

## Meeting Minutes

### **Special Meeting of the Adams and Jefferson County Hazardous Response Authority Workgroup Wednesday, June 21, 2023 – 8:00AM**

#### I. CALL TO ORDER

The meeting was called to order on Microsoft Teams by Clint Fey at 8:03a.

#### II. ROLL CALL OF WORKGROUP

- a. Jesse Daniel
- b. Jaime Denison
- c. Clint Fey
- d. Bob Hose
- e. Steve Kelley
- f. Jesse Miller
- g. Dave Ramos

A roll call was taken, and all members were present with Dave Ramos arriving at 8:18a.

#### III. ADDITIONS TO THE AGENDA

No additions were noted.

#### IV. PUBLIC COMMENT (Comments limited to 3 minutes each)

A call for public comment was made and no members of the public were present.

#### V. NEW BUSINESS

Clint Fey opened the discussion by sharing his thoughts on the idea behind the workgroup. Specifically, as board members we are entrusted with ensuring that the Authority is operationally and fiscally effective. Recent feedback and observation have led us to believe changes are necessary and the purpose of the workgroup is to research areas for improvement and make recommendations to the board at large.

##### A. Bookkeeping and financial tracking

The workgroup discussed the current situation with bookkeeping. Some of the concerns presented included the repeated tardiness of filing, the potential conflict with two family members controlling the funds and the concerns expressed by the auditors (Feiss & Company). Several members of the workgroup believed that an independent bookkeeping firm could be utilized with potential cost savings. The workgroup decided to research the possibility of outsourcing and report back at the next meeting.

##### B. Oversight and administration

The workgroup discussed the current situation with the coordinator position. Concern was expressed about the amount of the annual budget that goes to oversight and administration.

Further discussion revolved around whether the overall budget was too small causing a poor balance or if the workload warranted a full-time employee. The workgroup members discussed prior shortcomings and the reliance on strategic workgroups to create direction.

The question was posed whether the workgroup, and board as a whole, had the information needed to make a recommendation. It was suggested that Mr. Grove be asked to provide a job analysis and share his direction. Other workgroup members pointed out that a similar process had occurred recently under a different board president without any tangible improvement. Ultimately the workgroup decided that they had sufficient historical data and information to make a recommendation on the future of the position.

#### C. Legal Representation

The workgroup discussed the ongoing need for legal representation. It was suggested that the Adams/Jeffco board seek legal representation immediately and that the recently obtained bids be used for consideration. Ultimately, the workgroup directed Clint Fey to reach out to the Lyons Gaddis law firm to see if they would be interested in representing the Authority. It was also suggested that both the Jeffco Hazardous Substance Authority and the Adams County Mutual Aid Trust pursue their own legal representation independent of the Adams/Jeffco Authority.

#### D. Team dynamics & response capabilities

The workgroup decided to table this topic until the next meeting due to time.

#### E. Communication and stakeholder engagement

The workgroup decided to table this topic until the next meeting due to time.

#### VI. EXECUTIVE SESSION (If needed)

No executive session was called.

#### VII. DATE/TIME FOR NEXT WORKGROUP MEETING

The workgroup decided to hold the next meeting on Wednesday, July 12, 2023, at 8:00a via MS Teams.

#### VIII. ADJOURNMENT

The meeting was adjourned at 9:54a.