



UNIFIED FORENSIC LAB

Board of Directors Meeting of the Unified Forensic Laboratory

October 23, 2024 Agenda

1:30pm-3:30

The meeting will be at the UFL

8555 Double Helix Court

Englewood, CO 80112

Members

DC Sheriff Darren Weekly (V) – Vice Chair	AC Sheriff Tyler Brown (V) - Secretary	Aurora Chief of Police Todd Chamberlain (V) – Chair	18 th Jud. District Attorney John Kellner (V)
Alternate Bureau Chief Mike McIntosh	Alternate – Chief Ken McClem	Alternate Dep. Chief Mark Hildebrand	Alternate Assistant DA Tom Byrnes
Aurora -Mayor Mike Coffman, (V)	AC Commissioner Jeff Baker, (V)	DC Commissioner Lora Thomas, (V)	Lab Director Kimberly Morrow (NV)

BOARD MEMBERS	
P	Todd Chamberlain , Chief, Aurora Police – <i>Chair (V)</i>
P	Mark Hildebrand , Division Chief, Aurora Police, Alternate
A	Darren Weekly , Sheriff, DCSO – <i>Vice Chair (V)</i>
P	Tyler Brown , Sheriff, Arapahoe County – <i>Secretary (V)</i>
P	Mike McIntosh , Bureau Chief, DCSO, Alternate for Sheriff Weekly (V)
P	John Kellner , DA 18 th Judicial District (V)
A	Tom Byrnes , Assistant DA 18 th Judicial District, Alternate (V)
P	Mike Coffman , Mayor, City of Aurora (V)
P	Jeff Baker , Commissioner, Arapahoe County (V)
P	Lora Thomas , Commissioner, Douglas County (V)
P	Kim Morrow , UFL Director, Arapahoe County (NV)
P	Pete Schulte , Attorney of Record for UFL (NV)

P=Present A=Absent

ADDITIONAL ATTENDEES
Wendy Wales, Support Specialist UFL
Tracey Montano, Deputy Director, Douglas County
Celina Oropeza, Deputy Director, APD
John Schneebeck APD
CheyAnne Ivis, UFL

Darla McCarley Celentano, UFL
Janette Guscott, UFL
Mary Schleicher, UFL
Miranda Cales, UFL
Kiana Valenti, UFL
Shane Edwards, UFL
Jessica Guillemet, UFL
Alex Luby, UFL
Ken McKlem, ACSO
Dan McMillan, DCSO
Ray Perez, UFL
Olivia Kassie, UFL
Dan Avery, Douglas County Commissioner's Office
Kelsey Peters, UFL
Christine Spiegel, UFL
Diana Romero, DCSO
Sonia Steranko, DCSO
Omar Felix, UFL
Olga Fajaros ACSO
Mark Hildebrand APD
Tucker Hecimovich UFL

1. **Call to order:** The meeting was called to order by Chief Chamberlain at 1:37 pm.
2. **Roll call / Confirm Quorum:** A roll call was conducted by Under Sheriff Walcher a quorum was confirmed to be present.
3. **Approval of minutes from last meeting:** A motion to approve the minutes of the last meeting July 24, 2024, was presented by Commissioner Baker, 2nd by Commissioner Thomas. Commissioner Thomas would like to acknowledge the meeting minutes taker for the thoroughness of the minutes. Motion passed.
4. **Meeting notice:** Notice of the meeting was posted on the UFL website on Monday 10-21-24.
5. **Board member acknowledgements:** Director Morrow presented a token of recognition to Commissioner Thomas and DA Kellner and acknowledged their contributions to the Board. We would like to thank them for their ideas, their efforts and the time they have committed to the Board. This is their last meeting and we at the UFL wish them well.

DA Kellner responded to the Board members; it has been a pleasure to serve on the board of the UFL. I appreciate the constant effort of everybody in this room that works so hard to make our jobs in the courts so much easier. They give us confident, great evidence to present in our cases and it has made a tremendous impact, we appreciate your leadership Director Morrow, and I look forward to the future of this crime lab as it continues to grow.

Commissioner Thomas would also like to thank everyone who has worked so hard on the lab. Starting with my 26 years with the State Patrol, it has helped me understand everything that

happens here and what needs to be done. Especially to everybody who has worked so hard on the budget and has done everything they need to do to make this unusual and unique idea come to life. So, thank you to everyone, I appreciate it and all the best in the future.

Director Morrow thanked the Board for allowing her the time to acknowledge DA Kellner and Commissioner Thomas. Chief Chamberlain thanked Director Morrow for the acknowledgement.

6. Open ongoing items:

a. Vacancies, staffing, and updates – Director Morrow

We do have a lot of staffing updates right now. At the last meeting Director Morrow advised us of the onboarding of the new DNA Analyst, she has started and is currently in training. The training is expected to last around 18 months. She comes to us with a great education and background.

We are in the hiring process for a firearms position. We have with the agreement of ACSO we have promoted our senior analyst to Technical Leader for the firearms unit. We are in the process of backfilling that position. We held interviews on Monday and will be interviewing again on Friday. We appreciate Aurora PD's help with the process. This is Deputy Director Oropeza's first time in her role as hiring manager, and she is doing very well. We hope we will have someone going into background soon.

We did receive the resignation on Monday morning of one of our NIBIN Technicians whose position was being eliminated by APD at the end of the year. His last day will be November 8th.

Information Technology. We have had some IT issues. Aurora IT has been working with us very well; they upgraded lots of our hardware a couple of weeks ago as well as spending the entire day last Saturday at the Lab with Director Morrow. They are still working on increasing our connection speeds, which will hopefully help our case work and eliminate some of the persistent issues we have been encountering.

We are in limbo with our Latent Print unit. Our software (IDEMIA) and AFIS have been down for about a month. AFIS is only working for emergency purposes. We are hoping by the end of October we will be up and running. This has caused the Latent Print Unit to be in limbo, they have worked what they can work with the resources they have and now are waiting on a part.

DA Kellner asked Director Morrow to explain a little more about AFIS being down. Is it just here? Director Morrow replied, "AFIS is down across the entire state, they have upgraded the software and that has caused the problem." They need to install an upgrade to the software to fix it. An IDEMIA employee is coming tomorrow, hopefully they will get us operational. The new contracts will be coming to the three agencies imminently.

Undersheriff Walcher inquired as to when it will be up and running. Director Morrow said the vendor will fix the hardware problems tomorrow and then they will fix the software problem.

DA Kellner asked if AFIS has been down for a month will we receive a discount for the service they were not providing? Director Morrow advised we have not paid for the down period. DA

Kellner asked if it only the jail side has been down or is it the background side as well? Director Morrow replied it has only been on our side. IT is not affecting the Ten Print, the arrestee entries, this is only affecting the examination side where they are entering unknown prints in to search against the database. Hopefully we will be up and running and we will see a new contract coming through in the next few weeks.

Commissioner Baker asked if there has been a workaround for emergency cases. Director Morrow said there was no connectivity, so there was no workaround. We are just getting our people set back up in the system. If an emergency was to occur tonight, we would find a workaround, but for general use, we are not yet back up and running.

b. Contract Quality Assurance Administrator update – Director Morrow

I did send an email to the board late last night regarding our Quality Assurance Manager, I apologize I realized I should have sent that email out sooner. The contract for our Quality Assurance Administrator took a long time to be completed and unfortunately our first choice Anja Einseln was no longer available.

We have Brooke Arnone working for us, she has a ton of experience, she will be great. Director Morrow has included her resume in the packets. Director Morrow and Anja have completed a lot of ground work so she is starting over with Brooke. She did come out a couple of weeks ago to meet the staff and aid in the internal audit and to complete some training. We have a lot of individuals who were not present three years ago when we did onsite auditor training. She has been wonderful to work with. Director Morrow has a scheduled Friday meeting with Brooke where they plan out some the projects Brooke is going to be completing for us. We will be able to keep track of quality incidences and communicate those to everyone involved to make sure we are improving our documentation. Brooke has a lot of great ideas, and we are very excited to be working with her, but it is a change from the last few meetings and the expectations, so her CV has been included.

Chief Chamberlain asked if they have an audit matrix they look at? Director Morrow said have three audits a year- ANAB External, Internal, and FBI QAS for DNA which is its own entity and happens once per year. It alternates between internal and external audits.

In February of 2024 we had our full reaccreditation assessment and every year we do an internal audit. That internal audit varies is up to the Quality Assurance Manager how in depth it will be. It is rarely a full audit; this year we focused on things we had findings on in the past. We focused on personnel in the units that had new hires, and we focused on parts of the management system.

For the external accreditation, every fourth year is a full accreditation. This year it was a documents assessment where they will look at a set matrix; ANAB sets the parameters of the audits. These can be onsite or virtual. At the present time we have not been notified which it will be.

Every year we complete an internal audit. The Quality Assurance Manager decides what the focus of the audit will be. The focus is on parts of the management system.

- c. Chief Chamberlain speaking with Director Morrow, he asked the auditor in Aurora about getting an audit of DNA rape kits, it sounds like it is going to fall more under the lab. DNA really means a lot to me, especially the rape kits so I would like to know how we are holding up and what we are doing with them.

Director Morrow said if she can go a little off agenda with that, we are working on how to track those internally. The state law tracking system is supposed to be implemented by June 30th, 2025. Director Morrow has had a couple of meetings with other lab directors, and they are still trying to figure it out. They had a software vendor lined up and started doing training and it has somehow fallen through with unexpected costs. There will be a statewide tracking system that will involve not only the incident date but the date of submission to agencies, the date of submission from the agency to the lab, and several points of laboratory turnaround time, including when they start the case, when they finish the case and if and when anything goes into CODIS. Within a year there will be a statewide system for you to use as well. Chief Chamberlain said he is looking forward to that. Does it go on harm index or how does go on area or how does it work as far as process? I'm looking forward to reading more on this as it moves forward.

Director Morrow has completed her items unless there are follow questions. No questions were posed.

- d. Pete Schulte brought to the attention of the Chief and the BOD, the agendas on the table had the incorrect date printed on them. The one in the packet handed to the Board has the correct date. For open meeting requirements does the one posted have the correct date? Can we please check? If it doesn't we don't have any authority to be here today.

We are not in compliance with open meetings act, we can have discussions, but no formal action may be taken. There needs to be time for public comment to be heard. The date on the website has the correct date, but the notice doesn't. It will be up to the Board's discretion. Discussion may take place but there is no action. We can follow up with another notice of meeting virtually just to confirm. If we post a meeting and say there will be an opportunity for public comment.

Director Morrow asked if posted today, would everybody be available for a quick Team meeting on Friday to allow for members of the public to join with a public link and allow public comments? Pete Schulte said Friday would be permissible if there was 24 hours' notice. A conversation was started to discuss whether the meeting could continue.

Commissioner Thomas, to confirm, we can continue the meeting and meet again on Friday to ratify any decisions that were talked about today, as long as the meeting is advertised with 24 hours' notice and a corrected agenda on the website.

Pete Schulte said we could summarize what was discussed today. DA Kellner said we should continue with the discussions today, set a meeting for Friday October 25th, have everyone who is present come back on Friday and open the meeting to public comment. Then any votes can be taken. Director Morrow apologizes for the error.

- e. **23rd Judicial District vote:** Chief Chamberlain said this will not be a vote on the 23rd Judicial District having a voting member on the Board of Directors, it will be a discussion only. X

Will the new DA from the 23rd Judicial District receive a vote on the Board of Directors? What would the implications be for having an even number of votes? A discussion will take place today when the members of the Board take the discussion back to their governing body, who will then take it back to their respective commissions to vote on.

Commissioner Thomas said this has been an ongoing discussion about the IGA and because there is going to be a split with the DA's office and a new Judicial District coming online in January, the question came up, what happens when the new DA from the 23rd district starts. Douglas County feels each DA should have a seat on the board, but because they are not a funding member of the UFL, they should only have half a vote. Employees working at the Lab are funded by Douglas, Aurora and Arapahoe. Commissioner Thomas feels if there is a tie if the topic for the vote is about operations of the Lab, the law enforcement people should be the ones to make the decision. If it is a funding issue, and there is a tie on a vote and then the commissioners and the mayor would make the decisions. Douglas County spends a lot of time trying to decide how to divide it up and this is what they felt was the fairest way to do it.

Undersheriff Walcher said the way it is now, citizens and not elected officials would be on the board and he feels the other piece of this is other than law enforcement. Currently it has been elected officials from Aurora, Arapahoe and Douglas Counties that have been on the board were individuals who have had an impact on the funding, so the person coming in won't be a citizen at large, but an elected official.

DA Kellner said he has some questions about non-citizens being on board other than from a governing body. He doesn't understand why that would be a recommendation as you are potentially losing out on the ability to have somebody from the community who may have expertise, that would be beneficial to the board, and we would be missing out if we discounted them having a vote because they were not sworn. They could have expertise in the field of forensics and could be beneficial to the Lab.

DA Kellner's recommendation would be if the board is looking at adjusting part of the IGA to somewhat curtailing the ability to have other people on the board would be a disservice to the Lab. He recommends the IGA should stay the way it is. You are talking about 2 DA's the 18th and the incoming 23rd Judicial District. The 18th Judicial District is a funding party to the Lab by way of funding a firearms examiner, it is a small part, but still a part. That funding comes directly from the 18th Judicial budget and as we look further down the agenda, the lab is asking for funding for a firearms position.

DA Kellner said it is theoretical that the 23rd could also want to fund someone. The 18th is a funding party and don't agree with not being able to have a vote. If you say the DAs are funding parties and they may or may not fund depending on the city commissioners, grants or whatever. The Lab Director is no longer a voting member. What is the reason behind that?

Commissioner Thomas said the Lab Director has never been a voting member on the board. DA Kellner said he sees where it says, voting member, now non-voting. Commissioner Thomas said in 2016 the original IGA said the lab director was a voting member, but she remembered being at the Douglas County Commissioner meeting where they removed the director's vote.

Undersheriff Walcher said the point is well taken about an elected official vs a citizen, being in the Board. In fact, Douglas County had an official on the Board who was not an elected official. Commissioner Baker has always been on the Board of Directors. It is the elected officials with those counties or governments that fund this lab, not the Sheriff or the Chief. The lab is not funded by the three agencies.

Undersheriff Walcher believes we should be making decisions that support the Board of Directors making decisions. We have a crime lab director who we look for expertise, we rely on the Director and her staff, and the Board of Directors makes decisions based on those recommendations made by the Lab Director. He applauds that we have someone who has expertise, and the board of directors makes decisions based on the recommendations of the Director. Undersheriff believes the Commissioners should have some say so. DA Kellner said the Commissioners are represented on the board and they would be potentially in the future.

Sheriff Brown said Aurora is building the most sophisticated bio science area in the country on the Fitzsimmons campus in the county and I would hate to cut our possibilities of tapping into those resources to have somebody with that level of caliber and expertise to be able to sit on this board as well. As this board continues to grow and ask for more, the citizens being able to have some input into how those funds are spent is important. The Commissioner and the Mayor are not going anywhere, with both DA's having a say, that leaves another position open where we could possibly have for two years and board member who is an outside citizen from Aurora and then the next two years and one from Arapahoe, etc., and it rotates, and we are getting that outside perspective of a citizen. It provides a little more overview and input.

Mayor Coffman said he is concerned about the funding aspect, the appropriations aspect. If it were to change, he doesn't like the idea of an elected member, Aurora having the Chief of Police, that is Aurora's expertise.

Commissioner Baker wanted to point out that having a citizen in the toolbox, not saying that it must be a citizen, he thinks ruling it out in the future to never have a citizen is a permanent solution to something that the Board may want to have the flexibility of in the future. Commissioner Baker doesn't want to preclude there ever being an opportunity for a citizen to serve on this board in the future. Commissioner Baker doesn't like the idea of a ½ vote. Finally on making financial decisions, each entity operates differently and has a different culture. Commissioner Baker said as one member of the Board of County Commissioners, he can't say if they will or won't fund any decision made in the Board meetings, he has to go back to the Commissioners Board, and then they as a group, make the decision if funding will be provided for the Lab. If he has the agenda and proposals beforehand and has previously discussed it with

his fellow County Commissioner, he may come to a meeting knowing if they are able to fund a proposal, but those decisions are never made alone. Funding for each agency may be different.

Mayor Coffman said they can't increase the appropriation without it going back to council. How would they be appointed; would they be appointed by the entire board? You are not making any decisions at the board level; you are going back to your individual board for them to make the decision. The whole number is better than two halves. Mayor Coffman asked who would appoint the civilian every two years? What happens if you get into a situation with nobody agrees? Some board members may have questions about how ideas were come up with.

Mayor Coffman said, if the DA for the 23rd Judicial District had a full vote, then you would have an even number. To get to an odd number Mayor Coffman would be ok with a rotation vote. Some may be inclined to vote in favor of say Aurora. They may be more inclined to vote in favor of aurora, would that always be the correct decision or would they be voting for who they like more.

Commissioner Thomas said Douglas County used to be represented on this board by someone who didn't seem as invested. In 2018 Commissioner Thomas was appointed to this board, and she stepped up when she found out they were voting on how money was spent. She feels it is important that someone from each of the funding agencies is here to watch over the investment of their individual agencies. Douglas County put \$17 million into this project to start it off and that is why she thinks it is important to have someone from each party to maintain the funding and know what is happening here at the Lab. The police chief and the sheriffs are supposed to be the ones that are bringing in the expertise. If we figure out a way to put a citizen on here we need to decide if they have a vote and why they will have a vote if we understand that chief and the sheriffs are the ones that hold the expertise that is pertinent for the operation. Just to bring it back to the 23rd Judicial District, if the DA comes and wants to fund putting someone in this Lab, he/she is going to have to go to the Douglas County Commissioners to ask them to fund that position, because they will not have money in the budget to fund that position.

DA Kellner said that is generally true, but the Chief and the Sheriffs are providing a passthrough from their budgets to this office in some fashion if they have people who are working for Aurora Police Department that work here at the Lab. So, if the mayor wanted to designate somebody from Aurora to represent his city in that capacity, he could do so, it doesn't have to be police. I recognize we can't vote on any of this today, but it's a good discussion.

Chief Chamberlain asked; how would it provide for better efficiency on this board, have we done an analysis to see what the board is lacking or how it could increase or decrease in the process? That is what I am concerned about, if somebody doesn't have any skin in the game as far as financial addition, why would we want to do this? I think we have to be very cautious when we say citizen, is a community member excluded? I think we must be very careful with the language. Have we done an analysis or audit to see if it would enhance the process or decrease the process? What could we use as metrics to say that?

DA Kellner asked Commissioner Thomas, “You had somebody on the board that wasn’t meeting expectations, do they want to send one of their own or do they want to designate somebody to go in their place.”

Mayor Coffman said he understood having elected officials when the Lab first opened, but it’s no different than it is for the Chief Chamberlain than it is for say the Major, if he makes a decision that requires a more significant appropriation, he still must go back to the elected officials to discuss it. Mayor Coffman said he doesn’t have the expertise to make meaningful decisions when it comes to law enforcement aspects of a forensic lab so when it comes down to it, so he has confidence in the Chief. You need more decision making when it comes down to it. If a DA makes an appropriation, what you really have is 3 law enforcement entities making decisions that must still be ratified by their elected bodies.

Pete Schulte suggested the voting members be kept as proposed or make the chair a non-voting member. Commissioner Baker replied, no.

Director Morrow requested to make a comment. If the 23rd and 18th both have a vote, we could have an at large member or ad hoc member who only votes in case of a tie, or have a member of management, not necessarily the Director, any member of management who only votes in the event of a tie. Director Morrow feels the Board is very collaborative and she truly doesn’t feel like there is much division when it comes to a lot of things, this topic excluded. Director Morrow said this has been a great discussion and brought up some things we have never thought about.

Commissioner Thomas asked about the Consortium, should that be the place to put citizens rather than on board? Director Morrow replied, the Consortium is used as a feedback loop for items that rise to the level of this meeting, such as evidence packaging, labeling, case management and items like that. It is more for us to provide an informal setting to ensure we are supporting the agencies as best we can.

Chief Chamberlain said he is looking at the chart and see Aurora provides 43.7% of the funding, so he thinks it is important that all the folks that have skin in the game, it is important that we have a discussion about the direction of the lab in the hope that we build for this organization and I will go back to the questions we asked at the beginning; whatever community member you pick, you need to pick for the right reasons. What would be the big benefit or this and what would be the negative? Whatever community member you pick, you have to pick somebody that is not here for the wrong reasons but somebody who is here for the understanding of what we are struggling with in law enforcement. It always comes down to the victim, so Chief Chamberlain is very concerned how we run the Lab. DNA, the fingerprints, the forensics that’s not processed are going to mean that people are still out there victimizing other people.

Pete Schulte said he knows the board was trying to do this before the 23rd Judicial District joined the lab on January 14th but there is no rush to do that, they don’t have a fiscal impact on this,

maybe it makes sense to wait until the new DA comes in and then have these conversations. Maybe put this on hold, there is no urgency to make a decision today.

Mayor Coffman said it might be good to have input from the new DA in terms of what they feel their relationship will be. What exactly will their contribution be? There is no reason to rush this.

DA Kellner said the 18th Judicial District's budget expectation is they will continue to fund the firearms position into the next year. The 18th will continue to be a funding party all be it a small funding party for the Lab.

Chief Chamberlain asked if there was any further discussion before the subject was put on hold.

Commissioner Baker said, Arapahoe County could have as many as three new Commissioners after January 2025 and possibly one or two in Douglas County, it may be better to wait for any decision to be made.

Pete Schulte said, the Board would just operate under the existing IGA until it is changed.

Undersheriff Walcher said he saw the original IGA and the Lab Director will be a non-voting member. He suggests the three agency heads and the DA's vote on a rotating basis. DA Kellner said there are lots of ways to do it.

The discussion has been tabled for now. There will be no vote at this meeting.

f. **Firearms position proposal – Director Morrow**

The proposal for a new firearms position is on the left side of the packet. Director Morrow spoke at the last two meetings about NIBIN and about the firearms unit. One of the things we have realized is our NIBIN Technicians in our setup are operating well beyond the level of just a NIBIN Technician. We have the ability to train them in more tasks than they are currently completing.

Director Morrow would like to offer two proposals, unfortunately one of the people Director Morrow was looking to retain with this proposal put in his resignation, but these positions are still very necessary in the Laboratory to upgrade our NIBIN Technicians to a Forensic Technician to give them the freedom to ask as support staff for our Firearms Unit. They will be able to do a lot more, we can train them in a lot more without making them a full-fledged examiner and putting them through a multiyear training program.

Director Morrow seeks to upgrade our current Aurora NIBIN Technician to a Forensic Technician, which as the lab grows, will be vital to our success moving forward. Having this position now will help us in the future. Director Morrow would also like to request a second Forensic Technician position to be created over the next year or so to aid in the Firearms Unit. If

you lose a forensic position, you are looking at a year to get somebody on board, so we will be down in the Firearms Unit for a significant amount of time.

We also have the large COCA case that everyone is familiar with which will essentially commandeer one of our Firearms Examiners for a very significant amount of time, with the other analyst doing all the verifications. This also shows the benefits of a technician who can take on a lot of other duties that the Firearms Examiner would be doing, buffer and take on some of the responsibilities of the technician type duties that Firearms Examiners are currently doing. It would be a better use of resources and time and would aid the agencies and the DA's office in the long run. Director Morrow requests the proposal is taken back to the agencies for discussion and to present the needs for the Laboratory moving forward. Director Morrow appreciates the Boards consideration.

Commissioner Thomas asked if everyone discussed is documented in the packets given to the Board to take back for discussion. Director Morrow replied, "Yes."

Undersheriff Walcher asked how the new FTE would be funded. Director Morrow said that it is for the Board to decide. Undersheriff Walcher asked what the cost for the salary, with benefits and the upgraded position would be.

Director Morrow said she would need to consult with Aurora to find out what the current salary is also to upgrade that position as well as to create a new position. Director Morrow said she can provide that information, the reason she never included it was because each agency treats their benefits packets and salaries differently, so it would be a differing cost for each agency. We have people sitting next to each other doing the same job for different agencies, earning very different salaries because each agency classifies jobs differently. This is just a proposal to demonstrate the need for the Laboratory.

6) Status Update on Fiscal Meetings – John Schneebeck

As a follow up to the discussion from previous meeting. The agency fiscal teams met and found they had some inconsistencies in the way they were recording data. The document passed out pulls together the changes they have made to finances to get a little more consistency in the way the data is being recorded. For example, they were initially recording full time costs for some part time people working at the Lab for Douglas County, there were curriers recorded on the Aurora account, when the Lab isn't using curriers, there were some things that were being accounted for, some of the assets and maintenance agreements for equipment owned by each agency.

All three put a recast into their existing actuals by looking back in time and coming up with a more consistent way of representing the costs from every agency. This is what this document outlines for you. They worked projections to 2036 which would match the years that would run the projections of the initial IGA. They added future contributions vs the existing staff, with a couple of exceptions. The exhibits in the original IGA plus the costs per agency were built on future contributions. The actuals are what is being spent. The large difference comes from counting the original staff that came in when the original IGA didn't.

The table will give what the IGA had in those three exhibits by agency, and the comparisons of what was recast as the history from 2020-2023 as well as the projection of 2024 with everyone have a 3% increase in people and supply.

The percentage give you an idea of who is using the Lab.

The next component staffing analysis original employees as identified in the IGA and what that number is in 2024. Some of the positions that were brought forth were shared positions between CSI work in the field vs the Lab. Some positions were specific to IT, they were going to build an entire IT system within the building but came up with a different solution. The solution meant there wasn't a need for two IT positions at the Lab and an onsite IT person was not needed.

Supply and consumption costs – the costs are based on the usage of the lab. It gives a breakdown between DNA and all other Units. This is a good idea of what it looks like in actuals. Each January the Director will give what the actual usage was, this gives what the percentages are for next year's budget. History of uses that use that percent.

The last piece is for 5 years. It is a projection of what everyone is going to be spending. There are no additional staff because we didn't know if staff were going to be asked for. We did know of some equipment needed to be replaced. This information gives an idea of what is being contributed to the lab and who is using what within the lab.

Chief Chamberlain opened the floor for questions.

Director Morrow has a comment on page 2, for Douglas County it has five staff members listed, we only have four Douglas County staff members. John Schneebeck said the number includes the maintenance employee.

Commissioner Thomas would like to thank John Schneebeck, Olga Fajaros and Diane Romano for their work on this project. She knows this was a large project, but it is what we need to be sure that every agency is putting in what they need to ensure Director Morrow has the staff that she needs to run the Lab.

Undersheriff Walcher speaking to Chief Chamberlain wanted to explain when the Lab started there were a lot of assumptions about funding and usage and what we needed. Six months ago, the decision was made to look back at our history and see how those resources have worked and how our funding works. Is each agency funding in an equitable way.

Undersheriff Walcher thanked the team for taking on such a big task. As one example, looking at the sheet, through 2036 Aurora is contributing around 42% of the funding but in the 3rd quarter, they made 44% of requests. The one interesting item is that 7 % of requests are from outside agencies that don't contribute. Should we be charging a fee for service? There is a lot of great information here but I'm going to recommend the new board have a work session and dive into fee for service again. That equates to a lot of money over twenty years, you are talking about \$131,000,000. Undersheriff Walcher thinks the report is fabulous and thinks it is a great point to move this forward for further discussions.

Commissioner Thomas added that she has sat here for years about charging outside entities, so she appreciates bringing it up. She feels when the new board gets together, this is something that needs to be addressed. It also provides services to other agencies, if the Lab has the manpower to make it happen.

Director Morrow said when the Lab started there were three agencies that all served their sub agencies, so for instance Arapahoe County served Greenwood Village. Whatever services those subagencies had they maintained when this Lab was started. Greenwood Village had LP through Arapahoe County, so they are still able to have those LP services today, so that is where 7% comes from. We are not taking any cases other than what they are grandfathered into other than on rare occasions when there are urgent cases in emergency situations.

Mayor Coffman asked if those latent prints cases for Greenwood Village, are paid for by Arapahoe County? Director Morrow confirmed that it is correct, but they are limited to the services they originally had.

Director Morrow said the numbers are displayed separately, but the final numbers at the end of the year are added to the agencies. Right now, we don't have anything in place to do the billing, invoicing, charging. We have had at least one agency reach out and ask how they can be financial contributors and pay for cases.

Pete Schulte said he doesn't want the lab to get overworked.

DC Hilderbrand asked if this agreement was from five years ago, what is happening now, are they paying. Sheriff Brown responded they are covered by Arapahoe County. There is no collection of fees the main agencies are covering the costs.

Director Morrow said nobody is getting anything they weren't getting before, if they were getting Latent Prints, they are still getting Latent Prints. If they have a Firearms case, we can't do it, if they want DNA they would need to go to CBI. We would like to offer for them to pay to play, based on the numbers we worked out, but it is a burden on the fiscal department. It is what we would like to do in the future if we could work it out. The Lab could help with billing, etc.

Chief Chamberlain asked if there has been a review of what cases were taken in from 2017 and what is taken in for 2024. The world is a very different place than it was in 2017. Director Morrow said she can pull those numbers, but it would take a little time. We did get accredited when COVID hit so we are really on our first couple of years of casework since COVID so the numbers may not be a true reflection.

Director Morrow said she can put together something for next meeting with the numbers for sub agencies.

New Business:

- a. Open to Board members – there is no new business.
- b. A meeting will be held on Friday October 25, at 9.30am to correct the error made on the agenda of today's meeting. The meeting will be open to the public to comment, if no members of the public attend the meeting, the minutes of the last meeting will be approved and the meeting adjourned.

7. Executive Session (if needed) No executive session was needed.

8. **Adjournment** – Next Meeting –October 25, 2024 / 9:30am – Close (Teams)
January 22, 2025 / 1:30 – close @ UFL

9. Meeting concluded at 2.51pm