



LARIMER COUNTY POLICIES

BOARD OF COUNTY COMMISSIONERS

SUBJECT: BOARD OF COUNTY COMMISSIONERS DIVISION OF RESPONSIBILITIES

REVISION DATE: January 20, 2026

REVIEW: Annually – January (or as needed)

CANCELLATION: Board of County Commissioners Division of Responsibilities; January 6, 2026

CONTACT: County Manager

ATTACHMENTS:

- A. Board Assignments Document

REFERENCE:

- A. Governing Policies Manual; 1.6 – Boards and Commissions Principles

REVISION SECTION (Significant Changes from Prior Policy):

1. Section IV
2. Section V – Board assignments, including legislative committees, are now provided as a separate attachment and are no longer included within the body of this policy.

PURPOSE: The Board of County Commissioners has many varied responsibilities. In order to effectively use their time, the Board finds it necessary to divide duties and responsibilities among the Board members.

POLICY:

- I. **ASSIGNMENTS:** At their first annual meeting each year, the Board of County Commissioners determine each Board member's **assignments** and responsibilities for the year. These assignments include:
 - A. Chair and Chair Pro-tem
 - B. Boards and Commissions Primary Liaison Assignments (reference A)
 - C. Colorado Counties Inc. (CCI), Counties & Commissioners Acting Together (CCAT), and Colorado Communities for Climate Action (CC4CA) Committee Assignments
 - D. Other special task force or committee assignments

- II. Chair and Chair Pro-tem: The positions of Chair and Chair Pro-tem are determined by a vote of the Board.

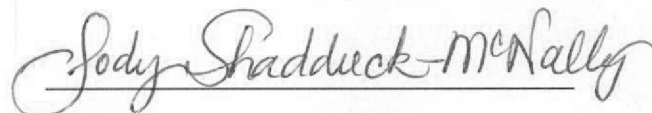
- III. Board and Commission Primary Liaisons:
 - A. Each County Board and/or Commission will have a Primary Liaison from the Board of County Commissioners, with the exception of quasi-judicial boards. The Primary Liaison serves as the main contact between the Board or Commission and the Board of County Commissioners. The Primary Liaison may attend Board or Commission meetings as requested or at the discretion of the Primary Liaison. The Primary Liaison is not expected to attend all the meetings of any Board or Commission to which they are assigned.

 - B. Nothing in this policy should be interpreted as limiting access to any Commissioner at any time or interpreted that the Primary Liaison is the only communication point with the Board of County Commissioners. The purpose of a Primary Liaison is to simplify communication and to effectively use the time of the Commissioners. Board or Commission Members are free to contact any Commissioner to discuss county issues at any time, if communication with the Primary Liaison is not possible or desirable, for any reason whatsoever.

- IV. CCI, CCAT & CC4CA Committees: CCI, CCAT & CC4CA Committee assignments will be made annually. Commissioners may assign their CCI committee vote and responsibility to a staff proxy if another Commissioner is unavailable.

- V. Other special task force or committee assignments: Note: Other special task force or committee assignments will be made by the Board as needed.

Adopted this 20th day of January 2026



Jody Shadduck-McNally, Chair
Larimer County Board of County Commissioners
(Signature on original filed in Records Management)

Distribution:
Larimer County Virtual Courthouse
Signed Original/BCC
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MB

2026 Board Assignments

2026 Chair – Jody Shadduck-McNally

2026 Chair Pro-Tem – John Kefalas

Board and Commission and Community Representation

Board, Commission or Task Force	Liaison	Board Type	Staff Liaison	Responsible Official
Agricultural Advisory Board	John Kefalas	Advisory	Extension Director	Human & Economic Health Director
Behavioral Health Consumer Advisory Committee	Jody Shadduck-McNally	Advisory	Behavioral Health Director	Human & Economic Health Director
Behavioral Health Technical Advisory Committee	Jody Shadduck-McNally	Advisory	Behavioral Health Director	Human & Economic Health Director
Behavioral Health Policy Council	Jody Shadduck-McNally	Advisory	Behavioral Health Director	Human & Economic Health Director
Berthoud Community Library	District 3	Outside		
Board of Adjustment	BCC	Quasi-judicial	Planning Department	Community Development Director
Board of Appeals	BCC	Quasi-judicial	Planning Department	Community Development Director
Boxelder Stormwater Authority – Board of Directors	John Kefalas	Outside	Engineering Department	County Engineer
Board of Health	John Kefalas	Decision making	Health Department	Human & Economic Health Director
Board of Social Services	BCC		Human Services Department	Human & Economic Health Director
Community Advisory Board	John Kefalas Jody Shadduck-McNally	Advisory	Commissioners' Office	Assistant County Manager
Community Corrections Advisory Board	John Kefalas	Advisory	Community Corrections Department	Community Justice Alternatives Director
Drug Seizure Fund Committee	BCC Chair	Decision making		
Environmental & Science Advisory Board	John Kefalas	Advisory	Engineering Department	Community Planning, Infrastructure, and Resources Director
Estes Park Local Marketing District (Visit Estes Park)	Jody Shadduck-McNally	Outside		
Estes Valley Public Library District	District 3	Outside		
Extension Advisory Committee	John Kefalas	Advisory	Extension Director	Human & Economic Health Director
Fair Board	Kristin Stephens	Advisory	Ranch Department	Community Planning, Infrastructure, and Resources Director
Flood Review Board	BCC	Quasi-judicial	Engineering Department	Senior Civil Engineer

Board, Commission or Task Force	Liaison	Board Type	Staff Liaison	Responsible Official
Fort Collins Downtown Development Authority	Kristin Stephens	Outside	County Manager	County Manager
Fort Collins Urban Renewal Authority	Kristin Stephens	Outside		
GoNoCo34 Transportation Management Organization (TMO)	Kristin Stephens	Outside	Engineering Department	Community Planning, Infrastructure, and Resources Director
GID/PID Advisory Boards	BCC	Advisory	Engineering Department	Community Planning, Infrastructure, and Resources Director
High Plains Boulevard Coalition	Kristin Stephens	Outside	Engineering Department	Community Planning, Infrastructure, and Resources Director
Highway 34 Coalition	Kristin Stephens	Outside	Engineering Department	Community Planning, Infrastructure, and Resources Director
Housing Catalyst	John Kefalas	Outside		
Land Stewardship Advisory Board	Jody Shaddock-McNally	Advisory	Natural Resources Department	Community Planning, Infrastructure, and Resources Director
Larimer County Court Security Committee	BCC Chair	Decision Making	Sheriff's Department	Sheriff
Larimer Emergency Telephone Authority (LETA)	BCC Chair	Outside	Sheriff's Department	Kimberly Culp
Local Emergency Planning (LEPC)	Jody Shaddock-McNally	Advisory	Office of Emergency Management	Community Planning, Infrastructure, and Resources Director
Loveland Downtown Development Authority	Jody Shaddock-McNally	Outside		
Loveland Urban Renewal Authority	Jody Shaddock-McNally	Outside		
Lyons Regional Library District	District 3	Outside		
North Front Range Trans. and Air Quality Planning Council	Kristin Stephens	Outside	Engineering Department	Community Planning, Infrastructure, and Resources Director
North I-25 Coalition	Kristin Stephens	Outside	Engineering Department	Community Planning, Infrastructure, and Resources Director
Open Lands & Parks Advisory Board	Jody Shaddock-McNally	Advisory	Natural Resources Department	Community Planning, Infrastructure, and Resources Director
Planning Commission	BCC	Quasi-judicial	Community Development Department	Community Development Director
Poudre School Dist./Fort Collins/LarCo Liaison Committee	John Kefalas	Advisory	County Manager	County Manager
Red Feather Lakes Fire Protection	John Kefalas	Outside		
Red Feather Lakes Library	District 1	Outside		
Regional Opioid Abatement Council	Jody Shaddock-McNally	Outside		

Board, Commission or Task Force	Liaison	Board Type	Staff Liaison	Responsible Official
Retirement Board	Kristin Stephens	Decision making		Treasurer
Rodeo Board	Jody Shaddock-McNally	Advisory	Ranch Department	Community Planning, Infrastructure, and Resources Director
South Platte Basin Roundtable	Jody Shaddock-McNally	Outside	Natural Resources Department	Community Planning, Infrastructure, and Resources Director
Thompson School Dist./Loveland/Berthoud/Larimer Co. Liaison Committee	Jody Shaddock-McNally	Advisory	County Manager	County Manager
Upper Front Range Transportation Planning Council	Kristin Stephens	Outside	Engineering Department	Community Planning, Infrastructure, and Resources Director
US 287 Coalition	Kristin Stephens	Outside	Engineering Department	Community Planning, Infrastructure, and Resources Director
Weld/Larimer Revolving Loan Fund	Kristin Stephens	Decision making	Economic and Workforce Development Department	Human & Economic Health Director
Workforce Development Board	John Kefalas	Advisory	Economic and Workforce Development Department	Human & Economic Health Director

CCI Steering Committees:	Liaison	Proxy
Agriculture, Wildlife and Rural Affairs	Jody Shaddock-McNally	Shane Atkinson
Tourism, Resorts, and Economic Development	Jody Shaddock-McNally	Shane Atkinson
General Government Committee	Kristin Stephens	Shane Atkinson
Health and Human Services Committee	John Kefalas	Heather O'Hayre
Land Use and Natural Resources Committee	Jody Shaddock-McNally	Shane Atkinson
Public Lands Committee	Jody Shaddock-McNally	Shane Atkinson
Taxation and Finance Committee	Kristin Stephens	Shane Atkinson
Transportation and Telecommunications Committee	Kristin Stephens	Shane Atkinson
Justice and Public Safety	John Kefalas	Shane Atkinson

CCAT Committees & Subcommittee:	Liaison
General Government & Governance Committee	Kristin Stephens
Fiscal Reform Committee	Kristin Stephens
Housing Committee	John Kefalas
Public Health, Health Insurance & Human Services Committee	John Kefalas
Natural Resources, Environmental & Wildfire Committee	Jody Shaddock-McNally
Transportation Committee	Kristin Stephens

CC4CA:	Liaison
CC4CA Board	Heidi Pruess
Legislative Committee	Shane Atkinson
Policy Committee	Heidi Pruess