

RESOLUTION NO. 2802

A RESOLUTION ESTABLISHING POLICIES AND PROCEDURES RELATING TO THE ROLES AND RESPONSIBILITIES OF BOARDS, COMMISSIONS, AND COMMITTEES REGARDING GRAND COUNTY EMPLOYEES AND BUDGET

WHEREAS, the County Council has established boards, commissions, and committees that are a vital component of Grand County's government,

WHEREAS, in some cases Grand County has hired staff and appropriated budgets associated with boards, commissions, and committees,

WHEREAS, boards, commissions, and committees interact frequently with the support staff in fulfilling their common objectives,

WHEREAS, it is essential for the boards, commissions, committees, and support staff to understand their respective roles and responsibilities.

NOW THEREFORE, THE COUNTY COUNCIL OF THE COUNTY OF GRAND RESOLVES: Unless specifically authorized by state law or Grand County ordinances, boards, commissions, and committees shall adhere to the following policies:

1. **SUPERVISION.** Grand County employees are supervised by Elected Officials (who oversee a department) or the Council Administrator.
 - a. Boards, commissions, and committees shall not have supervisory responsibility and may not hire, fire, or discipline Grand County employees or interpret or administer Grand County Personnel Policies and Procedures.
 - b. When a Grand County employee is in a position with responsibility for a function that is also the responsibility of an appointed board, commission or committee, the Council Administrator and/or Personnel Director may consult with the chair of that board, commission or committee when performing the annual performance evaluation of that employee or when making decisions regarding firing or disciplining that employee in order to evaluate the effectiveness of that employee's working relationship with the board, commission, or committee.
2. **DIRECTION.** Boards, commissions, and committees may give direction to their support staff from time to time. In the case of conflict between such direction and the employee's job description, established policies and

procedures or the appropriated budget, the job description, policies and procedures and the appropriated budget shall in all cases take precedence.

3. **HIRING OF EMPLOYEES.** An Elected Official, Council Administrator, or Personnel Director at their discretion may invite a board, commission, or committee chairperson or appointed member(s) to participate in the hiring of an employee that serves as that board, commission or committee's support staff.
4. **BUDGET.** Boards, commissions, and committees may make recommendations to the Grand County Council, support staff, or supervisor of the support staff regarding the appropriation and administration of budgets associated with their responsibilities. The ultimate decisions regarding appropriation of funds resides with the County Council and the expenditures of funds with the County employee or supervisor that administers the budget. In all cases, County policies and procedures shall be followed regarding purchasing and other fiscal matters.

APPROVED THIS 2nd DAY OF OCTOBER, 2007 BY THE GRAND COUNTY COUNCIL BY THE FOLLOWING VOTE:

AYES: Lewis, Langianese, Ciarus, McNeely, Holyoak

NAYS: Greenberg

ABSENT: Graham

ATTEST:

GRAND COUNTY COUNCIL

Diana Carroll

Diana Carroll, Clerk/Auditor

Jim Lewis

Jim Lewis, Chairman