

Partnership of Douglas County Governments Charter for 2004

I. Purpose of the Partnership of Douglas County Governments

The Partnership of Douglas County Governments (The Partnership) was organized in order to bring senior staff and elected officials together from all jurisdictions for the purpose of strengthening relationships and finding opportunities to work jointly on projects that are of importance to the region. The charter also serves as a communication vehicle that sets expectations for new members. The following are important aspects of the Partnership:

- a. Qualify all projects based upon a regional focus and direction,
- b. Improve the potential for intergovernmental collaboration at all levels,
- c. Establish new relationships and strengthen existing relationships,
- d. Find ways to share appropriate information,
- e. Optimize the use of collective resources,
- f. Create a bias for action in all activities through clear direction,
- g. Create opportunities for educating and sharing expertise across the region.

II. Why is The Partnership different from other cross-jurisdictional teams?

- a. The leadership of The Partnership comes from the elected officials who are members of the team and who cooperatively work together to create greater understanding of the needs and identification of solutions across the region.
- b. The Partnership members intend to prioritize regional activities in order to sustain the momentum of the effort and to produce real results in the quality of service delivery to citizens.
- c. *The Partnership uses a consensus-driven, facilitated process for its meetings.* This process does not assume a pre-determined outcome for any topic or issue and this allows free flow of ideas and information. Using this consensus-based approach to decision making, the team is open to the discovery of new ideas, insights, and solutions. *At no time is there voting in the Partnership process.*
- d. The activities undertaken may involve experimentation with new ideas that make The Partnership an incubator for innovation.
- e. The Partnership promotes bottom up direction and top-down delegation, intending to blend the best of both approaches. The members encourage ideas that come from staff practitioners, as well as, delegating to cross-functional teams, but not mandating the solution. Through this unique blend of teamwork and management leadership, The Partnership intends to leverage creativity at all levels of the regional organization.

III. PDCG Committee Structure:

- a. Executive Committee
 - i. This is the core team made up of senior staff and elected officials from Douglas County Government, the Town of Castle Rock, the Town of Parker, Town of Larimer, the Douglas County School District, and the City of Lone Tree.
 - ii. The senior staff members (managers) of Castle Rock, Parker, Lone Tree, Douglas County School District, and Douglas County Government will take the lead and staff all teams. The teams will be distributed based upon which organization the chair resides.
 - iii. The managers are responsible for assuring that sub teams report on a timely and regular basis.
- b. Standing Committees
 - i. Emergency Preparedness
 - ii. Arts and Culture

*Partnership of Douglas County Governments
2004*

- iii. Parks, Trails, and Open Space – Aden Hogan
 - iv. DRDOG – conference call with Commissioner and Managers
 - v. Legislative – twice yearly meetings with PDCG
 - vi. Transportation/Public Transit – Jack Hartzel
 - vii. Douglas County University – Mark Stevens
 - viii. Regional Planning Committee – Mark Stevens
 - ix. Human Services – Doug DeBord
 - x. Water – Doug DeBord/Mark Stevens
 - xi. Finance – Doug DeBord
 - xii. Youth Issues – Chris Stutler
 - xiii. Douglas County Housing Partnership – Doug DeBord
 - xiv. Animal Control – Aden Hogan
 - xv. Other teams may be created based upon bottom-up identified needs
- c. Elected Officials Caucus will focus on information and issues rather than specific tasks.
 - d. Ad hoc committees that are focused on a specific issues that are time-critical and have a finite life span. There will be a special process for the creation and retirement of these teams.

IV. Operation and Governance

The operation of The Partnership and its committees is governed by an underlying principle of efficiency and minimal administrative overhead. There are three governing documents: the resolution, the team charter, and the standard agenda format.

- a. PDCG Governance Documents
 - 1. Resolution – developed by the team in its first months of operation. It contains the commitment made by all jurisdictions and the goals and objectives of the Partnership. See attachment.
 - 2. PDCG Charter – contains the details of purpose, governance and operation.
 - 3. Standard Agenda – contains the structure for conduct of all meetings and all teams. The only exceptions to use of this meeting agenda are the caucus sessions, which may be conducted differently.
 - o The host will open the meeting and conduct introductions.
 - o The key elected official from the host entity will give a quick (a minute) update on the community. Provide information of a regional nature.
 - o Each manager will review the committee reports by highlighting pertinent issues and progress made.
 - o The rest of the meeting will be dedicated to the focus topic of that meeting. It could be any of the three types of teams or an educational session.
 - o Close the meeting and determine next meeting date and location.
- b. Frequency of meetings
 - 1. PDCG Executive Team meets once a month for 3 hours on the third Wednesday of the month unless otherwise indicated. The time slot will be 7:30 a.m. to 10:30 a.m.
 - 2. Standing Committees meet a minimum of once per month or ad hoc based upon the task assigned.
 - 3. Legislative sessions with representatives, CMI and OGI will be scheduled in June for end-of-session conversation and October to give input to the next year's legislative session.
 - 4. Ad hoc committees will be chartered on time-critical issues. These committees will have a sunset time built in and a deliverable to indicate closure. The criticality and deliverable will determine the frequency of meetings.

*Partnership of Douglas County Governments
2004*

- a. Elected Official Caucus will be held once per year in November. Time will be 6:00 to 8:00 p.m. with dinner. The actual dates will be determined at the planning session to be held in September.
 6. Staff/Director Caucus will be held once per year. The actual dates will be determined at the yearly review and planning session held in January.
 7. Annual meeting of the Executive Committee to assess progress of the previous year, identify improvements, and create plan for implementation. The meeting will be held in January to place the Partnership on a calendar year rotation.
- c. Reporting requirements
1. Minutes will be produced and distributed from all Partnership members.
 2. Sub committees will report monthly a 1-page summary of activities. The report will be due to the manager the Monday prior to the next meeting. It will be responsibility of the manager to insure that all sub committees report appropriately.
- d. Conduct of meetings
1. Standard agenda – refer to the standard agenda format to be used to plan and conduct all meetings.
 2. Ground Rules
 - a. All are peers.
 - b. One conversation.
 - c. Active listening to assure understanding.
 - d. Manage time by being on time and remain full duration.
 - e. Casual discussion format to allow maximum interaction among the participants.
 3. Facilitation will be employed to ensure that the agenda is completed and time is used to best advantage.
 4. Consensus decision-making will be employed in an effort to strengthen learning relationships.
 5. Logistics – at each meeting the next meeting is scheduled and host assigned. Members on a rotating basis host meetings, and the host provides food and beverages.
- e. Membership
1. Terms – Each member entity will determine the terms of its members. It will be the responsibility of each member entity to ensure that the rotation of members does not affect the continuity of Partnership activities and at all times demonstrates a commitment to support the collaborative nature of the team.
 2. Member representation
 - a. Up to 2 elected officials, primary and backup.
 - b. Up to 2 staff members, primary and backup.
 - c. Drop-ins are welcome as this is an open public meeting where no one is excluded.
 3. New member qualification process
 - a. New organizational members will be considered by The Partnership and approved by consensus.
- f. Communication and Public Information
1. A Public Information Officer (PIO) will attend Executive Committee meetings in order to assist the Partnership with communication activities.

**Partnership of Douglas County Governments
2004**

2. The PIO will be a staff member from one of the members of the Partnership and will serve a one-year term. The PIO will attend all meetings or send a representative.
3. To assist with transition, PIO rotation will begin in October, with two PIOs attending meetings until January.
4. The PIO will assist the Partnership in issuing an annual report.
5. PIO Protocols are as follows:
 - a. News releases will be issued based on when there is important information to communicate. The PIO will actively seek out newsworthy items from the partnership and send news releases on a regular basis.
 - b. The PIO will write the news releases and get approval from the manager of his/her organization before issuing the release. This manager will be responsible to the group for the content of the release and is encouraged to consult with others in the group should there be any concerns about the material.
 - c. News releases will be copied to all PIOG members via email at least 24 hours prior to public release.
 - d. Should there arise a need for interviews, statements or other direct contact with the media, the PIO will work with the management group to determine the best contacts for these efforts.
 - e. Significant media efforts such as news conferences or events will be coordinated at the direction of the management group.
 - f. The PIO will keep an archive of all information released on behalf of the Partnership.
- g. Implementation of the Charter
 1. Changes to the resolution approved by all Boards.
 2. Orientation of new members – distribute Charter and Resolution.

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