZABETH RULES GOVERNING ACCESS TO PUBLIC RECORDS AND SETTING FORTH THE MAXIMUM FEES THAT MAY BE CHARGED FOR PUBLIC RECORDS REQUESTS UNDER THE COLORADO OPEN RECORDS ACT, C.R.S. § 24-72-200.1, et seq.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. The Board of Trustees hereby approves the Town of Elizabeth Rules Governing Access to Public Records, attached hereto as **Exhibit A**, and incorporated herein by this reference.

Section 2. The Town through the Town's custodian of records shall charge a fee not to exceed twenty-five cents (\$0.25) per standard page for any copy of a public record or a fee not to exceed the actual cost of providing a copy, printout, or photograph of a public record which is in a format other than a standard page. For purposes of this policy, a black and white copy made on a single sheet of letter or legal-sized white paper shall constitute a "standard page."

Section 3. The Town through the Town's custodian of records shall further be authorized to charge a research and retrieval fee in accordance with C.R.S. § 24-72-205(6), which fee shall be in the amount authorized by C.R.S. § 24-72-205(6), including that the custodian shall not charge for the first hour of time expended in connection with the research and retrieval of such records.

PASSED, APPROVED, and ADOPTED this ____ day of May, 2023, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk



TOWN OF ELIZABETH RULES GOVERNING ACCESS TO PUBLIC RECORDS

Under the Colorado Open Records Act, CRS § 24-72-200.1 (the “Act”), public records made, maintained, or kept by the Town, regardless of format or medium, are open for inspection by the public at reasonable times. Certain records are specifically exempted from inspection by the Act or other Colorado law and all records are subject to the following rules adopted by the Town to maintain the integrity of the Town’s records, account for costs to the Town of complying with requests and prevent unnecessary interference with Town operations. Reasonable requirements, consistent with these rules and the Act, may be established by the custodian of records with respect to requests as necessary and appropriate.

1. Submission of Records Requests

- a. Requests must be submitted in writing on the form provided by the Town or on a separate writing clearly indicating that the request seeks public records under the Act.
- b. Requests must be submitted to the Town Clerk, who is the official custodian of Town records (other than criminal justice records).
- c. Requests must be made with sufficient specificity to permit the efficient identification, collection, and evaluation of records. For example, to the extent available, specific requests should include information such as the record’s name or title, location(s), date(s), author(s), recipient(s), specific subject matter, or category of records. Requests that are not sufficiently specific may be denied, or the Town may request clarification regarding the request. The Town may deem a request abandoned if requests are not clarified to include such.
- d. Requests (or portions of requests) that seek records that are not yet in existence, that seek disclosure on a continuing or periodic basis, that are not Town records, or that consist of interrogatories, editorials, or other similar comments will not be fulfilled.
- e. The Town may reject a request where the request or any communication relating to the request includes harassing, threatening language, or abusive conduct.
- f. The Town will deem a request as abandoned if, after ten business days, the requestor has not reviewed records made available for inspection, retrieved records by the Town in response to the request, or submitted payment for the identification, collection, evaluation, and copying of records. At such time, any original record will be returned to its normal place and copies will be destroyed.

2. Responses to Records Requests

- a. Upon receipt of a complete and properly submitted records request, the Town will strive to provide a response within three business days, excluding holidays. Record requests shall not take priority over the previously scheduled work activities of the Town. If the Town cannot respond to the request within three business days, the requestor will be notified and provided with an estimated timeframe for when the response will be fulfilled.
- b. The Town may respond to a records request by: (a) providing the requested records; (b) making the requested records available for inspection; (c) denying the request; (d) responding that there are



no records responsive to the request; (e) requesting clarification or narrowing the request; (f) providing a cost estimate to respond to the request and requesting a deposit in accordance with this policy; (g) any combination of these; or (h) any other appropriate response.

- c. Conferral between the requestor and the Town is encouraged throughout the entirety of this process.
- d. The Town is not required to create a document or collect documents from other entities in order to respond to a request for information. For example, a person denied access to certain records because of the attorney client privilege requests a “log” listing all such privileged records. Such a log is not a record the Town maintains, and the Town has no obligation to create such a record. Nonetheless, the Town may choose to create such a record and may charge the requestor associated actual costs.
- e. Pursuant to C.R.S. § 24-72-204 (3)(a)(II)(A) personnel files will not be disclosed. Pursuant to Federal IRS tax code 6103, tax information such as W-2s, W-4s, I-9s, and 1099s will not be disclosed.

3. Inspection and Copying of Records

- a. The Town shall retain control of the records at all times. Inspection is subject to the supervision of all appropriate records.
- b. Records are generally available for inspection by appointment from 9:00 a.m. until 12:00 p.m. and 1:00 p.m. until 4:00 p.m., Monday through Friday, except during any holiday observed by the Town or according to different hours of operation established by respective Town departments.
- c. The Town will not allow requestors to access Town computers that are not ordinarily available for use by the public.
- d. The Town may charge reasonable fees for the production of records, including without limitation the cost of copying or reproduction and time spent by the Town (through its employees or any third parties) to identify, collect, evaluate, redact, format, and reproduce records, prepare responses and privilege logs, or otherwise respond to the request.
 - I. A fee of twenty-five cents (\$0.25) per standard page (8.5”x11) per side in black and white will be charged for the reproduction of paper records. Thirty-five cents (\$0.35) per standard page per side will be charged for color copies. If a commercial copy service is necessary to produce copies at the Town’s discretion, the requestor is responsible for paying the actual cost of these services.
 - II. When the response to a request, in the aggregate, takes longer than one hour, the Town will charge \$33.58 per hour (excluding the first hour) spent by any employee or third party to review, evaluate, identify, collect, evaluate, redact, format, and reproduce records, to prepare responses, or to otherwise respond to a request (except for third-parties retained to assist with responding to requests for electronically stored information.)
 - III. Unless waived by the Town, the requestor must pay the actual cost of any media and third-party service required to respond to requests (including the identification, collection, duplication, and evaluation of records as well as production) for electronically stored information and hard copy records (no external hard drive, compact disc, thumb drive or other



media provided by the requestor will be accepted, unless provided by the Town Clerk). Nothing in this Policy requires the Town to take action beyond what is required by the Act.

- IV. The requestor must pay the actual costs of transmission of any records (except when transmitted by email).

4. **Payment of Fees & Costs**

- a. The Town will accept payment in the form of cash or check. Credit cards will be accepted with the charge of a service fee.
- b. Where fees and costs may apply, the Town will not take further steps after notifying the requestor of the estimate of fees and costs until the payment of such fees and costs has been agreed to and, where appropriate, paid as provided in this policy. Any timeline for the Town to respond to a request will be tolled pending such.
- c. Before processing a request, the Town may require an advance deposit of (in any combination, as appropriate): (a) up to 50% of the estimated fees and costs where that the Town anticipates more than two hours of time will be required; (b) 100% of the estimated fees and costs where the requestor previously failed to pay fees and costs associated with a request or abandoned a request; (c) 100% of the of the estimated fees and costs where the request is extremely large or anticipated to take a large amount of employee time to gather; (d) 100% of the estimated costs of media and third party services required to respond to requests for electronically stored information.
- d. The actual costs, as calculated in this policy, must be paid before the requestor is provided access to records or copies.

Records qualifying as criminal justice records under the Colorado Criminal Justice Records Act, C.R.S. § 24-72-301, *et seq.*, are not subject to this policy and requests must be submitted to the Police Department Records Clerk.

To submit an open records request, please use the Records Request form found on our website and return to the Clerk's office at Town Hall or via email.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: May 23, 2023
SUBJECT: Ordinance Prohibiting the Use and Sale of Fireworks

BACKGROUND

During June 2022 substantial fire concerns existed within both the Town of Elizabeth and Elbert County. Shortly before July 4, 2022, a Stage 2 fire ban was instituted which ceased the sale and use of fireworks within both the Town of Elizabeth and Elbert County. Regardless of the fire ban, there were notable instances of violations within the Town of Elizabeth. Shortly thereafter, Staff was directed to readdress this issue in the Spring of 2023. The attached Ordinance is the result of discussions among Town staff, the Town Attorney, and the Board of Trustees.

ANALYSIS

Under Colorado law, there are in essence three (3) types of pyrotechnic devices more commonly thought of as “fireworks”. There are those items that are strictly prohibited, which generally include all aerial style devices and “fireworks” for personal use. Second, there are those pyrotechnic devices, such as toy caps and sparklers, which are specifically excluded from the definition of “fireworks”. Finally, there are small firework devices which are “permissible” under Colorado law which generally produce an audible or visual effect.

The proposed Ordinance sets reasonable restrictions regarding the sale and display of pyrotechnic devices within the Town of Elizabeth. The Ordinance prohibits the sale of “permissible” fireworks within the Town of Elizabeth. It further removes “firework stands” from authorization under the Temporary Use provisions under the Elizabeth Municipal Code. As such the Town does not recognize “permissible” fireworks for sale within its jurisdictional boundaries.

The Ordinance, however, allows for the personal display of “permissible” fireworks between July 2nd and July 6th of each year, subject to County or State fire bans. The use or display of “permissible” fireworks during any other time of the year is subject to criminal prosecution and penalties.

STAFF RECOMMENDATION

Staff recommends the passage of the Ordinance.

BUDGET CONSIDERATIONS

There are no direct budgetary consequences arising from the passage of the Ordinance.

ATTACHMENTS

Ordinance 23-05, An Ordinance Amendment the Town of Elizabeth Municipal Code to Prohibit the Use and Sale of Fireworks Within the Town.

ORDINANCE 23-05

AN ORDINANCE AMENDING THE TOWN OF ELIZABETH MUNICIPAL CODE TO PROHIBIT THE USE AND SALE OF FIREWORKS WITHIN THE TOWN

BE IT ORDAINED BY THE BOARD OF TRUSTEES FOR THE TOWN OF ELIZABETH, COLORADO, THAT:

Section 1. The Town of Elizabeth Municipal Code is hereby amended by the addition thereto of a new Section 10-5-215 to read as follows:

Sec. 10-5-215. Fireworks prohibited.

(a) Definitions. As used in this Section, the following terms shall have the meanings indicated therein:

(1) "Authorized Officer" shall mean and include any police officer and any code enforcement officer of the Town.

(2) "Fireworks" means any article, device, or substance prepared for the primary purpose of producing a visual or auditory sensation by combustion, explosion, deflagration, or detonation, including, without limitation, the following articles and devices commonly known and used as fireworks: toy cannons or toy canes in which explosives are used, blank cartridges, the type of balloon which requires fire underneath to propel the same, firecrackers, torpedoes, skyrockets, rockets, Roman candles, dayglo bombs, and torches, or other fireworks of like construction, and any fireworks containing any explosive or flammable compound, or any tablets or other device containing any explosive substance.

(3) "Fireworks" does not include:

(A) Toy caps which do not contain more than twenty-five hundredths (0.25) of a grain of explosive compound per cap;

(B) Sparklers, trick matches, cigarette loads, trick noisemakers, toy smoke devices, and novelty auto alarms;

(C) Highway flares, railway fuses, ship distress signals, smoke candles, and other emergency signal devices.

(4) "Government-sponsored or co-sponsored" shall mean the Town of Elizabeth, the State of Colorado, or any political subdivision of the state or the federal government or an agency thereof.

(5) "Permissible fireworks" means the following small fireworks devices designed to produce audible or visual effects by combustion, complying with the requirements of the United States consumer product safety commission as set forth

in 16 CFR 1500.1 to 1500.272 and 1507.1 to 1507.12, and classified as consumer fireworks UN0336 and UN0337 pursuant to 49 CFR 172.101:

(A) Cylindrical fountains, total pyrotechnic composition not to exceed seventy-five grams each for a single tube or, when more than one tube is mounted on a common base, a total pyrotechnic composition of no more than two hundred grams;

(B) Cone fountains, total pyrotechnic composition not to exceed fifty grams each for a single cone or, when more than one cone is mounted on a common base, a total pyrotechnic composition of no more than two hundred grams;

(C) Wheels, total pyrotechnic composition not to exceed sixty grams for each driver unit or two hundred grams for each complete wheel;

(D) Ground spinner, a small device containing not more than twenty grams of pyrotechnic composition venting out of an orifice usually in the side of the tube, similar in operation to a wheel, but intended to be placed flat on the ground;

(E) Illuminating torches and colored fire in any form, total pyrotechnic composition not to exceed two hundred grams each;

(F) Dipped sticks and sparklers, the total pyrotechnic composition of which does not exceed one hundred grams, of which the composition of any chlorate or perchlorate shall not exceed five grams;

(G) Any of the following that do not contain more than fifty milligrams of explosive composition:

- (i) Explosive auto alarms;
- (ii) Toy propellant devices;
- (iii) Cigarette loads;
- (iv) Strike-on-box matches; or
- (v) Other trick noise makers;=

(H) Snake or glow worm pressed pellets of not more than two grams of pyrotechnic composition and packaged in retail packages of not more than twenty-five units;

(I) Fireworks that are used exclusively for testing or research by a licensed explosives laboratory;

(J) Multiple tube devices with:

- (i) Each tube individually attached to a wood or plastic base;
- (ii) The tubes separated from each other on the base by a distance of at least one-half of one inch;
- (iii) The effect limited to a shower of sparks to a height of no more than fifteen feet above the ground;

(iv) Only one external fuse that causes all of the tubes to function in sequence; and

(v) A total pyrotechnic composition of no more than five hundred grams.

(6) "Permissible fireworks" do not include aerial devices or audible ground devices, including, but not limited to, firecrackers.

(b) Sale and Use of Fireworks Prohibited.

(1) Except as specifically provided in this Section, it is unlawful for any person to offer for sale, expose for sale or sell any fireworks, fountains, or cones; or to have fireworks, fountains, or cones in their possession with the intent to offer said items for sale.

(2) It is unlawful for any person to use or explode any fireworks; provided however, the prohibition against the use of Permissible Fireworks shall not apply between the dates of July 2 and July 6, inclusive, of any year .

(3) The provisions of this Section 10-5-215 may be enforced by any Authorized Officer.

(c) Seizure of Fireworks. Any Authorized Officer of the Town shall be authorized to seize, take and remove at the expense of the violator, all stocks of fireworks or combustibles offered or exposed for sale, or otherwise possessed, held or stored in violation of this Section.

(d) Penalty.

(1) It shall be unlawful for any person to violate any provision of this Section. A violation of this Section shall be a criminal offense, punishable by imprisonment, or fine or both as provided in Section 1-4-20 of the Elizabeth Municipal Code.

(2) Any violation of this Section shall also be deemed a public nuisance within the meaning of Section 7-1-10 of the Elizabeth Municipal Code.

Section 2. Table 16-7 within Section 16-1-220 of the Elizabeth Municipal Code is hereby amended to delete the reference to "Fireworks stands" as an authorized Temporary Use within the corporate limits of the Town of Elizabeth.

Section 3. Severability. If any section, paragraph clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or enforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 4. The Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 5. This Ordinance shall become effective thirty (30) days after publication.

Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this _____ day of _____, 2023.

Passed by a vote of _____ for and _____ against and ordered published.

Nick Snively, Mayor

ATTEST

Michelle M. Oeser, Town Clerk



May 23, 2023

Management Team Updates

Community Development – Zach Higgins

- Zach is currently on vacation – no report


Town Clerk – Michelle Oeser

- Election day is over, and we all made it through just fine. We had one watcher and 6 election judges. Karen Goldman oversaw the first meeting with the Judges. Harmony, Allison, and I oversaw the May 16th count. Unofficial results were posted on the Town website and the outside information board.
- The final count will be processed on May 25th followed up by the canvas with Mayor Snively. Karen Goldman will be present for the final count and the canvas. If you have questions, I will be happy to answer and explain the reason for the May 25th count.
- The representative from the Day of Prayer was contacted directly and informed that only a portion of their deposit would be returned and why. It was also explained that there would be process changes next year if they request to use Running Creek Park.
- Harmony will be presenting a records policy at the Board meeting. Just a little background on this. Harmony is our records specialist and has worked diligently to put together this policy and has worked with Corey to assure that all legal requirements and language have been followed.
- The Elizabeth Stampede had waived the Town sponsorship fee and the online process would not allow for the donation. After speaking with Hannah to see what we could do, she advised me that the Elizabeth Stampede also has a foundation. This foundation raises money to help local people that need assistance. The Board donation of \$600 went to the foundation and will be used for citizens within the Elizabeth mailing zip code. This includes food banks within the 80107-zip code as well as the Elizabeth Education Foundation.
- The Nest at 1897 House has expanded to 338 Main Street and will be displaying Jeff Struthers Photography as well as boutique items.
- The Secret Well has moved their store location from Countryside Village to the Nest at 1897 House – 286 Main Street.

Police –

 See attached report

Public Works and Utilities – Mike DeVol

 No report

TOWN OF ELIZABETH
 COMBINED CASH INVESTMENT
 MARCH 31, 2023

COMBINED CASH ACCOUNTS

99-104201	COLOTRUST INVESTMENT ACCOUNT	13,060,051.03
99-104202	CORE ARPA ACCOUNT	155,421.92
99-104203	CORE INVESTMENT ACCOUNT	4,509,844.85
99-105200	CBOC (WATER SEWER)	1,633,728.19
		<hr/>
	TOTAL COMBINED CASH	19,359,045.99
99-100001	CASH ALLOCATED TO OTHER FUNDS	(19,359,045.99)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	2,897,571.40
21	ALLOCATION TO STREET FUND	926,187.37
31	ALLOCATION TO CAPITAL IMPROVEMENT FUND	8,776,188.94
32	ALLOCATION TO STREET CAPITAL IMPROVEMENT FND	3,274,550.09
52	ALLOCATION TO WATER SEWER FUND	3,484,548.19
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	19,359,045.99
	ALLOCATION FROM COMBINED CASH FUND - 99-100001	(19,359,045.99)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

TOWN OF ELIZABETH
BALANCE SHEET
MARCH 31, 2023

GENERAL FUND

ASSETS

10-100001	CASH IN COMBINED CASH FUND	2,897,571.40	
10-101000	PETTY CASH	200.00	
10-101100	PETTY CASH- POLICE DEPT	100.00	
10-110000	PROPERTY TAXES RECEIVABLE	87,337.16	
10-115000	ACCOUNTS RECEIVABLE	279,556.31	
	TOTAL ASSETS		3,264,764.87

LIABILITIES AND EQUITY

LIABILITIES

10-201000	ACCRUED SALARIES PAYABLE	(2,212.50)	
10-202000	ACCOUNTS PAYABLE	(369.15)	
10-202200	RESTITUTION PAYABLE--MUNI. CT.	2,295.19	
10-202201	COURT BONDS POSTED	590.00	
10-202202	OJW/WARRANT FEE DUE TO DMV	103.98	
10-202203	PERFORMANCE BONDS PAYABLE	65,714.39	
10-202300	AP TO ELBERT CO.--BLGUTX SHARE	69,666.34	
10-217100	FPPA CONTRIBUTIONS PAYABLE	797.97	
10-217200	SOC SEC TAXES PAYABLE	(33.51)	
10-217201	MEDICARE TAXES PAYABLE	5.34	
10-217300	FED'L WITHHOLDING TAXES PAYABL	4.96	
10-217400	STATE WITHHOLDING TAXES PAYABL	5,954.00	
10-217500	HEALTH INSURANCE PAYABLE	268.96	
10-217501	PRETAX SUPPLEMENTAL INSURANCE	(16.15)	
10-217502	AFTER TAX SUPPLEMENTAL INS	98.38	
10-217600	UNEMPLOYMENT INSURANCE PAYABLE	824.43	
10-217603	WORKERS' COMP. INS. PAYABLE	26,701.37	
10-219000	457 CONTRIBUTIONS PAYABLE	(28.85)	
10-219200	SALES TAX PAYABLE	23.49	
10-222001	DEFERRED REVENUE - ARPA	303,828.76	
10-250022	LENNAR	3,313.24	
10-250039	SCARLETT CREEK SUBDIVISION	80.04	
10-250041	MAIN STREET STATION	259.21	
10-250042	ELIZABETH WEST ZONING	(1,119.81)	
10-250051	HENDERSON REPLAT	461.05	
10-250054	ZIGGI'S COFFEE	3,183.20	
10-250055	CLEARY BUILDING	702.60	
10-250056	MCDONALDS IGA	3,404.00	
10-250057	ANNA'S CAR WASH IGA	654.00	
10-250059	H1 ENTERPRISES	1,758.50	
10-250060	PINE RIDGE CROSSING (NEW)	(15,896.84)	
10-250061	LENNAR AT LEGACY VILLAGE	(54,695.57)	
10-250062	ELIZABETH STREET PLAZA	3,790.24	
10-250063	WALNUT GROVE	(276.08)	
10-250064	MBP ENTERPRISES INC.	1,448.50	
	TOTAL LIABILITIES		421,283.68

FUND EQUITY

TOWN OF ELIZABETH
 BALANCE SHEET
 MARCH 31, 2023

GENERAL FUND

10-280000	FUND BALANCE		2,455,725.59
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	<u>387,755.60</u>	
	BALANCE - CURRENT DATE		<u>387,755.60</u>
	TOTAL FUND EQUITY		<u>2,843,481.19</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>3,264,764.87</u></u>

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
10-31-1000	CURRENT PROPERTY TAXES	79,243.21	373,673.51	750,000.00	376,326.49 49.8
10-31-2000	SPECIFIC OWNERSHIP TAX	9,553.62	26,318.74	115,000.00	88,681.26 22.9
10-31-3100	1% NON-TABOR SALES TAX	86,655.47	226,945.35	1,000,000.00	773,054.65 22.7
	TOTAL TAX	175,452.30	626,937.60	1,865,000.00	1,238,062.40 33.6
<u>LICENSES & PERMITS</u>					
10-32-1000	FRANCHISE TAX	.00	28,015.35	80,000.00	51,984.65 35.0
10-32-2000	BUILDING PERMIT	22,411.67	66,068.50	150,000.00	83,931.50 44.1
10-32-2100	PASSPORT EXECUTION FEES	910.00	1,330.00	.00	(1,330.00) .0
10-32-2200	PASSPORT PHOTO FEES	153.00	297.00	.00	(297.00) .0
10-32-3000	OTHER LICENSES, FEES AND CHG	8,727.62	12,454.49	30,000.00	17,545.51 41.5
	TOTAL LICENSES & PERMITS	32,202.29	108,165.34	260,000.00	151,834.66 41.6
<u>INTERGOVERNMENTAL</u>					
10-33-2000	CIGARETTE TAX	349.72	1,181.68	3,000.00	1,818.32 39.4
10-33-3000	CONSERVATION TRUST FUND	4,203.06	4,203.06	10,000.00	5,796.94 42.0
	TOTAL INTERGOVERNMENTAL	4,552.78	5,384.74	13,000.00	7,615.26 41.4
<u>SOURCE 34</u>					
10-34-1000	GRANTS	.00	.00	50,000.00	50,000.00 .0
	TOTAL SOURCE 34	.00	.00	50,000.00	50,000.00 .0
<u>EARMARKED FUNDS / MISCELLANEOU</u>					
10-36-1000	INTEREST	10,794.91	29,912.11	8,000.00	(21,912.11) 373.9
10-36-3100	FINES AND FOREFEITURES	10,283.23	23,452.53	73,000.00	49,547.47 32.1
10-36-4000	PUBLIC IMPROVEMENT FEE	62,741.94	178,841.85	710,000.00	531,158.15 25.2
10-36-7000	POLICE REVENUE	37.65	16,329.15	35,000.00	18,670.85 46.7
10-36-9000	OTHER REVENUE	10.00	10.00	.00	(10.00) .0
	TOTAL EARMARKED FUNDS / MISCELLANEOU	83,867.73	248,545.64	826,000.00	577,454.36 30.1

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>OTHER FUNDS</u>					
10-39-7000 TRANSFER FROM WATER FUND	14,583.33	43,749.99	175,000.00	131,250.01	25.0
10-39-7003 TRANSFER FROM CAP IMP FUND	4,583.33	13,749.99	55,000.00	41,250.01	25.0
10-39-7004 TRANSFER FROM STREET CAP FUND	4,166.67	12,500.01	50,000.00	37,499.99	25.0
TOTAL OTHER FUNDS	23,333.33	69,999.99	280,000.00	210,000.01	25.0
TOTAL FUND REVENUE	319,408.43	1,059,033.31	3,294,000.00	2,234,966.69	32.2

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TOWN CLERK</u>					
10-41-1100 SALARIES & WAGES	15,171.63	43,729.13	189,000.00	145,270.87	23.1
10-41-1150 TOWN CLERK SALARY	7,081.20	21,565.79	96,800.00	75,234.21	22.3
10-41-1300 OVERTIME	.00	32.65	.00	(32.65)	.0
10-41-1400 WORKERS' COMPENSATION	26.71	78.42	372.00	293.58	21.1
10-41-1500 HEALTH INSURANCE	5,969.28	17,737.57	58,000.00	40,262.43	30.6
10-41-1550 RETIREMENT	1,112.66	2,892.47	8,000.00	5,107.53	36.2
10-41-1600 FICA	1,657.73	4,871.00	21,864.00	16,993.00	22.3
10-41-1700 COLO UNEMPLOYMENT	44.51	130.63	857.00	726.37	15.2
10-41-1800 TUITION REIMBURSEMENT	.00	960.00	10,000.00	9,040.00	9.6
10-41-1825 MEMBERSHIPS - EMPLOYEE	65.00	339.16	1,500.00	1,160.84	22.6
10-41-1850 TRAINING, TRAVEL AND LODGING	102.19	72.86	13,000.00	12,927.14	.6
10-41-2500 AUDIT	.00	.00	28,000.00	28,000.00	.0
10-41-3000 COMMUNITY ENGAGEMENT	34.95	184.95	3,400.00	3,215.05	5.4
10-41-3200 CONTRACTED SERVICES	.00	50.00	5,000.00	4,950.00	1.0
10-41-3320 CONTRIBUTIONS AND SPONSORSHIPS	500.00	500.00	3,000.00	2,500.00	16.7
10-41-3350 COUNTY TREASURER & OTHER FEES	1,587.43	7,476.03	18,000.00	10,523.97	41.5
10-41-3400 LEGAL PUBLICATIONS	24.40	1,360.21	11,000.00	9,639.79	12.4
10-41-3450 ELECTIONS	25.00	25.00	25,000.00	24,975.00	.1
10-41-4000 BLDG MAINT AND REPAIRS	(5,723.47)	(3,820.79)	12,000.00	15,820.79	(31.8)
10-41-4400 EQUIPMENT AND MAINT	1,270.67	1,321.91	12,000.00	10,678.09	11.0
10-41-4500 FURNITURE	511.16	511.16	3,500.00	2,988.84	14.6
10-41-4600 OFFICE SUPPLIES	282.11	1,673.98	11,000.00	9,326.02	15.2
10-41-4700 POSTAGE	.00	475.84	15,500.00	15,024.16	3.1
10-41-4800 TELEPHONE AND INTERNET	1,182.46	3,474.90	15,500.00	12,025.10	22.4
10-41-4900 UTILITIES	886.42	2,254.45	8,000.00	5,745.55	28.2
10-41-5100 HUMAN RESOURCES - CONTRACTED	.00	.00	5,000.00	5,000.00	.0
10-41-5250 IT - CONTRACTED	2,442.63	6,492.69	33,000.00	26,507.31	19.7
10-41-5300 IT - HARDWARE	.00	.00	20,000.00	20,000.00	.0
10-41-5325 IT - SOFTWARE PURCHASES	.00	.00	2,000.00	2,000.00	.0
10-41-5350 IT - SOFTWARE CONTRACTS	2,058.00	17,592.55	45,000.00	27,407.45	39.1
10-41-5400 INSURANCE	26,680.68	50,936.89	116,000.00	65,063.11	43.9
10-41-5500 LEGAL - CONTRACTED	3,046.22	9,286.22	60,000.00	50,713.78	15.5
10-41-5600 MEMBERSHIPS - TOWN	383.86	1,797.47	13,000.00	11,202.53	13.8
10-41-5700 PUBLIC RELATIONS	43.93	347.70	5,000.00	4,652.30	7.0
10-41-5800 TOWN HALL EVENTS	.00	.00	8,500.00	8,500.00	.0
10-41-9000 OTHER	453.36	1,564.69	7,500.00	5,935.31	20.9
TOTAL TOWN CLERK	66,920.72	195,915.53	885,293.00	689,377.47	22.1

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>JUDICIAL</u>					
10-42-1200 SALARIES & WAGES- MUNI JUDGE	1,438.53	2,877.05	15,000.00	12,122.95	19.2
10-42-1300 SALARIES & WAGES- ASST JUDGE	.00	1,438.52	4,000.00	2,561.48	36.0
10-42-1400 STATE COMP	40.13	120.41	500.00	379.59	24.1
10-42-1600 FICA	110.05	330.13	1,500.00	1,169.87	22.0
10-42-1700 COLO UNEMPLOYMENT	2.88	8.64	60.00	51.36	14.4
10-42-1825 MEMBERSHIPS - EMPLOYEE	50.00	50.00	.00	(50.00)	.0
10-42-1850 TRAINING, TRAVEL AND LODGING	175.00	175.00	2,600.00	2,425.00	6.7
10-42-3200 COURT PROSECUTOR - CONTRACTED	.00	.00	12,000.00	12,000.00	.0
10-42-9000 OTHER	48.00	591.71	1,000.00	408.29	59.2
TOTAL JUDICIAL	1,864.59	5,591.46	36,660.00	31,068.54	15.3
<u>LEGISLATURE</u>					
10-43-1100 BOT - SALARIES & WAGES	.00	2,450.00	14,400.00	11,950.00	17.0
10-43-1200 PC - COMPENSATION	.00	450.00	3,600.00	3,150.00	12.5
10-43-1400 BOT - WORKERS' COMPENSATION	.00	1.55	9.00	7.45	17.2
10-43-1450 PC - WORKERS' COMPENSATION	.00	.00	2.00	2.00	.0
10-43-1600 BOT - FICA	.00	221.95	1,102.00	880.05	20.1
10-43-1650 PC - FICA	.00	.00	275.00	275.00	.0
10-43-1700 BOT - COLO UNEMPLOYMENT	.00	5.80	43.00	37.20	13.5
10-43-1750 PC - COLO UNEMPLOYMENT	.00	.00	11.00	11.00	.0
10-43-1850 BOT - TRAIN, TRVL, LODG	.00	100.00	8,000.00	7,900.00	1.3
10-43-3700 PC - TRAIN, TRVL, LODG	422.10	1,118.36	4,000.00	2,881.64	28.0
10-43-4400 BOT - EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
10-43-4450 PC - EQUIPMENT	464.35	464.35	3,000.00	2,535.65	15.5
10-43-5000 BOT - MEALS	10.98	50.62	2,000.00	1,949.38	2.5
10-43-6000 PC - MEALS	.00	.00	250.00	250.00	.0
10-43-9000 BOT- OTHER	.00	.00	700.00	700.00	.0
TOTAL LEGISLATURE	897.43	4,862.63	39,892.00	35,029.37	12.2

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>POLICE</u>					
10-46-1100 SALARIES & WAGES	59,364.92	172,333.00	850,000.00	677,667.00	20.3
10-46-1240 CONTRACTED OVERTIME	300.00	900.00	8,000.00	7,100.00	11.3
10-46-1300 OVERTIME	381.85	2,180.79	15,000.00	12,819.21	14.5
10-46-1400 WORKERS' COMPENSATION	1,532.71	4,507.87	24,324.00	19,816.13	18.5
10-46-1500 HEALTH INSURANCE	14,372.40	43,199.80	195,000.00	151,800.20	22.2
10-46-1550 RETIREMENT	674.12	2,235.90	10,000.00	7,764.10	22.4
10-46-1600 FICA	1,281.54	3,656.90	18,583.00	14,926.10	19.7
10-46-1605 FPPA	6,620.04	18,662.33	80,750.00	62,087.67	23.1
10-46-1700 COLO UNEMPLOYMENT	109.45	321.97	2,619.00	2,297.03	12.3
10-46-1825 MEMBERSHIPS - EMPLOYEE	.00	204.00	1,500.00	1,296.00	13.6
10-46-1850 TRAINING, TRAVEL AND LODGING	3,394.96	3,844.46	15,000.00	11,155.54	25.6
10-46-3000 COMMUNITY OUTREACH	.00	.00	3,500.00	3,500.00	.0
10-46-3200 CONTRACTED SERVICES	7,959.81	20,613.47	75,000.00	54,386.53	27.5
10-46-3600 MOBILE DATA LAPTOPS	.00	550.96	5,000.00	4,449.04	11.0
10-46-3625 WEAPONS - LETHAL	.00	113.35	.00	(113.35)	.0
10-46-3650 WEAPONS - NON-LETHAL	.00	.00	6,000.00	6,000.00	.0
10-46-4000 BLDG MAINT & REPAIRS	54.59	477.27	21,000.00	20,522.73	2.3
10-46-4300 DRUG, SCREEN, PSY & POLY TEST	55.57	55.57	4,000.00	3,944.43	1.4
10-46-4400 EQUIPMENT AND MAINTENANCE	311.13	622.46	12,000.00	11,377.54	5.2
10-46-4500 FURNITURE	.00	2,369.49	5,000.00	2,630.51	47.4
10-46-4650 OFFICE SUPPLILES	879.99	1,588.52	14,000.00	12,411.48	11.4
10-46-4700 POSTAGE	9.72	219.72	1,000.00	780.28	22.0
10-46-4800 TELEPHONE & INTERNET	1,102.18	3,929.66	17,800.00	13,870.34	22.1
10-46-4900 UTILITIES	554.05	1,711.92	7,000.00	5,288.08	24.5
10-46-6400 TRAINING AND AMMUNITION	.00	.00	3,000.00	3,000.00	.0
10-46-6600 UNIFORMS	112.73	1,564.95	23,000.00	21,435.05	6.8
10-46-8050 VEHICLE MAINT & REPAIRS	522.11	4,302.53	27,500.00	23,197.47	15.7
10-46-8075 FUEL	2,314.76	4,278.85	20,000.00	15,721.15	21.4
10-46-9000 OTHER	849.57	(423.01)	6,000.00	6,423.01	(7.1)
10-46-9050 VEHICLE DEPRECIATION	.00	.00	14,640.00	14,640.00	.0
TOTAL POLICE	102,758.20	294,022.73	1,486,216.00	1,192,193.27	19.8

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>PUBLIC WORKS/PARKS/BUILDINGS</u>					
10-49-1100 SALARIES & WAGES	3,803.97	11,343.80	54,856.00	43,512.20	20.7
10-49-1300 OVERTIME	148.96	550.14	4,200.00	3,649.86	13.1
10-49-1400 WORKERS' COMPENSATION	342.19	704.51	2,300.00	1,595.49	30.6
10-49-1500 HEALTH INSURANCE	960.50	2,846.76	11,000.00	8,153.24	25.9
10-49-1550 RETIREMENT	118.62	292.45	2,000.00	1,707.55	14.6
10-49-1600 FICA	295.39	889.56	4,518.00	3,628.44	19.7
10-49-1700 COLO UNEMPLOYMENT	7.94	23.95	177.00	153.05	13.5
10-49-1850 TRAINING, TRAVEL AND LODGING	.00	.00	150.00	150.00	.0
10-49-4000 BLDG MAINT & REPAIRS	304.14	1,332.00	20,000.00	18,668.00	6.7
10-49-4800 TELEPHONE AND CELLPHONES	194.25	709.61	4,800.00	4,090.39	14.8
10-49-4900 UTILITIES	761.06	1,478.57	8,000.00	6,521.43	18.5
10-49-6100 PARKS MAINTENANCE	.00	(179.05)	35,000.00	35,179.05	(.5)
10-49-6300 PARTS AND REPAIRS	.00	.00	8,000.00	8,000.00	.0
10-49-6500 TREE CITY USA	.00	.00	2,500.00	2,500.00	.0
10-49-6600 UNIFORMS	59.33	83.38	840.00	756.62	9.9
10-49-8050 VEHICLE MAINT & REPAIRS	133.88	314.03	3,000.00	2,685.97	10.5
10-49-8075 FUEL	215.43	516.69	3,000.00	2,483.31	17.2
10-49-8080 DIESEL	67.82	238.62	1,200.00	961.38	19.9
10-49-9000 OTHER	2.87	39.08	2,500.00	2,460.92	1.6
10-49-9050 VEHICLE DEPRECIATION	.00	.00	2,448.00	2,448.00	.0
TOTAL PUBLIC WORKS/PARKS/BUILDINGS	7,416.35	21,184.10	170,489.00	149,304.90	12.4
<u>TWN ADMINSTR</u>					
10-52-1100 SALARIES & WAGES	12,346.16	37,602.96	160,500.00	122,897.04	23.4
10-52-1400 WORKERS' COMPENSATION	14.82	45.14	193.00	147.86	23.4
10-52-1500 HEALTH INSURANCE	.00	.00	13,000.00	13,000.00	.0
10-52-1550 RETIREMENT	.00	.00	4,500.00	4,500.00	.0
10-52-1600 FICA	944.48	2,880.44	12,278.00	9,397.56	23.5
10-52-1700 COLO UNEMPLOYMENT	24.70	75.23	482.00	406.77	15.6
10-52-1850 TRAINING, TRAVEL AND LODGING	.00	.00	2,500.00	2,500.00	.0
10-52-1900 ALLOWANCES	.00	50.00	3,900.00	3,850.00	1.3
10-52-3900 CELL PHONES	.00	.00	1,200.00	1,200.00	.0
TOTAL TWN ADMINSTR	13,330.16	40,653.77	198,553.00	157,899.23	20.5

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>COMM DEV</u>					
10-53-1100 SALARIES & WAGES- COMM DEV	12,817.23	33,272.93	226,000.00	192,727.07	14.7
10-53-1300 OVERTIME COMMUNITY DEVELOPMENT	.00	103.50	500.00	396.50	20.7
10-53-1400 WORKERS' COMPENSATION	6.94	23.05	271.00	247.95	8.5
10-53-1500 HEALTH INSURANCE	3,172.94	9,931.62	34,000.00	24,068.38	29.2
10-53-1550 RETIREMENT	554.32	1,379.60	7,000.00	5,620.40	19.7
10-53-1600 FICA	953.55	2,465.77	17,289.00	14,823.23	14.3
10-53-1700 COLO UNEMPLOYMENT	25.64	66.59	680.00	613.41	9.8
10-53-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	1,400.00	1,400.00	.0
10-53-1850 TRAINING, TRAVEL AND LODGING	513.48	865.37	7,000.00	6,134.63	12.4
10-53-2500 COMMUNITY EVENTS	(500.00)	21,053.00	60,000.00	38,947.00	35.1
10-53-3000 BUILDING PERMITS	14,666.61	29,030.18	115,000.00	85,969.82	25.2
10-53-3200 CONTRACTED SERVICES	3,358.75	6,007.86	30,000.00	23,992.14	20.0
10-53-3425 ELIZABETH MAIN STREET	1,602.98	2,444.83	33,000.00	30,555.17	7.4
10-53-3450 HISTORIC ADVISORY BOARD	1,138.58	1,178.53	37,000.00	35,821.47	3.2
10-53-3475 MARKETING MATERIALS & PUBL	418.44	590.52	5,000.00	4,409.48	11.8
10-53-3900 CELL PHONE	.00	.00	1,000.00	1,000.00	.0
10-53-4000 GIS	.00	.00	800.00	800.00	.0
10-53-4400 EQUIPMENT AND MAINTENANCE	.00	.00	1,500.00	1,500.00	.0
10-53-4500 FURNITURE	.00	.00	750.00	750.00	.0
10-53-4600 OFFICE SUPPLIES	33.24	136.14	2,000.00	1,863.86	6.8
10-53-4700 POSTAGE	.00	.00	2,500.00	2,500.00	.0
10-53-9000 OTHER	498.00	498.00	500.00	2.00	99.6
TOTAL COMM DEV	39,260.70	109,047.49	583,190.00	474,142.51	18.7
TOTAL FUND EXPENDITURES	232,448.15	671,277.71	3,400,293.00	2,729,015.29	19.7
NET REVENUE OVER EXPENDITURES	86,960.28	387,755.60	(106,293.00)	(494,048.60)	364.8

TOWN OF ELIZABETH
BALANCE SHEET
MARCH 31, 2023

STREET FUND

ASSETS

21-100001	CASH IN COMBINED CASH FUND	926,187.37	
21-115000	ACCOUNTS RECEIVABLE	77,680.19	
	TOTAL ASSETS		<u>1,003,867.56</u>

LIABILITIES AND EQUITY

LIABILITIES

21-201000	ACCRUED SALARIES PAYABLE	(337.50)	
21-202000	ACCOUNTS PAYABLE	(1,107.45)	
21-203000	GUARDRAIL MAINTENANCE	10,000.00	
	TOTAL LIABILITIES		8,555.05

FUND EQUITY

21-280000	FUND BALANCE	955,344.99	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>39,967.52</u>	
	BALANCE - CURRENT DATE	<u>39,967.52</u>	
	TOTAL FUND EQUITY		<u>995,312.51</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,003,867.56</u>

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAXES</u>					
21-31-3000 GENERAL SALES TAX	12,998.32	34,041.80	150,000.00	115,958.20	22.7
21-31-4000 USE TAX	1,331.46	5,578.53	10,000.00	4,421.47	55.8
TOTAL TAXES	14,329.78	39,620.33	160,000.00	120,379.67	24.8
<u>INTERGOVERNMENT</u>					
21-33-1000 HIGHWAY USERS TAX	5,879.87	15,820.68	60,000.00	44,179.32	26.4
21-33-1050 ROAD & BRIDGE	43,724.91	43,724.91	150,000.00	106,275.09	29.2
21-33-6100 M.V. REGISTRATION (\$1.50)	252.41	754.08	5,000.00	4,245.92	15.1
21-33-6200 M.V. REGISTRATION (\$2.50)	547.50	1,492.50	7,200.00	5,707.50	20.7
TOTAL INTERGOVERNMENT	50,404.69	61,792.17	222,200.00	160,407.83	27.8
<u>OTHER SOURCES OF REVENUE</u>					
21-36-1000 INVESTMENT INCOME	3,480.54	9,772.94	4,000.00	(5,772.94)	244.3
21-36-4000 PUBLIC IMPROVEMENT FEE	1,873.86	5,341.31	22,000.00	16,658.69	24.3
TOTAL OTHER SOURCES OF REVENUE	5,354.40	15,114.25	26,000.00	10,885.75	58.1
TOTAL FUND REVENUE	70,088.87	116,526.75	408,200.00	291,673.25	28.6

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>STREETS</u>					
21-49-1100 SALARIES & WAGES- PUB WORKS	11,411.95	34,031.43	164,567.00	130,535.57	20.7
21-49-1300 OVERTIME	446.90	1,650.44	13,000.00	11,349.56	12.7
21-49-1400 WORKERS' COMPENSATION	1,393.41	2,645.77	6,900.00	4,254.23	38.3
21-49-1500 HEALTH INSURANCE	2,881.45	8,540.22	38,000.00	29,459.78	22.5
21-49-1550 RETIREMENT	355.82	877.35	5,000.00	4,122.65	17.6
21-49-1600 FICA	886.14	2,668.72	13,584.00	10,915.28	19.7
21-49-1700 COLO UNEMPLOYMENT	23.72	71.78	533.00	461.22	13.5
21-49-3200 CONTRACTED SERVICES	2,387.68	5,877.84	70,000.00	64,122.16	8.4
21-49-3500 DE-ICING SUPPLIES	1,640.46	1,721.28	7,500.00	5,778.72	23.0
21-49-3650 LIGHTS AND SIGNALS	4,343.32	5,665.71	18,000.00	12,334.29	31.5
21-49-4000 MAINTENANCE AND REPAIRS	3,712.74	6,003.55	100,000.00	93,996.45	6.0
21-49-4800 PHONES	.00	78.75	2,700.00	2,621.25	2.9
21-49-5800 ROW MAINTENANCE	649.00	3,149.00	105,000.00	101,851.00	3.0
21-49-6100 SIGNS	.00	.00	21,500.00	21,500.00	.0
21-49-6600 UNIFORMS	178.02	250.16	2,520.00	2,269.84	9.9
21-49-8050 VEHICLE MAINT & REPAIRS	401.82	942.23	9,000.00	8,057.77	10.5
21-49-8075 FUEL	647.92	1,551.86	9,000.00	7,448.14	17.2
21-49-8080 DIESEL	203.43	715.79	3,600.00	2,884.21	19.9
21-49-9000 OTHER	8.70	117.35	500.00	382.65	23.5
21-49-9050 VEHICLE DEPRECIATION	.00	.00	7,344.00	7,344.00	.0
TOTAL STREETS	31,572.48	76,559.23	598,248.00	521,688.77	12.8
TOTAL FUND EXPENDITURES	31,572.48	76,559.23	598,248.00	521,688.77	12.8
NET REVENUE OVER EXPENDITURES	38,516.39	39,967.52	(190,048.00)	(230,015.52)	21.0

TOWN OF ELIZABETH
 BALANCE SHEET
 MARCH 31, 2023

CAPITAL IMPROVEMENT FUND

ASSETS

31-100001	CASH IN COMBINED CASH FUND	8,776,188.94	
31-115000	ACCOUNTS RECEIVABLE	236,528.49	
	TOTAL ASSETS		9,012,717.43

LIABILITIES AND EQUITY

FUND EQUITY

31-280000	FUND BALANCE	8,635,236.16	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	377,481.27	
	BALANCE - CURRENT DATE	377,481.27	
	TOTAL FUND EQUITY		9,012,717.43
	TOTAL LIABILITIES AND EQUITY		9,012,717.43

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

CAPITAL IMPROVEMENT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>						
31-31-3000	SALES TAX	129,983.21	340,418.02	1,500,000.00	1,159,581.98	22.7
31-31-4000	USE TAX	13,314.66	55,785.34	150,000.00	94,214.66	37.2
	TOTAL TAX	143,297.87	396,203.36	1,650,000.00	1,253,796.64	24.0
<u>OTHER FINANCING SOURCES</u>						
31-36-1000	INVESTMENT INCOME	32,195.11	89,632.59	15,000.00	(74,632.59)	597.6
31-36-9000	OTHER REVENUE	3,595.50	20,084.50	50,000.00	29,915.50	40.2
	TOTAL OTHER FINANCING SOURCES	35,790.61	109,717.09	65,000.00	(44,717.09)	168.8
	TOTAL FUND REVENUE	179,088.48	505,920.45	1,715,000.00	1,209,079.55	29.5

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

CAPITAL IMPROVEMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL IMPROVEMENT MISC</u>					
31-80-0100 LAND PURCHASE	.00	.00	250,000.00	250,000.00	.0
31-80-0600 RUNNING CREEK PARK	.00	.00	119,900.00	119,900.00	.0
31-80-3400 FACILITIES MASTER PLAN	.00	.00	75,000.00	75,000.00	.0
31-80-3425 COMMUNITY STUDIES	13,525.00	29,713.11	.00	(29,713.11)	.0
31-80-3450 SENIOR CENTER	.00	.00	450,000.00	450,000.00	.0
31-80-4000 EQUIPMENT	.00	.00	15,000.00	15,000.00	.0
31-80-4005 HYDRO-VAC TRAILER	.00	.00	22,500.00	22,500.00	.0
31-80-4010 WHEELED TIRE LOADER (USED)	.00	20,000.00	37,500.00	17,500.00	53.3
31-80-4015 PW TRUCKS	64,976.08	64,976.08	111,290.00	46,313.92	58.4
31-80-5500 TOWN HALL BLDG IMPROVEMENTS	.00	.00	100,000.00	100,000.00	.0
31-80-5505 PD BUILDING IMPROVEMENTS	.00	.00	75,000.00	75,000.00	.0
31-80-5510 BANNER & ELM PROPERTY	.00	.00	150,000.00	150,000.00	.0
31-80-5515 COMMUNITY GARDEN	.00	.00	25,000.00	25,000.00	.0
31-80-6000 PLAYGROUND UPGRADES	.00	.00	65,000.00	65,000.00	.0
31-80-6500 TRAIL SYSTEMS	.00	.00	4,500.00	4,500.00	.0
31-80-9100 TOWN HALL LANDSCAPING	.00	.00	5,000.00	5,000.00	.0
31-80-9900 TRANSFER TO WATER FUND	.00	.00	3,500.00	3,500.00	.0
31-80-9901 TRANSFER TO GENERAL FUND	4,583.33	13,749.99	55,000.00	41,250.01	25.0
TOTAL CAPITAL IMPROVEMENT MISC	83,084.41	128,439.18	1,564,190.00	1,435,750.82	8.2
TOTAL FUND EXPENDITURES	83,084.41	128,439.18	1,564,190.00	1,435,750.82	8.2
NET REVENUE OVER EXPENDITURES	96,004.07	377,481.27	150,810.00	(226,671.27)	250.3

TOWN OF ELIZABETH
BALANCE SHEET
MARCH 31, 2023

STREET CAPITAL IMPROVEMENT FND

<u>ASSETS</u>		
32-100001	CASH IN COMBINED CASH FUND	3,274,550.09
32-104400	STREET BOND RESERVE CD ACCOUNT	258,019.57
32-115000	ACCOUNTS RECEIVABLE	212,875.63
		3,745,445.29
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
32-222000	DEFERRED REVENUE	11,500.00
		11,500.00
<u>FUND EQUITY</u>		
32-280000	FUND BALANCE	3,375,057.02
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	358,888.27
	BALANCE - CURRENT DATE	358,888.27
	TOTAL FUND EQUITY	3,733,945.29
	TOTAL LIABILITIES AND EQUITY	3,745,445.29

TOWN OF ELIZABETH
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2023

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>TAX</u>					
32-31-3000 GENERAL SALES TAX	116,984.88	306,376.20	1,350,000.00	1,043,623.80	22.7
32-31-4000 USE TAX	11,983.18	50,206.80	192,000.00	141,793.20	26.2
TOTAL TAX	128,968.06	356,583.00	1,542,000.00	1,185,417.00	23.1
<u>OTHER FINANCING SOURCES</u>					
32-36-1000 INVESTMENT INCOME	12,753.66	34,805.28	10,000.00	(24,805.28)	348.1
TOTAL OTHER FINANCING SOURCES	12,753.66	34,805.28	10,000.00	(24,805.28)	348.1
TOTAL FUND REVENUE	141,721.72	391,388.28	1,552,000.00	1,160,611.72	25.2

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

STREET CAPITAL IMPROVEMENT FND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CAPITAL OUTLAY</u>					
32-49-6600 RIGHT OF WAY EASEMENTS	.00	.00	35,000.00	35,000.00	.0
32-49-8000 STREET PAVING	.00	.00	160,000.00	160,000.00	.0
32-49-9000 CONCRETE STREET REPAIRS	.00	.00	310,000.00	310,000.00	.0
32-49-9100 EQUIPMENT	.00	.00	300,000.00	300,000.00	.0
32-49-9101 ROTOMILL	.00	.00	1,400,000.00	1,400,000.00	.0
32-49-9105 HYDRO-VAC TRAILER	.00	.00	22,500.00	22,500.00	.0
32-49-9110 WHEELED TIRE LOADER (USED)	.00	20,000.00	37,500.00	17,500.00	53.3
32-49-9200 CURB & GUTTER WORK	.00	.00	20,000.00	20,000.00	.0
32-49-9300 SIDEWALK REPLACEMENT PROGRAM	.00	.00	40,000.00	40,000.00	.0
32-49-9305 MAIN ST STREETScape DESIGN	.00	.00	175,000.00	175,000.00	.0
32-49-9310 TRANSFER TO GENERAL FUND	4,166.67	12,500.01	50,000.00	37,499.99	25.0
TOTAL CAPITAL OUTLAY	4,166.67	32,500.01	2,550,000.00	2,517,499.99	1.3
<u>DEBT SVC</u>					
32-59-4000 PAYING AGENCY FEE	.00	.00	600.00	600.00	.0
32-59-9800 2015 REFUNDING BOND PRINCIPAL	.00	.00	440,000.00	440,000.00	.0
32-59-9850 2015 REFUNDING BOND INTEREST	.00	.00	66,263.00	66,263.00	.0
TOTAL DEBT SVC	.00	.00	506,863.00	506,863.00	.0
TOTAL FUND EXPENDITURES	4,166.67	32,500.01	3,056,863.00	3,024,362.99	1.1
NET REVENUE OVER EXPENDITURES	137,555.05	358,888.27	(1,504,863.00)	(1,863,751.27)	23.9

TOWN OF ELIZABETH
BALANCE SHEET
MARCH 31, 2023

WATER SEWER FUND

ASSETS

52-100001	CASH IN COMBINED CASH FUND	3,484,548.19	
52-101000	PETTY CASH	100.00	
52-101200	COLOTRUST WATER TAP FEE ACCT	250,967.89	
52-101300	COLOTRUST SEWER TAP FEE ACCT	250,967.89	
52-101400	COLOTRUST RENEWABLE WATER ACCT	77,206.14	
52-110000	ACCOUNTS RECEIVABLE: UB	139,095.71	
52-115000	ACCOUNTS RECEIVABLE: OTHER	4,966.47	
52-160100	LAND: WATER	171,737.60	
52-160200	LAND: SEWER	143,729.50	
52-161100	EASEMENTS: WATER	10,890.77	
52-161200	EASEMENTS: SEWER	32,271.26	
52-162100	PLANT & EQUIPMENT: WATER	2,271,315.79	
52-162200	PLANT & EQUIPMENT: SEWER	6,013,924.47	
52-163100	WATER IMPROVEMENTS	2,288,597.77	
52-163200	SEWER IMPROVEMENTS	2,727,573.38	
52-165100	CONSTRUCTION IN PROGRESS: WTR	3,082,422.50	
52-165200	CONSTRUCTION IN PROGRESS: SWR	73,176.80	
52-169100	ACCUMULATED DEP: WATER	(2,856,813.48)	
52-169200	ACCUMULATED DEP: SEWER	(4,109,283.34)	
	TOTAL ASSETS		14,057,395.31

LIABILITIES AND EQUITY

LIABILITIES

52-201000	ACCRUED SALARIES PAYABLE	(675.00)	
52-202000	ACCOUNTS PAYABLE	1,476.60	
52-203000	RETAINAGE PAYABLE	111,428.14	
52-215200	ACCRUED INT PAY: SEWER	2,103.20	
52-218000	COMPENSATED ABSENCES PAYABLE	14,582.02	
52-218100	COMP ABSENCES- CURRENT PAYABLE	1,458.20	
52-220000	CUSTOMER METER DEPOSITS	46,969.84	
52-231200	2007 CWRPDA CUR NOTES PAYABLE	62,396.58	
52-239402	2007 CWRPDA NOTE PAYABLE	275,161.86	
	TOTAL LIABILITIES		514,901.44

FUND EQUITY

52-280000	RETAINED EARNINGS	13,779,786.34	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	(237,292.47)	
	BALANCE - CURRENT DATE	(237,292.47)	
	TOTAL FUND EQUITY		13,542,493.87
	TOTAL LIABILITIES AND EQUITY		14,057,395.31

TOWN OF ELIZABETH
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>CHARGE FOR SERVICES / TAP FEES</u>					
52-34-4100 WATER SALES	53,954.56	166,430.58	750,000.00	583,569.42	22.2
52-34-4200 SEWER SALES	67,276.91	199,038.31	680,000.00	480,961.69	29.3
52-34-7000 RETURN CHECK CHARGES	109.07	109.07	.00	(109.07)	.0
52-34-8100 WATER TAP FEES	27,733.68	165,867.36	250,000.00	84,132.64	66.4
52-34-8120 RENEWABLE WATER FEE	3,813.39	3,813.39	.00	(3,813.39)	.0
52-34-8200 SEWER TAP FEES	27,733.68	165,867.36	450,000.00	284,132.64	36.9
TOTAL CHARGE FOR SERVICES / TAP FEES	180,621.29	701,126.07	2,130,000.00	1,428,873.93	32.9
<u>MISCELLANEOUS</u>					
52-36-1000 INVESTMENT INCOME	18,033.80	48,548.42	10,000.00	(38,548.42)	485.5
52-36-9000 OTHER REVENUE	2,665.94	26,375.39	70,000.00	43,624.61	37.7
TOTAL MISCELLANEOUS	20,699.74	74,923.81	80,000.00	5,076.19	93.7
TOTAL FUND REVENUE	201,321.03	776,049.88	2,210,000.00	1,433,950.12	35.1

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>WATER</u>					
52-57-1100 SALARIES & WAGES- WATER	11,411.95	34,031.43	164,567.00	130,535.57	20.7
52-57-1300 OVERTIME	446.90	1,650.44	13,000.00	11,349.56	12.7
52-57-1400 WORKERS' COMPENSATION	1,190.23	2,341.00	6,900.00	4,559.00	33.9
52-57-1500 HEALTH INSURANCE	2,881.45	8,540.22	38,000.00	29,459.78	22.5
52-57-1550 RETIREMENT	355.82	877.35	5,000.00	4,122.65	17.6
52-57-1600 FICA	886.14	2,668.72	165,561.00	162,892.28	1.6
52-57-1700 COLO UNEMPLOYMENT	23.72	71.78	533.00	461.22	13.5
52-57-1825 MEMBERSHIPS - EMPLOYEE	.00	300.00	900.00	600.00	33.3
52-57-1850 TRAINING, TRAVEL AND LODGING	.00	.00	1,325.00	1,325.00	.0
52-57-3200 CONTRACTED SERVICES	5,276.00	5,723.00	160,000.00	154,277.00	3.6
52-57-4800 TELEPHONE AND CELLPHONES	.00	78.75	2,700.00	2,621.25	2.9
52-57-4900 UTILITIES	16,251.10	24,031.77	100,000.00	75,968.23	24.0
52-57-5400 INSURANCE	2,709.92	2,709.92	11,000.00	8,290.08	24.6
52-57-5500 LEGAL - CONTRACTED	.00	.00	7,500.00	7,500.00	.0
52-57-6000 MAINTENANCE AND REPAIRS	2,204.54	20,420.65	150,000.00	129,579.35	13.6
52-57-6600 UNIFORMS	178.02	250.15	2,500.00	2,249.85	10.0
52-57-7500 CHEMICAL SUPPLIES	.00	2,848.80	18,000.00	15,151.20	15.8
52-57-7550 WATER SUPPLIES	301.50	301.50	15,000.00	14,698.50	2.0
52-57-8050 VEHICLE MAINT & REPAIRS	537.40	1,077.81	9,000.00	7,922.19	12.0
52-57-8075 FUEL	647.92	1,551.85	9,000.00	7,448.15	17.2
52-57-8080 DIESEL	220.53	732.89	3,600.00	2,867.11	20.4
52-57-9000 OTHER	8.70	117.35	2,000.00	1,882.65	5.9
52-57-9050 VEHICLE DEPRECIATION	.00	.00	7,344.00	7,344.00	.0
52-57-9100 RITORO WELLS	222,133.40	477,890.05	1,300,000.00	822,109.95	36.8
52-57-9900 WATER LINE UPGRADE	.00	.00	85,000.00	85,000.00	.0
TOTAL WATER	267,665.24	588,215.43	2,278,430.00	1,690,214.57	25.8

TOWN OF ELIZABETH
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

WATER SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER/UNDER BU	PCNT
<u>SEWER</u>					
52-58-1100 -SALARIES & WAGES- SEWER	11,411.93	34,031.37	164,567.00	130,535.63	20.7
52-58-1300 OVERTIME	446.90	1,650.44	13,000.00	11,349.56	12.7
52-58-1400 WORKERS' COMPENSATION	1,163.17	2,300.41	6,900.00	4,599.59	33.3
52-58-1500 HEALTH INSURANCE	2,881.50	8,540.19	38,000.00	29,459.81	22.5
52-58-1550 RETIREMENT	355.88	877.53	5,000.00	4,122.47	17.6
52-58-1600 FICA	886.15	2,668.65	13,584.00	10,915.35	19.7
52-58-1700 COLO UNEMPLOYMENT	33.75	98.61	533.00	434.39	18.5
52-58-1825 MEMBERSHIPS - EMPLOYEE	.00	.00	900.00	900.00	.0
52-58-1850 TRAINING, TRAVEL AND LODGING	.00	.00	1,325.00	1,325.00	.0
52-58-3200 CONTRACTED SERVICES	10,615.85	14,562.69	90,000.00	75,437.31	16.2
52-58-4800 TELEPHONE AND CELLPHONES	343.61	1,411.76	10,700.00	9,288.24	13.2
52-58-4900 UTILITIES	11,462.29	16,327.14	70,000.00	53,672.86	23.3
52-58-5400 INSURANCE	3,001.25	3,001.25	15,400.00	12,398.75	19.5
52-58-6000 MAINTENANCE AND REPAIRS	912.59	1,817.12	130,000.00	128,182.88	1.4
52-58-6610 UNIFORMS	178.02	250.15	2,500.00	2,249.85	10.0
52-58-7500 SEWER SUPPLIES	39.42	265.67	5,000.00	4,734.33	5.3
52-58-8050 VEHICLE MAINT & REPAIRS	266.24	806.65	9,000.00	8,193.35	9.0
52-58-8075 FUEL	647.92	1,551.85	9,000.00	7,448.15	17.2
52-58-8080 DIESEL	186.33	698.69	3,600.00	2,901.31	19.4
52-58-9000 OTHER	8.70	117.36	5,000.00	4,882.64	2.4
52-58-9050 VEHICLE DEPRECIATION	.00	.00	7,344.00	7,344.00	.0
52-58-9400 WTP UPGRADES	79,024.40	290,399.40	950,000.00	659,600.60	30.6
TOTAL SEWER	123,865.90	381,376.93	1,551,353.00	1,169,976.07	24.6
<u>2007 CWRPDA</u>					
52-63-6300 2007 CWRPDA PYMT- PRINCIPAL	.00	.00	62,398.00	62,398.00	.0
52-63-6400 2007 CWRPDA- INTEREST	.00	.00	12,100.00	12,100.00	.0
TOTAL 2007 CWRPDA	.00	.00	74,498.00	74,498.00	.0
<u>DEPARTMENT 65</u>					
52-65-9900 TRANSFER TO GENERAL FUND	14,583.33	43,749.99	175,000.00	131,250.01	25.0
TOTAL DEPARTMENT 65	14,583.33	43,749.99	175,000.00	131,250.01	25.0
TOTAL FUND EXPENDITURES	406,114.47	1,013,342.35	4,079,281.00	3,065,938.65	24.8
NET REVENUE OVER EXPENDITURES	(204,793.44)	(237,292.47)	(1,869,281.00)	(1,631,988.53)	(12.7)



TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/30/2023 to 05/13/2023



ELIZABETH POLICE DEPARTMENT'S MISSION STATEMENT:

"To provide a leadership role in creating an atmosphere of safety and community pride in the Town of Elizabeth by providing quality law enforcement services which utilize innovative approaches to address community needs".

The following is an informational breakdown of EPD police activity from **04/30/2023 at 12:01 a.m. to 05/13/2023 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DRDC) records.

All suspects/defendants are presumed innocent until proven guilty in a Court of Law.



TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/30/2023 to 05/13/2023

Total Calls for Service:

245

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assisting Other Agencies
16	6	4	4	2

Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
1	0	1	0

Other Calls for Service:

Call Type:	Number of Calls:
Alarm-Business Burglary	3
Animal Barking	2
Animal Complaint	3
Animal Dangerous	1
Animal Rescue	1
Assist to Other Agency	3
Attempt to Contact	3
Business Check	16
Child Abuse	2
Citizen Assist	8
Citizen Contact	8
Civil	1
Crime Prevention	8



TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/30/2023 to 05/13/2023

Criminal Mischief	3
Dead Animal	1
Disturbance	1
Domestic Violence -Verbal	1
Follow Up	16
House Watch	2
Increased Patrol	79
Informational Report	2
Liquor Violation	1
Medical Assist	4
Missing Child	1
Motorist Assist	2
Motor Vehicle Accident with Property Damage	3
Noise Complaint	1
Park Check	1
Parking Complaint	1
Report Every Drunk Driver Immediately	1
School Education	7
Special Assignmnet	1
Suspicious Circumstance	5
Suspicious Vehicle	18
Theft	2
Traffic Complaint	2
Traffic Hazard	4
Traffic Stop	16
Unwanted Subject	1
VIN Verify	7
Warrant Pickup	1
Welfare Check	1
Wildlife	1



TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/30/2023 to 05/13/2023

Open and Active Investigations:

Case/Incident Number:	Call Type:	Details:
23-2020	Assault	Investigation into an assault involving juveniles.
23-1866	Theft	Investigation into theft at a local business.
23-1442	Liquor Violation	Investigation into alcohol sales to minors.
23-2040	Burglary	Investigation into a burglary at a local business.
23-2175	Harassment	Investigation into harassment between juveniles.
23-2106	Harassment	Investigation into harassment between juveniles.
23-2240	Criminal Mischief	Investigation into vandalism of Town property.

Please note that limited information regarding open investigations is available. This is to protect the integrity of the investigations.



TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/30/2023 to 05/13/2023

Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
23-2013	Municipal Ordinance Violation	EPD Community Services located a trailer that was unattached violating Town code. After working with the owner, they came into compliance.
23-2117	Mental Health Hold	EPD responded to an adult male who was experiencing a mental health crisis. The male was placed in protective custody and was transported to a mental health facility.
23-1892	Domestic Violence	EPD responded to a domestic violence call. The suspect, and adult female, was experiencing a mental health crisis. She was placed in protective custody and transported to a mental health facility. After the suspect was released at the facility, it was discovered a crime had occurred. An arrest warrant was issued for the suspect.
23-2096	Domestic Violence	EPD responded to a verbal domestic violence call. After investigation, no crime had occurred.
23-2412	Animal Complaint	EPD Community Services located two dogs running at large. The dogs needed medical attention. As the owner could not be located, the dogs were transported to the Humane Society.
23-2085	Mental Health Hold	EPD responded to a local school on report of a suicidal juvenile. School staff and Centennial Mental Health evaluated the juvenile. The student was released to a parent on a safety plan.
23-1972	Municipal Ordinance	EPD Community Services located a residence that had accumulation of litter and debris. After



TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/30/2023 to 05/13/2023

		working with the resident, they came into compliance with Town codes.
23-1612	Theft	EPD closed a case of theft at a local business. Most of the items taken were recovered, however the suspects remain unidentified.
23-2109	Suspicious Circumstance	EPD responded to a local business on report of a suspicious circumstance. A customer handed the cashier a note asking for help. EPD searched the area for the vehicle and were unable to locate it. There were no other leads to investigate.
23-2207	Disturbance	EPD responded to a local business on report of an adult female causing a disturbance. EPD made contact with the female subject who was experiencing a mental health crisis. The female was evaluated by Centennial Mental Health and released on a safety plan.
23-2226	Assist to Other Agency	EPD responded to assist the Elbert County Sheriff's Office (ECSO) on locating a potential stolen vehicle. An EPD Officer located the vehicle and once ECSO arrived, assisted in apprehending the suspect.
23-2237	Child Abuse	EPD responded to a local school on report of a child abuse. After investigation, it was determined the crime would have occurred outside of EPD's jurisdiction. The case was forwarded to ECSO for follow up investigation. The Elbert County Department of Human Services (DHS) was notified.
23-2253	Municipal Ordinance Violation	EPD responded to a residence in Town where a resident had received several complaints of their dogs barking. After working with the citizen, a plan was made to help control the barking dogs.
23-2305	Warrant Arrest	EPD located a juvenile with an outstanding arrest warrant from the Town Municipal Court. As the



TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

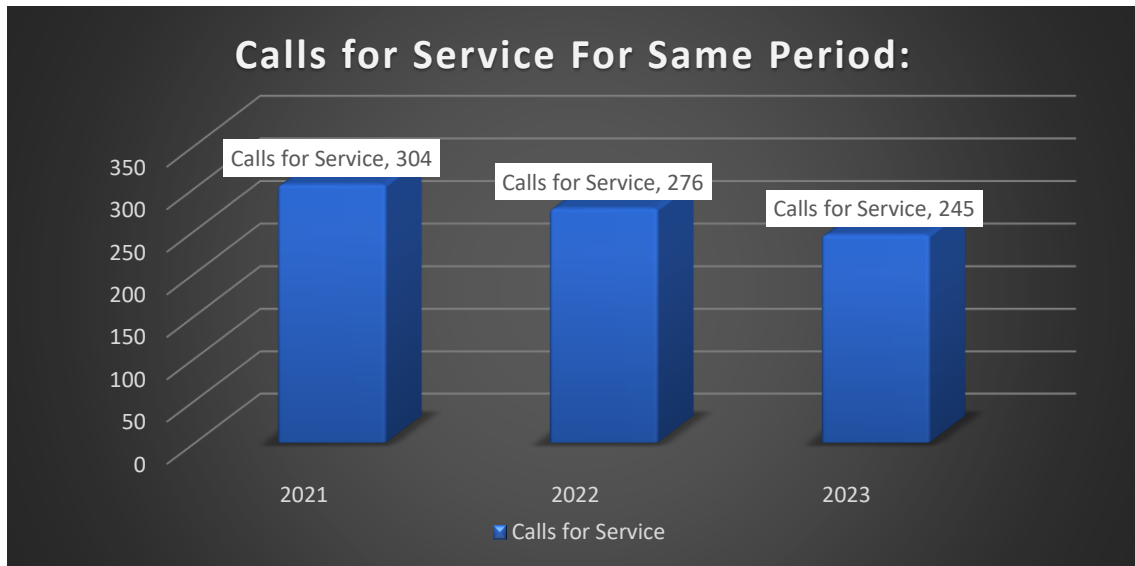
Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/30/2023 to 05/13/2023

		suspect was a juvenile, they were fingerprinted and released to a parent.
23-2246	Domestic Violence	EPD responded to a residence on report of a domestic violence call. After investigation, no crime had occurred.

Historical Data:





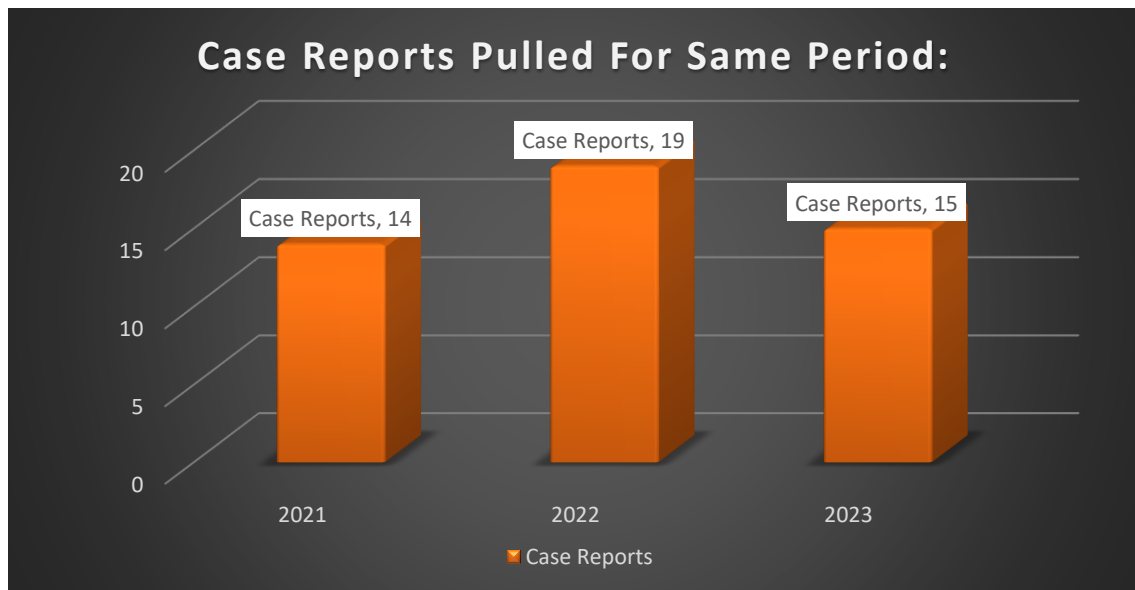
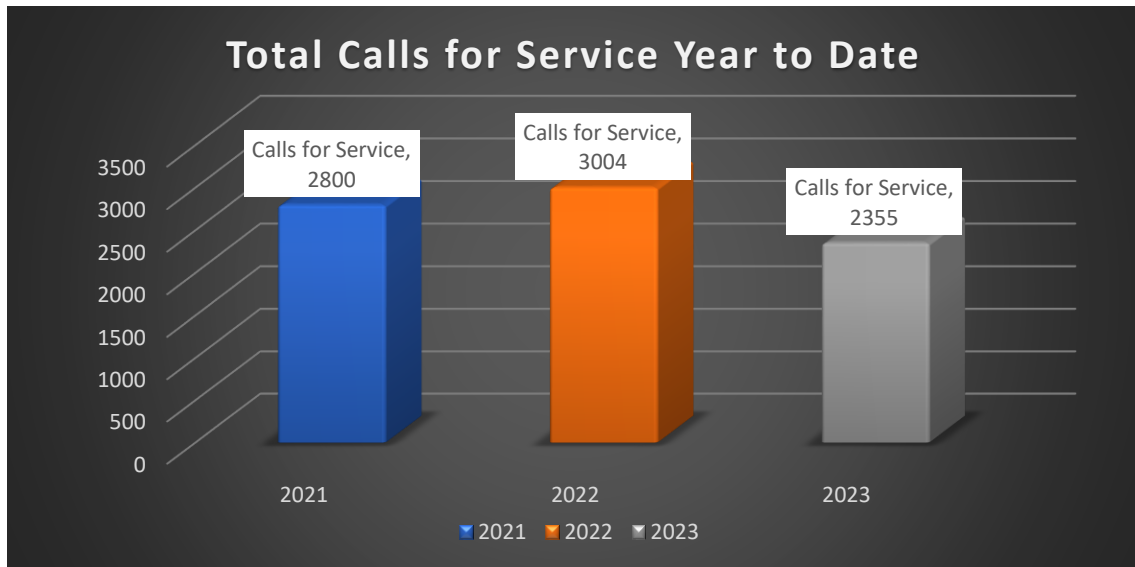
TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

Elizabeth Police Department Activity Statistics Report

Reporting Period:

04/30/2023 to 05/13/2023





RECEIVED

MAY 11 2023

Town of Elizabeth

Town of Elizabeth
P.O.Box 159
Elizabeth, CO 80107

April 28, 2023

Dear Sponsor,

Thank you for your donation of \$500.00 to the Elizabeth Education Foundation. The mission of EEF is to enhance the educational process and opportunities for all students, teachers, employees, parents and community members in the Elizabeth School District. We do this in three ways. Raising money for teacher grants, senior scholarships and our annual STARS (Students Taking Accountability and Responsibility Seriously) celebration. Your support will aid us in furthering our goals.

Your contribution is tax deductible to the extent allowed by law. The Elizabeth Education Foundation is a 501(C)(3) organization EIN #84-1474856. No goods or services were provided in exchange for your generous donation. If you have any questions please email us at ElizabethEducationFoundation@outlook.com.

Again, thank you for your support.

Sincerely,

Tammy Acosta, Treasurer
Elizabeth Education Foundation
PO Box 1538, Elizabeth, CO 80107



TOWN OF ELIZABETH

TO: Honorable Mayor and Board of Trustees
FROM: Karli Pronske Student Liaison
DATE: May 10th, 2023
SUBJECT: Student Liaison Thank You Note

SUMMARY

Thank you!!!

Hi everyone! I just wanted to write this to you all to again say thank you so much for this experience. I've learned so much from being able to sit in on the Town Board meetings and my eyes have been opened to issues within the town I never even knew about prior to my role as Student Liaison. You all are so amazing and I'm so glad to live in a town with such great leadership.

I also wanted to thank you for the \$250 scholarship. I really appreciate it and it will help so much with college expenses! I did want to share with you all that I was awarded \$33,500, now \$33,750, in scholarships (some from the college, and some local), and my first year of college is paid for in full!

The plaque is also so cool!! I feel like a famous award winning artist/actor with an Emmy or a Grammy when I'm holding it. It's so fun to show off to my family!

I especially want to thank Michelle for helping to run the Student Liaison program. She is so patient, and so kind, and so understanding, when I'm running around doing things for school and I forget to send in my report by Thursday morning. I appreciate her and everything she does so much, and you are lucky to have her.

Keep doing what you're doing! I'll see you around.



**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
APRIL 10, 2023**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Monday, March 10, 2023, at 10:02 AM by President Tedd Lipka.

ROLL CALL

Present were President Tedd Lipka, Vice President Linda Bulmer, and Board Members Jeff Struthers, Michael Hussey, Kurt Prinslow, Brandon Jeffress, and Carrie Wedel. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

No changes from Staff.

No changes from the Board.

Agenda set.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

CONSENT AGENDA

1. Minutes of the Regular Meeting of March 13, 2023

Motion by Mr. Hussey, seconded by Mr. Prinslow, to approve the minutes from March 13, 2023.

The vote of those Board Members present was unanimously in favor. Motion carried.

NEW BUSINESS



2. Discussion regarding Town of Elizabeth 5K Run and possible Committee creation

Vice President Bulmer and Board Member Wedel will serve on the 5K Committee. More information will be forthcoming after the next meeting in May.

3. Discussion regarding Gesin Lot Monument

The Board instructed staff to proceed with the RFP as presented.

4. Discussion regarding Main Street NOW conference

President Tedd Lipka, Mr. Jeffress, and Mr. Higgins provided updates and takeaways from the Conference.

5. Discussion regarding the May Main Street Networking Event

Discussion around the upcoming May event. Mr. Hussey suggested having a larger more formal event this summer and inviting other nearby agencies to attend. Staff will start to coordinate an event tentatively scheduled for July.

6. Discussion regarding 2023 Ornament – Images and Manufacturer

The Board would like to stick with Tom Pollard designs but would like to investigate 2D options for this year's ornament.

STAFF REPORTS

- Mr. Higgins provided an update regarding sidewalk repair on Main Street.
- Mr. Higgins provided an update regarding development of the Gesin Lot.
- Mr. Higgins provided an update regarding Grant application opportunities and timelines.

BOARD REPORTS

- Vice President Bulmer confirmed dates for someone to speak to the Board regarding the 5K.
- President Lipka requested an update on picnic tables for Running Creek Park. Discussion followed.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Jeffress, to adjourn the meeting at 11:49 AM.

The vote of those Board Members present was unanimously in favor. Motion carried.



TOWN OF ELIZABETH

Tedd Lipka

President Tedd Lipka

Vice president
LINDA Bulmer

Harmony Malakowski

Deputy Town Clerk Harmony Malakowski

