



UNIFIED FORENSIC LAB

Board of Directors Meeting of the Unified Forensic Laboratory

March 25, 2026

2:00 pm - close

The meeting will be held at the UFL 8555 Double Helix Ct., Englewood CO 80112

Members

AC Sheriff Brown (V) – Chair	AC Sheriff Darren Weekly (V) – Vice Chair	Aurora Chief of Police Todd Chamberlain (V) – Secretary	18 th Jud. District Attorney Amy Padden(V)
Alternate Bureau Chief Mike McIntosh	Alternate – Chief Ken McKlem	Alternate Dep. Chief Mark Hildebrand	Alternate - ADA Ryan Brackley
Aurora -Mayor Mike Coffman, (V)	AC Commissioner Jeff Baker, (V)	DC Commissioner , Kevin Van Winkle (V)	Lab Director Kimberly Morrow (NV)

BOARD MEMBERS	
A	Todd Chamberlain , Chief, Aurora Police – (V)
P	Mark Hildebrand , Division Chief, Aurora Police, Alternate
P	Darren Weekly , Sheriff, DCSO – Chair (V)
A	Jason Kennedy , Undersheriff - Alternate for Sheriff Weekly (V)
P	Sheriff Tyler Brown , Sheriff, Arapahoe County – Vice Chair (V)
P	Ken McKlem , Chief, Alternate for Sheriff Brown (V)
P	Amy Padden , DA 18 th Judicial District (V)
A	ADA Ryan Brackley , Assistant DA 18 th Judicial District, Alternate (V)
P	Mike Coffman , Mayor, City of Aurora (V)
A	Jeff Baker , Commissioner, Arapahoe County (V)
P	Kevin Van Winkle , Commissioner, Douglas County (V)
P	Kim Morrow , UFL Director, Arapahoe County (NV)
P	Ashely Hernandez-Schlagel , Attorney of Record for UFL (NV)

P=Present A=Absent

ADDITIONAL ATTENDEES
Wendy Wales, Support Specialist, UFL/APD
Tracey Montano, Deputy Director, UFL/DCSO
Celina Oropeza, Deputy Director, UFL/APD
Dan McMillan, Division Chief DCSO
CheyAnne Ivis, UFL/ACSO
Chanel Ewing, UFL/APD

Kelsey Peters, UFL/APD
Shane Williams, UFL/DCSO
Danelle Carrel, APD
John Schneebeck, APD
Jeremy Nesvold, ACSO
Mara Nelson, APD
Marc Paolino, APD
Michael Kennedy, APD
Michael Gilbert, UFL/DCSO
Chandra Tammaro, UFL/APD
Martin Moe, Douglas County
Amanda High, UFL/ACSO
Olga Fajaros, ACSO
Darcy Kofol, 23 rd Judicial District
Dan Avery, Douglas County

1. Call to order:

The meeting was called to order by Sheriff Weekly at 2:03pm.

2. Roll call / Confirm Quorum: A roll call was conducted Sheriff Brown. We have a quorum.

3. Approval of minutes from last meeting:

A motion to approve the minutes of the last meeting 01/28/26 was presented by Mayor Coffman, 2nd by ADA Padden. All in favor. Motion passed.

Meeting notice:

Notice of the meeting was posted on the UFL website on Monday 05/25/26.

4. Staffing Updates and hiring – Director Morrow

Director Morrow would like to thank her staff publicly. The lab had our Surveillance Assessment with Witnessing by ANAB during the 1st week of March. We also had a full Quality Assurance Standards Assessment of the DNA Unit to FBI standards. We passed both audit with no findings in either. Director Morrow would like to offer thanks to all the staff for their hard work in demonstrating the quality work we are doing.

Our Douglas County Chemist who was hired to replace an individual who left. He was hired in December and has been authorized for casework allowing the Chemistry Unit to be fully staffed with three Chemists.

The Latent Print Unit has authorized another examiner to perform verifications and technical reviews.

Firearms Unit has no staffing changes.

The DNA Unit have authorized one of our trainees as a technician allowing her to be able to complete serology screenings and DNA lab work to pass along data to our trained analysts. We have updated our workflows, to issue separate reports to allow for this process. We are starting to release cases from this first batch, and we are about to sign off a second technician, most likely by May 1st.

We will have two technicians processing our older cases so our current analysts who are fully trained are able to run through cases from start to finish. This will allow our technicians to supplement smaller, older cases which they need for training. It is very hard to move our trainee analysts forward when we are only working priority/harder cases. These older cases will allow them to take their time whilst learning. The other two of four trainees will be learning on the data analysis side first so we can pair them up whilst they move through the process of training.

We have high hopes for the process as it will allow us to tackle our backlog from both sides. We will be able to work our older cases slower with our newer analysts and work our priority cases and get them out the door.

We have interviews set for the Arapahoe County DNA Analyst position after receiving over 50 applications. We will be interviewing 6 highly trained, highly qualified individuals, at the same time the Douglas County Analyst position was advertised for the 23rd Judicial District. We have encouraged the ACSO applicants to also apply for the DCSO position, giving them an additional chance of being hired. The position closes on Friday and we have 27 applicants. There are a few people interested in working at the lab and have applied for both positions. We have very high hopes of hiring qualified analysts. After hiring we will have 6 trainees in the DNA unit, and it is a big reason for us revising our workflows.

As far as hiring goes, ACSO reinstated the Quality Assurance Manager position. We had 2 interviews yesterday and will have 2 more next week. After hiring we will have 6 DNA trainees, which is a big reason for changing our workflows. It will allow the analysts to complete case work and complete training at the same time.

ACSO in the last budget gave us a Quality Assurance Manager full-time position. We had two interviews for the position yesterday and two more next week. We are moving forward with a lot of excellent candidates for all positions.

5. Consortium Updates: Chief McMillan

- a) Congratulations for everyone for getting the IGA memorandum of participation signed by all three agencies. Now that it is in place the 23rd Judicial District has advertised the DNA Analyst position through the Douglas County Sheriff's Office.
- b) The Department of Strategic Service has been tasked by Chief McMillan and the Consortium to complete an analysis of the lab. Chief McMillan would like to introduce Martin Moe who will be heading up the audit. Moe is a business intelligence analyst from Douglas County who is partnering alongside the lab to help design modern workflows. He will meet with Director

Morrow, interview staff and learn more about the UFL. Moe is excited to support the work being done at the Lab.

c) Monthly meeting progress – Commander Paolino

Commander Paolino said there are 3 different meetings taking place. The Consortium meeting is a meeting between lab management and agency representatives. Pre-submission meetings with detectives and lab personnel to discuss evidence collected and the best evidence to submit to achieve the objective. Supervisor meetings including lab management and DA's and agency supervisors. All of the meetings are going well. There has been strong participation from DA's, detectives and lab management and staff. Commander Paolino encourages everyone to share their information and hold meetings. There has been a clear shift in communication at the front end of the cases and has helped to save on confusion.

We have been seeing better updates when case status changes. If the lab is working on a case, they are being notified when the evidence is no longer needed. From an operational standpoint it has been very helpful. On a whole everyone is doing a better job aligning our resources. The prioritization matrix has been very helpful bringing consistency to how the cases are evaluated and worked. We are doing a better job overall of are doing what they are intended to do and we are getting bang for our buck. Communication has been great; we are making real progress and working more effectively and efficiently as a group. Commander Paolino believes these meetings are propelling things forward in a positive direction.

d) Data sharing with the 23rd Judicial District – ADA Kofol

ADA Kofol spoke about the Consortium meeting and how we want to alleviate people working on cases that are closed. There have been instances, including recently, where chemists are working on a case that has been pled or sentenced. ADA Kofol went to Chief Technology Officer of the 23rd; Kyle who has been working on a solution to notify the lab when the case no longer needs to be worked on. Once the process has been completed, the 23rd will share it with the 18th and Adams County so they may also implement the notification system.

Director Morrow would like to give Kudos the Kyle and the Systems Administrator Kelsey Peters who have had some very creative approaches to how we can make this work. Laboratory systems are not compatible with outside systems, so it has been complex on their side and looks simple process. There were previous discussions with the 18th to make the change with them but the decision to work with the 23rd was because of the smaller data set. We are already finding cases that are worth extra communication so even in the testing phase, it has been incredibly helpful. Director Morrow would like to thank both sides of the computer brains for working on it for us because it is going to be incredibly helpful moving forward.

6. Legal fees – split distribution discussion and vote – Director Morrow/Collins Cole Winn Ulmer

This is a board discussion. At the last meeting we did discuss the legal fees the lab has generated for responding to subpoenas, CCJRA's and for court representation. It was requested a budget be presented and it was provided to the Board under attorney client privilege; the board members do have

a paper copy in their folders. It contains estimates but it does include a breakdown of some of the projects that have been previously discussed necessities of the Lab, to protect the lab, the Board and the agencies. Last meeting we made decisions on how to pay the existing bills. Sheriff Brown had ACSO take over the extra bills that exceeded the line item for legal fees. We do have to decide how to move forward. The bills will not stop, and the need for legal representation will not stop. Director Morrow has ideas of how to present it but will turn it over to the board to hear their ideas first.

Sheriff Brown asked the board to discuss. With nobody speaking up, Director Morrow will present her ideas. In the lab we use laboratory usage as the basis for cost splits. Director Morrow believes the legal fees are something that affect every agency equally, it is the reputation of the laboratory and of the agencies, it has a big impact in forensics. Colorado is contentious with forensic science right now as everyone is aware. With Arapahoe County recreating the Quality Assurance position, upon hiring of the new Quality Assurance Manager, we will be able to terminate the contract with Ron Smith & Associates which we have had since September 2024. The budget for it is \$21,200.00 per agency per year. It is something the agencies are currently paying; it has been a 3 way even split, and it might be a reasonable rollover to use those funds after the initial \$8,000.00 from DA Padden and the 18th which will become available. The QA RS&A cost is something we will be removing, and it might be a reasonable compromise. DA Padden helped by offering up this year's funds already but moving forward this might be a good solution.

Director Morrow was asked how much the RS&A funds are, she replied they are \$21,200.00 per agency for a total of \$63,600.00 per year.

Commissioner Van Winkle asked if Director Morrow thought it would be enough. Director Morrow replied the amount comes in within the range of what we expect when you included the \$8,000.00 from the 18th. She is unable to predict but she believes it will cover a lot of it, there are always unforeseen circumstances just as there was in the 4th quarter of 2025. In unforeseen circumstances, we could revisit how to move forward on specific situations down the road, but she believes this might be a compromise for a starting point. The agencies are already spending the money; it is moving it to another location.

Sheriff Brown said he agrees, the biggest issue is the unknown. Knowing how budget cycles go and proposals being due in July through September and final approvals in December he would like everyone to pad a little into that, so we have the flexibility to go a little higher, we don't want surprises. Nobody likes surprises. Sheriff Brown thinks moving forward is a great start and sets us up for success, but feels we need a buffer to get closer to \$100,000.00 so we can move it forward. Sheriff Brown said, this issue isn't going away, courts aren't going away and challenges to laboratory work are not going anywhere. Coffman said yes.

Director Morrow asked if anyone would like to make a motion.

Sheriff Brown made a motion to move the \$21,200.00 from RS&A to cover legal costs with the ability to increase for a rollover fund moving forward, with an extra \$12,000.00 to be added on.

Director Morrow would like to note; we are part way through the year so part of the funds for RS&A have already been spent for this year.

Motion presented by Sheriff Brown 2nd Commissioner Van Winkle.

DC Hildebrand asked if the money is already being spent. Director Morrow said it is but will stop when the hire of the QA Manager is complete. We are currently spending \$5,300.00 a month. DC Hildebrand is wondering how APD is going to work that into their budget. He asked that next year a request be made for legal fees.

Mara Nelson speaking on behalf of Aurora said the funds on Aurora's part were never meant to be ongoing funds. It is 2024 money that is currently being used to fulfill the PO and was never intended to be ongoing. They don't have a line item for legal funds.

Director Morrow said the legal fees were an emergent issue, it was not planned and we were not aware it was not in Aurora's budget. Director Morrow was also not aware Aurora was using 2024 money. DC Hildebrand said when the Chief Chamberlain was here we knew we were anticipating higher than normal legal fees. Even if there isn't a line item for it, we will need to find a way to make that work. DC Hildebrand said he is in support of the 3-way split on legal fees. Director Morrow said it hasn't been a line item in the budget since 2024, so she doesn't know what line item the funds are coming from.

Sheriff Brown asked in anticipation of hiring the QA Manager, do we have interviews coming up? Director Morrow said there was some interview this week, some next week and then it will be turned over to HR. We are looking at a couple of months; the estimate would be hired by June at the latest. Director Morrow said after interviews are completed it is out of her control but historically it has been a couple of months.

Commissioner Van Winkle said the motion is for the \$21,200.00, but Sheriff Brown mentioned bumping it up to \$25,000.00-\$30,000.00d is that the amount the motion is for?

Director Morrow said, without specifying where the money has come from, historically we have used a 3-way split for equipment and other items we have purchased on Grants, we could just move forward with the motion being for a 3-way split. Director Morrow said she doesn't believe we have ever exceeded our budget here. Director Morrow said she would defer to Ashley for her input.

Ashley Hernandez Schlagel said she believes the cleanest way to do it would be a 3-way split with no dollar amount.

DA Padden votes for a 3-way split after the \$8,000.00 from the 18th has been exhausted.

Motion presented again by Sheriff Brown for a 3-way agency split after the \$8,000 has been exhausted. All in favor. Motion passed.

7. 2027 Budget approval vote – Director Morrow

Director Morrow said she would hand it over to John Schneebeck. He handed out the budget spreadsheet yesterday and she had only this morning had an opportunity to look at it. Director said she noticed one correction that needed to be made. The position of Forensic Biology Supervisor under ACSO was eliminated in 2024. It became a DNA position. We will be adding the Quality Assurance Manager back in under ACSO, so it would be a 1 for 1 exchange. Director Morrow requested that change be updated.

Director Morrow handed over to whomever would like to speak next.

John Schneebeck took the floor; he said this is same document from January with some updates to 2025 preliminary actuals. He will update the positions with ACSO but otherwise won't go through the spreadsheet unless requested. Director Morrow apologized for not noticing the correction sooner, she was looking at the numbers not the positions.

John Schneebeck said he doesn't believe there will be any adds for 2027. There is the addition of the DNA analyst for Aurora, but it is replacing the Question Document position, as well as the addition of the DNA analysts from the 23rd and ACSO. There will be increases for DNA once the analysts are completing full casework as there will be higher costs of consumables, by 2027 the expenses for consumable are different for training verses casework. We also don't know how implementing a new workflow will impact it. We are yet to exceed the PO's or line items we have had for DNA.

Director Morrow addressing the Board members said they do have two draft positions in their packets. The first position is for a forensic technician to be added to the laboratory. The second position Director Morrow would like to propose is a forensic case coordinator. Working with the detectives is time-consuming, currently two Deputy Directors are spending an excessive amount of time, following up on cases, helping to troubleshoot submission issues, discussing cases and attending meetings rather than working on and it would help to have singular point of contact vs 3 separate managers that we suggest adding an administrative position. These tasks are something that can be followed up on by a designated person and would allow us to streamline things moving forward. Director Morrow would like to suggest we consider bringing on an administrative position for the lab.

The technician position would be able to take on a lot of duties including instrument maintenance, quality items such as checking reagents, ordering supplies. These are things that analysts are currently doing now but would allow them to spend more time on casework. They would also be able to take on duties like cleaning the laboratory. Director Morrow feels adding these two positions would make the most impact at this time for the lab. Please peruse these proposals at your leisure.

Director Morrow said these are considerations and don't need to be approved into the budget for this vote, they could be added at a different time.

Sheriff Weekly asked Director Morrow to provide a written budget justification for any new positions. It would be helpful to articulate the need. Director Morrow asked if he is looking for her to specify how many hours it would save the analysts and cost saving for time spent to help summarize the need for the positions. Director Morrow agreed and said she will prepare it.

DC Hildebrand said with bringing in Strategic Solutions it may help to identify where the needs are. Director Morrow said it was a great idea.

Sheriff Weekly proposed a motion to approve the 2027 Budget without the additional FTE's. 2nd by Sheriff Brown. All in favor, motion passed.

8. IGA amendment, 23rd Judicial District Board of Directors addition vote – Director Morrow

Director Morrow said Commissioner Baker isn't here to speak for Arapahoe County, but the IGA Amendment with the help of legal counsel for the 3 agencies have all have gone through votes with

their respective committees votes on amending the IGA Amendment for the additional seat for the 23rd Judicial District to join the Board of the UFL. Director Morrow recommended someone make a motion to approve the IGA to increase the number of board members and the bring on the DA from the 23rd Judicial District. Commissioner Van Winkle made a motion to approve the IGA and add the 23rd Judicial District to the Board of the UFL. 2nd DA Padden.

Ashley Hernandez Schlaegel asked for Commissioner Van Winkle to amend his motion. The Board Chair and the Board Secretary have the authority on behalf of the Board to sign the agreement that has been prepared and proposed.

Commissioner Van Winkle amended his motion to include acceptance of the IGA Amendment including the 23rd Judicial District additional vote and authorizing the Board Chair and Board Secretary to sign on behalf of the Board. 2nd DA Padden. No further discussion. All in favor. Motion passed.

Sheriff Weekly welcomed the 23rd Judicial District to the Board of Director for the Unified Forensic Lab. ADA Kofol representing the 23rd took her seat with the board members.

9. Executive Session pursuant to C.R.S. § 24-6-402(4)(b) for the purposes of receiving legal advice on specific legal questions regarding amendments to the Intergovernmental Agreement and process for same. Mayor Coffman had a motion. 2nd DC Hildebrand. Motion passed.

All persons not members of the Board of Directors were asked to vacate the room. 2:42pm.

10. Executive Session ended 2:58pm.

11. **Adjournment** - Motion to adjourn presented by DC Hildebrand, 2nd by ADA Kofol. Motion passed.

Meeting concluded at 3:02pm

12. **Next Meeting:** Next Meeting – May 27, 2026 / 2:00 – close @ UFL

ATTORNEY STATEMENT

Pursuant to Section 24-6-402(2)(d.5)(II)(B), C.R.S., I, Ashley Hernande-Schlagel, state that the law firm of Collins Cole Winn & Ulmer, PLLC, is General Counsel to the Unified Forensic Laboratory Board, and that I was present at the time the Board convened in Executive Session on January 28, 2026. I further state that the Executive Session was not recorded because it constituted a privileged attorney-client communication and that no electronic record thereof was necessary.

Date: February 20, 2026

Signature: _____

Ashley Schlagel