



Community Services Department

Sundquist Building • 3482 N. Broadway • Boulder, Colorado 80304 • Tel: 303.441.3560 • Fax: 303.441.4550
Mailing Address: P.O. Box 471 • Boulder, Colorado 80306 • www.bouldercountycommunityservices.org



MEMO

TO: BJ Lambden, Senior HR Analyst; Bridgette McCarthy, OFM; Robin Bohannon, Director, Community Services
FROM: Jim Adams-Berger, Strategic Initiatives Division Manager
RE: Demonstration of financial support and request for a position classification and position control for a Homeless Services Coordination Specialist
DATE: January 26, 2024

Background: Homeless Solutions for Boulder County (HSBC) was awarded a 3-year State ARPA grant from the Department of Local Affairs, Division of Housing in October 2023 for a total of \$1,001,800. As a part of this ward a Homeless Services Coordination Specialist position was requested in recognition of increasing work for the current HSBC Project Manager. Specifically, the Manager has taken on additional leadership responsibilities on behalf of the County in a variety of new areas that were not originally part of their job description. The budget for the position is \$182,092 for salaries plus fringe at 37% for a total \$249,466. Dollars are also budgeted for a computer and phone, so there are no direct costs to the County. This term, grant-funded FTE position is funded for three years, terminating December 31, 2026.

Request: This memo is written to demonstrate financial support for the hiring of the proposed HSBC position. The memo further requests a grant funded term position control to fill the position and a determination by HR of an appropriate, classification. (see executed contract and budget (highlighted blue rows) and job description.)

Thank you for your consideration of this request.

Approvals:

Robin Bohannon

January 29, 2024

Robin Bohannon, Community Services

B.J. Lambden

January 30, 2024

BJ Lambden, Ryan Ankrum, HR

Bridgette McCarthy

January 31, 2024

Bridgette McCarthy, OFM