



**Keith Goodwin** - Commissioner Dist. 1  
**John Hostetler** - Commissioner Dist. 2  
**Jim Baldwin** - Commissioner Dist. 3  
**Amy White-Tanabe** - County Administrator  
**Nathan Shultz** - County Attorney

**Office of the Commissioners**

# **AGENDA**

**August 24, 2020**

- 1.0 Call to Order/Approval of Minutes**
- 2.0 Guests**
- 3.0 Public Comment (Limit of 3 minutes)**
- 4.0 Old Business**
- 5.0 New Business**
  - 5.1 Resolution 2020-09 Telecommuting/Teleworking Policy
  - 5.2 RMMI Contract
- 6.0 Other Business**
- 7.0 Departmental Reports**
- 8.0 Commissioners Report**
- 9.0 Discussion**
- 10.0 Announcements**

**SEE ATTACHMENTS**

**THOUGHT FOR THE DAY:** *"It is impossible to live without failing at something, unless you live so cautiously that you might as well not have lived at all- in which case, you fail by default."* -J.K. Rowling



August 17<sup>th</sup>, 2020

The Board of County Commissioners now meets pursuant to adjournment.

Present:	Keith Goodwin	Chairman
	Jim Baldwin	Member
	John Hostetler	Member
	Amy White-Tanabe	Administrator
	Lynda Scott	County Clerk

Guests in attendance were: In person: Jolly Rose and Danelle Berg and Adrian Hart. On phone: Marty Lee, Christian Burney and Anne Boswell.

Adrian Hart presented that he has opened a Marketing and Consulting Company. He is located in the Thyme Square building.

Chr. Goodwin called the meeting to order and requested approval of the minutes from August 10<sup>th</sup>, 2020. Co. Hostetler motioned to approve the minutes. Co. Baldwin seconded. Motion carried.

Admin. White-Tanabe presented a contract for signature with CPS HR. The contract is to reevaluate the way evaluations are given to county staff. CPS HR was the low bidder on the project at \$15,525.00. Co. Baldwin motioned to approve signature. Co. Hostetler seconded. Motion carried.

Admin. White-Tanabe presented the June sales tax report. We are at \$200,329.36 for the year which is 12.45% higher than last year at this time, with a month change of 8.45%.

Chr. Goodwin presented the bills for August 1 to August 15. Co. Hostetler motioned to approve the bills. Co. Baldwin seconded. Motion carried.

Danelle Berg attended an OPI meeting and all but one loan is current. She praised Las Animas County for continuing their efforts on advertising and putting information out for the loan program. She is currently looking for buildings for people looking to move businesses into the County. An announcement was made that Senator Michael Bennet will be in Southern Colorado next week. She attended a marketing and attraction zoom meeting, there were several great ideas given.

Admin. White-Tanabe reported that she met with Commissioners on the project list for 2020 and start a list for 2021. Admin. White-Tanabe reminded everyone that Census workers will be coming door to door to get responses from people who have not responded yet. The County took possession of the backup generator for the Sheriff's office on Monday. She is also working on ADA requirements for the single-entry access into the courthouse.

Co. Baldwin attended a Arkansas River Roundtable there was discussion on the basin implementation plan. They would like the Counties to help with a community based plan that has to do with water that they can fund with the water reserve account. On Friday he attended a STAC meeting through zoom, the main discussion was on the budget. There was also discussion focused on the pandemic and how it is going to affect the highway user budget.

Co. Hostetler reported that he attended a health department meeting as well as a RESADA board meeting on Friday. The RESADA director has decided not to retire at this time. Co. Hostetler also attended OPI and OCLI meetings.

With no further business, the board adjourned the meeting.

Next meeting will be Monday, August 24<sup>th</sup>, 2020 at 1:30pm.

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Clerk

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Chairman

STATE OF COLORADO    )  
  ) ss.  
County of Otero         )

At a Regular Meeting of the Board of County Commissioners for Otero County, Colorado, held at the Courthouse in La Junta, Colorado, on the 24th day of August, A.D., 2020, there were present:

Keith Goodwin, Chairman  
Jim Baldwin, Commissioner  
John Hostetler, Commissioner  
Lynda Scott, Clerk to the Board  
Amy White-Tanabe, County Administrator

when the following proceedings were had and done, to-wit:

**Resolution #2020-09**

**A RESOLUTION ADOPTING A TELECOMMUTING/TELEWORKING POLICY.**

**WHEREAS**, in light of current world health events, many employees are now working from a remote location for all or part of their workweek; and

**WHEREAS**, Otero County, Colorado, considers telecommuting/teleworking to be a viable, flexible work option when both the employee and the job are suited to such an arrangement; and

**WHEREAS**, the Board of County Commissioners deems it necessary to establish a telecommuting/teleworking policy which allows its employees to work at home, on the road or in a satellite location for all or part of their workweek in order to provide a safe, secure and productive work environment for its employees and for the public;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Otero, Colorado, that:

1. The attached "Telecommuting/Teleworking Policy" is hereby adopted by Otero County, Colorado, and shall be implemented forthwith.
2. The "Telecommuting/Teleworking Policy" shall be reviewed by the Board of County Commissioners on an annual basis.

Adopted this 24<sup>th</sup> day of August, 2020.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF OTERO COUNTY, STATE OF  
COLORADO:

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Keith Goodwin, Chairman

\_\_\_\_\_  
Jim Baldwin

\_\_\_\_\_  
John Hostetler

Resolution No. 2020-09

## **Telecommuting/Teleworking Policy**

### **Purpose**

This telecommuting/teleworking policy outlines guidelines for employees to work from a location other than their County offices. Otero County considers telecommuting/teleworking to be a viable, flexible work option when both the employee and the job responsibilities are well-suited for it.

### **Eligibility**

Telecommuting may be appropriate for some employees and jobs but not others. Telecommuting is not an entitlement, is not a County-wide benefit and Otero County has the right to deny a request for telecommuting. Telecommuting may not be available to new employees. Employees must have been in their position a sufficient time and be able to demonstrate the ability to work independently. Telecommuting is a voluntary alternative. Employees are not required to telecommute and have the right to refuse if the option is made available. Requests for telecommuting will be considered based on the suitability of the position and its requirements, and an evaluation of the likelihood of an employee being successful.

### **Workspace**

The employee shall designate a workspace within the remote work location to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards. All equipment and work-related materials shall be kept in the designated work area and not be made accessible to others. Otero County will not be responsible for any costs associated with telecommuting or the setup of the employee's telecommuting workspace.

### **Equipment**

Otero County will provide computers for telecommuters upon request. The Employee will sign a Receipt evidencing all equipment/items received by said employee in order to telework. Equipment is to be used by the employee only and strictly for County-related business. All items provided by Otero County must be listed on said Receipt and said equipment/items shall be returned to the County upon request. An employee leaving County service will return all County property they possess prior to close of business on the last day worked.

### **Liability**

Employees will be covered by Otero County's Workers' Compensation policy. Liability is limited to injuries acquired in the employee's designated work area during the agreed-upon work hours and while performing job functions. Otero County assumes no liability for injuries occurring in the employee's workspace outside the agreed-upon work hours. Otero County is not liable for loss, destruction or injury that may occur in or to the employee's workspace. This includes family members, visitors or others who are injured within or around the workspace. The employee is liable for injuries to third persons and/or members of the employee's family on the employee's premises. All employee claims shall be handled according to the normal procedure for Workers' Compensation claims.

Otero County is not liable for loss or damage to real or personal property owned by employee.

### **Other Employee Obligations**

Teleworking employees remain obligated to comply with all County policies and procedures, departmental policies and procedures, rules, regulations and supervisory direction.

All teleworking employees shall sign a Telecommuting Acknowledgement Agreement acknowledging that they have received, read and agree to be bound by this Policy prior to commencing teleworking.

The employee is responsible to determine any income tax implications of maintaining a home office area. The County will not provide tax guidance nor will it assume any additional tax liabilities.

Starting and finishing times shall be recorded daily by the employee on timesheets which should be maintained electronically if required by the Department Head or Supervisor so that said timesheet can be checked regularly by the Department Head or Supervisor. Any absences should be recorded on the timesheet, such as extended lunch breaks, medical and dental appointments or other personal appointments.

### **Security of Information**

Employee is responsible for keeping documents, sensitive data and other work-related materials confidential and secure in the designated work area pursuant to each Department's standards. Employees are responsible for ensuring the security of the internet connection being utilized during work hours.

### **Dependent Care**

Telecommuting/teleworking is not a substitute for dependent care. Employees must manage dependent care or personal responsibilities in a way that allows for successful meeting of job responsibilities.

### **Communication/Availability**

Employees are expected to maintain a presence while working remotely. Presence may be maintained by using appropriate technology including but not limited to, computer, email, messaging application, video conferencing, telephone, instant messaging and/or text messaging. The employee is expected to maintain the same response times as if they were working on County property and will make themselves available to attend scheduled work meetings as required and/or requested.

In some instances, an employee may be required to come into the County office for executing an original document/pleading before a notary public.

All "in person" client interactions will be conducted on a County site as may be provided for by other County or departmental policies or supervisory direction, but not at the employee's teleworking location.

**Evaluation**

Periodic evaluations, at least annually, will be conducted to determine the effectiveness of the employee's performance and whether telecommuting remains a viable option.

**Termination of Agreement**

Both Otero County and the employee have the right to terminate the telecommuting/teleworking arrangement at any time by written notice to the other party.

Failure to comply with the terms of the agreement and/or this policy may be cause for disciplinary action and/or termination of the agreement.

In the event the telecommuting arrangement is terminated, the employee shall return all County-owned property to the regular office worksite by the end of the next work day or as directed by the Department Head or Supervisor.

**ACKNOWLEDGEMENT OF RECEIPT**

I have requested to telework as a part of my job duties for Otero County, Colorado.

I have read, understand and agree to the conditions, expectations and requirements of Otero County's "Telecommuting/Teleworking Policy".

\_\_\_\_\_  
Employee's Signature

Date \_\_\_\_\_





22. AUTHORITY TO SIGN/BIND. This Agreement shall be effective upon signature of both parties' authorized officials, and by so signing those officials represent that they do have the authority to legally bind their respective entities.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF OTERO COUNTY, STATE OF  
COLORADO

By \_\_\_\_\_  
County Clerk

By \_\_\_\_\_  
Chairman

ROCKY MOUNTAIN MCROFILM AND  
IMAGING LLC

By: \_\_\_\_\_  
Name: Michael Gudenkauf  
Title:

STATE OF COLORADO            )  
  ) ss.  
County of Otero                    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by KEITII GOODWIN, Chairman of the Board of County Commissioners of Otero County, State of Colorado, and LYNDA SCOTT, County Clerk.

WITNESS my hand and official seal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## Commissioners

**Mon Aug 24, 2020**

**8am - 8:30am Administration / JH, KG, JB**

**Where:** Room 212

**Calendar:** ocw@oterogov.org

**9am - 10am Canyon Fire Review / Amy, JH, KG, JB, NS, DC**

**Calendar:** ocw@oterogov.org

**Created by:** Mollie Brown

**9am - 9:15am Emergency Management / JH, KG, JB, DC**

**Where:** Room 212

**Calendar:** ocw@oterogov.org

**9:15am - 10am Public Works / JH, KG, JB, LN**

**Where:** Room 212

**Calendar:** ocw@oterogov.org

**10am - 11am County Attorney**

**Calendar:** ocw@oterogov.org

**11am - 12pm Department of Human Services / JH, KG, JB, DR**

**Where:** Room 212

**Calendar:** ocw@oterogov.org

**1:30pm - 2pm Land Use / JH, KG, JB, LN**

**Where:** Room 107

**Calendar:** ocw@oterogov.org

**1:30pm - 3pm Otero County Board of Commissioners Public Hearing / JH, KG, JB**

**Where:** Room 107

**Calendar:** ocw@oterogov.org

**3pm - 3:30pm Economic Development Coordinator / JH, KG, DB**

**Calendar:** ocw@oterogov.org

**3:30pm - 4:30pm Tour with Sheriff Mobley**

**Calendar:** ocw@oterogov.org

**Tue Aug 25, 2020**

**9:30am - 10:30am Courthouse Security**

**Where:** Room 107

**Calendar:** ocw@oterogov.org

**2:30pm - 5pm Work Session / JH, KG, JB**

**Where:** Room 212

**Calendar:** ocw@oterogov.org

**Wed Aug 26, 2020**

**9am - 9:30am Health Dept Briefing**

**Calendar:** ocw@oterogov.org

## Commissioners

**9am - 12pm SE TPR / JB**

**Where:** SECED 112 W Elm, Lamar CO  
**Calendar:** [ocw@oterogov.org](mailto:ocw@oterogov.org)

**Thu Aug 27, 2020**

**11am - 1pm Health Board / JH, AT**

**Where:** OJC Student Center, Room 120, 2101 San Juan  
**Calendar:** [ocw@oterogov.org](mailto:ocw@oterogov.org)