

Directory of State Government
Colorado Legislative Council
April 2001



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Colorado Legislative Council Staff April 2001

ALPHABETICAL LISTING OF MAJOR EXECUTIVE, LEGISLATIVE

JUDICIAL AGENCIES OF COLORADO STATE GOVERNMENT

Section A

AGENCY LIST

This directory has been prepared as a service to members of the General Assembly. It is intended to be a quick reference guide to Colorado State Government.

The directory provides information regarding the major offices of the legislative, executive, and judicial branches. Included are telephone and facsimile numbers, locations, and contact names for the listed state agencies. Organization charts and brief programmatic and budgetary overviews have also been provided for the nineteen executive departments as well as the judicial and legislative branches.

The Legislative Council Staff thanks Debbie Grunlien for assembling the directory and the department legislative liaisons for providing the information contained in the directory.

SUMMARY, BY AGENCY, OF THE MAJOR FUNCTIONS OF STATE GOVERNMENT

Section C

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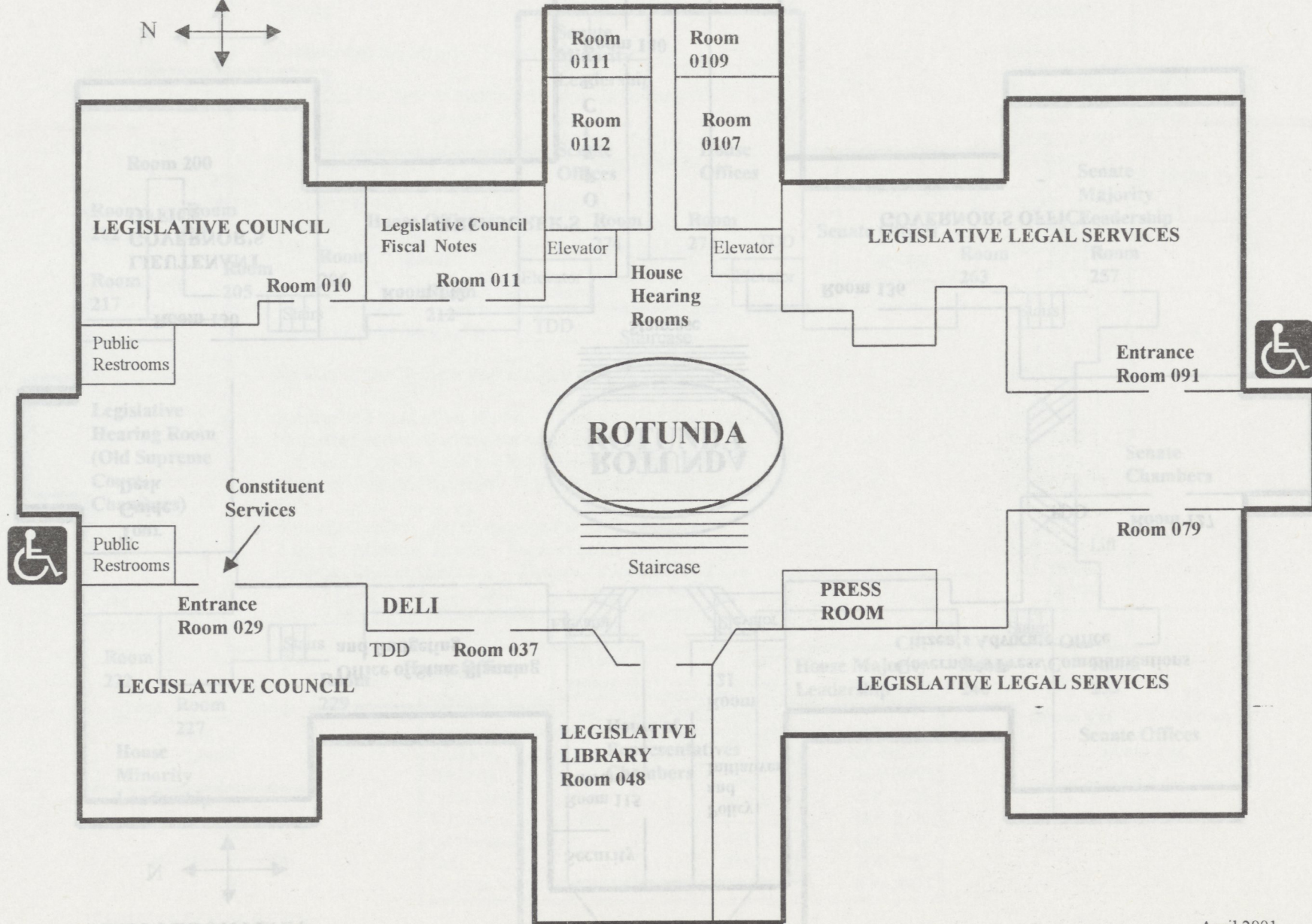
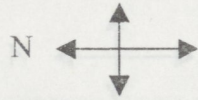
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About the Cover . . . This photograph of the Capitol is from the Western History Collection at the Denver Public Library. The photograph is a view of the east side of the Capitol taken by L.C. McClure between 1914 and 1918.

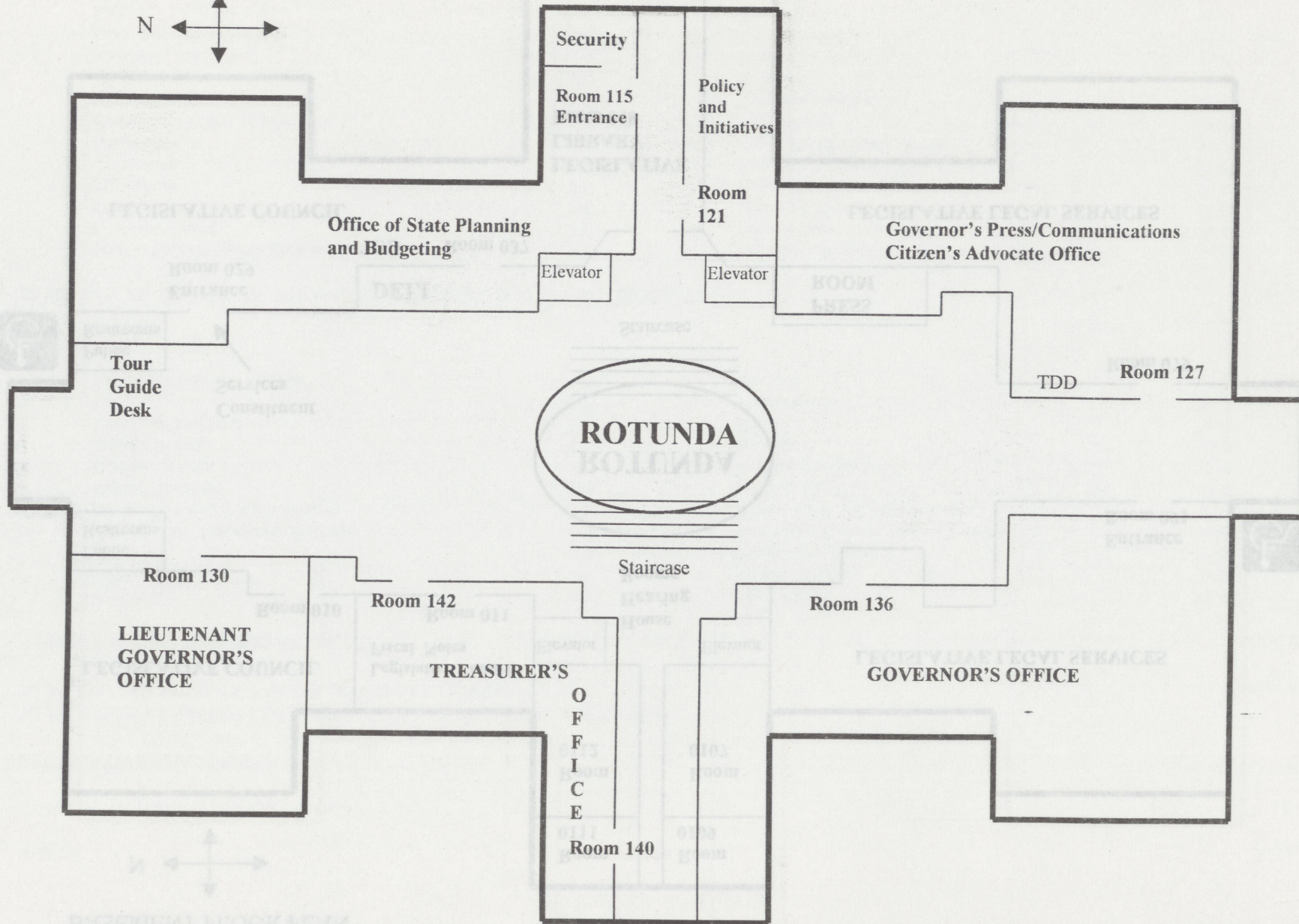
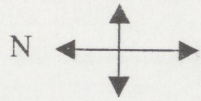
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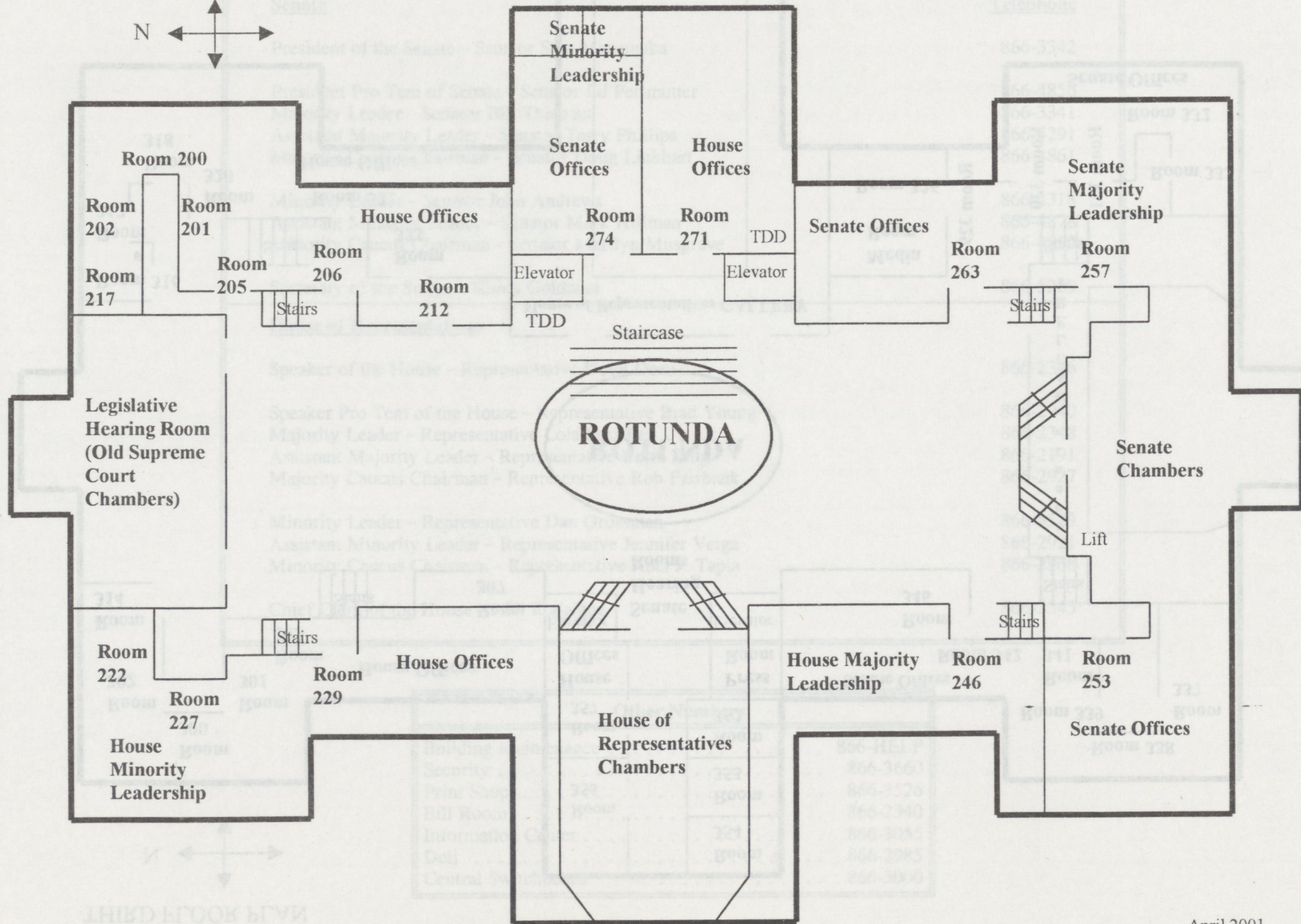
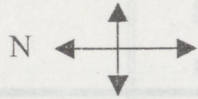
BASEMENT FLOOR PLAN



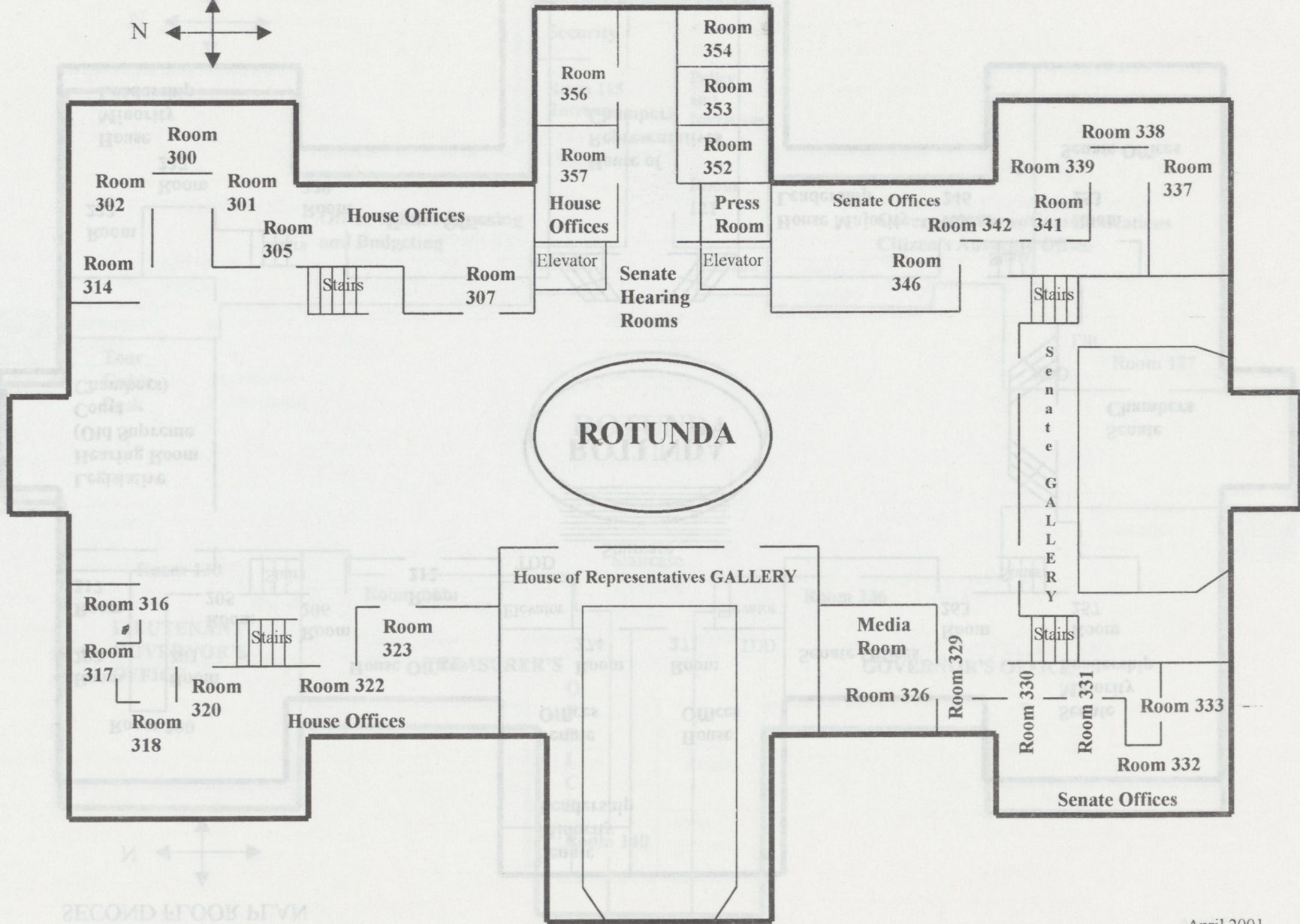
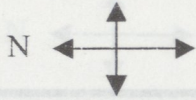
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THIRD FLOOR PLAN



April 2001

Legislative Leadership

Senate

Telephone

President of the Senate - Senator Stan Matsunaka	866-3342
President Pro Tem of Senate - Senator Ed Perlmutter	866-4856
Majority Leader - Senator Bill Thiebaut	866-3341
Assistant Majority Leader - Senator Terry Phillips	866-5291
Majority Caucus Chairman - Senator Doug Linkhart	866-4861
Minority Leader - Senator John Andrews	866-2318
Assistant Minority Leader - Senator Mark Hillman	866-4878
Minority Caucus Chairman - Senator Marilyn Musgrave	866-4852
Secretary of the Senate - Karen Goldman	866-5289

House of Representatives

Speaker of the House - Representative Doug Dean	866-2346
Speaker Pro Tem of the House - Representative Brad Young	866-2940
Majority Leader - Representative Lola Spradley	866-2348
Assistant Majority Leader - Representative Keith King	866-2191
Majority Caucus Chairman - Representative Rob Fairbank	866-2927
Minority Leader - Representative Dan Grossman	866-5523
Assistant Minority Leader - Representative Jennifer Veiga	866-2921
Minority Caucus Chairman - Representative Abel J. Tapia	866-2968
Chief Clerk of the House - J.R. Rodrigue	866-2345

Other Numbers

Building Maintenance	866-HELP
Security	866-3660
Print Shop	866-3526
Bill Room	866-2340
Information Center	866-3055
Deli	866-2985
Central Switchboard	866-5000

**ALPHABETICAL LISTING OF MAJOR EXECUTIVE, LEGISLATIVE AND
JUDICIAL AGENCIES OF COLORADO STATE GOVERNMENT**

April, 2001

Agency	Director or Head	Location	Telephone	Fax Phone
Accounting Section (Dept. of Treasury)	Jo Ann Vondracek	State Capitol Building, Room 140 200 East Colfax Avenue	866-2441	866-2123
Accounting & Purchasing, Office of (Dept. of Health Care Policy & Financing)	Phil Reed	1575 Sherman Street, 6th Floor	866-2764	866-4411
Administrative Hearings (Dept. of Personnel/General Support Svcs)	Jeff Schutt, Acting	1120 Lincoln Street, Room 1400	894-2500	894-2541
Adult Education Office, State Library and (Dept. of Education)	Nancy Bolt	State Office Building, Room 309 201 East Colfax Avenue	866-6900	866-6940
Adult Parole Supervision, Division of (Dept. of Corrections)	Jeaneene Miller	10403 West Colfax Lakewood (80215)	238-5967	238-0170
Administrative and Support Office (Dept. of Public Health & Environment)	Sandy Blalock	4300 Cherry Creek Drive South (80222)	692-2100	782-0095
Aeronautics (Dept. of Transportation)	Travis Vallin	5200 Front Range Parkway Watkins (80137)	261-4418	261-9608
Aging and Adult Services (Dept. of Human Services)	Rita Barreras	1575 Sherman Street, Ground Floor	866-2663	866-2696
Agricultural Statistics Service (Dept. of Agriculture)	Renee N. Liles	645 Parfet Street, Suite W-201 Lakewood (80215)	236-2300	236-2299
Agriculture, State Board of (CSU System) (Dept. of Higher Education)	Dr. Al Yates, Chancellor	110 16th Street, Suite 634 (80202)	534-6290	534-6298
Air National Guard (Dept. Of Military Affairs)	Brigadier General Robert H. Harkins III	84 North Aspen Street Buckley Air Nat'l Guard Base (80011-9452)	677-9145	677-9976
Air Pollution Control Division (Dept. of Public Health & Environment)	Margie Perkins	4300 Cherry Creek Drive South (80222)	692-3100	782-5493
Alcohol and Drug Abuse Division (Dept. of Human Services)	Janet Wood	4055 S. Lowell Blvd.	866-7480	866-7481

Agency	Director or Head	Location	Telephone	Fax Phone
Animal Health Laboratory (Dept. of Agriculture)	Richard Forde	2331 West 31st Avenue (80211)	477-0076	480-9236
Animal Industry (Dept. of Agriculture)	Dr. Wayne Cunningham	700 Kipling Street, Suite 4000 Lakewood (80215-5894)	239-4161	239-4164
Animal Protection (Dept. of Agriculture)	Dr. John Maulsby	700 Kipling Street, Suite 4000 Lakewood (80215-5894)	239-4158	239-4164
Archival/Information Services (Dept. of Personnel/General Support Svcs)	Terry Ketelsen	1313 Sherman Street, Room 1B-20	866-2055	866-2257
Army National Guard (Dept. Of Military Affairs)	Brigadier General Ron Crowder	Patriot Plaza, 6848 South Revere Parkway Englewood (80112-6703)	677-8803	677-8808
Assessment (Dept. of Education)	Don Watson	State Office Building, Room 104 201 East Colfax Avenue	866-6612 866-6806	866-6680
Assessment Appeals, Board of (Dept. of Local Affairs)	Diane DeVries	Centennial Building, Room 315 1313 Sherman Street	866-5880	866-4485
Auditor, Office of the State (Legislative Branch)	Dave Barba	Legislative Services Building 200 East 14th Avenue	866-2051	866-2060
Auraria Higher Education Center (Dept. of Higher Education)	Dean Wolf	1027 9th Street Park, P.O. Box 173361 Campus Box A (80217-3361)	556-3291	556-4403
Banking, Division of (Dept. of Regulatory Agencies)	Richard Fulkerson, Director	1560 Broadway, Suite 1175	894-7575	894-7570
Bio-Chemical Laboratory (Dept. of Agriculture)	Ron Turner	2331 West 31st Avenue (80211)	477-0014	480-9236
Board of Education, State (Dept. of Education)	Lynne Fontanier	State Office Building, Room 500 201 East Colfax Avenue	866-6817	866-6938

Agency	Director or Head	Location	Telephone	Fax Phone
Boards and Commissions (Governor's Office)	Barb Card	State Capitol Building, Room 136 200 East Colfax Avenue	866-2471	
Boiler Inspection/Public Safety (Dept. of Labor and Employment)	Mary Blue	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	620-4718 Ext. 315	620-4714
Brand Inspection (Dept. of Agriculture)	Gary Shoun	201 Livestock Exchange Building Room 201, 4701 Marion Street (80216)	294-0895	294-0918
Budget, Director of (Dept. of Corrections)	Kathy Walker	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 226-4751	(719) 226-4720
Budget Office (Dept. of Health Care Policy & Financing)	Marilyn Golden	1575 Sherman Street, 10th Floor	866-5624	866-4411
Business & Licensing (Dept. of Law)	Renny Fagan	1525 Sherman Street, 5th Floor	866-5307	866-5395
Cash Management Section (Dept. of Treasury)	Doug Windes	State Capitol Building, Room 140 200 East Colfax Avenue	866-3253	866-2123
Center for Health & Environmental Information & Statistics (Dept. of Public Health & Environment)	Bob O'Doherty, Acting	4300 Cherry Creek Drive South (80222)	692-2248	691-7704
Central & Real Estate Services (Dept. of Personnel/General Support Svcs)	Richard Malinowski	225 East 16th Avenue, Room 800	866-3970	894-2375
Chief Counsel to the Governor (Governor's Office)	Troy Eid	State Capitol Building, Room 136 200 East Colfax Avenue	866-6390	
Chief Engineer (Dept. of Transportation)	John Unbewust	4201 East Arkansas Avenue, Room 262 (80222)	757-9204	757-9656
Chief of Staff (Governor's Office)	Roy Palmer Sean Tonner, Deputy	State Capitol Building, Room 136 200 East Colfax Avenue	866-6290 866-2471	
Child Care and Health and Rehabilitation Services (Dept. of Human Services)	Oxana Golden	1575 Sherman Street, 1st Floor	866-5943	866-4453
Child Support Enforcement (Dept. of Human Services)	Pauline Burton	303 17 th Avenue, Suite 200	(720) 947-5000	(720) 947-5006

Agency	Director or Head	Location	Telephone	Fax Phone
Child Welfare Services (Dept. of Human Services)	Jane Beveridge	1575 Sherman Street, 2nd Floor	866-4305	866-5563
Civil Air Patrol (Dept. of Military Affairs)	John Buschmann, Commander Patti Sampers Administrator	Colorado Wing, Civil Air Patrol Stop 33 19210 East Breckenridge Avenue Buckley Air National Guard Base (80011-9525)	677-5003	677-5009
Civil Rights, Division of (Dept. of Regulatory Agencies)	Rene Ramirez	1560 Broadway, Suite 1050 (80202)	894-2997	894-7830
Colorado Bureau of Investigation (Dept. of Public Safety)	Robert Cantwell Director Internet: ROBERT.CANTWELL@CDPS.STATE.CO.US.	690 Kipling Street Denver (80215)	239-4201	235-0568
Colorado School of Mines (Dept. of Higher Education)	Dr. Theodore Bidkart	1500 Illinois Street Golden (80401)	273-3280	273-3278
Colorado State Patrol (Dept. of Public Safety)	Colonel Lonnie J. Westphal, Chief Internet: LONNIE.WESTPHAL.LN@CDPS.STATE.CO.US.	700 Kipling Street, Suite 3000 Denver (80215)	239-4403	239-4481
Colorado Welcome Centers (Dept. of Local Affairs)	Teri Davis	Centennial Building, Room 521 1313 Sherman Street	866-2771	866-4819
"Colorado Works" – Temporary Assistance to Needy Families (Dept. of Human Services)	Mark Tandberg	1575 Sherman Street, 3rd Floor	866-2523	866-5488
Communications (Dept. of Human Services)	Liz McDonough	1575 Sherman Street, 8th Floor	866-5822	866-4740
Communications, Office of (Dept. of Public Health & Environment)	Cindy Parmenter	4300 Cherry Creek Drive South (80222)	692-2013	- 782-0095
Community College and Occupational Education System (Dept. of Higher Education)	Dr. Dorothy Horrell	1391 North Speer Boulevard Suite 600 (80204)	595-1552	825-4295
Community Corrections, Division of (Dept. of Corrections)	Jeaneene Miller	12157 W. Cedar Drive Lakewood (80228)	763-2420	763-2446

Agency	Director or Head	Location	Telephone	Fax Phone
Community Services (Dept. of Local Affairs)	T. Michael Smith	Centennial Building, Room 521 1313 Sherman Street	866-4900	866-4992
Consumer Counsel, Office of (Dept. of Regulatory Agencies)	Ken Reif	1580 Logan Street, Suite 610	894-2121	894-2117
Consumer Protection (Dept. of Law)	Jan Zavislan	1525 Sherman Street, 5 th Floor	866-5079	866-5443
Consumer Protection Division (Dept. of Public Health & Environment)	Roger Holbrook	4300 Cherry Creek Drive South (80222)	692-3620	782-4969
Consumer Relations (Dept. of Human Services)	Joe Hernandez	1575 Sherman Street, 1st Floor	866-5825	866-5024
Commercial Recordings (Dept. of State)	Mike Shea	1560 Broadway, Suite 200 (80202)	894-2200 Ext. 393	894-2242
Correctional Education, Division of (Dept. of Corrections)	Anthony Romero, Vocational Eric Brookens, Academic	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 226-4563	(719) 226-4505
Correctional Industries, Division of (Dept. of Corrections)	Richard Schweigert	2862 South Circle Drive Colorado Springs (80906)	(719) 226-4208	(719) 226-4220
Council on the Arts (Dept. of Higher Education)	Fran Holden	750 Pennsylvania Street (80203)	894-2617	894-2615
Court of Appeals (Judicial Branch)	Patrick H. Stanford Clerk of Court of Appeals	State Judicial Building, Room 300 2 East 14th Avenue	837-3785	837-3702
Criminal Justice (Dept. of Law)	Don Quick	1525 Sherman Street, 5th Floor	866-5773	866-3955
Criminal Justice, Division of (Dept. of Public Safety)	Raymond Slaughter Director Internet: RAYMOND.SLAUGHTER@CDPS.STATE.CO.US.	700 Kipling Street, Suite 1000 Denver (80215)	239-4442	239-4491
Customer Service Office (Dept. of Public Health & Environment)	Ken Mesch	4300 Cherry Creek Drive South (80222)	692-2035	691-1979
Deaf and the Blind, School for the (Dept. of Education)	Marilyn Jaitly Superintendent	33 North Institute Street Colorado Springs (80903-3599)	(719) 578-2258	(719) 578-2239

Agency	Director or Head	Location	Telephone	Fax Phone
Developmental Disabilities (Dept. of Human Services)	Charlie Allinson	3824 West Princeton Circle (80236)	866-7454	866-7470
Disease Control and Environmental Epidemiology Division (Dept. of Public Health & Environment)	Ellen Mangione	4300 Cherry Creek Drive South (80222)	692-2700	782-0904
Economic Development Commission (Dept. of Local Affairs)	Gayle Brody	1625 Broadway, Room 1710 (80202)	892-3840	892-3725
Economic Development, Office of (Governor's Office)	Bob Lee	1625 Broadway, Suite 1710 (80202)	892-3840	
Education, State Board of (Dept. of Education)	Lynne Fontanier	State Office Building, Room 500 201 East Colfax Avenue	866-6817	866-6938
Educational Services (Dept. of Education)	Roscoe Davidson, Interim	State Office Building, Room 206 201 East Colfax Avenue	866-6679 866-6935	866-6874
Elections, Boards, Oaths, Facsimiles, Conflicts of Interest (Dept. of State)	Bill Compton	1560 Broadway, Suite 200 (80202)	894-2680 (press "1")	894-7732
Emergency Management, Office of (Dept. of Local Affairs)	Tom Grier	15075 S. Golden Road Golden (80401-3979)	273-1622	273-1795
Emergency Medical Services and Prevention Division (Dept. of Public Health & Environment)	Jillian Jacobellis	4300 Cherry Creek Drive South (80222)	692-2500	782-0095
Employment & Training Office (Dept. of Labor and Employment)	Robert Hale	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	620-4718 Ext. 311	620-4257
Energy Conservation, Office of (Governor's Office)	Rick Grice	1675 Broadway, Suite 1300 (80202)	620-4292	
Environmental Programs (Dept of Public Health & Environment)	Douglas H. Benevento	4300 Cherry Creek Drive South (80246)	692-3475	691-7702
Family/Community Health Services Division (Dept. of Public Health & Environment)	Joan Eden	4300 Cherry Creek Drive South (80222)	692-2310	782-5576
Family Centers (Dept. of Human Services)	Claudia Zundel	1575 Sherman Street, 1st Floor	866-5111	866-4453

Agency	Director or Head	Location	Telephone	Fax Phone
Farm Products (Dept. of Agriculture)	Gary Graalman	2331 West 31st Avenue (80211)	477-0054	480-9236
Field Operations (Dept. of Labor and Employment)	Tom Ivory	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	620-4718 Ext. 327	620-4257
Field Services (Dept. of Local Affairs)	Bill Timmermeyer	Centennial Building, Room 521 1313 Sherman Street	866-2771	866-4819
Financial Management and Budget (Dept. of Transportation)	Heather Dugan	4201 East Arkansas Avenue, Room 235 (80222)	757-9262	757-9090
Financial Services, Division of (Dept. of Regulatory Agencies)	David L. Paul Commissioner	1560 Broadway, Suite 1520 (80202)	894-2336	894-7885
Fire Safety, Division of (Dept. of Public Safety)	Paul Cooke Director	700 Kipling Street, Suite 1200 Denver (80215)	239-4463	239-4405
	Internet: PAUL.COOKE@CDPS.STATE.CO.US.			
Food Assistance (Dept. of Human Services)	Mark Tandberg	1575 Sherman Street, 3rd Floor	866-2535	866-5098
Frozen Food and Poultry (Dept. of Agriculture)	Jim Thurman	2331 West 31st Avenue (80211)	477-0086	480-9236
Fruit and Vegetable (Dept. of Agriculture)	Tracy Vanderpool	P.O. Box 407, Monte Vista (81144)	(719) 852-4749	(719) 852-4319
Gaming (Dept. of Revenue)	Tom Kitts, Acting	1881 Pierce Street, Suite 112 Lakewood (80214-1496)	205-1314	205-1342
Geological Survey (Dept. of Natural Resources)	Vicki Cowart State Geologist	Centennial Building, 7th Floor 1313 Sherman Street	866-2611	866-2461
Hazardous Materials and Waste Management (Dept. of Public Health & Environment)	Howard Roitman	4300 Cherry Creek Drive South (80222)	692-3300	- 759-5355
Health Facilities Division (Dept. of Public Health & Environment)	Paul Daraghy	4300 Cherry Creek Drive South (80222)	692-2800	782-4883
Health Plan Management, Division of (Dept. of Health Care Policy & Financing)	Nancy Peters	1575 Sherman Street, 5th Floor	866-2445	866-2573

Agency	Director or Head	Location	Telephone	Fax Phone
Health Plan Operations, Division of (Dept. of Health Care Policy & Financing)	Marianne Seddon	1575 Sherman Street, 10th Floor	866-4012	866-4411
Historical Society, Colorado (Dept. of Higher Education)	Georgianna Contiguglia, President	Colorado History Museum 1300 Broadway	866-3355	866-4464
House of Representatives (Legislative Branch)	JR Rodrigue Chief Clerk	State Capitol Building, Room 271 200 East Colfax Avenue	866-2904	None
Housing, Division of (Dept. of Local Affairs)	Tom Hart	Centennial Building, Room 518 1313 Sherman Street	866-2033	866-4077
Human Resources and Administration (Dept. of Transportation)	Celina Benavidez	4201 East Arkansas Avenue, Room 262 (80222)	757-9163	757-9656
Human Resource Services (Dept. of Personnel/General Support Svcs)	Jeff Schutt	Centennial Building, Room 122 1313 Sherman Street	866-2323	866-2021
Industrial Claim Appeals Panel (Dept. of Labor and Employment)	Dona Halsey	1515 Arapahoe Street, Tower 2, Suite 350 (80202)	620-4272	620-4714
Information/Archival Services (Dept. of Personnel/General Support Svcs)	Terry Ketelsen	1313 Sherman, 1B-20	866-2055	866-2257
Information Technology, Office of (Dept. of Health Care Policy & Financing)	Vacant	1575 Sherman Street, 4th Floor	866-6175	866-2803
Information Technology Services, Colorado (CITS) (Dept. Personnel/General Support Svcs)	Len Meyer	690 Kipling Street	239-4313	239-4383
Insectary (Dept. of Agriculture)	Kent Mowrer	P.O. Box 400 Palisade (81526)	(970) 464-7916	(970) 464-5791
Inspection and Consumer Services (Dept. of Agriculture)	Ron Turner	2331 West 31st Avenue (80211)	477-0076	480-9236
Insurance, Division of (Dept. of Regulatory Agencies)	William Kirven III Commissioner	1560 Broadway, Suite 850 (80202)	894-7499 Ext. 311	894-7455
International Trade Office (Governor's Office)	Marc Hatzman	1625 Broadway, 9th Floor (80202)	892-3850	

Agency	Director or Head	Location	Telephone	Fax Phone
Investment Section (Dept. of Treasury)	Helen DiBartolomeo	State Capitol Building, Room 140 200 East Colfax Avenue	866-5651	866-2123
Joint Budget Committee (Legislative Branch)	Kenneth Conahan	Legislative Services Building 200 East 14th Avenue	866-2061	866-2150
Judicial Administration (Judicial Branch)	Gerald A. Marroney, Acting State Court Admin.	1301 Pennsylvania, Suite 300	837-3668	837-2340
Labor Market Information (Dept. of Labor and Employment)	Bill Lagrange	1515 Arapahoe Street, Tower 2, Suite 300 (80202)	620-4977	620-4988
Labor Standards (Dept. of Labor and Employment)	Ed Arcuri	1515 Arapahoe Street, Tower 2, Suite 375 (80202)	572-2272	620-4599
Laboratory and Radiation Services Division (Dept. of Public Health & Environment)	David Butcher	8100 Lowry Boulevard	692-3030	782-5083
Land Commissioners, Board of (Dept. of Natural Resources)	Charles Bedford	Centennial Building, 6th Floor 1313 Sherman Street	866-3454	866-3152
Law Library (Judicial Branch)	Lois Calvert	State Judicial Building, Room B112 2 East 14th Avenue	837-3720	864-4510
Legislative Affairs, Office of (Dept. of Health Care Policy & Financing)	Vacant	1575 Sherman Street, 8th Floor	866-2708	866-4214
Legislative Council (Legislative Branch)	Charlie Brown	State Capitol Building, Room 029 200 East Colfax Avenue	866-3521	866-3855
Legislative Legal Services, Office of (Legislative Branch)	Doug Brown	State Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157
Library and Adult Education Office (Dept. of Education)	Nancy Bolt	State Office Building, Room 309 201 East Colfax Avenue	866-6900	866-6940
Licensing (including bingo, raffles, notary) (Dept. of State)	Johanna Billmyer	1560 Broadway, Suite 200 (80202)	894-2680 (press "2")	894-7732
Liquor Enforcement (Dept. of Revenue)	David Reitz	1881 Pierce Street, Suite 108A Lakewood (80214-1496)	205-2300	205-2341

Agency	Director or Head	Location	Telephone	Fax Phone
Local Government, Division of (Dept. of Local Affairs)	Bob Brooks	Centennial Building, Room 323 1313 Sherman Street	866-2156	866-4317
Lottery (Dept. of Revenue)	Mark Zamarripa	201 West 8th Street, Suite 600 Pueblo 81003	759-5206 (Denver connection)	(719) 546-5208
Managed Care Contracting, Division of (Dept. of Health Care Policy & Financing)	Gary Snider	1575 Sherman Street, 5th Floor	866-3163	866-2573
Management, Budget, and Planning (Dept. of Education)	Karen Stroup	State Office Building, Room 505 201 East Colfax Avenue	866-6822 866-6808	866-6938
Management Information Services (Dept. of Corrections)	Gary Saddler	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 226-4801	
Market Industry (Dept. of Agriculture)	Jim Rubingh	700 Kipling Street, Suite 4000 Lakewood (80215-5894)	239-4114	239-4125
Medical Assistance, Office of (Dept. of Health Care Policy & Financing)	Richard Allen	1575 Sherman Street, 4th Floor	866-2859	866-2803
Mental Health (Dept. of Human Services)	Tom Barrett	3824 West Princeton Circle (80236)	866-7401	866-7500
Minerals and Geology, Division of (Dept. of Natural Resources)	Michael B. Long	Centennial Building, 2nd Floor 1313 Sherman Street	866-3567	832-8106
Motion Picture and TV Commission (Dept. of Local Affairs)	Michael Klein	1625 Broadway, Room 1700 (80202)	620-4500	572-4545
Motor Carrier Services (Dept. of Revenue)	Jerry Pierce, Acting	1881 Pierce Street, Suite 118 Lakewood (80214-1496)	205-5693	205-5764
Motor Vehicle Services (Dept. of Revenue)	Ken Mergl, Acting	1881 Pierce Street, Suite 128 Lakewood (80214-1496)	205-5679	205-5980
Motor Vehicle Driver Services (Dept. of Revenue)	John Duncan, Acting	1881 Pierce Street, Suite 136 Lakewood (80214-1496)	205-5902	205-5634
Natural Resources & Environment (Dept. of Law)	Felicity Hannay	1525 Sherman Street, 5th Floor	866-5117	866-3558
Nursing Homes - State and Veterans (Dept. of Human Services)	John "Chip" Roberts	1575 Sherman Street, 8th Floor	866-2259	866-4740

Agency	Director or Head	Location	Telephone	Fax Phone
Oil and Gas Conservation Commission (Dept. of Natural Resources)	Richard T. Griebing	1120 Lincoln Street, Room 801	894-2100	894-2109
Oil Inspection (Dept. of Labor and Employment)	Dick Piper	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	620-4718 Ext. 307	620-4714
Parks and Outdoor Recreation, Division of (Dept. of Natural Resources)	Laurie Mathews	Centennial Building, 6th Floor 1313 Sherman Street	866-3437	866-3206
Parole Board (Dept. of Corrections)	Donald Van Pelt	1600 West 24th Street, Building 54 Pueblo (81003)	(719) 583-5800	(719) 583-5805
Personnel Board (Dept. of Personnel/General Support Svcs)	Charlie Robertson	1120 Lincoln Street, Room 1420	894-2136	864-2147
Employment Law (Dept. of Law)	Karen Howard	1525 Sherman Stree, 5 th Floor	866-5076	866-5443
Plant Industry (Dept. of Agriculture)	John Gerhardt	700 Kipling Street, Suite 4000	239-4140	239-4177
Policy, Office of (Dept. of Transportation)	Mike Fitzsimmons	4201 East Arkansas Avenue, Room 230 (80222)	757-9772	757-9877
Policy and Initiatives (Governor's Office)	Rick O'Donnell	State Capitol Building, Room 136 200 East Colfax Avenue	866-6370	
Policy and Research (Sunset/Sunrise) (Dept. of Regulatory Agencies)	Bruce Harrelson	1560 Broadway, Suite 1550 (80202)	894-2992	894-7885
Policy, Public/Private Initiatives, Office of (Dept. of Public Health & Environment)	Pat Teegarden	4300 Cherry Creek Drive South (80222)	692-3417	691-7702
Press Secretary (Governor's Office)	Dick Wadhams	State Capitol Building, Room 136 200 East Colfax Avenue	866-6325	
Program Development, Office of (Dept. of Health Care Policy & Financing)	Barbar Ladon	1575 Sherman Street, 4th Floor	866-3327	866-2803
Property Tax, Division of (Dept. of Local Affairs)	Mary Huddleston	Centennial Building, Room 419 1313 Sherman Street	866-2371	866-4000
Public Defender (Judicial Branch)	David Kaplan	110 16th Street, Suite 800 (80202) Petroleum Building	620-4888	620-4931

Agency	Director or Head	Location	Telephone	Fax Phone
Public Information Officer (Dept. of Agriculture)	Linh Truong	700 Kipling Street, Suite 4000 Lakewood (80215-5894)	239-4190	239-4176
Public Information Officer (Dept. of Health Care Policy & Financing)	Vacant	1575 Sherman Street, 8th Floor	866-2708	866-4411
Public Information Officer and Legislative Liason (Dept. of Labor and Employment)	Michael McArdle	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	620-4704	620-4714
Public Information Officer (Dept. of Transportation)	Dan Hopkins	4201 East Arkansas Avenue, Room 277 (80222)	757-9469	757-9153
Public School Finance (Dept. of Education)	Byron Pendley	State Office Building, Room 508 201 East Colfax Avenue	866-6845 866-6841	866-6888
Public Utilities Commission (Dept. of Regulatory Agencies)	Bruce Smith	1580 Logan Street, Office Level 2 (80203)	894-2000	894-2065
Racing, Division of (Dept. of Revenue)	David Reitz	1881 Pierce Street, Suite 108 Lakewood (80214-1496)	205-2300	205-2341
Real Estate Commission (Dept. of Regulatory Agencies)	Michael Gorham	1900 Grant Street, Suite 600	894-2166	894-2683
Refugee Services (Dept. of Human Services)	Laurie Bagan	789 Sherman Street, 2nd Floor	863-2811	863-0838
Registrations (professional and occupational licensing boards) (Dept. of Regulatory Agencies)	Bruce M. Douglas	1560 Broadway, Suite 1300 (80202)	894-7690	894-7692
Revisor of Statutes (Legislative Branch)	Charlie Pike	State Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157
Rural Job Training (Dept. of Labor & Employment)	Dwight Steele	1515 Arapahoe, Tower 2, Suite 400	620-4204	620-4257
School for the Deaf and the Blind (Dept. of Education)	Marilyn Jaitley Superintendent	33 North Institute Street Colorado Springs (80903-3599)	(719) 578-2258	(719) 578-2239
School of Mines (Dept. of Higher Education)	Dr. Theodore Biekart	1500 Illinois Street, Golden (80401)	273-3280	273-3278

Agency	Director or Head	Location	Telephone	Fax Phone
Securities, Division of (Dept. of Regulatory Agencies)	Fred Joseph	1580 Lincoln, Suite 420	894-2320	861-2126
Senate (Legislative Branch)	Patty Dicks Secretary	State Capitol Building, Room 347 200 East Colfax Avenue	866-2316	866-2012
Special Education Services (Dept. of Education)	Lorrie Harkness	State Office Building, Room 300 201 East Colfax Avenue	866-6695 866-6694	866-6811
State Board of Agriculture (CSU System) (Dept of Higher Education)	Dr. Al Yates Chancellor	110 16th Street, Suite 640 (80202) Petroleum Building	534-6290	534-6298
State Board of Education (Dept. of Education)	Lynne Fontanier	State Office Building, Room 500 201 East Colfax Avenue	866-6817 866-6806	866-6938
State Board of Human Services (Dept. of Human Services)	Rich Archuleta	1575 Sherman Street, 1st Floor	866-5990	866-5024
State Fair Authority (Dept. of Agriculture)	Ed Kruse	State Fair Grounds Pueblo, CO (81004)	(719) 561-8484	(719) 561-0283
State Library and Adult Education Office (Dept. of Education)	Nancy Bolt	State Office Building, Room 309 201 East Colfax Avenue	866-6733	866-6940
State Planning and Budgeting (Governor's Office)	Nancy McCallin	State Capitol Building, Room 114 200 East Colfax Avenue	866-3317	866-3044
State Services (Dept. of Law)	Christine Arguello	1525 Sherman Street, 5th Floor	866-5380	866-5671
Student Loan Program (Dept. of Higher Education)	Robert Fomer	999 18th Street, Suite 425 (80202)	294-5050	294-5076
Supreme Court (Judicial Branch)	Mac V. Danford Clerk of Supreme Court	State Judicial Building, Room 415 2 East 14th Avenue	837-3790	861-7429
Surplus Property (Dept. of Corrections)	Ron Bachali	4200 Garfield (80216)	321-2200	320-1050
Tax Analysis (Dept. of Revenue)	Jim Huyghebaert	Annex Building, Room 422 1375 Sherman Street	866-3089	866-3087
Tax Auditing and Compliance (Dept. of Revenue)	Vacant	Annex Building, Room 504 1375 Sherman Street	866-3714	

Agency	Director or Head	Location	Telephone	Fax Phone
Tax Conferee (Dept. of Revenue)	Becky Wetzel	Annex Building, Room 248 1375 Sherman Street	866-3212	866-2096
Taxpayer Services (Dept. of Revenue)	Valerie Horwitz	Annex Building, Room 204 1375 Sherman Street	866-2114	866-3211
Teacher Licensure/Professional Education (Dept. of Education)	Eugene Campbell	State Office Building, Room 501 201 East Colfax Avenue	866-6851 866-6628	866-6968
Transportation Commission (Dept. of Transportation)	Dan Hopkins	4201 East Arkansas Avenue, Room 229 (80222)	757-9013	757-9717
Transportation Development (Dept. of Transportation)	Jennifer Finch	4201 East Arkansas Avenue, Room 262 (80222)	757-9525	757-9656
Transportation Safety & Traffic Engineering (Dept. of Transportation)	Jerry Simpson	4201 East Arkansas Avenue, Room 172 (80222)	757-9271	757-9219
Trustees of State Colleges in Colorado (Dept. of Higher Education)	Dr. William Fulkerson	Spectrum Building, Suite 750 1580 Lincoln Street	894-2700	894-2459
Unclaimed Property Section (Dept. of Treasury)	Patty White	1560 Broadway, Suite 1225 (80202)	894-2443	894-2351
Unemployment Insurance (Dept. of Labor and Employment)	Don Peitersen	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	620-4718 Ext. 308	620-4714
Uniform Commercial Code (UCC) (Dept. of State)	Keith Whitelaw	1560 Broadway, Suite 200 (80202)	894-2200 Ext. 3	894-2242
University of Colorado (Dept of Higher Ed) — President — Boulder, Chancellor — Colorado Springs, Chancellor — Denver, Interim Chancellor — Health Sciences Center, Chancellor	Dr. Elizabeth Hoffman Dr. Richard Byyny Dr. Linda Bunnell Shade Dr. Georgia Lesh-Laurie Dr. James Shore	914 Broadway, Boulder (80309) 914 Broadway, Boulder (80309) Box 7150, Colorado Springs (80933-7150) 1250 14th Street, Denver (80202) 4200 East 9th Avenue (80262)	492-6201 492-8908 (719) 593-3436 556-2643 315-7682	492-6772 492-5105 (719) 593-3362 - 556-2164 270-7729
University of Northern Colorado (Dept. of Higher Education)	Hank Brown President	Greeley (80639)	351-2121	351-1880
Veterans Affairs (Dept. of Human Services)	Dick Ceresko	789 Sherman Street, 2nd Floor, Suite 460	894-7474	894-7442

Agency	Director or Head	Location	Telephone	Fax Phone
Vocational Rehabilitation Services (Dept. of Human Services)	Diana Huerta	110 16th Street, 2nd Floor (80202) Petroleum Building	620-4152	620-4189
Water Conservation Board (Dept. of Natural Resources)	Dan McAuliffe, Acting	Centennial Building, 7th Floor 1313 Sherman Street	866-3441	866-4474
Water Quality Control Division (Dept. of Public Health & Environment)	Dave Holm	4300 Cherry Creek Drive South (80222)	692-3500	782-0390
Water Resources, Division of (Dept. of Natural Resources)	Hal Simpson State Engineer	Centennial Building, 8th Floor 1313 Sherman Street	866-3581	866-3589
Weights and Measures (Dept. of Agriculture)	David Wallace	3125 Wyandot (80211)	477-4220	477-4248
Wildlife, Division of (Dept. of Natural Resources)	Russell George	6060 Broadway (80216)	291-7208	294-0874
Workers' Compensation (Dept. of Labor and Employment)	Mary Ann Whiteside	1515 Arapahoe Street, Tower 2, Suite 400 (80202)	575-8814	620-4714
Youth Crime Prevention & Intervention Pgm (Dept. of Local Affairs)	Esperanza Y. Zachman	Centennial Building, Room 521 1313 Sherman Street	866-4900	866-4992
Youth Corrections (Dept. of Human Services)	Betty Marler	4255 South Knox Court (80236)	866-7980	866-7344

AGENCY LISTINGS BY DEPARTMENT

April, 2001

NOTE: All zip codes are 80203, unless otherwise indicated.
All area code prefixes are 303, unless otherwise indicated.

DEPARTMENT OF AGRICULTURE

Don Ament, Commissioner
 Internet: jenifer.gurr@ag.state.co.us
 Web site: www.ag.state.co.us
 700 Kipling Street, Suite 4000
 Lakewood (80215-5894)
 239-4100

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Animal Industry	Dr. Wayne Cunningham	700 Kipling Street, Suite 4000	239-4161	239-4164
Animal Protection	Dr. John Maulsby	700 Kipling Street, Suite 4000	239-4158	239-4164
Brand Inspection	Gary Shoun	201 Livestock Exchange Building Room 201, 4701 Marion Street (80216)	294-0895	294-0918
Colorado Agricultural Statistics Service	Renee N. Liles	645 Parfet Street, Suite W-201 Lakewood (80215)	236-2300	236-2299
Inspection and Consumer Services	Ron Turner	2331 West 31st Avenue (80211)	477-0076	480-9236
Farm Products	Gary Graalman	2331 West 31st Avenue (80211)	477-0054	480-9236
Frozen Food and Poultry	Jim Thurman	2331 West 31st Avenue (80211)	477-0086	480-9236
Fruit and Vegetable	Tracy Vanderpool	P.O. Box 407, Monte Vista (81144)	(719) 852-4749	(719) 852-4319
Laboratories:				
Bio-Chemical Laboratory	Ron Turner	2331 West 31st Avenue (80211)	477-0014	480-9236
Animal Health Laboratory	Richard Forde	2331 West 31st Avenue (80211)	477-0076	480-9236
Weights and Measures	David Wallace	3125 Wyandot (80211)	477-4220	477-4248
Legislative Liaison	Robert McLavey	700 Kipling Street, Suite 4000	239-4100	239-4176
Market Industry	Jim Rubingh	700 Kipling Street, Suite 4000	239-4114	239-4125
Soil Conservation Board	Lewis Frank	Centennial Building, 2 nd Floor	866-2545	832-8106
Plant Industry	John Gerhardt	700 Kipling Street, Suite 4000	239-4140	239-4177
Insectary	Kent Mowrer	P.O. Box 400, Palisade (81526)	(970) 464-7916	(970) 464-5791
Public Information Officer	Linh Truong	700 Kipling Street, Suite 4000	239-4190	239-4176
State Fair Authority	Ed Kruse	State Fair Grounds, Pueblo, CO 81004	(719) 561-8484	(719) 561-0283

DEPARTMENT OF CORRECTIONS

John W. Suthers, Executive Director
(719) 226-4701
Brian Burnett, Deputy Director of Administration
(719) 226-4727
2862 South Circle Drive, Suite 400
Colorado Springs (80906)
Fax: (719) 226-4700

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Adult Parole Supervision, Division of	Jeaneene Miller	10403 West Colfax Lakewood (80215)	238-5967	238-0170
Budget, Director of	Kathy Walker	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 226-4751	(719) 226-4720
Community Corrections, Division of	Jeaneene Miller	12157 W. Cedar Drive Lakewood (80228)	763-2420	763-2446
Correctional Education, Division of	Anthony Romero, Vocational Eric Brookens, Academic	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 226-4563	(719) 226-4505
Correctional Industries, Division of	Richard Schweigert	2862 South Circle Drive Colorado Springs (80906)	(719) 226-4208	(719) 226-4220
Surplus Property	Ron Bachali	4200 Garfield Denver (80216)	321-2200	320-1050
Legislative Liaison and Public Affairs, Director of	Alison Morgan	c/o Dept. of Human Services 1575 Sherman, Cube 840 Denver (80203)	866-2068	866-4740
Management Information Services	Gary Saddler	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 226-4801	
Parole Board	Donald Van Pelt	1600 West 24th Street, Building 54 Pueblo (81003)	(719) 583-5800	(719) 583-5805
Prison Operations	Jerry Gasko Deputy Director	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 226-4771	(719) 226-4775
Special Operations	Dr. Mary West Deputy Director	2862 South Circle Drive, Suite 400 Colorado Springs (80906)	(719) 226-4770	(719) 226-4775

DEPARTMENT OF EDUCATION

William J. Moloney, Commissioner
 State Office Building
 201 East Colfax Avenue
 Denver (80203-1799)
 866-6806 Fax: 866-6938

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Assessment	Don Watson	State Office Building, Room 104 201 East Colfax Avenue	866-6612 866-6806	866-6680
Educational Services	Roscoe Davidson, Interim	State Office Building, Room 206 201 East Colfax Avenue	866-6679 866-6935	866-6874
Legislative Liaison	Karen Stroup	State Office Building, Room 505 201 East Colfax Avenue	866-6822 866-6808	866-6938
Management, Budget, and Planning	Karen Stroup	State Office Building, Room 505 201 East Colfax Avenue	866-6822 866-6806	866-6938
Public School Finance	Vody Herrmann	State Office Building, Room 508 201 East Colfax Avenue	866-6845 866-6841	866-6888
School for the Deaf and the Blind	Marilyn Jaitly Superintendent	33 North Institute Street Colorado Springs (80903-3599)	(719) 578-2258 or 2239	(719) 578-2239
Special Education Services	Lorrie Harkness	State Office Building, Room 300 201 East Colfax Avenue	866-6695 866-6694	866-6811
State Board of Education	Lynne Fontanier	State Office Building, Room 500 201 East Colfax Avenue	866-6817 866-6806	866-6938
State Library	Nancy Bolt	State Office Building, Room 309 201 East Colfax Avenue	866-6733 866-6900	866-6940
Teacher Licensure/Professional Education	Eugene Campbell	State Office Building, Room 501 201 East Colfax Avenue	866-6851 866-6628	866-6968

GOVERNOR – LIEUTENANT GOVERNOR – STATE PLANNING AND BUDGETING OFFICE

Bill Owens, Governor
 State Capitol Building, Room 136
 866-2471

Joe Rogers, Lieutenant Governor
 State Capitol Building, Room 130
 200 East Colfax Avenue
 Denver (80203)
 866-2087

Portion of the Governor's Administrative Staff

Staff Position	Staff Person	Location	Telephone	Fax
Boards and Commissions	Barb Card	State Capitol Building, Room 136	866-2471	
Chief of Staff	Roy Palmer	State Capitol Building, Room 136	866-6290	
Deputy Chief of Staff	Sean Tonner	State Capitol Building, Room 136	866-2471	
Economic Development, Office of	Bob Lee	1625 Broadway, Suite 1710 (80202)	892-3840	
Energy Conservation, Office of	Rick Grice	1675 Broadway, Suite 1300 (80202)	620-4292	
International Trade Office	Marc Holtzman	1625 Broadway, 9 th Floor (80202)	892-3850	
Chief Counsel to the Governor	Troy Eid	State Capitol Building, Room 136	866-6390	
Legislative Liaison	Mike Beasley	State Capitol Building, Room 136	866-2471	
Policy and Initiatives	Rick O'Donnell	State Capitol Building, Room 136	866-6370	
Press Secretary	Dick Wadhams	State Capitol Building, Room 136	866-6325	
State Planning and Budgeting	Nancy McCallin	State Capitol Building, Room 114	866-3317	

DEPARTMENT OF HEALTH CARE POLICY AND FINANCING

Karen Reinertson, Executive Director
 Vacant, Deputy Director
 1575 Sherman Street, 10th Floor
 Denver (80203)
 866-2868 Fax: 866-2828

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Accounting & Purchasing, Office of	Phil Reed	1575 Sherman Street, 6th Floor	866-2764	866-4411
Budget Office	Marilyn Golden	1575 Sherman Street, 10th Floor	866-5624	866-4411
Health Plan Management, Division of	Nancy Peters	1575 Sherman Street, 5th Floor	866-2445	866-2573
Health Plan Operations, Division of	Marianne Seddon	1575 Sherman Street, 10th Floor	866-4012	866-4411
Information Technology, Office of	(Vacant)	1575 Sherman Street, 4th Floor	866-6175	866-2803
Legislative Affairs, Office of	(Vacant)	1575 Sherman Street, 8th Floor	866-2708	866-4411
Managed Care Contracting, Division of	Gary Snider	1575 Sherman Street, 5th Floor	866-3163	866-2573
Medical Assistance, Office of	Richard Allen	1575 Sherman Street, 4th Floor	866-2859	866-2803
Program Development, Office of	Barbara Ladon	1575 Sherman Street, 4th Floor	866-3327	866-2803
Public Information Officer	(Vacant)	1575 Sherman Street, 8th Floor	866-2708	866-4411

DEPARTMENT OF HIGHER EDUCATION

Tim Foster, Executive Director
 Colorado Commission on Higher Education
 Colorado History Museum, 2nd Floor
 1300 Broadway, Denver (80203)
 866-2723 Fax: 860-9750

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Auraria Higher Education Center	Dean Wolf	1027 9th Street Park, P.O. Box 173361 Campus Box A (80217-3361)	556-3291	556-4403
Colorado Council on the Arts	Fran Holden	750 Pennsylvania Street	894-2617	894-2615
Colorado Historical Society	Georgianna Contiguglia, President	Colorado History Museum, 1300 Broadway	866-3355	866-4464
Colorado Student Loan Program	Robert Fomer	999 18th Street, Suite 425 (80202)	294-5050	294-5076
University of Colorado — President — Boulder, Chancellor — Colorado Springs, Chancellor — Denver, Interim Chancellor — Health Sciences Center, Chancellor	Dr. Elizabeth Hoffman Dr. Richard Byyny Dr. Linda Bunnell Shade Dr. Georgia Lesh-Laurie Dr. James Shore	914 Broadway, Boulder (80309) 914 Broadway, Boulder (80309) Box 7150, Colorado Springs (80933-7150) 1250 14th Street, Denver (80202) 4200 East 9th Avenue (80262)	492-6201 492-8908 (719) 593-3436 556-2643 315-7682	492-6772 492-5105 (719) 593-3362 556-2164 270-7729
CCHE	Dr. Tim Foster	Colorado History Museum, 1300 Broadway	866-2723	860-9750
CCHE Legislative Liaison	Jeanne Adkins	Colorado History Museum, 1300 Broadway, 2nd Floor	866-2723	860-9750
State Board of Agriculture (CSU System)	Dr. Al Yates, Chancellor	Petroleum Building, Suite 640 110 16th Street (80202)	534-6290	534-6298
Colorado Community College and Occupational Education System	Dr. Dorothy Horrell	1391 North Speer Boulevard Suite 600 (80204)	595-1552	825-4295
Trustees of State Colleges in Colorado	Dr. William Fulkerson	Spectrum Building, Suite 750 1580 Lincoln Street (80203)	894-2700	894-2459
University of Northern Colorado	Hank Brown President	Greeley (80639)	351-2121	351-1880
Colorado School of Mines	Dr. Theodore Bickart	1500 Illinois Street, Golden (80401)	273-3280	273-3278

DEPARTMENT OF HUMAN SERVICES

Marva Livingston Hammons, Executive Director 866-5096
 Karen Beye, Managing Director 866-3063
 1575 Sherman Street (80203)
 866-5700 Fax: 866-4740

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Aging and Adult Services	Rita Barreras	1575 Sherman Street, Ground Floor	866-2663	866-2696
Alcohol and Drug Abuse	Janet Wood	4055 S. Lowell Blvd.	866-7480	866-7481
Child Care and Health and Rehabilitation Services	Oxana Golden	1575 Sherman Street, 1st Floor	866-5943	866-4453
Child Support Enforcement	Pauline Burton	303 17 th Avenue, Suite 200	(720) 947-5000	(720) 947-5006
Child Welfare Services	Jane Beveridge	1575 Sherman Street, 2nd Floor	866-4365	866-5563
"Colorado Works" – Temporary Assistance to Needy Families	Mark Tandberg	1575 Sherman Street, 3rd Floor	866-2523	866-5488
Consumer Relations	Joe Hernandez	1575 Sherman Street, 1st Floor	866-5825	866-5024
Developmental Disabilities	Charlie Allinson	3824 West Princeton Circle (80236)	866-7454	866-7470
Family Centers	Claudia Zundel	1575 Sherman Street, 1st Floor	866-5111	866-4453
Food Assistance	Mark Tandberg	1575 Sherman Street, 3rd Floor	866-2535	866-5098
Juvenile Parole Board	Dwight Eisnach	3550 Oxford Ave, 5 th Floor	866-7109	866-7103
Legislative Liaison	Carol Taylor	1575 Sherman Street, 8th Floor	866-5900	866-4214
Mental Health	Tom Barrett	3824 West Princeton Circle (80236)	866-7401	866-7500
Nursing Homes – State and Veterans	John "Chip" Roberts	1575 Sherman Street, 8th Floor	866-2259	866-4740
Communications	Liz McDonough	1575 Sherman Street, 8th Floor	866-5822	- 866-4740
Refugee Services	Laurie Bagan	789 Sherman Street, 2nd Floor	863-2811	863-0838
State Board of Human Services	Rich Archuleta	1575 Sherman Street, 1st Floor	866-5990	866-5024
Veterans Affairs	Dick Ceresko	789 Sherman Street, 2nd Floor, Suite 460	894-7474	894-7442
Vocational Rehabilitation Services	Diana Huerta	110 16th Street, 2nd Floor	620-4152	620-4189
Youth Corrections	Betty Marler	4255 South Knox Court (80236)	866-7980	866-7344

JUDICIAL BRANCH

Mary J. Mullarkey, Chief Justice
2 East 14th Avenue
Denver (80203)
861-1111

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Supreme Court	Mac V. Danford Clerk of Supreme Court	State Judicial Building, Room 415 2 East 14th Avenue	837-3790	861-7429
Court of Appeals	Patrick H. Stanford Clerk of Court of Appeals	State Judicial Building, Room 300 2 East 14th Avenue	837-3785	837-3702
Judicial Administration	Gerald A. Marroney, Acting State Court Administrator	1301 Pennsylvania, Suite 300	837-3668	837-2340
Law Library	Lois Calvert	State Judicial Building, Room B112 2 East 14th Avenue	837-3720	864-4510
Legal Counsel and Legislative Liaison	Kim Morss	1301 Pennsylvania, Suite 300	861-1111	837-2340
Public Defender	David Kaplan	Petroleum Building 110 16th Street, Suite 800 (80202)	620-4888	620-4931

DEPARTMENT OF LABOR AND EMPLOYMENT

Vicki Armstrong, Executive Director
1515 Arapahoe Street, Tower 2, Suite 400
Denver (80202-2117)
620-4701 Fax: 620-4714
Internet: [HTTP://WWW.STATE.CO.US/GOV DIR/LABOR DIR/LABOR HOME.HTML](http://www.state.co.us/gov_dir/labor_dir/labor_home.html)

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Boiler Inspection/Public Safety	Mary Blue	1515 Arapahoe Street, Tower 2, Suite 400	620-4718 Ext. 315	620-4714
Employment & Training Office	Robert Hale	1515 Arapahoe Street, Tower 2, Suite 400	620-4718 Ext. 311	620-4257
Field Operations	Tom Ivory	1515 Arapahoe Street, Tower 2, Suite 400	620-4718 Ext. 327	620-4257
Industrial Claim Appeals Panel	Dona Halsey	1515 Arapahoe Street, Tower 2, Suite 350	620-4272	620-4714
Labor Market Information	Bill Lagrange	1515 Arapahoe Street, Tower 2, Suite 300	620-4977	620-4988
Labor Standards	Ed Arcuri	1515 Arapahoe Street, Tower 2, Suite 375	572-2272	620-4599
Legislative Liaison and Public Information Officer	Michael McArdle	1515 Arapahoe Street, Tower 2, Suite 400	620-4704	620-4714
Oil Inspection	Dick Piper	1515 Arapahoe Street, Tower 2, Suite 400	620-4718 Ext. 307	620-4714
Rural Job Training	Dwight Steele	1515 Arapahoe Street, Tower 2, Suite 400	620-4204	620-4257
Unemployment Insurance	Don Peitersen	1515 Arapahoe Street, Tower 2, Suite 400	620-4718 Ext. 308	620-4714
Workers' Compensation	Mary Ann Whiteside	1515 Arapahoe Street, Tower 2, Suite 400	575-8814	620-4714

DEPARTMENT OF LAW

Ken Salazar, Attorney General

Barbara McDonnell Chief Deputy Attorney General
Alan J. Gilbert Solicitor General
Ken Lane Deputy Attorney General
 Policy & Governmental Affairs

1525 Sherman Street, 5th Floor
Denver (80203-1712)
Main Operator: 866-4500
Fax: 866-5691

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Business & Licensing	Renny Fagan	1525 Sherman Street, 5 th Floor	866-5307	866-5395
Civil Litigation	Beth McCann	1525 Sherman Street, 5 th Floor	866-5236	866-5443
Consumer Protection	Jan Zavislan	1525 Sherman Street, 5 th Floor	866-5079	866-5443
Criminal Justice	Don Quick	1525 Sherman Street, 5 th Floor	866-5773	866-3955
Employment Law	Karen Howard	1525 Sherman Street, 5 th Floor	866-5076	866-5443
Legislative Liaison	Ken Lane	1525 Sherman Street, 5 th Floor	866-3557	866-4745
Natural Resources & Environment	Felicity Hannay	1525 Sherman Street, 5 th Floor	866-5117	866-3558
State Services	Christine Arguello	1525 Sherman Street, 5 th Floor	866-5380	866-5671

LEGISLATIVE SERVICE AGENCIES

Agency	Director or Head	Location	Telephone	Fax
Office of the State Auditor	Dave Barba State Auditor	Legislative Services Building 200 East 14th Avenue	866-2051	866-2060
House of Representatives	JR Rodrigue Chief Clerk	State Capitol Building, Room 271 200 East Colfax Avenue	866-2904	None
Joint Budget Committee	Kenneth Conahan Staff Director	Legislative Services Building 200 East 14th Avenue	866-2061	866-2150
Legislative Council	Charlie Brown Director of Research	State Capitol Building, Room 029 200 East Colfax Avenue	866-3521	866-3855
Office of Legislative Legal Services	Doug Brown Director	State Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157
Revisor of Statutes	Charlie Pike Revisor of Statutes	State Capitol Building, Room 091 200 East Colfax Avenue	866-2045	866-4157
Senate	Karen Goldman Secretary	State Capitol Building, Room 347 200 East Colfax Avenue	866-2316	866-2012

DEPARTMENT OF LOCAL AFFAIRS

Bob Brooks, Executive Director
 Jerry Smith, Deputy Director
 Centennial Building, Room 500
 1313 Sherman Street
 Denver (80203)
 866-2771 Fax: 866-4317

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Assessment Appeals, Board of	Diane DeVries	1313 Sherman Street, Room 315	866-5880	866-4485
Colorado Welcome Centers	Teri Davis	1313 Sherman Street, Room 521	866-2771	866-4819
Community Services	T. Michael Smith	1313 Sherman Street, Room 521	866-4900	866-4992
Economic Development Commission	Gayle Brody	1625 Broadway, Room 1710 (80202)	892-3840	892-3725
Emergency Management, Office of	Tom Grier	15075 S. Golden Road Golden (80401-3979)	273-1622	273-1795
Field Services	Bill Timmermeyer	1313 Sherman Street, Room 521	866-2771	866-4819
Housing, Division of	Tom Hart	1313 Sherman Street, Room 518	866-2033	866-4077
Legislative Liaison	Linda Rice	1313 Sherman Street, Room 500	866-6249	866-4819
Local Government, Division of	Bob Brooks	1313 Sherman Street, Room 521	866-2156	866-4819
Motion Picture and TV Commission	Michael Klein	1625 Broadway, Room 1700 (80202)	620-4500	572-4545
Property Tax, Division of	Mary Huddleston	1313 Sherman Street, Room 419	866-2371	866-4000
Tourism Board	Bill Timmermeyer	1313 Sherman Street, Room 521	866-2771	866-4819
Youth Crime Prevention and Intervention Program	Esperanza Y. Zachman	1313 Sherman Street, Room 521	866-4900	866-4992

DEPARTMENT OF MILITARY AFFAIRS

Major General Mason C. Whitney, The Adjutant General
677-8800 or 677-8000
Patriot Plaza
6848 South Revere Parkway
Englewood (80112-6703)

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Air National Guard	Brigadier General Robert H. Harkins III	84 North Aspen Street Buckley Air National Guard Base (80011-9452)	677-9145	677-9976
Army National Guard	Brigadier General Ron Crowder	Patriot Plaza 6848 South Revere Parkway Englewood (80112-6703)	677-8803	677-8808
Civil Air Patrol	Colonel John Buschmann Commander Patti Sampers Administrator	Colorado Wing, Civil Air Patrol Stop 33 19210 East Breckenridge Avenue Buckley Air National Guard Base (80011-9525)	677-5003	677-5009
Deputy Director	William L. Robinson	Patriot Plaza 6848 South Revere Parkway Englewood (80112-6703)	677-8947	677-8946
Legislative Liason	Walter Paul	Patriot Plaza 6848 South Revere Parkway Englewood (80112-6703)	677-8804	677-8946

DEPARTMENT OF NATURAL RESOURCES

Greg E. Walcher, Executive Director
 Ronald W. Cattany, Deputy Director for Policy
 William S. Daley, Deputy Director for Administration
 Centennial Building, 7th Floor
 1313 Sherman Street
 Denver (80203)
 866-3311 Fax: 866-2115

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Forestry, Division of	Jim Hubbard, State Forester	Colorado State Forest Service CSU - 203 Forestry Bldg. Ft. Collins, CO 80523	(970) 491-7293	(970) 491-7736
Geological Survey	Vicki Cowart, State Geologist	Centennial Building, 7th Floor	866-2611	866-2461
Land Commissioners, Board of	Charles Bedford	Centennial Building, 6th Floor	866-3454	866-3152
Legislative Liaison	Ronald W. Cattany	Centennial Building, Room 718	866-4895	866-2115
Minerals and Geology, Division of	Michael B. Long	Centennial Building, 2nd Floor	866-3567	832-8106
Oil and Gas Conservation Commission	Richard T. Griebing	1120 Lincoln ,Room 801	894-2100	894-2109
Parks and Outdoor Recreation, Division of	Laurie Mathews	Centennial Building, 6th Floor	866-3437	866-3206
Water Conservation Board	Dan McAuliffe, Acting Director	Centennial Building, 7th Floor	866-3441	866-4474
Water Resources, Division of	Hal Simpson, State Engineer	Centennial Building, 8th Floor	866-3581	866-3589
Wildlife, Division of	Russell George	6060 Broadway (80216)	291-7208	294-0874

DEPARTMENT OF PERSONNEL / GENERAL SUPPORT SERVICES

Larry E. Trujillo, Sr., Executive Director
1600 Broadway, Room 1030
Denver (80203)
866-6559 Fax: 866-6569

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Administrative Hearings	Jeff Schutt, Acting	1120 Lincoln Street, Room 1400	894-2500	894-2541
Central & Real Estate Services	Richard Malinowski	225 East 16th Avenue, Room 800	866-3970	894-2375
Colorado Information Technology Services (CITS)	Len Meyer	690 Kipling Street	239-4313	239-4383
Information/Archival Services	Terry Ketelsen	1313 Sherman Street, Room 1B-20	866-2055	866-2257
Finance & Procurement	Art Barnhart	1525 Sherman Street, Room 250	866-3281	894-4233
Human Resource Services	Jeff Schutt	1313 Sherman Street, Room 122	866-2323	866-2021
Legislative Liaison/Public Information	Sue Ellen Quam	1525 Sherman Street, Room 200	866-6484	866-6569
State Personnel Board	Charlie Robertson	1120 Lincoln Street, Suite 1420	894-2136	894-2147

DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

Jane E. Norton, Executive Director
 4300 Cherry Creek Drive South
 Denver (80246-1530)
 692-2012 Fax: 691-7702

Chele Clark, Executive Assistant
 692-2011 Fax: 691-7702

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Administration and Support Office	Sandy Blalock	4300 Cherry Creek Drive South	692-2100	782-0095
Air Pollution Control Division	Margie Perkins	4300 Cherry Creek Drive South	692-3100	782-5493
Center for Health & Environmental Information & Statistics	Bob O'Doherty	4300 Cherry Creek Drive South	692-2248	691-7704
Communications, Office of	Cindy Parmenter	4300 Cherry Creek Drive South	692-2013	782-0095
Customer Service Office	Ken Mesch	4300 Cherry Creek Drive South	692-2035	691-1979
Consumer Protection Division	Roger Holbrook	4300 Cherry Creek Drive South	692-3620	782-4969
Disease Control and Environmental Epidemiology Division	Ellen Mangione	4300 Cherry Creek Drive South	692-2700	782-0904
Emergency Medical Services and Prevention Division	Jillian Jacobellis	4300 Cherry Creek Drive South	692-2500	782-0095
Environmental Programs	Douglas H. Benevento	4300 Cherry Creek Drive South	692-3475	691-7702
Family/Community Health Services Division	Joan Eden	4300 Cherry Creek Drive South	692-2310	782-5576
Hazardous Materials and Waste Management Division	Howard Roitman	4300 Cherry Creek Drive South	692-3300	759-5355
Health Facilities Division	Paul Daraghy	4300 Cherry Creek Drive South	692-2800	782-4883
Laboratory and Radiation Services Division	David Butcher	8100 Lowry Boulevard	692-3030	782-5083
Legal and Regulatory Affairs	Cynthia S. Honssinger	4300 Cherry Creek Drive South	692-3475	691-7702
Legislative Liaison	Stephannie Finley	4300 Cherry Creek Drive South	692-3473	691-7702
Policy, Public/Private Initiatives Office	Pat Teegarden	4300 Cherry Creek Drive South	692-3471	691-7702
State Epidemiologist/Chief Medical Officer	Richard E. Hoffman	4300 Cherry Creek Drive South	692-2662	691-7702
Water Quality Control Division	Dave Holm	4300 Cherry Creek Drive South	692-3500	782-0390

DEPARTMENT OF PUBLIC SAFETY

Sue Mencer, Executive Director
239-4398
Internet: SUE.MENCER@CDPS.STATE.CO.US
700 Kipling Street, Suite 3000
Denver (80215)
239-4398 Fax: 231-9708 Pager: 851-4927

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Colorado Bureau of Investigation	Robert Cantwell Director Internet: ROBERT.CANTWELL@CDPS.STATE.CO.US.	690 Kipling Street Denver (80215)	239-4201	235-0568
Colorado State Patrol	Colonel Lonnie J. Westphal Chief Internet: LONNIE.WESTPHAL@CDPS.STATE.CO.US.	700 Kipling Street, Suite 3000 Denver (80215)	239-4403	239-4481
Criminal Justice, Division of	Raymond Slaughter Director Internet: RAYMOND.SLAUGHTER@CDPS.STATE.CO.US.	700 Kipling Street, Suite 1000 Denver (80215)	239-4451	239-4491
Fire Safety, Division of	Paul Cooke Director Internet: PAUL.COOKE@CDPS.STATE.CO.US.	700 Kipling Street, Suite 1200 Denver (80215)	239-4463	239-4405
Legislative Liaison	Debbie Wagner Internet: DEBBIE.WAGNER@CDPS.STATE.CO.US.	700 Kipling Street, Suite 3000 Denver (80215)	239-5765	239-4506 Pager: 206-3103

DEPARTMENT OF REGULATORY AGENCIES

M. Michael Cooke, Executive Director
 1560 Broadway, Suite 1550
 Denver (80202)
 894-2900

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Banking, Division of	Richard Fulkerson, Director	1560 Broadway, Suite 1175	894-7575	894-7570
Boxing, Office of	Josef Mason, Director	1560 Broadway, Suite 1540	894-7844	894-7885
Civil Rights, Division of	Rene Ramirez, Director	1560 Broadway, Suite 1050	894-2997	894-7830
Consumer Counsel, Office of	Ken Reif, Director	1580 Logan Street, Suite 740	894-2121	894-2117
Financial Services, Division of	David L. Paul, Commissioner	1560 Broadway, Suite 1520	894-2336	894-7886
Insurance, Division of	William Kirven II, Commissioner	1560 Broadway, Suite 850	894-7499	894-7455
Legislative Liaison	Diane Reimer	1560 Broadway, Suite 1550	894-2339	894-7885
Policy and Research, Office of Sunrise/Sunset Program	Bruce Harrelson, Director	1560 Broadway, Suite 1550	894-2992	894-7885
Public Utilities Commission	Bruce Smith, Director	1580 Logan Street, Office Level 2 (80203)	894-2000	894-2065
Real Estate, Division of	Michael Gorham, Director	1900 Grant Street, Suite 600 (80203)	894-2166	894-2683
Registrations (professional and occupational licensing boards)	Bruce M. Douglas, Director	1560 Broadway, Suite 1300	894-7690	894-7692
Safety and Diversity Programs, Office of	Jack Langy Marquez, Director	1560 Broadway, Suite 1550	894-7807	894-7834
Securities, Division of	Fred Joseph, Commissioner	1580 Lincoln, Suite 420 (80203)	894-2320	861-2126

DEPARTMENT OF REVENUE

Fred Fisher, Executive Director
 Capitol Annex Building, Room 504
 1375 Sherman Street, Denver (80261)
 866-3091 Fax: 866-2400

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Enforcement Group	George Turner, Senior Director	1881 Pierce Street, Suite 112 Lakewood (80214-1496)	205-1305	205-1342
Division of Gaming	Tom Kitts, Acting	1881 Pierce Street, Suite 112	205-1314	205-1342
Division of Liquor Enforcement	David Reitz	1881 Pierce Street, Suite 108A	205-2300	205-2341
Division of Lottery	Mark Zamarripa	201 West 8th Street, Suite 600 Pueblo (81003)	759-5206 (Denver connection)	(719) 546-5208
Division of Racing	David Reitz	1881 Pierce Street, Suite 108	205-2300	205-2341
Hearings Section	Ken Wynkoop	1881 Pierce Street, Suite 106	205-5898	205-5700
Auto Industry Licensing Division/ Motor Vehicle Dealer Board	Kirk Martelon	1881 Pierce Street, Suite 142	205-5743	205-5649
Tax Group	John Vecchiarelli, Senior Director	Annex Building, Room 504	866-3714	866-2265
Taxpayer Services	Valerie Horwitz	Annex Building, Room 204	866-2114	866-3211
Tax, Audit, and Compliance Division	Vacant		866-3714	
Cash and Document Processing Division	Cherly McHugh	Capitol Annex, Room 304	866-2654	866-2266
Tax Analysis	Jim Huyghebaert	Capitol Annex, Room 422	866-3089	866-3087
Tax Conferee	Becky Wetzel	Annex Building, Room 248	866-3212	866-2096
Motor Vehicle Group	R. J. Hicks, Acting Senior Director	1881 Pierce Street, Suite 100	205-5965	- 205-5975
Driver Services	John Duncan, Acting	1881 Peirce Street, Suite 136	205-5902	205-5634
Motor Carrier Services	Jerry Pierce, Acting	1881 Pierce Street, Suite 118	205-5693	205-5764
Vehicle Services	Ken Mergl, Acting	1881 Pierce Street, Suite 128	205-5679	205-5980
Legislative Liaison	Philip Horwitz	Capitol Annex, Room 606	866-3958	866-3018

DEPARTMENT OF STATE

Donetta Davidson, Secretary of State
1560 Broadway, Suite 200
Denver (80202)
894-2200
(press "4" for Administration)

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Business (including business organization filings and Uniform Commercial Code filings)	Mike Shea, Director of Operations Keith Whitelaw, Director of Policy and Analysis	1560 Broadway, Suite 200	894-2200 Ext. 393 894-2200 (press "3")	894-2242 894-2242
Elections, Boards, Oaths, Facsimiles, Conflicts of Interest	Bill Compton	1560 Broadway, Suite 200	894-2680 (press "1")	894-7732
Legislative Liaison	Bill Hobbs, Deputy Secretary of State	1560 Broadway, Suite 200	894-2204	894-2212
Licensing (including bingo-raffles, lobbyist, notary, charitable solicitations)	Johanna Billmyer	1560 Broadway, Suite 200	894-2680 (press "2")	894-7732

DEPARTMENT OF TRANSPORTATION

Tom Norton, Executive Director
757-9201
Peggy Catlin, Deputy Director
757-9208
4201 East Arkansas Avenue, Room 262
Denver (80222)
Fax: 757-9656 Internet: *

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Aeronautics	Travis Vallin	5200 Front Range Parkway Watkins (80137)	261-4418	261-9608
Chief Engineer	John Unbewust	4201 East Arkansas Avenue, Room 262	757-9204	757-9656
Financial Management and Budget	Heather Dugan	4201 East Arkansas Avenue, Room 235	757-9262	757-9090
Human Resources and Administration	Celina Benavidez	4201 East Arkansas Avenue, Room 262	757-9163	757-9656
Legislative Liaison	Jennifer Webster	4201 East Arkansas Avenue, Room 230	757-9703	757-9877
Policy Office	Mike Fitzsimmons	4201 East Arkansas Avenue, Room 230	757-9772	757-9877
Public Information Office	Dan Hopkins	4201 East Arkansas Avenue, Room 277	757-9469	757-9153
Transportation Commission	Dan Hopkins	4201 East Arkansas Avenue, Room 270	757-9013	757-9717
Transportation Development	Jennifer Finch	4201 East Arkansas Avenue, Room 262	757-9525	757-9656
Safety and Traffic Engineering	Jerry Simpson	4201 East Arkansas Avenue, Room 172	757-9271	757-9219

* Internet addresses: FIRSTNAME.LASTNAME@DOT.STATE.CO.US

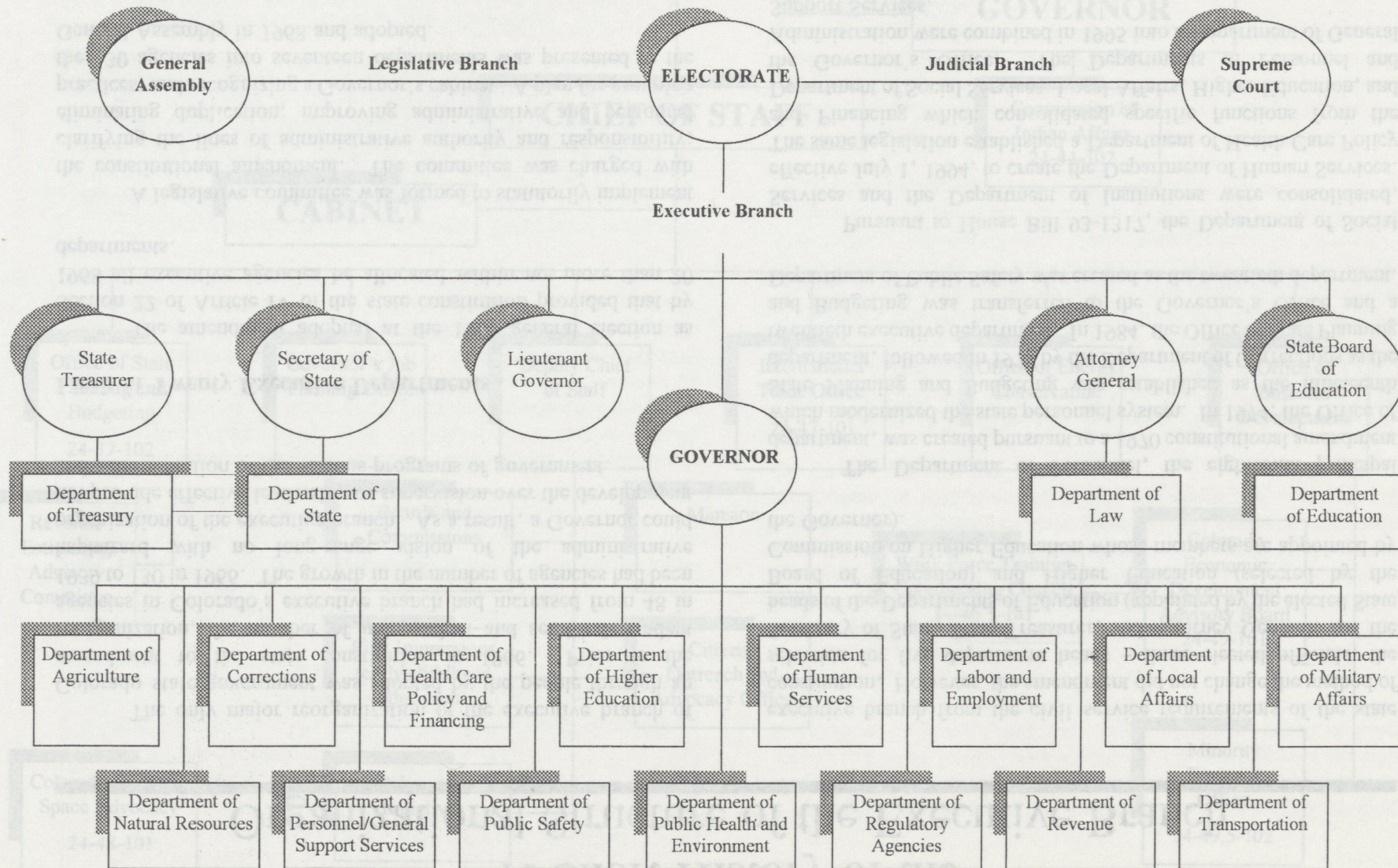
DEPARTMENT OF TREASURY

Mike Coffman, State Treasurer
Ben Stein, Deputy State Treasurer
State Capitol Building, Room 140
200 East Colfax Avenue
Denver (80203)
866-2441 Fax: 866-2123

Major Divisions or Sections

Agency	Director or Head	Location	Telephone	Fax
Administration	Steven Roalstad	State Capitol Building, Room 140	866-2441	866-2123
Accounting Section	Jo Ann Vondracek	State Capitol Building, Room 140	866-5826	866-2123
Cash Management Section	Doug Windes	State Capitol Building, Room 140	866-3253	866-2123
Investment Section	Helen DiBartolomeo	State Capitol Building, Room 140	866-5651	866-2123
Legislative Liaison	Ben Stein	State Capitol Building, Room 140	866-2441	866-2123
Unclaimed Property Section	Patty White	1560 Broadway, Suite 1225 (80202)	894-2443	894-2351

STATE OF COLORADO ORGANIZATION CHART



A Short History of the Organizational Structure of the Executive Branch

The only major reorganization of the executive branch of Colorado state government was adopted by the people through an amendment to the state constitution in 1966. Prior to the reorganization, the number of independent and semi-independent agencies in Colorado's executive branch had increased from 48 in 1939 to 130 in 1966. The growth in the number of agencies had been haphazard with no long-range vision of the administrative organization of the executive branch. As a result, a Governor could not provide effective leadership or supervision over the development and administration of the various programs of government.

Limit of Twenty Executive Departments

The amendment adopted at the 1966 general election as Section 22 of Article IV of the state constitution provided that by 1968 all executive agencies be allocated within not more than 20 departments.

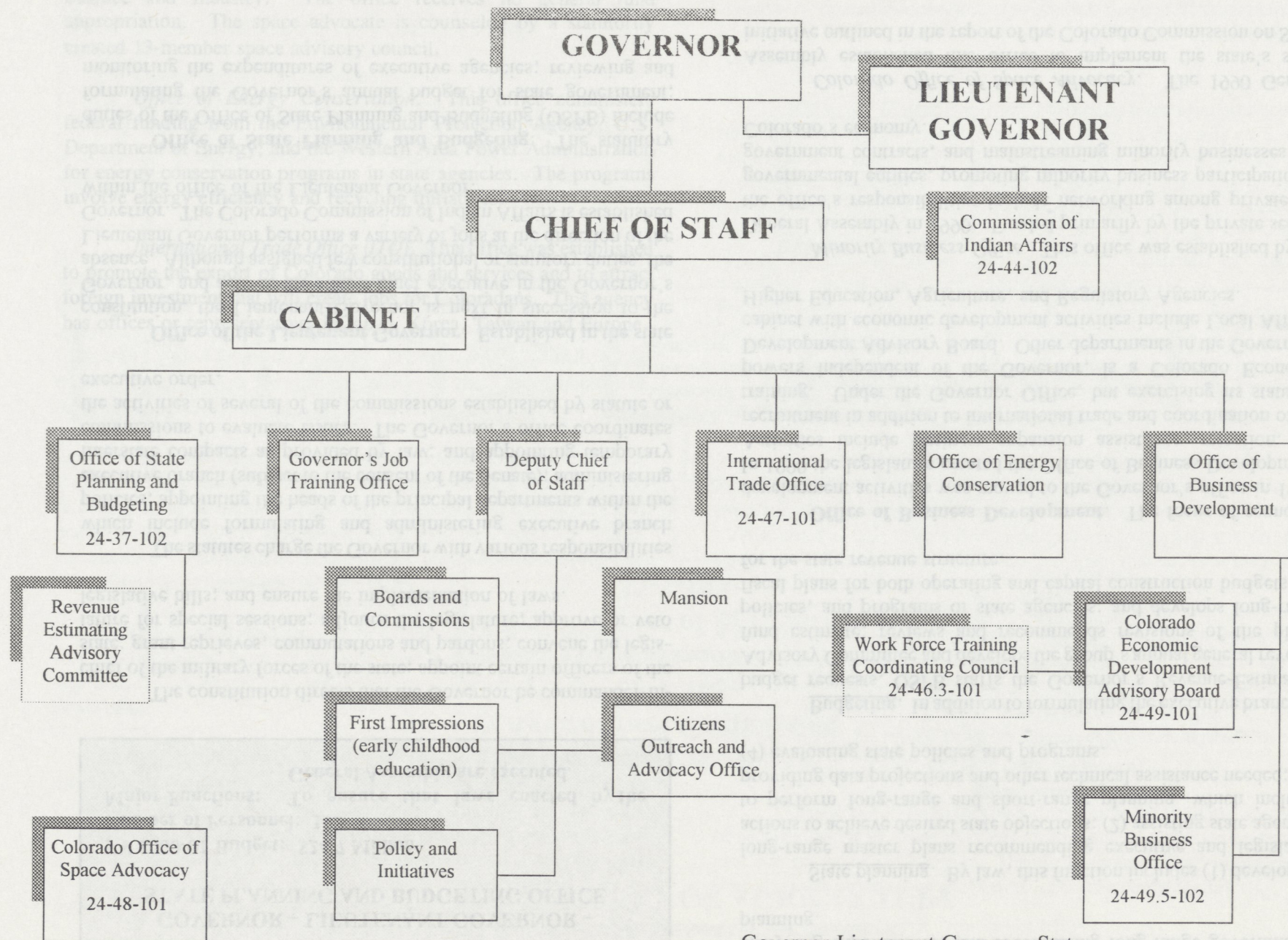
A legislative committee was formed to statutorily implement the constitutional amendment. The committee was charged with clarifying the lines of administrative authority and responsibility; eliminating duplication; improving administrative and personnel practices; and recognizing a Governor's cabinet. A plan for grouping the 130 agencies into seventeen departments was presented to the General Assembly in 1968 and adopted.

The authority of the Governor over the executive branch was strengthened in 1970 when a constitutional amendment was adopted exempting most of the heads of principal departments within the

executive branch from the civil service requirements of the state constitution. However, the amendment did not change the method of selection for five department heads - three elected officials, the Secretary of State, State Treasurer, and Attorney General, and the heads of the Departments of Education (appointed by the elected State Board of Education) and Higher Education (selected by the Commission on Higher Education whose members are appointed by the Governor).

The Department of Personnel, the eighteenth principal department, was created pursuant to a 1970 constitutional amendment which modernized the state personnel system. In 1974, the Office of State Planning and Budgeting was established as the nineteenth department, followed in 1977 by the Department of Corrections as the twentieth executive department. In 1984, the Office of State Planning and Budgeting was transferred to the Governor's Office and a Department of Public Safety was created as the twentieth department.

Pursuant to House Bill 93-1317, the Department of Social Services and the Department of Institutions were consolidated, effective July 1, 1994, to create the Department of Human Services. The same legislation established a Department of Health Care Policy and Financing which consolidated specific functions from the Department of Social Services, Local Affairs, Higher Education, and the Governor's Office. The Departments of Personnel and Administration were combined in 1995 into a Department of General Support Services.



**GOVERNOR – LIEUTENANT GOVERNOR –
STATE PLANNING AND BUDGETING OFFICE**

FY 2000-01 Budget: \$24.7 Million

Number of Personnel: 125

**Major Functions: To ensure that laws enacted by the
General Assembly are executed.**

The constitution directs that the Governor be commander-in-chief of the military forces of the state; appoint certain officers of the state; grant reprieves, commutations and pardons; convene the legislature for special sessions; adjourn the legislature; approve or veto legislative bills; and ensure the implementation of laws.

The statutes charge the Governor with various responsibilities which include formulating and administering executive branch policies; appointing the heads of the principal departments within the executive branch (subject to the consent of the Senate); administering interstate compacts as provided by law; and appointing temporary commissions to evaluate issues. The Governor's office coordinates the activities of several of the commissions established by statute or executive order.

Office of the Lieutenant Governor. Established in the state constitution, the Lieutenant Governor is next in succession to the Governor, and acts as the state's chief executive in the Governor's absence. Although assigned few constitutional or statutory duties, the Lieutenant Governor performs a variety of jobs at the direction of the Governor. The Colorado Commission of Indian Affairs is established within the office of the Lieutenant Governor.

Office of State Planning and Budgeting. The statutory duties of the Office of State Planning and Budgeting (OSPB) include formulating the Governor's annual budget for state government; monitoring the expenditures of executive agencies; reviewing and

analyzing expenditures; and coordinating long-range governmental planning.

State planning. By law, this function includes (1) developing long-range master plans recommending executive and legislative actions to achieve desired state objectives; (2) assisting state agencies to perform long-range and short-range planning, which includes providing data projections and other technical assistance needed; and (4) evaluating state policies and programs.

Budgeting. In addition to formulating the executive branches' budget requests, OSPB staffs the Governor's Revenue-Estimating Advisory Committee and develops the group's annual general revenue fund estimate; reviews and recommends revisions of the plans, policies, and programs of state agencies; and develops long-range fiscal plans for both operating and capital construction budgets and for the state revenue structure.

Office of Business Development. The focus of economic development activities was moved to the Governor's office in 1989. In 1990 the legislature created the Office of Business Development. Activities include business expansion assistance, retention, and recruitment in addition to international trade and coordination of job training. Under the Governor Office, but exercising its statutory powers independent of the Governor, is a Colorado Economic Development Advisory Board. Other departments in the Governor's cabinet with economic development activities include Local Affairs, Higher Education, Agriculture, and Regulatory Agencies.

Minority Business Office. This office was established by the General Assembly in 1990. Funded primarily by the private sector, the office's responsibilities include networking among private and governmental entities, promoting minority business participation in government contracts, and mainstreaming minority businesses into Colorado's economy.

Colorado Office of Space Advocacy. The 1990 General Assembly established this office to implement the state's space initiative outlined in the report of the Colorado Commission on Space

Science and Industry. The office receives no general fund appropriation. The space advocate is counseled by a statutorily created 13-member space advisory council.

Office of Energy Conservation. This office administers federal funding from the Environmental Protection Agency, U.S. Department of Energy, and the Western Area Power Administration for energy conservation programs in state agencies. The programs involve energy efficiency and recycling initiatives.

International Trade Office (ITO). This office was established to promote the export of Colorado goods and services and to attract foreign investment that will create jobs for Coloradans. This agency has offices or representatives in Japan, Korea, Taiwan and Europe.

Commissioner's Office. The Commissioner's Office is comprised of executive, administrative, and resource analysis staff. Resource analysis includes analyzing trends in land use, water, and energy as they relate to agriculture; reviewing environmental impact statements for potential effects upon agriculture; and developing and administering non-agricultural programs.

State Air Authority. In 1997, the legislature established a Colorado State Air Authority and division within the Department of Agriculture. A Board of Commissioners to the authority was established.

Markets Division. This division promotes agriculture by establishing and developing commodity and trade associations for the promotion of Colorado agricultural products domestically and abroad. The section is also responsible for development of new and larger domestic and international markets through surveys of commodity and market needs, collection and analysis of current market survey information, and promotion through trade shows and participation in

Department of Agriculture

consumer-oriented information. The section also provides assistance in securing loans through the Colorado Agricultural Development Authority.

Marketing Orders Program. Marketing orders are producer-funded programs that collect fees at the point of first sale of farm commodities (except beef). The revenue from the fees is used to promote the production of those products, to fund specialized research on production techniques and problems of that commodity, and in the case of inspection services in order to assure that high-quality commodities reach the marketplace. Colorado has eight marketing orders for seven commodity products in the state:

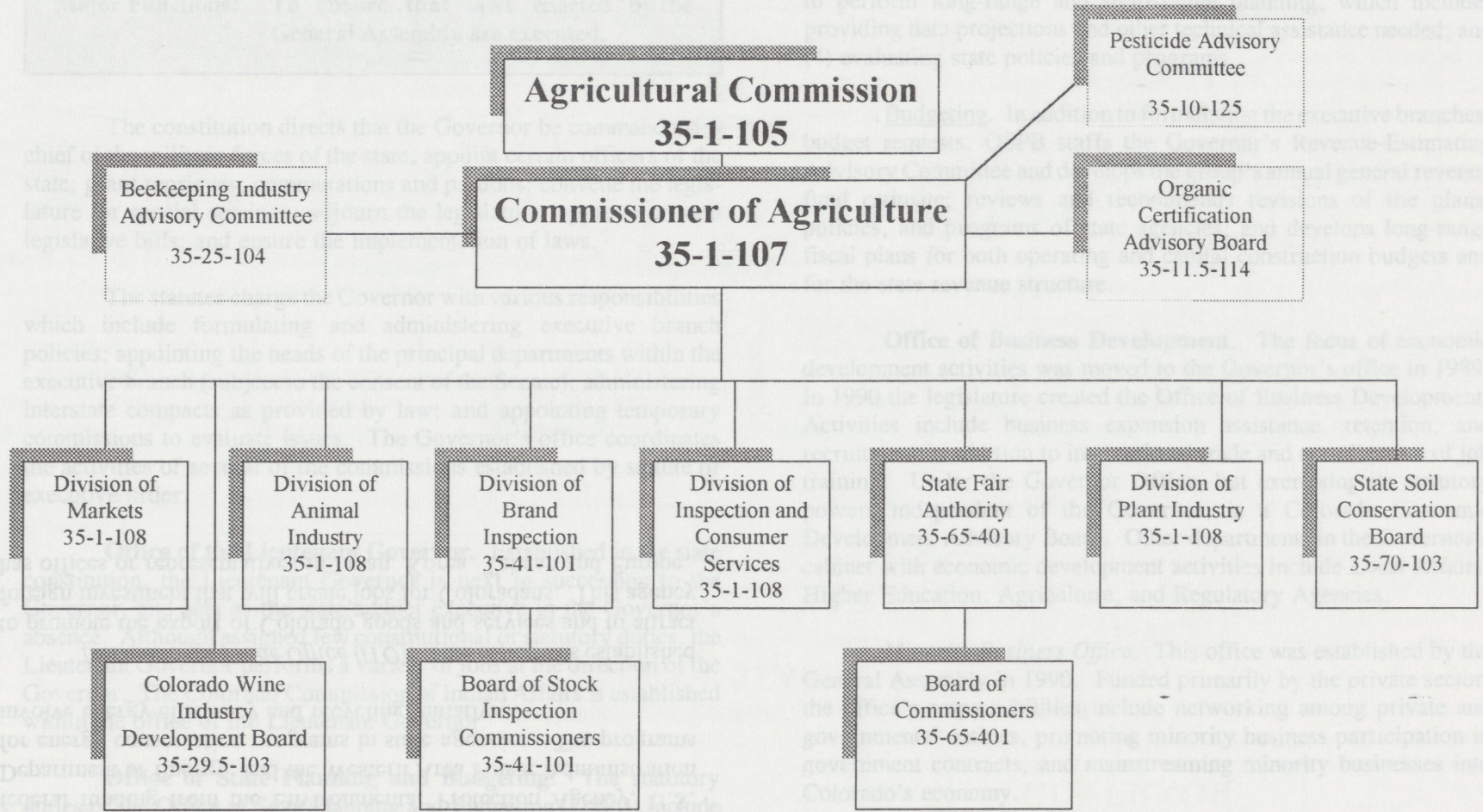
32-1-102 Covering apples, field corn, potatoes, dry edible beans, sweet corn, milk, and honey	32-1-108 Milk products	32-10-103 Honey
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The **Technical Services Section** consists of five programs: Feeds, Fertilizers, Eggs, Meats, and Packer Operations. The feeds program registers and selectively samples commercial animal feeds throughout the state. The fertilizer program registers and selectively samples fertilizers, soil conditioners, and related products to determine nutrient content and labeling accuracy in accordance with state laws. The fertilizer program also inspects and assists in labeling training in the use of fertilizers.

The **Eggs Program** inspects eggs for wholesomeness at wholesale and retail levels. The meat inspection program licenses and inspects meat processors and assists the public from unwholesome or fraudulent practices in meat processing and bulk distribution.

The **Farm Products Section** is responsible for the enforcement of statutes licensing those who buy, transport, or store agricultural products produced in Colorado. The agency assures that dealers and wholesalers are properly bonded and adequately capitalized.

DEPARTMENT OF AGRICULTURE



DEPARTMENT OF AGRICULTURE

FY 2000-01 Budget: \$27.6 million

Number of Personnel: 294

Major Functions: To regulate and promote agriculture activities within Colorado.

Agricultural Commission. The department is governed by this nine-member body which is appointed by the Governor. The commission is responsible for formulating general policy for the management of the department, adopting a departmental budget, appointing advisory committees, and approving all rules and regulations issued by the department. Direct supervision and control of the department is the responsibility of the Commissioner of Agriculture.

Commissioner's Office. The Commissioner's Office is comprised of executive, administrative, and resource analysis staff. Resource analysis includes analyzing trends in land use, water, and energy as they relate to agriculture; reviewing environmental impact statements for potential effects upon agriculture; and developing and administering new agricultural programs.

State Fair Authority. In 1997, the legislature established a Colorado State Fair Authority as a division within the Department of Agriculture. A Board of Commissioners to the authority was also established.

Markets Division. This division provides assistance in establishing and developing commodity and trade associations for the promotion of Colorado agricultural products domestically and abroad. The section is also responsible for development of new and larger domestic and international markets through surveys of commodity and market needs, collection and analysis of current market activity information, and promotion through trade shows and publication of

consumer-oriented information. The section also provides assistance in securing loans through the Colorado Agricultural Development Authority.

Marketing Orders Program. Marketing orders are producer-funded programs that collect fees at the point of first sale of farm commodities (except beef). The revenue from the fees is used to promote the consumption of those products, to fund specialized research on production techniques and problems of that commodity, and in some cases, for inspection services in order to assure that high-quality commodities reach the marketplace. Colorado has eight marketing orders for seven commodities produced in the state covering apples, field corn, potatoes, dry edible beans, sweet corn, milk, and wheat.

Inspection and Consumer Services Division. This division consists of five sections.

The *Technical Services Section* consists of five programs: Feeds, Fertilizers, Eggs, Meats, and Facility Operations. The feeds program registers and selectively samples commercial animal feeds throughout the state. The fertilizer program registers and selectively samples fertilizers, soil conditioners, and related products to determine nutrient content and to assure labeling accuracy in accordance with state laws. The fertilizer program also inspects anhydrous ammonia tanks and assists in safety training in the use of this potentially dangerous product. The egg program inspects eggs for wholesomeness at wholesale and retail levels. The meat inspection program licenses and inspects meat processors. In addition, the section protects the public from unsanitary or fraudulent practices in custom meat processing and bulk meat sales.

The *Farm Products Section* is responsible for the enforcement of statutes licensing those who buy, transport, or store agricultural products produced in Colorado. The agency assures that dealers and state-licensed warehouses are bonded and adequately capitalized.

The *Laboratory Services Section* analyzes animal feeds and fertilizer product samples obtained by multiple inspectors in the division, and also analyzes pesticide samples for the Plant Industry Division.

Measurement Standards licenses all weighing and measuring devices in commercial use in Colorado and certifies persons operating public scales. The State Standards Laboratory maintains custody of Colorado's official weight and measure standards, and the laboratory provides testing, certification, and calibration of mass, frequency, length, and volume for public and private agencies that require standards traceable to the National Institute of Standards and Technology.

The *Fruit and Vegetable Inspection* program is a cooperative effort by the U.S. Department of Agriculture and the Colorado Department of Agriculture to assure consumers of high quality Colorado produce. The program operates under federal standards, rules, and regulations to provide official inspection, grading, and certification of produce.

Division of Animal Industry. This division consists of the following sections.

The *Animal Protection Section* investigates complaints concerning animal cruelty or neglect, with an emphasis on investigation of reports concerning large animals. Investigations of complaints regarding companion animals is accomplished through coordination of volunteer commissioned officers and local law enforcement agencies.

The *Veterinary Section* is charged with minimizing the incidence of livestock disease. Emphasis is given to diseases transmissible from animals to humans and to those diseases not amenable to control by inspection, condemnation, and quarantine. The performance of these functions includes testing for and

eradication of brucellosis, licensing public livestock markets and sales rings, and inspecting consigned livestock.

The *Rodent Control Section* provides training, services, and supplies to counties, state and federal agencies, cities, commercial enterprises, and private citizens for the control of all vertebrates that become pests.

The *Predatory Animal Control Section* administers control programs for predatory animals including coyotes, wolves, mountain lions, and bobcats. County general fund moneys and voluntary livestock grower assessments are transferred to a state predatory animal fund for execution of the program. Colorado law allows counties to assess license fees on sheep and cattle owners for county program usage.

The *State/Federal Brucellosis Laboratory* provides support for disease identification, control, and prevention activities. This includes issuance of quarantines. The laboratory also trains public livestock market veterinarians.

Division of Plant Industry. This division inspects and regulates nursery products, greenhouse operations, landscape contractors, seeds, pesticide products, pesticide applicators, honeybees and bee products, and is required to control insect pests, plant disease, and noxious weeds. The division has established a pool of inspectors who perform services for all sections within the division.

The *Plant and Insect Section* samples and analyzes (at wholesale and retail levels) agricultural seeds to guarantee that weed seed content is within prescribed limits and germination will occur as claimed. Beekeepers are licensed and their places of business are subject to sanitation inspection for disease detection and control. The section licenses all county weed inspectors and provides technical and advisory assistance to weed and pest control districts formed at the

local level. In addition, the section operates a grasshopper control program.

The *Pesticides, Applicators, and Structural Pest Control Section* is responsible for enforcing state licensing and registration laws concerning pesticides used or sold in Colorado. Pesticide dealers are licensed and inspected to insure that regulations are followed and the products they carry conform to established standards. Commercial pesticide applicators are licensed after examination. Their equipment is registered, and periodic inspections and samplings are carried out on all licensed firms to insure compliance with the law. Persons involved in structural pest control are licensed and inspected in much the same manner as commercial applicators. Private applicators are not licensed by the state.

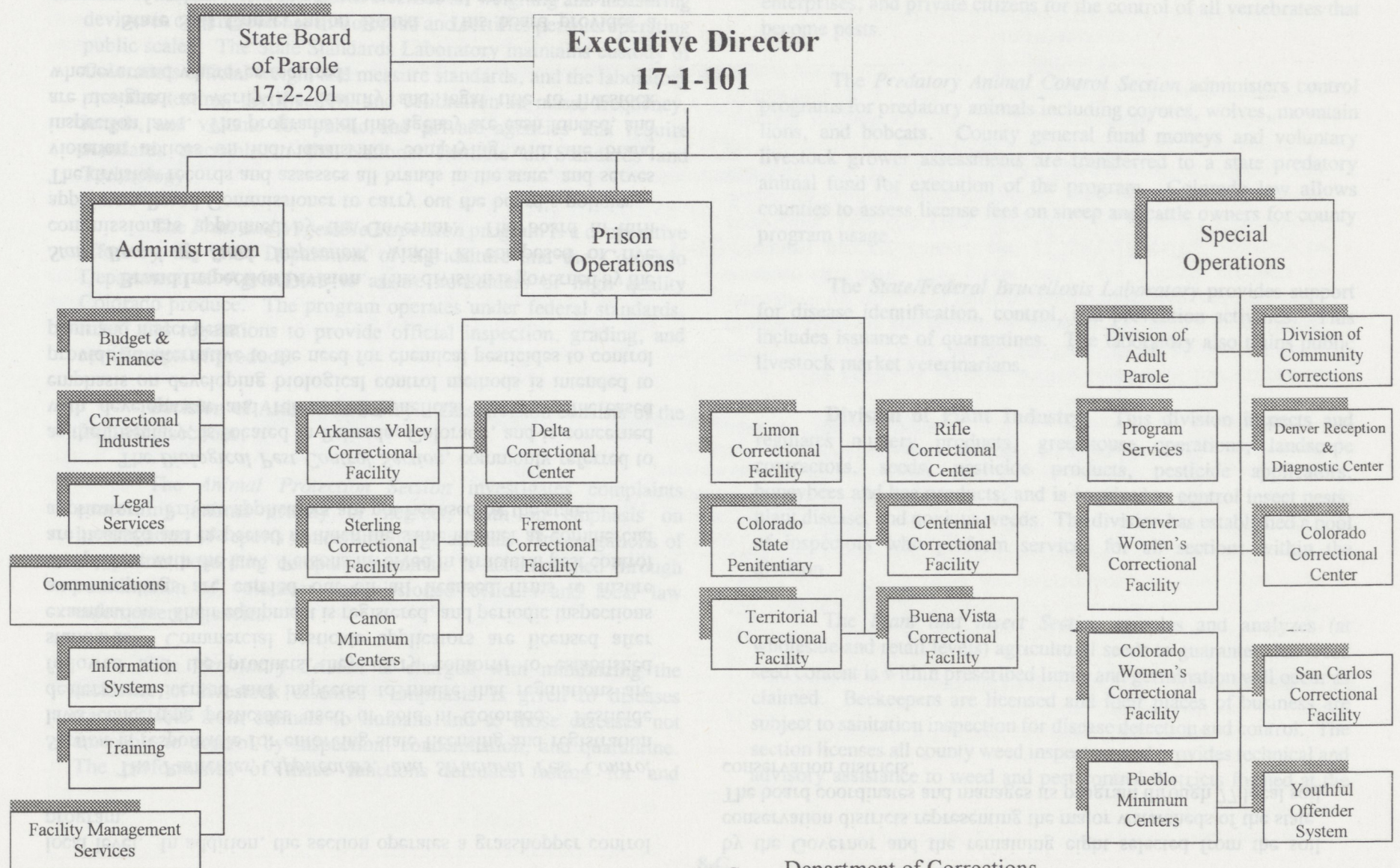
The *Biological Pest Control Section*, commonly referred to as the Insectary, is located in Palisade, Colorado, and is concerned with development and release of beneficial insects. Increased emphasis on developing biological control methods is intended to provide an alternative to the need for chemical pesticides to control plant and insect pests.

Brand Inspection Division. This division is governed by the *State Board of Stock Inspection*, which is composed of five commissioners appointed by the Governor. The board in turn appoints a Brand Commissioner to carry out the board's policies. The division records and assesses all brands in the state, and serves violation notices on individuals not complying with the brand inspection laws. The programs of this agency are cash funded, and are designed to verify the identity and legal title to livestock whenever and wherever required.

State Soil Conservation Board. This board provides a program of soil conservation to protect natural resources, including underground water reserves, from agricultural and urban nonpoint pollution; to control wind and water erosion; and to reduce erosion damage from floods. It is composed of nine members, one appointed

by the Governor and the remaining eight selected from the soil conservation districts representing the major watersheds of the state. The board coordinates and manages its program through 77 local soil conservation districts.

DEPARTMENT OF CORRECTIONS



DEPARTMENT OF CORRECTIONS

FY 2000-01 Budget: \$477 million

Number of Personnel: 5,835

Major Functions: To protect the public by controlling offenders sentenced to the state's adult correctional facilities and those offenders placed in community settings.

This department is responsible for the management of the correctional institutions operated or supported by the state and of the adult parole and community correction systems.

The *State Board of Parole*, which comprises seven full-time state employees appointed by the Governor, has the responsibility for reviewing and ruling on applications for parole, holding hearings, and revoking parole. The board has discretion to grant or deny parole for those who committed criminal offenses before July 1, 1979, or after July 1, 1985.

Department of Corrections. The department operates correctional facilities housing over 16,300 inmates. In addition to state beds the department contracts up to 2,850 private contract prison beds which are used to hold state prisoners. The location of the institutional facilities within these divisions and their classifications are listed to the right.

Division of Adult Parole. The division monitors offenders placed on parole by the State Board of Parole. The division is statutorily charged with making sure that parolees follow all orders of the board and do not endanger the public. This division supervises more than 3,900 parolees.

	State Facility	Classification
Buena Vista	Buena Vista Correctional Facility	Medium to Minimum Restricted
	Colorado Correctional Alternative Program (Boot Camp)	Minimum Restricted
Canon City	Canon Minimum Centers	
	Arrowhead Correctional Center	Minimum Restricted
	Four-Mile Correctional Center	Minimum Restricted
	Pre-Release Center	Minimum Restricted
	Skyline Correctional Center	Minimum
	Centennial Correctional Facility	Close
	Colorado Women's Correctional Facility	Minimum to Maximum
	Colorado Territorial Correctional Facility	Medium
	Fremont Correctional Facility	Medium
	Colorado State Penitentiary	Maximum/Admin Seg.
Delta	Delta Correctional Center	Minimum
Denver	Denver Reception and Diagnostic Center	Maximum
	Denver Women's Correctional Facility	Multi Custody
Golden	Colorado Correctional Center	Minimum
Limon	Limon Correctional Facility	Close & Medium
Crowley	Arkansas Valley Correctional Facility	Medium
Pueblo	San Carlos Correctional Facility	Maximum
	Pueblo Minimum Center	Minimum Restricted
	Youthful Offender System	Multi Custody
Sterling	Sterling Correctional Facility	Multi Custody
Rifle	Rifle Correctional Center	Minimum
	<u>Private Facilities</u>	
Bent	Bent County Correctional Center	Medium
Crowley	Crowley County Correctional Center	Medium
Huerfano	Huerfano County Correctional Center	Medium
Kit Carson	Kit Carson County Correctional Center	Medium

Community Corrections Division. This division coordinates offender referral and management of approximately 1,500 inmates through the 29 contract community corrections centers located throughout the state. The state contracts with county and private correctional facilities to provide work and substance abuse treatment to offenders returning to the community.

Correctional Industries Division. This cash-funded division is designed to provide inmates with job training, to reduce the costs of incarceration to Colorado taxpayers, and to reduce the costs of certain products to other state agencies. The division produces, among other things, license plates, furniture, clothing, and agricultural products. It also provides products and services to state non-profit organizations at reduced costs. The division has been defined by the General Assembly as an enterprise under Article X, Section 20 of the Colorado Constitution (TABOR amendment).

Correctional Education Division. This division coordinates academic and vocational education programs as well as community integration efforts for offenders.

DEPARTMENT OF EDUCATION

24-1-115

Advisory Committees:

- Title I ESEA Regional Committee of Practitioners
- Colorado Alliance for Lifelong Learning
- Colorado Council for Library Development
- Colorado Interagency Coordinating Council
- Colorado School for the Deaf and the Blind Advisory Board
- Financial Policies and Procedures Advisory Committee
- Educator Professional Standards Board
- Standards and Assessment Development and Implementation Council
- State Gifted and Talented Advisory Committee
- Colorado Special Education Advisory Committee
- Capitol Construction Funding Advisory Committee
- Adult Literacy Commission
- Teacher and Special Services Professional Standards Board

State Board of Education
Article IX and 22-2-103

Commissioner of Education
24-1-115

State Library
and Adult
Education Office
24-90-104

Office of
Management
Services

Office of the
Deputy
Commissioner

Office of
Educational
Services

Office of
Professional
Services

Colorado School for
the Deaf and the
Blind
22-80-101

DEPARTMENT OF EDUCATION

FY 2000-01 Budget: \$2.5 billion

Number of Personnel: 410

Major Functions: To provide leadership and support services to local public school districts; develop, promote, and deliver adult education and library services; distribute state and federal aid moneys to local public school districts; and to administer direct educational services at the Colorado School for the Deaf and the Blind.

State Board of Education. Section 1 of Article IX of the State Constitution provides that "the general supervision of the public schools of the state shall be vested in a board of education" The State Board's authority has not been defined to include directing or prescribing programs or curricula for public elementary and secondary education in the state. Instead, the board and the department, by statute, have been authorized to assist and provide leadership to local school districts in establishing, improving, and extending local programs. In Colorado the responsibility for providing public education below the college level is delegated to 176 independent school districts.

Office of the Commissioner/Deputy Commissioner. This office administers federal and state programs and services for children and youth at risk of not meeting the content standards, including the provision of preschool, comprehensive health services, and dropout prevention and rededication, migrant, and bilingual programs. The office coordinates services with other state agencies including the Department of Human Services and the Department of Public Health and the Environment.

Office of Educational Services. This office is responsible for improving the administrative capabilities and providing for the accreditation processes in all the local school districts. It is also charged with improving the effectiveness of curricula and instruction through ongoing training for teachers and administrators. This office also oversees the administration of the Special Education Services Unit.

Office of Management Services. This office administers public school finance for the state and establishes statewide budgeting, reporting, auditing and data collection standards for school districts. The unit audits the largest districts each year and the smaller districts every three years. It also administers the Colorado School for the Deaf and the Blind, transportation funding for school children, and accounting, budget, planning, purchasing, human resources and legislative information services for the department.

The Colorado School for the Deaf and the Blind. Located in Colorado Springs, this facility serves children of the state who, because of hearing or sight impairment, or both, cannot be advantageously educated in the other schools of the state. The school serves both residential and day students with preschool, elementary, and secondary education programs.

State Library and Adult Education Office. Library services are available to state agencies; state institutions, such as correctional facilities; and through the operation of the Colorado Talking Book Library. In addition, the office is required to further the development of public libraries.

Office of Professional Services. This office monitors teacher education programs and supervises the licensing of teachers and administrators. The unit is cash funded with fees imposed on applicants. The Colorado Educator Licensing Act of 1991, which was designed to enhance the teaching and learning environment, improve professional development and ensure high standards of

performance, applies to four categories of educators: teachers, special service providers, principals, and administrators.

Center for At-Risk Education. This program provides financial assistance to support the needs of educationally deprived children in school attendance areas with high concentrations of children from low-income families. This includes Title I, Even Start, and Family and Adult Literacy.

Charter Schools/Unified Grants Officer. This program enables parents, teachers, and community members "to take responsible risks and create new, innovative, more flexible ways of educating all children within the public school system." Enrollment is open and tuition free to any child who resides in the state. There are currently 77 charter schools operating in over 30 districts. In addition, this unit unifies the programmatic efforts associated with all federal funds.

15-C Department of Health Care Policy and Financing Medicaid Advisory Committee for Persons with Disabilities, and the Poison Control Board

The Office of Medicaid Policy is divided into the following three divisions:

Division of Health Plan Management. This division monitors program, medical policy formation and interpretation, rule making, facility and quality, and provider relations. It also monitors portions of Medicaid-related activities of the Professional Review Organization (Colorado Board for Medical Care) and the Department of Public Health and Environment. This division is comprised of the following sections:

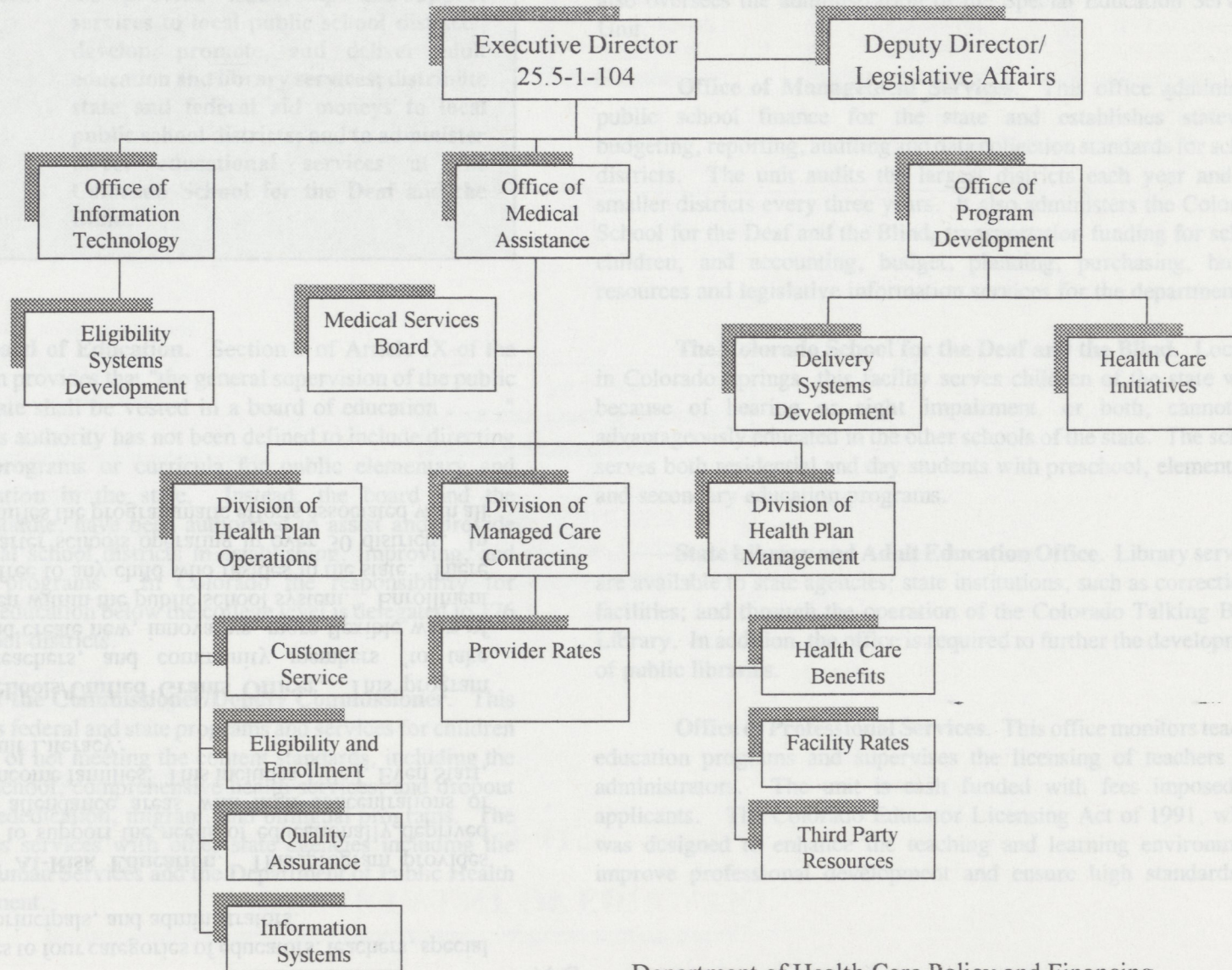
The Health Insurance Section develops, implements and monitors community rating, rate and long-term care policies for the Medicaid program. It also monitors benefits for nursing facilities, hospital, practitioner, ambulatory, medical, and transportation services, and consumer case program policies to insure efficient, quality care for the federal government through published bulletins, regulations and information systems.

This section also administers Community Health Programs, which are responsible for assuring the provision of safe, cost-effective, and high quality alternative health care for Medicaid eligible clients who use home care services. This section includes the following programs:

- Home and Community Based Services for the Elderly; Medicaid Home Care (MHCBS-EDB), Home and Community Based Services for Persons Living with AIDS (MHCBS-PLWA), Home Health Care, and Private Duty Nursing
- Adult Foster Care Programs, which provide state-funded home care services

The section also develops, implements, and monitors rates and payment rates for Medicaid-eligible residents in 196

DEPARTMENT OF HEALTH CARE POLICY AND FINANCING



**DEPARTMENT OF HEALTH CARE POLICY
AND FINANCING**

FY 2000-01 Budget: \$2.1 billion

Number of Personnel: 168

Major Functions: To develop and operate publicly financed health care programs for low-income Coloradans, and to develop policy options for the provision of health care for all Coloradans.

Effective July 1, 1994 this department consolidated the functions of the Medicaid Program (Department of Social Services), the Health Data Commission (Department of Local Affairs), the Colorado Indigent Care Program (Department of Higher Education), Colorado Care (Governor's Office), and the Rocky Mountain Poison Center.

The major functions of the department are summarized below.

Office of Medical Assistance

The Office of Medical Assistance is responsible for developing overall goals and objectives related to the service and delivery of Medicaid, Home Care Allowance, Adult Foster Care, Old Age Pension Health and Medical Fund, and the Indigent Care programs. These programs offer medical services to eligible recipients, including hospitalization, nursing facility care, prescription drugs and physician services to low-income elderly and disabled individuals, pregnant women, and low-income families with children. The office is responsible for resolving conflicts among the state, providers, counties, and recipients. It also ensures appropriate implementation of all federal, state, and departmental rules, regulations, and procedures. A number of citizen boards provide essential guidance and facilitate communications among program stakeholders. These boards include the Medical Services Board, the Medicaid Medical Advisory Committee, the

Medicaid Advisory Committee for Persons with Disabilities, and the Poison Control Board.

The Office of Medical Assistance is divided into the following three divisions:

Division of Health Plan Management. This division monitors programs, medical policy formation and interpretation, rule making, facility rate setting, and provider relations. It also monitors portions of Medicaid-related activities of the Professional Review Organization (Colorado Foundation for Medical Care) and the Department of Public Health and Environment. This division is comprised of the following four sections:

The *Health Care Benefits Section* develops, implements and communicates ambulatory, acute, and long-term care policies for the Medicaid program; defines benefits for nursing facilities, hospital, practitioner, laboratory, radiological, medical, and transportation services; and communicates program policies to other offices, providers, various publics, and the federal government through published bulletins, letters, formal and informal public forums, administrative rules, and federal state plans.

This section also administers Community Health Programs, which are responsible for assuring the provision of safe, cost-effective, and high quality alternatives to institutional care for Medicaid eligible clients who need home care services. This section includes the following programs: Home and Community Based Services for the Elderly, Blind and Disabled (HCBS-EDB), Home and Community Based Services for Persons Living with AIDS (HCBS-PLWA), Home Health (HH), and Private Duty Nursing (PDN).

This section also manages the Home Care Allowance and Adult Foster Care Programs, which provide state-funded home care services.

The *Facility Rates Section* develops, implements, and monitors institutional provider reimbursement rates and payment methodologies for care delivered to Medicaid-eligible residents in 196

Colorado nursing facilities and 85 hospitals. The section manages approximately \$595M in expenditures for these programs, which represents about one half of the \$1.2B budget for Colorado Medicaid.

The section responds to provider inquiries, handles provider appeals, represents the department in rate cases and reimbursement issues, conducts informal reconsiderations of rates, resolves payment and rate processing problems, manages the independent audit contracts, and promulgates reimbursement rules and regulations through the State Medical Services Board. The Colorado Indigent Care Program and Poison Control program are also part of this section and serve at risk individuals statewide who have no insurance or other source of payment for medical care.

This section also includes the Colorado Indigent Care Program which pays partial reimbursement to providers of clinic and inpatient hospital services for care rendered to Colorado residents who are not eligible for Medicaid but whose incomes are below 185% of the poverty level.

The *Third Party Resources Section* pursues alternate payment sources to avoid or recover Medicaid payments to assure that Medicaid is the "payer of last resort". Third party cost avoidance and post-payment programs administered by this section include identifying non-Medicaid health care coverage of Medicaid clients, the Medicare Buy-In Program, the health insurance buy-in program (HIBI), tort/casualty recovery, estate recovery, income trusts, transitional plus buy-in, Disability Work Incentive Buy-in and federally required recoveries, and establishing credits of Medicaid payments made to providers when an other third party is identified as the primary payer. Third Party also administers the Ryan White Insurance Continuation Program.

Division of Health Plan Operations. This division is responsible for the management of the Medicaid Management Information System and the coordination of medical benefits. It is responsible for determining Medicaid eligibility and ensuring the payment of claims. It manages administrative operations on behalf of clients, providers, government, and outside agencies. This division is comprised of the following four sections:

The *Customer Service Section* responds to customer questions and complaints, develops and implements policies and procedures to enhance communication and education, collects customer information and directly assists the department's clients to access appropriate health care. It also monitors the contract for the Ombudsman for Managed Care.

The *Eligibility and Enrollment Section* facilitates and controls direct client access to Medicaid and other department health care programs. The section defines program eligibility, oversees enrollment with plans or primary care providers and makes available consumer information about how to use program benefits.

The *Quality Assurance Section* supports department-wide quality assurance and utilization management programs as well as the detection and pursuit of fraudulent and abusive use of Medicaid resources. The Quality Assurance Section performs medical record reviews, client satisfaction surveys, provider investigations, data analysis, site reviews, and prior authorization.

The *Information Systems Section* administers the Department's fiscal agent contract for health care claims processing which includes operation and development of the Medicaid Management Information System (MMIS). The section oversees the fiscal agent's performance in the following areas:

- oversees MMIS implementation of a new system as a result of over 200,000 hours of staff and contractor time;
- operation, enhancement and maintenance of the automated claims processing system;
- provider enrollment, training and communications;
- claims resolution and reimbursement;
- communications, coordination and problem resolution with program and financing co-operators including the Colorado Financial Reporting System (COFRS) and the Health Care Financing Administration (HCFA); and
- manages the MMIS/client eligibility interface (COIN) to assure current eligibility information is available to the provider community and to claims processing.

Division of Managed Care Contracting. The purpose of this division is to provide high quality and cost-efficient health care and to increase Medicaid client enrollment in managed care plans. The Division develops and monitors contracts for the following managed care programs:

Health Maintenance Organizations (HMOs) who are paid a fixed monthly amount to manage and deliver all necessary and covered health care services.

The *Primary Care Physician (PCP) Program* whereby Medicaid clients may select a physician, physician group, or health clinic who is then responsible for coordinating, managing and authorizing all health care services for the client and making referrals for specialty care.

The *Program of All-Inclusive Care for the Elderly* which is available to persons 65 years of age and older who require long-term care services. The program receives capitation payments from both Medicaid and Medicare and integrates community-based acute and long term care services. Care may be received at home, in an inpatient or outpatient hospital setting and, when medically necessary, in a skilled nursing facility.

The *Provider Rates Section* develops, implements and monitors reimbursement rates and methods for all acute and ambulatory services, with the exception of hospitals. Included are physician and clinic services, dentists, federally qualified health centers, health maintenance organizations and risk adjustment calculations, single entry point agencies, school-based refinancing, hospice, disproportionate share hospital payments, family medicine, major teaching, adult day services, adult foster care, home care allowance, transportation, and prescription drugs and drug rebate program, home health, Colorado Indigent Care Program, Child Basic Health Plan, Program of All-Inclusive Care for the Elderly (PACE), family planning, EPSDT, DME, lab & x-ray, rural health clinics, ambulatory surgical centers, non-physician practitioners (psychologists, nurse practitioners, etc.), eyeglasses, private duty nursing, and prosthetics.

Office of Program Development

This office analyzes, develops and implements health care system innovations that improve consumer access, quality and effectiveness of health care services in collaboration with public and private sector partners. The office develops and recommends feasibility plans, as well as regulatory and statutory changes; and reviews, modifies, and authorizes plans for recommended policy changes. The office houses the Health Care Initiatives Section, the Delivery Systems Development Section, and the Children's Basic Health Plan.

The *Health Care Initiatives Section* focuses on three primary areas: increasing access to insurance and health care services; helping the insurance market to function more competitively by improving state and private purchasing techniques, and developing and disseminating market-wide health care data reports.

Health Care Initiatives staff are responsible for licensing, monitoring and providing technical assistance to the state's two Health Care Cooperatives: The Alliance (marketed as CHIP), and Colorado Options. Both offer small employers more economical health care coverage options and provide additional information on health plans to aid employee choice among multiple health plans.

The Health Care Initiatives Section also provides program development expertise to other HCPF programs. These projects include the competitive procurement of Medicaid HMOs and departmental communications such as the HCPF Annual Report and Reference Manual.

The *Delivery Systems Development Section* provides system development and project management to improve the effectiveness, efficiency, quality, accessibility and accountability of publicly-funded health services. The methods and system improvements developed by this section often serve as pilots for Medicaid and other public health care program innovations. This section currently administers the following projects:

- The Integrated Care and Financing Project, a planned demonstration project, which will provide acute and long-term care services through HMOs to individuals eligible for both Medicaid and Medicare.
- The Brain Injury Program was created in July 1995 to offer an intensive, cost-effective, community-based care alternative to individuals with traumatic brain injuries who would otherwise remain hospitalized. The program is focused on functional rehabilitation with the goal of returning individuals to more productive, independent lifestyles in the community and reducing the long-term social and economic impact of such injuries.
- The Managed Care Safety Net Project was established to improve service delivery to children with special needs enrolled in Medicaid HMOs. The goal of this project is to create links between HMOs and community-based providers and services agencies to develop methods for assessing client needs and identifying appropriate services.
- The Essential Community Provider Grants Program is designed to increase access to care for low-income Coloradans by directly supporting the provision of health care services to the medically indigent. Grants may also be used by ECPs to implement additional cost-effective options to expand access to services.
- The Consumer-Directed Attendant Support Program is a pilot program which will provide vouchers to an estimated 150 Medicaid clients to allow them to employ, train and directly pay the personal care providers they choose for their care.
- The Home Health Aide Pilot Project, a federal waiver program, is in the development stage. The project allows specially trained home health aides to perform certain delegated nursing functions both inside and outside of the home environment. The program is intended to enhance access to community, vocational and educational environments for clients with disabilities.

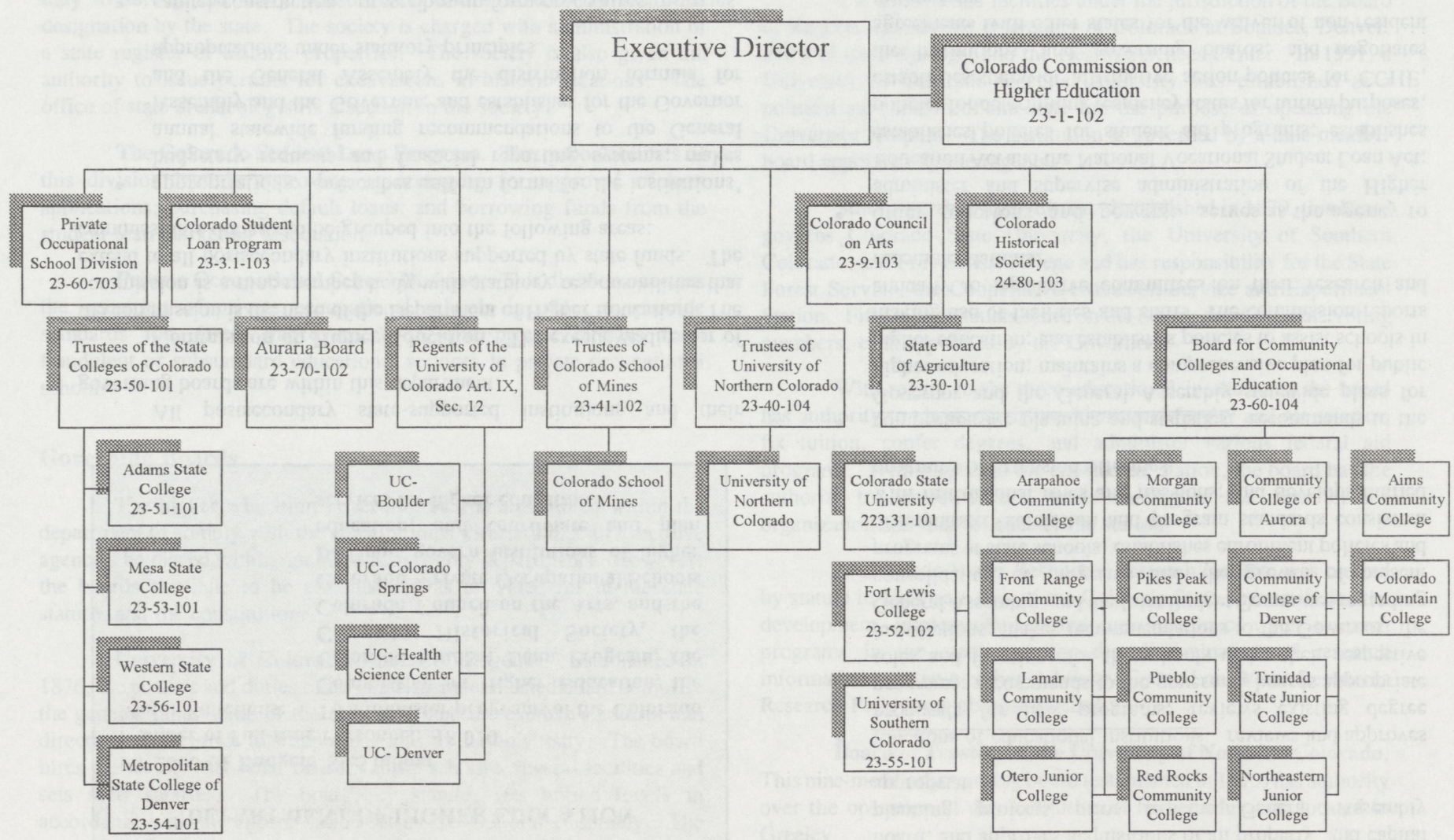
- The Children's Basic Health Plan is a non-Medicaid, non-entitlement subsidized health insurance program for low-income children ages 0-18 with family incomes at or below 185% of the federal poverty level.

The department is responsible for implementing this program statewide using a managed care model and privatized administrative contracts for enrollment, eligibility, marketing, outreach, actuarial support, and provider payments. This office is responsible for the design and implementation of the health care benefits, a structurally sound reimbursement system, program quality assurance, contract management, implementation of all federal, state and departmental rules, regulations and procedures, and federal and state reporting and analysis on a regular and predetermined basis. A rule-making policy board provides a public forum for discussion of key policy issues, offers policy direction to the department, sets programmatic rules on a number of key areas, and reports regularly to the Joint Budget Committee of the legislature on program impact and effectiveness.

Office of Information Technology

This office operates the departmental local area network, and provides access to decision support and information system development. In coordination with the Department of Human Services, this office directs the development and implementation of the Colorado Benefit Management System (CBMS).

DEPARTMENT OF HIGHER EDUCATION
24-1-114



DEPARTMENT OF HIGHER EDUCATION

FY 2000-01 Budget: \$1.5 billion

Number of Full-time Personnel: 18,020

Major Functions: To administer programs of the Colorado Commission on Higher Education, the Colorado Student Loan Program, the Colorado Historical Society, the Colorado Council on the Arts, and the Colorado Private Occupational Schools Division; govern institutions of higher education; and coordinate and plan services for higher education.

All postsecondary state-supported institutions and their governing boards are within this department.

Commission on Higher Education. The executive director of the commission is the head of the Department of Higher Education. The commission is a nine-member body with statutory responsibilities that extend to all postsecondary institutions supported by state funds. The commission's duties can be grouped into the following areas:

- **appropriations:** prescribes uniform forms for the institutions' budgetary requests and financial reporting systems; makes annual statewide funding recommendations to the General Assembly and the Governor; and establishes for the Governor and the General Assembly the distribution formula for appropriations under statutory principles.
- **capital construction:** prescribes uniform procedures, policies, and standards for the development of capital construction programs, space needs and space utilization; establishes priorities for funding construction programs and submits them as recommendations to the Governor, the General Assembly, and the Capital Development Committee; annually establishes a multiple year capital improvement plan with each governing

board; and approves acquisitions of all property, and capital planning projects prior to the General Assembly appropriation.

- **functions of educational institutions:** reviews and approves proposals for new programs; reviews existing degree programs; recommends to the governing boards appropriate roles and functions for the schools under their respective jurisdictions; makes recommendations to the Governor, the General Assembly, and the Joint Budget Committee regarding consolidation of programs and the growth of present programs at state schools; establishes enrollment policies and differentiated admission and program standards consistent with institutional roles and missions; and develops unified programs of extension offerings.
- **comprehensive planning and statistics:** recommends to the Governor and the General Assembly statewide plans for higher education; maintains a comprehensive plan for public higher education; and establishes policies to assist schools in making use of facilities and staff. The commission reports annually to legislative committees on their research and recommendations.
- **other functions and powers:** serves as the agency to administer and supervise administration of the Higher Education Act and the National Vocational Student Loan Act; establishes policies for student aid programs; establishes policies for determining residency status for tuition purposes; establishes statewide affirmative action policies for CCHE, the institutions, and governing boards; and negotiates agreements with other states for the waiver of non-resident tuition rates.

Council on Arts. The council stimulates and encourages the study, understanding, and development of the arts in Colorado. To carry out this function, the council conducts surveys of public and private institutions engaged in artistic activities, dispenses grants to individuals and organizations involved in the arts in Colorado,

advises the Governor with respect to developments in the arts and humanities, and makes recommendations regarding methods to encourage participation in the arts.

Colorado Historical Society. The society has statutory designation as an educational institution of the state. It has exclusive control over the state's historical monuments and in this capacity has the duty to survey and study suitable sites and structures for historical designation by the state. The society is charged with administration of a state register of historic properties. The society is also given the authority to issue permits for excavations in historic locations. The office of state archaeologist is a section in the society.

The Colorado Student Loan Program. The responsibilities of this division include approving or arranging for approval of loan applications; purchasing default loans; and borrowing funds from the student loan marketing association.

Private Occupational School Division. This division oversees the operation of private occupational schools in order to provide standards for, foster improvement of, and protect citizens from fraudulent or substandard educational services in private occupational schools.

Governing Boards

The higher education governing boards are located within the department to comply with the constitutional directive that all executive agencies be placed within not more than twenty departments. However, the boards continue to be administered as provided for in the state statutes and the constitution.

University of Colorado Board of Regents. Established in 1876, the powers and duties of this nine-member elected board comprise the general supervision of the university and the exclusive control and direction of all funds and appropriations to the university. The board hires the faculty and other officers at the school's several facilities and sets their salaries. The board, by statute, sets tuition levels in accordance with the appropriation set by the General Assembly. The

board also establishes courses and programs and confers degrees, imposes and collects rents or charges for the use of buildings and facilities for research purposes, and borrows funds for the construction of additional facilities. The board is also authorized to conduct a family practice medical training program in coordination with the Department of Institutions.

The schools and facilities under the jurisdiction of the Board of Regents include the University of Colorado at Boulder, Denver, and Colorado Springs; and the Health Sciences Center. In 1991, a University of Colorado Hospital Authority was established as a political subdivision of the state for the purpose of operating the University Hospital. The institution is governed by a nine-member board appointed by the regents.

State Board of Agriculture. Established in 1870, this board governs Colorado State University, the University of Southern Colorado, and Fort Lewis College and has responsibility for the State Forest Service, the Cooperative Extension Service and Experiment Station. Fifteen individuals serve on the board; there are nine voting members, each appointed by the Governor.

With regard to the three educational institutions, the board has authority to choose their presidents and faculty and set salaries, fix tuition, confer degrees, and administer various federal aid programs. With respect to the experiment station, the board has the authority to control federal funds coming to the state for the organization and maintenance of the station.

A Colorado Water Resources Research Institute was created by statute in 1981 as a unit of the Colorado State University for the development, implementation, and coordination of water research programs in the state and for the dissemination of research information. A ten-member Advisory Council on Water Resources Research Policy was also established.

Board of Trustees of the University of Northern Colorado. This nine-member governing board (established in 1973) has authority over the operation of this institution of higher education located in Greeley.

The Trustees of the State Colleges in Colorado. This eight-member board, which now includes a student, was established in 1889 as the Trustees of the State Colleges. The trustees have governing authority over Adams State College, Mesa State College, Metropolitan State College of Denver, and Western State College. This authority includes the appointing of presidents and other officials and faculties of the schools, setting tuitions, prescribing qualifications for admissions, fixing salaries, and other management functions.

Board of Trustees of the Colorado School of Mines. This eight-member body, including a student, governs for the School of Mines located in Golden.

The Board of Directors of the Auraria Higher Education Center. This board was established in 1974 to plan, initiate, manage and control the Auraria higher education complex. The three Auraria institutions are the Community College of Denver, Metropolitan State College of Denver, and the University of Colorado-Denver. The board consists of four members appointed by the Governor and one member each from the boards of the three Auraria institutions - the Board of Regents of the University of Colorado, the Trustees of the Consortium of State Colleges, and the State Board of Community Colleges and Occupational Education. The remaining member is a student.

State Board of Community Colleges and Occupational Education (SBCCOE). This eleven-member board now includes a student member and a faculty member of a college of the state system of community colleges. The authority of the board, in varying degrees, extends to the operation of schools within the state system of community and technical colleges, local junior colleges, area vocational schools, and proprietary schools. The board appoints a director of occupational education and a director of community and technical colleges. The board also serves as the state approving agency for veteran's programs and as the State Board for Vocational Education. An overview of the board's responsibilities follows.

- Community and technical colleges are under the jurisdiction of the board, and, as such, the board exercises authority to fix tuition, appoint administrative officials, recommend curricula and capital construction budgets, prepare state plans for

occupational education, make recommendations to the Commission on Higher Education and the General Assembly regarding the location and priorities for establishment of community and technical schools, and review and transmit with recommendations to the commission and the General Assembly both operating and capital budget requests.

- Local junior colleges (including Aims Community College, Northwestern Community College, and Colorado Mountain College) are subject to more limited board authority than community and technical colleges. The board reviews and makes recommendations concerning requests by the colleges for appropriations for capital construction before such requests are submitted to the Commission on Higher Education and the General Assembly. The board also allocates state grants and reviews school programs.
- Vocational schools must comply with standards established by SBCCOE. Most area vocational schools are housed in community colleges offering approved postsecondary vocational programs for credit. Some are operated by a local school district or by a board of cooperative services. The board reviews each proposal by boards of cooperative services for establishment of a vocational program and makes a binding decision. The board also establishes standards for eligibility for state assistance monies to local programs.
- Occupational education was added to the board's charge in 1986. The board is now required to maintain a comprehensive plan for the role of occupational education in support of overall state educational policy.

To implement the authority given the SBCCOE in the areas listed above, specific responsibilities are given to administrative staffs and the following advisory councils.

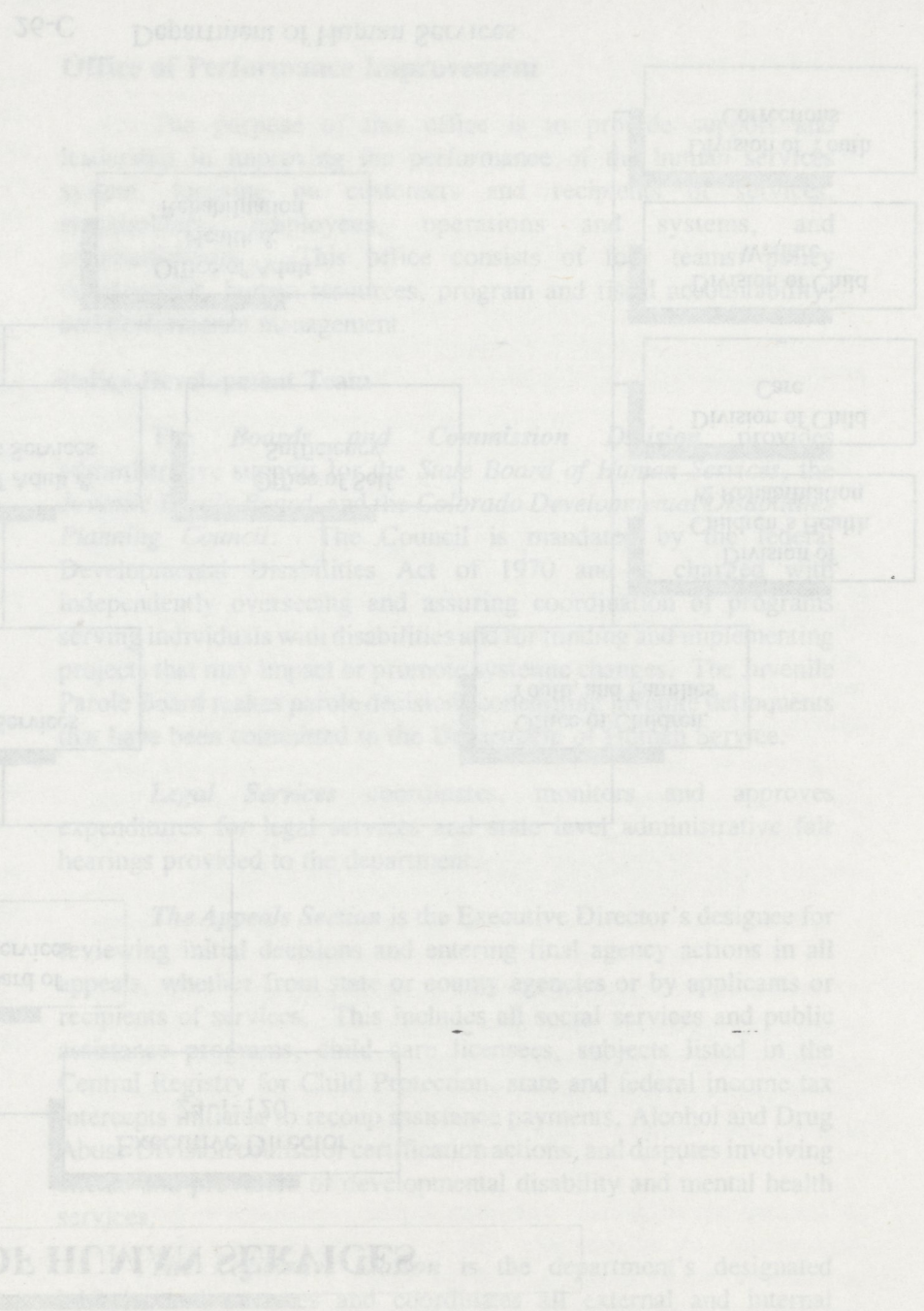
- *A State Advisory Council* is appointed by the Board for Community Colleges and Occupational Education to assist the board in carrying out its responsibilities regarding occupational education.

- *College Advisory Councils* are appointed by the Governor for each community and technical college. They submit a report to the commission on tuition and fees, operating and capital budgets, allocation of moneys; instruction of all programs; degrees and certificates; appointment of chief campus administrative officers; personnel policies; and admissions and academic standards.

Independent Corporate Bodies

The General Assembly has established independent corporate bodies to further higher education in Colorado. The *Colorado Student Obligation Bond Authority* was established in 1979 (Section 23-3.1-203, C.R.S.) to increase the availability of student loan funds. The authority is composed of a nine-member board of directors.

The *Colorado Educational and Cultural Facilities Authority* was established in 1981 (Section 23-15-104, C.R.S.) as a political subdivision, and it is authorized to provide and assist in the provision of buildings for any governmental, quasi-governmental or non-profit educational programs.



DEPARTMENT OF HUMAN SERVICES

Executive Director
24-1-120

Juvenile Parole
Board

Developmental
Disabilities
Planning Council

State Board of
Human Services

Office of
Performance
Improvement

Adult Services

Office of Children,
Youth, and Families

Health &
Rehabilitation
Services

Office of Adult &
Veterans Services

Office of Self
Sufficiency

Division of
Children's Health
& Rehabilitation

Division of Child
Care

Division of Child
Welfare

Division of Youth
Corrections

Office of Direct
Services

Office of Adult
Health &
Rehabilitation

DEPARTMENT OF HUMAN SERVICES

FY 2000-01 Budget: \$1.7 billion

Number of Personnel: 4,673 (does not include county personnel)

Major Functions: To assist individuals and families to become as self-sufficient and independent as possible through the delivery of social services to families, children, and adults including public assistance, child welfare, programs for juvenile delinquents, services for veterans and the aging, persons with physical and developmental disabilities, and persons with mental illness.

The Colorado Department of Human Services oversees the delivery of human services in the state. The services are provided directly by state-operated facilities and programs, by county departments of social services, or through contracts with public and private human service providers located throughout the state. In addition to managing state-funded programs, it also administers and provides oversight for a variety of federally funded programs to ensure compliance with federal mandates.

The State Board of Human Services

The State Board holds hearings and promulgates rules governing the scope and content of Colorado's public assistance programs and services in the areas of mental health, developmental disabilities, and alcohol and drug abuse. The board also resolves disagreements concerning performance contracts between the state and counties under the Colorado Works Program. The board consists of nine members appointed by the Governor and confirmed by the Senate. By law, three members must be county commissioners.

Office of Performance Improvement

The purpose of this office is to provide support and leadership in improving the performance of the human services system, focusing on customers and recipients of services, stakeholders, employees, operations and systems, and communications. This office consists of four teams: policy development, human resources, program and fiscal accountability, and performance management.

Policy Development Team

The *Boards and Commission Division* provides administrative support for the *State Board of Human Services*, the *Juvenile Parole Board*, and the *Colorado Developmental Disabilities Planning Council*. The Council is mandated by the federal Developmental Disabilities Act of 1970 and is charged with independently overseeing and assuring coordination of programs serving individuals with disabilities and for funding and implementing projects that may impact or promote systemic changes. The Juvenile Parole Board makes parole decisions concerning juvenile delinquents that have been committed to the Department of Human Service.

Legal Services coordinates, monitors and approves expenditures for legal services and state level administrative fair hearings provided to the department.

The Appeals Section is the Executive Director's designee for reviewing initial decisions and entering final agency actions in all appeals, whether from state or county agencies or by applicants or recipients of services. This includes all social services and public assistance programs, child care licensees, subjects listed in the Central Registry for Child Protection, state and federal income tax intercepts initiated to recoup assistance payments, Alcohol and Drug Abuse Division counselor certification actions, and disputes involving clients and providers of developmental disability and mental health services.

The Legislative Liaison is the department's designated lobbyist and oversees and coordinates all external and internal

activities related to the development and promotion of the department's legislative agenda.

The County Commissioner Liaison is the department's designated representative with county governments and coordinates all activities related to the department's interface with counties.

Human Resources Team

The Personnel Division provides a full range of personnel services to the department. The *Benefits and Risk Management Division* is responsible for a broad range of related program areas, including: all employee benefits, safety, injury prevention, workers compensation, liability insurance and risk control, Americans with Disabilities Act compliance, employee substance abuse policy and programs, and criminal background investigations and verifications.

The Staff and Organizational Development Division provides a variety of training programs and services to department employees and county employees who deliver direct services.

Program and Fiscal Accountability

The Food Stamp Quality Assurance Division is responsible for performing the federally mandated food stamp quality control function, including the operation of the federal data collection and reporting system. The division conducts monthly quality control reviews of food stamp eligibility and allotment determinations. The review findings are used to calculate the state's payment error rate; provide a timely and continuous flow of information to assist in state/county corrective action efforts and the development of payment accuracy strategies; and to establish the state's eligibility for enhanced funding or liability for payment error rates that exceed the national tolerance.

The Administrative Review Division functions as Colorado's administrative review process for all children and youth in out-of-home placement. The division has the responsibility of monitoring the diverse and flexible delivery of services to clients and their families throughout 63 individual counties and five Division of Youth Corrections' regions to assure efficient, effective, quality service delivery to meet federal

requirements, child welfare settlement agreement requirements, and the state directives of measuring progress towards the outcomes of safety, permanency and well-being. The division also functions as Colorado's identifiable quality assurance system for the delivery of child welfare services.

The Field Audits Division provides an external audit function for the department that independently verifies fiscal information. The primary responsibility of the unit is to ensure that those organizations receiving federal and state financial assistance have spent the funds in accordance with applicable laws and regulations.

Performance Management Team

The Performance Management Division provides a support function to department managers to help them in achieving their program objectives by assisting in strategy implementation and execution.

The Field Administration Division oversees county departments of social services, area agencies on aging, and local single entry point agencies, and interfaces with other locally based program partners and contractors. Functions include biannual assessments/reviews; corrective action monitoring; establishing and maintaining statewide geographic linkages to facilitate policy communications; providing state and local interagency mediation and problem solving services; providing technical assistance and training to county directors and commissioners; and facilitating fully integrated human service delivery systems.

The Communications Division is responsible for department public information and community education programs, including contact with the media, maintenance of the department's homepage, and production of brochures and annual reports, as well as the marketing of department programs, services and people.

The Consumer Relations Section provides citizens with a single point of access for registering complaints, obtaining consumer information, and making inquiries about department programs.

Office of Direct Services

This office administers services that are delivered directly to clients by state employees. It consolidates the functions associated with operating state-run institutional and health care facilities and programs.

Regional Centers administers three regional centers for persons with developmental disabilities. The regional centers located in Wheat Ridge, Grand Junction, and Pueblo provide 24-hour residential services, medical, psychiatric, therapeutic, vocational, and educational services. Wheat Ridge and Grand Junction facilities include on-campus residential units and group homes, and the Pueblo center provides services to residents living in group homes.

Mental Health Institutes administers two state psychiatric hospitals, the Colorado Mental Health Institute at Pueblo and the Colorado Mental Health Institute at Fort Logan. The Pueblo Institute provides medical, psychiatric, and administrative support to mental health centers and clinics in 57 counties, and forensic psychiatry, drug treatment, and general hospital services to patients from all 63 counties. The Institute at Fort Logan provides a variety of mental health programs to residents of the Denver Metro, North Central and Northeast Colorado areas.

Office of Adult Health & Rehabilitation

This office works closely with the Office of Direct Services to provide services to persons with developmental disabilities and individuals with mental illness. These units are responsible for policy development for the public mental health and developmental disabilities systems, and oversight of service delivery in accordance with established policies. In addition, these units are responsible for contracting for community services provided through non-profit or for-profit providers.

The Alcohol and Drug Abuse Division plans, develops and implements alcohol and drug abuse services in the state, including prevention, intervention, and treatment services through six managed service organizations, each of which is responsible for managing the provision of treatment services to residents of a specified geographic area of the state. The division also: contracts for alcohol or drug

treatment programs and prevention/intervention programs; handles involuntary commitments into alcohol treatment programs; licenses and monitors researchers and laboratories that use controlled substances; and oversees the methadone treatment program.

Mental Health Services provides mental health services through the purchase of services from 3 specialty clinics, 17 private, non-profit community mental health centers, and 9 mental health assessment service agencies (MHASAs) which coordinate mental health services for Medicaid recipients. In addition, this agency is responsible for licensing and certifying mental health facilities and providers.

Community Housing & Services coordinates and provides federally funded residential support for low-income persons with special needs and for persons and families who are homeless.

Developmental Disabilities Services administers programs that currently serve 11,600 persons through 20 community centered boards and 233 service providers. Services include: infant stimulation, early childhood activities, adult day programs, independent living services, and vocational services. Community residential programs serve people on a continuing basis at varying levels of intensity according to their individual needs.

The Vocational Rehabilitation Division assists persons who have physical and/or mental disabilities and whose disabilities act as barriers to employment. Vocational rehabilitation services are designed to help these persons develop the necessary skills to obtain employment. Persons with the most severe disabilities are the highest priority for services, which are provided statewide through 29 satellite offices. In addition, the division assists persons with disabilities to achieve independent living and integrate successfully in their communities.

Office of Adult and Veterans Services

The purpose of the Office of Adult and Veterans Services is to focus attention on delivering quality services to the elderly and disabled adults, veterans, and those needing nursing home care.

The Veterans Affairs Division assists veterans and their survivors or dependents in securing the benefits to which they are entitled. The division serves as a central information source on veteran issues; represents beneficiaries in filing claims and appeals to the federal Veterans Administration; and trains and supervises county veteran service offices, who are the local agents for providing assistance.

State and Veterans Nursing Homes oversees five nursing homes located in Florence, Homelake, Rifle, Walsenburg and Trinidad. All of the nursing homes, except for the one in Walsenburg, are operated directly by the state. (The Huerfano Hospital District operates the Walsenburg nursing home.) Four of the nursing homes - Florence, Homelake, Rifle and Walsenburg - are veterans nursing homes, and federal law requires that at least 75 percent of the patients in these facilities be veterans or their survivors or dependents. The nursing homes provide skilled and/or intermediate care, as well as a residential (domiciliary) program at Homelake. The residential program serves independent clients requiring limited supervision.

The Division of Aging and Adult Services Division targets the aging, and disabled or otherwise vulnerable adults, who require some level of assistance to maintain an independent lifestyle. Programs include:

Adult Protection - services to vulnerable adults aged 18 years or older, who are at risk of abuse, neglect or exploitation.

Aid to the Blind (AB) - financial services to blind individuals who have little or no income and resources.

Aid to Needy Disabled - financial assistance to eligible disabled individuals with little or no income and resources.

Burials - limited funding for burials of deceased recipients of public assistance if there are insufficient funds from family or other sources.

Old Age Pension (OAP) - financial assistance to eligible individuals aged 60 or older with little or no income and resources.

Older Coloradans Act Programs - assistance to older persons to live independently in their own homes and communities for as long as possible.

Supplemental Security Income - Colorado Supplement (SSI-CS) - supplemental financial assistance to aged, blind or disabled individuals receiving federal supplemental security income.

Colorado Commission on Aging - primary advisory and advocacy group for the coordination of services and programs for the aging.

Office of Self Sufficiency

This service area encompasses a variety of programs and services aimed at providing income, nutritional, and housing supports to those in need. Its mission is to assist families and individuals as they transition from welfare dependency and poverty to economic opportunity and independence. Programs administered by this office include the following.

Colorado Works is a joint state/federal program designed to provide financial assistance and services to eligible families. The program provides temporary cash assistance and other supportive services until the family achieves self-sufficiency. State and federal funds are allocated to each county, and the county is then responsible for designing a program that best meets the needs of its citizens. Counties utilize available county resources within both social services and the community to enable participants to move from dependency on public assistance to a level of employability and self-sufficiency.

Low Income Energy Assistance Program (LEAP) provides financial assistance to pay utility bills and provides weatherization services for low-income individuals or families.

Division of Food Assistance includes Food Stamp Employment and Training programs and the Commodity Food Distribution programs. The food assistance programs provide low-income households with additional resources which can be used to help acquire food products at authorized food retailers. The commodity food distribution program provides for administration, operation and distribution of federal commodity foods to eligible recipient agencies.

The *Division of Disability Determination Services* determines eligibility for Social Security disability claims using federal Social Security Administration rules and regulations. The unit adjudicates approximately 36,000 claims annually. There are approximately 44,000 people in Colorado receiving Social Security disability benefits.

The *Division of Refugee Assistance* serves as the central refugee services agency. Services provided to refugees and asylees include financial and medical assistance, education, employment, and other health and social services that help ensure that refugees settling in Colorado become self-sufficient and are effectively resettled. Services are provided statewide by direct staff, public or private contractors, and county departments of social services.

The *Division of Child Support Enforcement* is charged with providing services to single parents aimed at obtaining financial and medical support for children from non-custodial parents. Services include locating non-custodial parents and their assets; establishing paternity; establishing and modifying child and medical support orders; enforcing child support orders; collecting child support payments and enforcing medical support orders. Child support enforcement services are provided automatically to families receiving public assistance benefits. In addition, services are provided to any Colorado resident for a one-time \$20 application fee.

Office of Children, Youth, and Families Services

The child and family service systems, though separately administered, have been integrated into a Children, Youth and Family cluster. This office includes the divisions of Child Care, Child Welfare, Youth Corrections, and Children's Health and Rehabilitation Services, which addresses substance abuse services, developmental disability services, and mental health services for children and families. The purpose of the office is to address crosscutting issues in service delivery and policy development to assure high quality services to children and families who are customers of the Department of Human Services.

Child Welfare Division

This division administers services designed to protect children and assist families to care for their children. The division oversees the delivery of services by county departments of social services. The division also supervises the county's delivery of services for adolescents who are in conflict with their families, and delinquents who have been court ordered into the custody of the county. In addition, the division supervises two programs that are considered special purpose welfare programs: domestic abuse services and Indian child welfare services. Programs within this division include:

Child Protection – provides services to children who have been abused, neglected, or are at serious risk of harm.

Youth in Conflict – provides services to youth who are in conflict with parents and who have committed a delinquent act.

Foster Care and Family Preservation – provides in-home services to families to prevent out-of-home placement of children; provides out-of-home care to children who are in need of protection from, or who are in conflict with, their families or communities.

Adoption – provides adoption services including subsidized adoption for special needs children and for children in the legal

custody of the county.

Interstate Compact on the Placement of Children – administers requests from county departments to place children out of this state and requests from the other 49 states to place children in Colorado in the homes of relatives or in foster care or adoptive homes.

Independent Living – assists youth in foster care who are 16 years or older to become self-sufficient.

Domestic Abuse Assistance Program (DAAP) – administers funds generated by a tax check-off system on state individual income tax returns. This staff assists in supporting direct services for victims of domestic violence and helps to maintain domestic violence programs across the state.

Indian Child Welfare Services – assures coordination of child welfare services with Colorado's Native American reservations.

Division of Youth Corrections

The division is responsible for managing both state-operated and privately contracted residential facilities and for overseeing community alternative programs that serve and treat youths who have demonstrated delinquent behavior. The three major categories of services provided by the division include commitment, detention, and community services, including parole. Juveniles sentenced to the division may be sentenced either to commitment or detention. Commitment is a court-ordered transfer of legal custody to the department following an adjudicatory hearing on charges of delinquency by a youth. Detention is typically for less serious offenses and entails confinement to a detention facility or boot camp.

The division operates six state commitment facilities and contracts with over 40 private facilities, both in-state and out, for additional commitment beds. There are five components to commitment services: assessment; orientation; intensive secure programs; medium care programs; and community programs. The division also operates eight secure detention facilities to house youths who are awaiting trial and youths who receive a short-term sentence of up to 45 days as a condition of probation or due to contempt of court. The division also

contracts for the operation of an 80-bed Regimented Juvenile Training Program (boot camp) and also contracts for additional detention beds.

State operated youth services centers include: Adams, Gilliam, Grand Mesa, Lookout Mountain, Robert DeNier, Platte Valley, Spring Creek, Marvin Foote, Mount View, Pueblo, and Zebulon Pike. A new 500-bed academic model center, Ridgeview Youth Services Center, is under construction on the site of the former Lowry bombing range.

Child Care Division

The division is responsible for child care facility licensing, supervising the Colorado Child Care Assistance Program, and developing and implementing programs that improve the quality and availability of child care in the state.

Licensing. This unit licenses over 8,300 facilities that are monitored by division and contract staff. The majority of facilities are child care centers and homes, while 280 facilities are 24-hour facilities such as child placement agencies, which certify foster homes, group centers, homes, and adoption agencies, and residential child care facilities. The functions of licensing include approving, monitoring and investigating complaints in facilities and providing public access to licensing files.

Colorado Child Care Assistance Program (CCCAP). County departments of social services administer this program which provides assistance with child care costs for families receiving public assistance and low-income families who are employed or in training programs and meet low-income guidelines. Counties have the authority to set eligibility levels between 130 and 185 percent of federal poverty levels and to set provider rates.

Quality and Capacity Programs. These initiatives promote high quality child care for families statewide and increase the supply of child care. Initiatives include: resource and referral agencies that provide information and referral services to parents and increase quality through training and technical assistance; consolidated child care pilots that integrate Head Start, the Colorado Preschool Program and CCCAP and increase quality;

quality and availability grants to counties that address local capacity and quality needs; and infant/toddler grants to local communities that increase quality services to infants and toddlers.

Children's Health and Rehabilitation Unit

This unit consists of children's mental health, developmental disabilities, and alcohol and drug abuse services. Most of the services are provided through contracts by community based organizations. Specific programs include:

Developmental Disabilities contracts with community centered boards to provide statewide services to keep children in their homes and communities. These services include early intervention services such as therapies, activities to stimulate physical and cognitive development, and respite care; family support services including respite care, professional services, medical/dental assistance, transportation, assistive technology, and home modifications; and Medicaid waivers to enable children with severe developmental disabilities to access Medicaid services.

Mental Health oversees and monitors mental health services to youth in community mental health centers and residential treatment centers; administers the Cornerstone Project, a five-year, federally funded demonstration pilot in four counties that provides integrated, intensive, family and community centered mental health services to youth with serious emotional disturbances; and operates a detention pilot to divert youth from further contact with the juvenile justice system.

Alcohol and Drug Abuse contracts to provide prevention services to youth at risk of alcohol and drug abuse, monitors contracts of managed service organizations that provide community-based treatment services for youth, and licenses sites and programs that provide substance abuse treatment.

Office of Information Technology Services

The Office of Information Technology Services (ITS) is responsible for assuring that information strategies support the program priorities of the department. All ITS services are held accountable to the department's ITS standards. The major functions performed by ITS include:

Customer and Administrative Services – provides assistance with mainframe applications, microcomputers, and telecommunications, software packages and acts as a liaison between end users and technical staff.

Technical Operations – supports local area networks, computer operations, database administration, capacity planning, system security, and disaster recovery.

Applications Systems Support – provides analysis and programming support for all offices and divisions within the department, except Children, Youth and Families, Child Support, and Food Stamps.

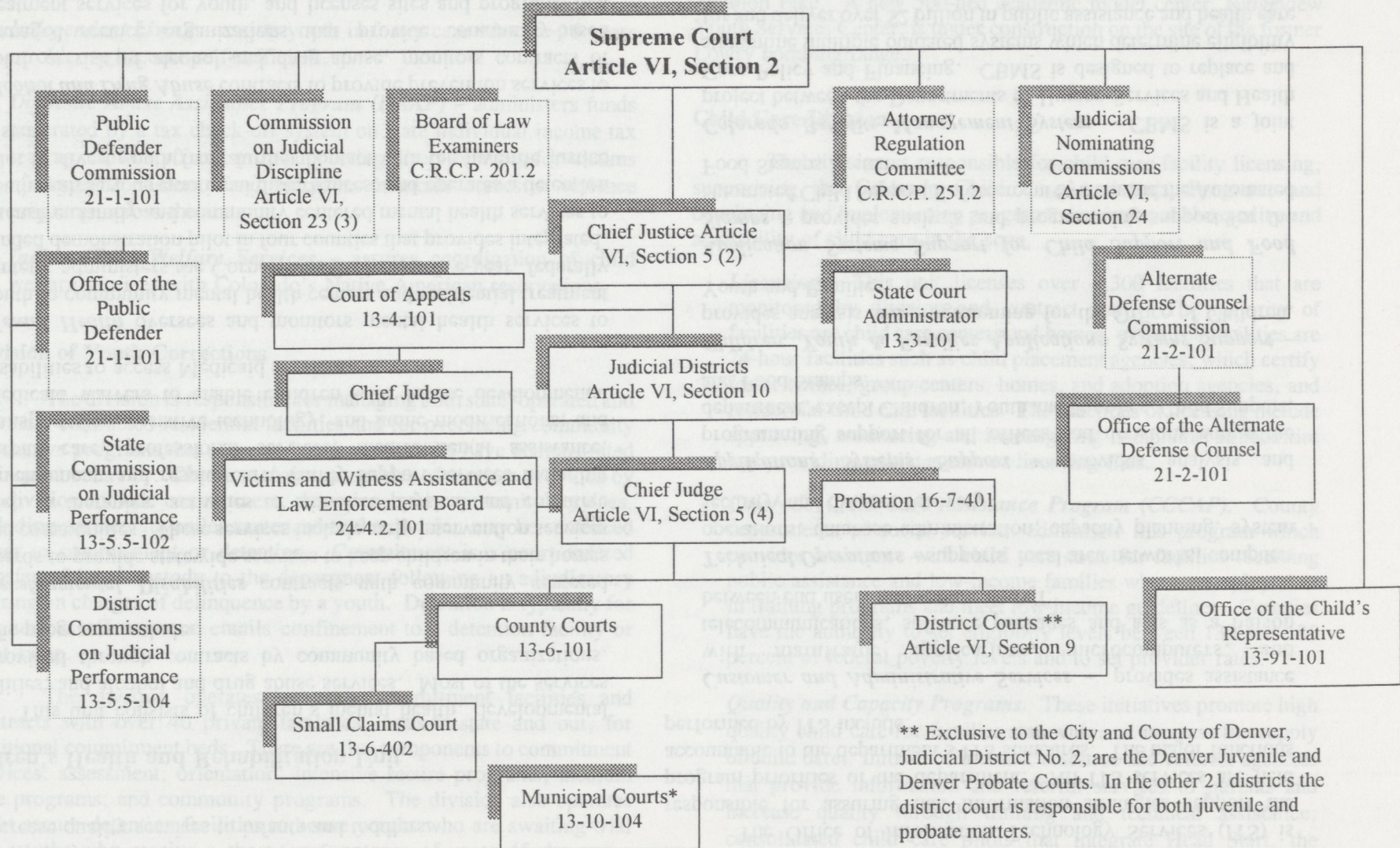
Children, Youth & Families Applications Systems Support – provides analysis and programming for the Office of Children, Youth and Families.

Application Systems Support for Child Support and Food Stamps – provides analysis and programming support for the automated Child Support Enforcement System and the Automated Food Stamps System.

Colorado Benefits Management System – CBMS is a joint project between the Departments of Human Services and Health Care Policy and Financing. CBMS is designed to replace and streamline multiple outdated systems which determine eligibility for and deliver over \$2 billion in public assistance and health care each year to low-income families and individuals. The development is closely coordinated with other automated projects to assure maximum compatibility and efficiencies in the development of the programs.

JUDICIAL DEPARTMENT

Article VI, Section 1



** Exclusive to the City and County of Denver, Judicial District No. 2, are the Denver Juvenile and Denver Probate Courts. In the other 21 districts the district court is responsible for both juvenile and probate matters.

* Created and Maintained by local government but subject to Supreme Court rules and procedures

THE JUDICIAL BRANCH

FY 2000-01 Budget: \$254 million

Number of Personnel: 3,017

Major Functions: To litigate disputes in accordance with constitutional and statutory directives and provide an administrative structure to facilitate such a process.

The Judicial Department is a branch of state government separate from the executive and legislative branches.

Supreme Court

Supreme Court. The Colorado Supreme Court, composed of seven justices who serve ten-year terms, is the state's highest court. The number of justices may be increased to nine upon request of the court and concurrence of two-thirds of the members of each house of the General Assembly. The court has both appellate and original jurisdiction.

The Supreme Court has appellate review of the final judgments of the appeals courts, district courts, the Denver Probate Court, and the Denver Juvenile Court. The Supreme Court has initial appellate jurisdiction over: 1) cases in which the constitutionality of a statute, a municipal charter provision, or an ordinance is at issue; 2) cases concerned with decisions or actions of the Public Utilities Commission; 3) writs of habeas corpus; 4) water cases involving priorities or adjudications; 5) summary proceedings initiated under the state's election code; 6) interlocutory appeals by the prosecution in criminal cases; and 7) cases in which the death sentence was imposed. The state constitution also requires the Supreme Court to respond to questions from the Governor, the Senate, or the House of Representatives.

Public Defender Commission. This five-member commission, appointed by the Supreme Court, is charged with appointing the state public defender.

Commission on Judicial Discipline. The commission consists of four citizens and two attorneys appointed by the Governor, and two district court judges and two county court judges chosen by the state Supreme Court. The commission has the authority to take disciplinary actions against judges for misconduct.

Judicial Nominating Commissions. The state constitution establishes 23 judicial nominating commissions, one for each of the 22 judicial districts and one for both the Supreme Court and the Court of Appeals. The commissions are charged with providing a list of nominees to the Governor within 30 days of notice of retirement, resignation, or other cause of vacancy of a judicial office.

Board of Law Examiners. The board consists of two committees appointed by the Supreme Court: a law committee of 11 members that conducts two written examinations per year, and the bar committee consisting of 11 members who investigates the education, professional experience, and ethics of applicants for admission to the Colorado Bar.

Attorney Regulation Committee. This committee is appointed by the Supreme Court and consists of nine members, six of whom must be members of the Colorado Bar. The committee is charged with conducting investigations into the alleged misconduct or disabilities of attorneys.

Alternate Defense Counsel Commission. This nine-member commission, appointed by the Supreme Court, is charged with the selection of the alternate defense counsel and to act as an advisory board to the alternate defense counsel in the development and maintenance of competent and cost-effective representation.

State Commission on Judicial Performance. This ten-member commission, whose membership is appointed by the Speaker of the House of Representatives, the President of the Senate, the Governor

and the Chief Justice of the Supreme Court, is charged with developing techniques for evaluating district and county judges, justices of the Supreme Court, and judges of the Court of Appeals who are on the retention ballot, and for making recommendations on the retention of Supreme Court justices and Court of Appeals judges.

District Commissions on Judicial Performance. In each judicial district, a ten-member commission, whose membership is appointed by the Speaker of the House of Representatives, the President of the Senate, the Governor, and the Chief Justice of the Supreme Court, is charged with evaluating the performance and making recommendations on the retention of local judges.

Chief Justice of the Supreme Court. The Chief Justice is the executive head of the state's court system. The Chief Justice has constitutional authority to assign active judges to judicial duties in jurisdictions other than their own and to assign retired judges to temporary judicial duty. The Chief Justice has the power to appoint the chief judge in each judicial district and to delineate the authority to be exercised by the chief judges. The Chief Justice is selected by the Supreme Court and serves at the pleasure of the majority of the court.

Office of the State Court Administrator. This office is responsible for the judicial branch personnel system. Duties include budgeting, fiscal administration, research and statistics capabilities, data processing, and the development of a capital improvement program, subject to the approval of the Chief Justice. The staff of this office lends guidance, training, specialized expertise, and coordination to the judicial districts.

Office of the Public Defender. The state public defender represents indigent persons who face incarceration. The state public defender also may represent juveniles in delinquency and children in need of supervision proceedings and may serve as guardian ad litem in mental health cases.

Office of the Alternate Defense Counsel. The alternate defense counsel provides legal representation in circumstances in which the state public defender has a conflict of interest in providing legal representation

and in cases where the court determines the defendant is partially indigent.

Office of the Child's Representative In addition to any responsibilities assigned to it by the Chief Justice, the duties of this office are to enhance the provision of guardian ad litem services and CASA (court-appointed special advocate) programs in Colorado, and to work cooperatively with the judicial districts to establish pilot programs designed to enhance the quality of child representatives at the local level. This office will also develop measurement instruments designed to assess and document the effectiveness of various models of representation and the outcomes achieved by the representatives and advocates for children.

Court of Appeals

The Court of Appeals is composed of 16 judges who serve eight-year terms. The Court of Appeals sits in divisions of three judges each to hear and determine all matters before the court. The chief judge, who is appointed by the Chief Justice of the Supreme Court, assigns judges to the three divisions and rotates these assignments. The divisions of the Court of Appeals are located in Denver, but a division may sit in any county seat to hear oral arguments.

The Court of Appeals has initial appellate jurisdiction over appeals from final judgments of the district courts and the Denver Probate and Juvenile Courts, except for those matters which go directly to the Supreme Court. The Court of Appeals also has jurisdiction over appeals from certain final orders of 27 state agency boards.

District Courts

District Courts. The district court is Colorado's trial court of general jurisdiction. It has original jurisdiction in domestic relations, civil, juvenile, probate, mental health, and criminal cases, except in the City and County of Denver, where probate and mental health matters are heard by the Probate Court and all juvenile matters

by the Juvenile Court. District courts have appellate jurisdiction over final judgments of county courts.

Judges serving on the district court bench are appointed to the judicial district and serve in any or all of the counties within that district, subject to the approval of the chief judge of the district. Currently, 120 district judges serve in 22 judicial districts and the specialized courts in Denver. Each judicial district consists of one to seven counties. District judges serve six-year terms. Any increase or decrease in the number of district judges or any change in judicial district boundaries requires approval of two-thirds of the members of each house of the General Assembly.

Victims and Witnesses Assistance and Law Enforcement Board. This board is established in each judicial district and is authorized to enter into contracts to provide services for victims and witnesses of crimes.

Denver Probate Court. This court has exclusive jurisdiction within Denver over all matters of probate and the adjudication of the mentally ill. The court has one judge, but the number may be increased by law.

Denver Juvenile Court. This court has exclusive jurisdiction over juvenile matters arising in Denver. These include the following proceedings: delinquency, children in need of supervision, dependency and neglect, relinquishment, adoption, and paternity and support. The court has three judges, and the number may be increased by law.

Probation. An offender under probation serves a sentence in the community supervised by a probation officer, rather than in a correctional institution. If the probationer breaches the conditions imposed, the court may revoke probation and institutionalize the offender or modify the conditions of probation. The Judicial Branch administers adult and juvenile probation in all 22 judicial districts.

Courts of Limited Jurisdiction

County Courts. One hundred eighteen county court judges

preside in the state's 63 county courts. Not all county court judges are required to be attorneys. They serve four-year terms. A county court has concurrent original jurisdiction with the district court in civil actions (including torts) in which the debt, damage, or the value of the personal property claimed does not exceed \$10,000 and in misdemeanor cases. It also has concurrent original jurisdiction with the district court over misdemeanors and the issuance of warrants, conduct of preliminary hearings, and setting bail.

Small Claims Courts. These courts are a division of the county court. Parties may file civil actions in which the debt, damage, tort, injury, or value of personal property does not exceed \$5,000. Neither party may be represented by an attorney, and jury trials are not permitted.

Municipal Courts. Approximately 210 courts with an estimated 240 judges serve municipalities. Municipal court jurisdiction is limited to municipal ordinance violations. Municipal courts in home rule cities are authorized by the state constitution but may also be established by governing bodies of both statutory towns and cities.

The law provides for the appointment of a presiding municipal judge and such other judges as may be needed for a fixed term of not less than two years. The law specifies that a lawyer be appointed whenever this is feasible in the opinion of the local governing body; otherwise, the municipal judge must have at least a high school education. The municipal courts are funded and administered locally.

Water Courts. The Water Right Determination and Administration Act set up seven water divisions in the state (according to the drainage patterns of the state's rivers) and established in each the position of water judge. The Supreme Court selects the water judge for each division from among the judges of the district courts within the division. Additional judges may be designated by the Supreme Court. The water judges have jurisdiction in the determination of water rights, uses and administration of water, and all other water matters within the jurisdiction.

DEPARTMENT OF LABOR AND EMPLOYMENT

24-1-121

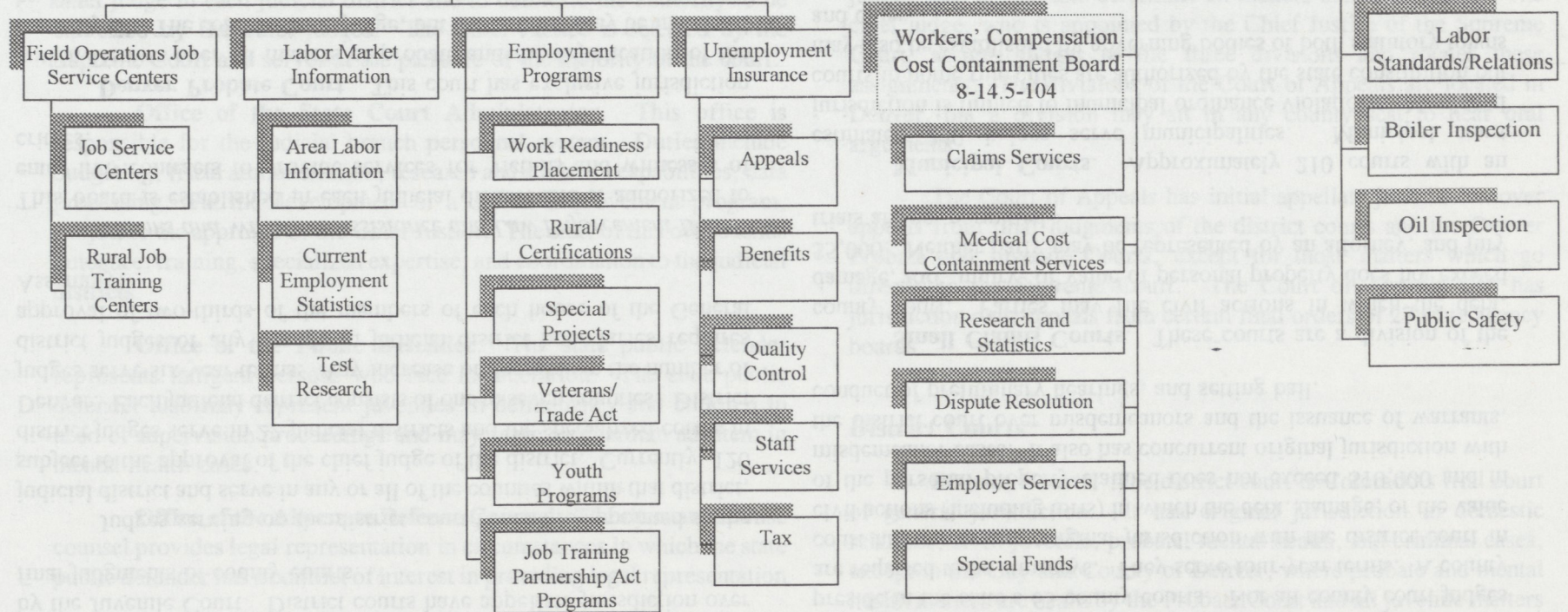
Executive Director
24-1-121

Industrial
Appeals Office
8-1-102

Division of Employment
and Training
8-71-101

Division of Workers'
Compensation
8-47-101

Division of Labor
8-1-103



DEPARTMENT OF LABOR AND EMPLOYMENT

FY 2000-01 Budget: \$122 million

Number of Personnel: 1,058

Major Functions: To administer federal and state funded programs of service to employers, employees, and the unemployed; to oversee the workers' compensation system; as well as to provide inspection and regulation of boilers and the storage of fuel products.

Executive Director's Office. In addition to administrative tasks, the office coordinates program policy to provide comprehensive and unified delivery of services to clients - employers, employees, and the unemployed.

Industrial Claim Appeals Office. This office administers the Industrial Claim Appeals Panel which consists of up to five members (all attorneys) who are appointed by the executive director of the department. The appeals panel has the authority to conduct administrative appellate review of any order entered pursuant to disputes arising under the "Workers' Compensation Act of Colorado" and the "Colorado Employment Security Act."

Labor Division. This division administers various programs dealing with labor conditions and public safety.

Labor Standards/Relations. State law establishes parameters regarding prevailing wages, working conditions, and labor relations in the private sector. Resolution of disputes is the primary function of the division, which offers an alternative to court action. The division receives, investigates, and resolves claims and complaints regarding these matters, including the conduct of union representation and union security elections and the determination of prevailing wages.

Public Safety. This program provides standards and on-site

inspections for public school buildings, the commerce of explosives, and the operation of carnivals and amusement parks.

Boiler and Oil Inspections. The division performs the following safety inspections: a) boilers and pressure vessels in commercial and certain residential buildings; b) fuel products at service stations, pipeline terminals, bulk storage plants and transportation facilities; and c) underground storage tanks.

Employment and Training Division. This division is responsible for a variety of programs, most of which focus on assistance to the unemployed. Most employment services are available through job service centers located throughout Colorado. The major programs administered by the division are:

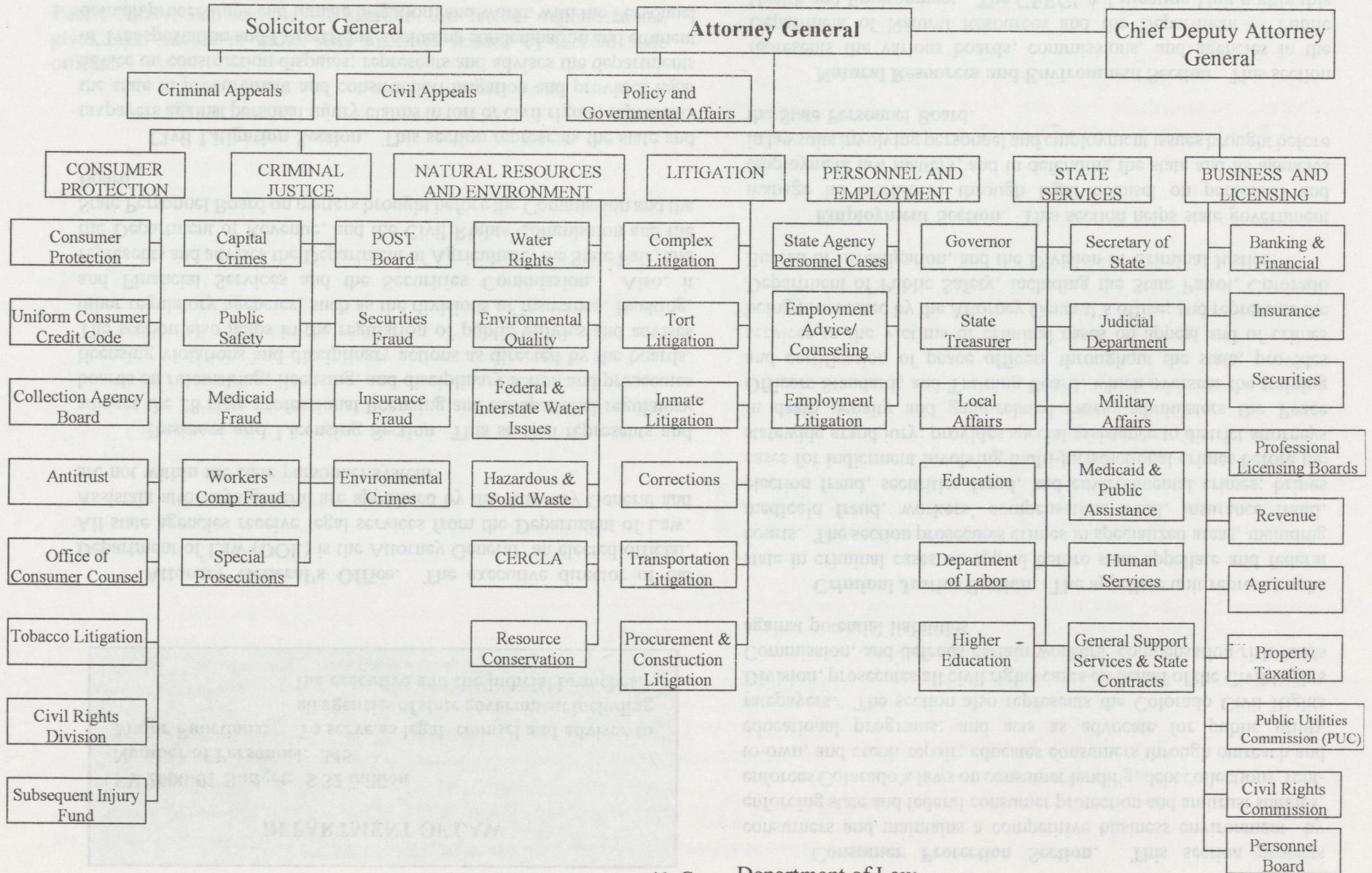
- the employment service program, which assists job seekers in finding suitable employment and assists employers in hiring suitable workers;
- unemployment insurance, which provides short-term income support for workers who have suffered involuntary unemployment and who are available for work;
- labor market information services, which provide statistical analyses and economic, demographic, and job-related data;
- the Summer Job Hunt Program, which provides summer employment opportunities to all youth ages 16-21;
- the local Veterans Employment Representative Program and the Disabled Veterans Outreach program, which provides employment services for both disabled and all other veterans;
- the housing inspection service, which supports the employment of temporary agricultural workers and sheep herders;
- the labor certification program for initial processing of requests for alien workers;
- certification for employers hiring workers eligible for

targeted jobs tax credits;

- the trade act program, which provides retraining and extended unemployment insurance benefits to workers who lose their jobs or whose hours of work are reduced as a result of increased foreign imports;
- the displaced homemaker program, which provides counseling and job development and placement services to individuals whose financial support is lost due to divorce, separation, or disability of the supporting member; and
- the layoff assistance program, which is a customized package of services provided to employees affected by a layoff or business closing.

Division of Workers' Compensation. This division was created in 1991 to administer the provisions of the Workers' Compensation Act. State law provides a framework for the delivery of benefits to industrially injured workers, which includes a mechanism for dispute resolution and rules on the maintenance of records. The division is responsible for reviewing claims and administering cases contested by either party. The division also administers the Workers' Compensation Self-insurance program, which covers approximately 12 percent of the non-federal employment in Colorado.

DEPARTMENT OF LAW



DEPARTMENT OF LAW

FY 2000-01 Budget: \$ 32 million

Number of Personnel: 345

Major Functions: To serve as legal counsel and advisor to all agencies of state government including the executive and the judicial branches.

Attorney General's Office. The executive director of the Department of Law (DOL) is the Attorney General, an elected official. All state agencies receive legal services from the Department of Law. Assistant attorneys general are appointed by the Attorney General and are not within the state personnel system.

Business and Licensing Section. This section represents and advises the 28 state professional licensing and occupational regulatory boards on rulemaking, licensing, and disciplinary action and prosecutes licensing violations and disciplinary actions as directed by the boards. The section also helps in the regulation of public utilities and advises other regulatory agencies, such as the divisions of Insurance, Banking, and Financial Services and the Securities Commission. Also, it represents and advises the Department of Agriculture, the State Fair, and the Department of Revenue, and the Civil Rights Commission and the State Personnel Board on matters brought before the Commission and the Board.

Civil Litigation Section. This section represents the state and taxpayers against personal injury claims in tort or civil rights; represents the state in procurement and construction litigation and provides legal advice on construction disputes; represents and advises the departments of Transportation and Corrections, including condemnation and eminent domain proceedings and inmate litigation; and works with the Personnel and Employment Law Section on employment litigation.

Consumer Protection Section. This section protects consumers and maintains a competitive business environment by enforcing state and federal consumer protection and antitrust statutes; enforces Colorado's laws on consumer lending, debt collections, rent-to-own, and credit repair; educates consumers through outreach and educational programs; and acts as advocate for public utility ratepayers. The section also represents the Colorado Civil Rights Division, prosecutes all civil rights cases on behalf of the Civil Rights Commission, and defends certain workers' compensation risk funds against potential liabilities.

Criminal Justice Section. The appellate unit represents the state in criminal cases on appeal before state appellate and federal courts. The section prosecutes crimes in specialized areas, including medicaid fraud, workers' compensation fraud, insurance fraud, election fraud, securities fraud, and environmental crimes; brings cases for indictment involving multi-jurisdictional crimes before the statewide grand jury; provides special assistance to district attorneys in death penalty and gang-related cases; administers the Peace Officers Standards and Training Board, which oversees the training and certification of peace officers throughout the state; provides services to the victims of criminal cases on appeal and of crimes being prosecuted by the Attorney General's office; and represents the Department of Public Safety, including the State Patrol, Colorado Bureau of Investigation, and the Division of Criminal Justice.

Employment Section. This section helps state government manage its workforce through legal counsel on personnel and employment law matters, and in defending the state and its agencies in lawsuits involving personnel and employment issues brought before the State Personnel Board.

Natural Resources and Environment Section. This section represents the various boards, commissions, and agencies in the Department of Natural Resources and the Department of Public Health and Environment. The CERCLA Litigation Unit within this section prosecutes "superfund" lawsuits pursuant to the federal Comprehensive Environmental Response Compensation and Liability Act.

State Services Section. This section provides legal services to state agencies within the following departments: Higher Education, Education, Human Services, Labor and Employment, Corrections, Personnel and General Support Services, Military Affairs, Local Affairs, Public Safety, and Revenue. In addition, this section represents and gives legal advice to those state agencies headed by elected state officials.

Article V of the state constitution provides that the legislative power of the state be vested in the General Assembly. The constitution further provides for the qualifications of members, election of legislative officers, and promulgation of rules governing legislative proceedings. The rules of each house of the General Assembly and its committees prescribe their organizational structure.

The Legislative Council consists of the elected members of the General Assembly and JBC staff support staff. The members of the General Assembly are Senators and Representatives. The legislative services agency staff are full-time, permanent staff, while most of the staff for the House and Senate serve only when the General Assembly is in session.

There are four legislative service committees on the General Assembly: the Legislative Legal Services Committee, the Office of Legislative Legal Services, the Joint Budget Committee Staff, and the Office of State Auditor.

Joint Budget Committee. The Joint Budget Committee (JBC) consists of six legislators, the chairman and one majority party member and one minority party member from both the House and Senate Appropriations committees.

The JBC elects a chairman and vice chairman from the Senate membership and one from the House membership of the committee. The elected chairman heads the committee for the first regular session of the General Assembly and serves as the chairman for the second regular session. The elected vice chairman serves as

chairman for the second regular session of said General Assembly.

The committee analyzes the programs, management, operations and fiscal needs of all state agencies. It reviews agency budget requests and conducts budget hearings. The JBC is also responsible for reviewing the recommendations of the Capital Development Committee concerning capital assets. In addition, the committee prepares appropriation bills. The annual Appropriations Report published by the committee after the legislative session expresses legislative intent and program guidance for state agencies.

Joint Budget Committee Staff. The staff director is responsible for hiring budget analysts and clerical personnel. Analysts review the budget requests, appropriations reports, and provide pertinent information, as well as assist with agency personnel requests to the committee in the budget process. The staff director is also responsible for the introduction and administration of the funding operations of the General Assembly.

The committee's offices are located on the third floor of the Legislative Services Building.

Committee on Legal Services. The Committee on Legal Services consists of ten members of the General Assembly, five appointed by the House and five appointed by the Senate. Two members from the House and two from the Senate are to be an attorney-at-law if an attorney is available; and four members from the House and two from the Senate are to be an attorney-at-law if an attorney is available. The members of the committee are appointed by the Speaker of the House and the President of the Senate respectively, with the approval of the majority of the members of the body.

Office of Legislative Legal Services. The director, an attorney-at-law, hires staff, including attorneys-at-law and technical and clerical personnel. Staff offices are located in Room 091, ground

THE LEGISLATIVE BRANCH

GENERAL ASSEMBLY

SENATE

HOUSE

Article V, Section 1

**Joint Budget
Committee (JBC)**
2-3-201

**Committee on
Legal Services**
2-3-501

**Legislative
Council**
2-3-301

**Legislative Audit
Committee**
2-3-101

JBC Staff
2-3-204

**Office of
Legislative
Legal Services**
2-3-501

**Office of
Legislative
Council**
2-3-304

**State
Auditor
Article V**

THE LEGISLATIVE BRANCH

FY 2000-01 Budget: \$27 million

Number of Personnel: 266

Major Functions: To establish public policy for the state of Colorado.

Article V of the state constitution provides that the legislative power of the state be vested in the General Assembly. The constitution further provides for the qualifications of members, election of legislative officers, and promulgation of rules governing legislative proceedings. The rules of each house detail procedures followed by each body and prescribe their organizational structures.

The Legislative Branch consists of the elected members of the General Assembly and necessary support staff. There are 100 members of the General Assembly, 35 Senators and 65 Representatives. The legislative service agency staff are full-time, non-partisan staff, while most of the staff for the House and Senate serve only when the General Assembly is in session.

There are four permanent statutory service agencies that assist the General Assembly. These agencies are the Legislative Council Staff, the Office of Legislative Legal Services, the Joint Budget Committee Staff, and the Office of State Auditor.

Joint Budget Committee. The Joint Budget Committee (JBC) consists of six legislators, the chairmen and one majority party member and one minority party member from both the House and Senate Appropriations committees.

The JBC elects a chairman and vice chairman, one from the Senate membership and one from the House membership of the committee. The elected chairman heads the committee for the first regular session of the General Assembly and serves as vice chairman for the second regular session. The elected vice chairman serves as

chairman for the second regular session of said General Assembly.

The committee analyzes the programs, management, operations and fiscal needs of all state agencies. It reviews agency budget requests and conducts budget hearings. The JBC is also responsible for reviewing the recommendations of the Capital Development Committee concerning capital assets. In addition, the committee prepares appropriation bills. The annual Appropriations Report published by the committee after the legislative session expresses legislative intent and program guidance for state agencies.

Joint Budget Committee Staff. The staff director is responsible for hiring budget analysts and clerical personnel. Analysts review the budget requests, appropriations reports, audit reports, and other pertinent information, as well as meet with agency personnel to assist the committee in the budget building process. The staff work culminates in the introduction of the Long Bill – the appropriations act for funding operations of state government.

The committee's offices are located on the third floor of the Legislative Services Building.

Committee on Legal Services. The Committee on Legal Services consists of ten members of the General Assembly: the respective chairmen of the House and Senate Committees on Judiciary; four members from the House of Representatives, two from each major political party (one member from each party is to be an attorney-at-law if an attorney is available); and four members from the Senate, two from each major political party (one member from each party is to be an attorney-at-law if an attorney is available). The members of the committee are appointed by the Speaker of the House and the President of the Senate respectively, with the approval of the majority of the members of the body.

Office of Legislative Legal Services. The director, an attorney-at-law, hires staff, including attorneys-at-law and technical and clerical personnel. Staff offices are located in Room 091, ground level, State Capitol Building.

Drafting services. The Office of Legislative Legal Services prepares the bills, resolutions, and memorials introduced in the General Assembly. Under joint rule, no bill may be introduced in either house unless first approved as to form by the office. In addition, many amendments and all conference committee reports are prepared by the office.

Under the law establishing the office, a bill draft request may be made only by a member of the General Assembly or the Governor. Prior to introduction, all requests received by the office are held in confidence and not discussed or released outside of legislative staff without the prior permission or instruction of the member making the request, except as provided in Joint Rule 23 (e).

Review of administrative rules and regulations. Every rule adopted or amended by an executive agency is reviewed by an office attorney to determine if the rule is within the power delegated to the agency and consistent with law. If there is a possible problem with the rule, it is then reviewed by the Committee on Legal Services at a public hearing. By statute, all rules adopted or amended on or after July 1, 1979, expire on June 1 of the year following their adoption unless the General Assembly adopts a bill which postpones their expiration. Each year members of the Committee on Legal Services sponsor a bill to postpone the expiration of the rules scheduled to expire June 1 of that year; but those rules that the legislature finds to exceed the rule-making authority of the agency or to be inconsistent with law are designated to expire as scheduled on June 1. After each session of the General Assembly, the office reviews existing rules to determine if they are in conflict with laws enacted during that session.

Revising of statutes. The revisor is responsible for compiling, editing, arranging, and preparing for publication all the laws of the state of Colorado. The revisor is responsible for arranging and preparing for publication, immediately after the adjournment of each session of the General Assembly, bound volumes containing all the laws and concurrent resolutions passed at that session.

Other services. The office performs legal research for members of the General Assembly and may provide legal assistance in connection

with contracts or other business done by the General Assembly. In addition, acting under the direction of the Committee on Legal Services, the office coordinates litigation involving the General Assembly.

The Legislative Council. Created in 1953, this 18-member body consists of 12 appointed legislators – six senators and six representatives – and the President of the Senate, the Speaker of the House, and the minority and majority leaders of each house who serve ex officio. The General Assembly approves specific studies to be conducted during the interim and directs the Legislative Council reviews the legislative recommendations emanating from the studies. The Legislative Council also reviews and approves the ballot information booklet published on statewide ballot questions.

Office of Legislative Council. The Legislative Council staff serves as the research arm of the General Assembly. The staff is full-time and non-partisan. The main office of the Legislative Council is located in Room 029 of the State Capitol Building.

The responsibilities and functions of the staff may be grouped under six broad activities:

- staffing committees of reference;
- responding to requests for research and constituent needs;
- preparing fiscal notes;
- providing revenue projections;
- staffing interim and statutory committees; and
- performing other centralized support services.

The staff responds to approximately 2,000 research inquiries a year. The majority of these requests come from members of the General Assembly and often the research findings are used to develop bills considered during the legislative session. In addition, the staff responds to a number of requests from citizens, research bureaus from other states, and private organizations. The office often publishes memoranda or formal reports on topics that are perceived to be of importance to the General Assembly or the public but have not been requested by a legislator or resulted from the efforts of an interim study.

The economists on staff provide economic and revenue forecasts, that are used by the General Assembly as it formulates fiscal policy for the state. The office prepares fiscal notes for all bills considered during the legislative session.

Centralized legislative accounting. The Legislative Council staff is charged by law with establishing a centralized legislative accounting service for the purpose of maintaining all accounting records, processing all vouchers, and preparing all related documents for the legislative department.

Library. A staff of two maintains a library for the use of the General Assembly, staff, and other citizens. The library contains research, reference, and governmental documents. Reports which are required by law or allowed to be filed with the General Assembly are available in the library. Library staff often assist those seeking legislative history of enactments.

Printing service. The print shop serves the General Assembly by preparing daily status sheets, a weekly subject index, and each version of a bill after its initial printing as well as the final act. The print shop also prints reports from the four legislative service agencies.

Capitol building tour guide. Starting in 1987, the office assumed the responsibility of providing tour services for visitors to the Capitol Building as well as educational programs about state government to elementary and secondary school children.

Legislative Audit Committee. The Legislative Audit Committee consists of four members from the Senate, two from each major political party, and four members from the House of Representatives, two from each major political party.

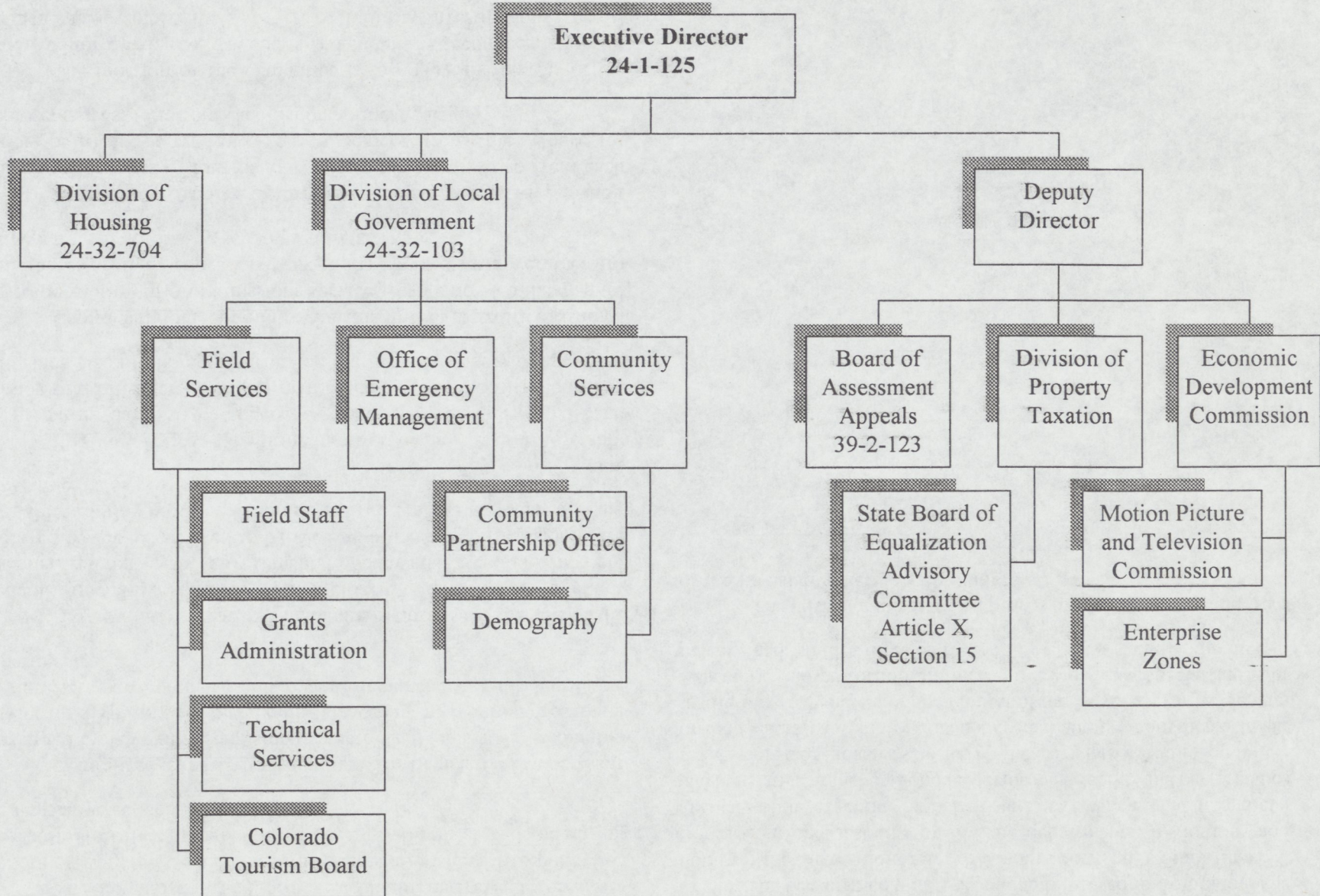
The function of the committee is to review the reports of the State Auditor relating to post audits and submit its recommendations to the General Assembly. It also orders preliminary investigations, special audits, or management studies to be performed.

State Auditor. This officer is appointed by a majority vote of the members of the General Assembly to serve for a term of five years. He

or she must be certified public accountant licensed in Colorado. The duties of the State Auditor are to conduct post audits of all financial transactions and accounts of all state departments, institutions and agencies of the executive branch of state government, and the judicial and legislative branches; conduct performance audits and performance reviews of state agencies selected by the Legislative Audit Committee or the General Assembly; conduct special audits of any department, institution or agency upon the request of the Governor or the General Assembly; and perform preliminary investigations, special audits or management studies directed by the Legislative Audit Committee.

The Office of the State Auditor is located on the second floor of the Legislative Services Building.

DEPARTMENT OF LOCAL AFFAIRS



DEPARTMENT OF LOCAL AFFAIRS

FY 2000-01 Budget: \$156

Number of Personnel: 179

Major Functions: To help strengthen local governments through a variety of community development activities involving training, technical and financial assistance, and advocacy.

Major Divisions and Offices

Local Government Division. This division assists local governments in strengthening their leadership and administrative capacities. Some of the services it provides to municipalities and special districts include purchasing assistance, budget review, excess levy review, statistical reports, and research. Financial technical help is provided in the form of workshops, manuals and brochures, computer access and data, and personal assistance.

In 1992, the General Assembly moved the Division of Disaster Emergency Services from the Department of Public Safety, placed the function in the Division of Local Government, and renamed it the *Office of Emergency Management*. The office is charged with the preparation and maintenance of a state emergency operations plan to reduce the vulnerability of its citizens to injury, loss of life, and damage to property resulting from a disaster-emergency. The plan addresses potential impacts which could occur as a result of natural, technological, and national security disaster-emergency incidents. The plan includes coordination of federal, state, and local as well as private relief disaster-emergency activities.

The division is responsible for determining the needs of the state for emergency equipment; maintaining a viable statewide search and rescue operational system; and advising the various departments of state government of emergency management issues as they affect the ongoing programs of these departments.

The *Emergency Planning Commission* consists of not more than nine members that include the Attorney General, the Adjutant General, and the Executive Directors of the following departments: Transportation, Public Safety, Natural Resources. The council meets at the call of the Governor to advise him on matters pertaining to emergency management, the declaration of disaster-emergencies and disaster-emergency response and recovery activities.

The *Office of Field Services* employs field staff that assists communities to set priorities for local needs and resources, and to secure resources to address higher priority needs. The office administers various state and federally-funded programs including the Community Development Block Grant, the Energy and Mineral Impact Grant program, Limited Gaming Impact program, and the Search and Rescue Grant program. Eight field offices are located in Loveland, Pueblo, Sterling, Denver, Durango, Grand Junction, Alamosa, and Silverthorne. This section also coordinates the operation of the state's seven welcome centers located in Burlington, Fruita, Julesburg, Trinidad, Cortez, Dinosaur, and Lamar.

The *Community Partnership Office* helps increase employment opportunities for rural citizens through specialized job training opportunities and remedial education programs. It administers the federal Community Services Block Grant and the Drug Free Communities Grant. This section also is responsible for the state funded Youth Crime Prevention and Intervention Program.

An eight member Youth Crime Prevention and Intervention Program Board was established in 1994 to provide state funding for community-based programs that target youth and their families for intervention services in an effort to reduce incidents of youth crime and violence.

The division also develops and manages automated and manual cartographic systems and a variety of special purpose maps. The demographic section of the division provides population estimates and projections; functions as the designated State Data Center for the United States Census; and works extensively with state and local agencies on special and on-going demographic projects.

Housing Division. This division provides support and coordination for lower-income housing projects and assures construction safety in factory-built housing in the state. It is also statutorily responsible for:

- conducting research on new approaches to housing;
- encouraging public and private sector participation in the development, acquisition, and rehabilitation of housing by providing research and matching grants (grants shall only be used for the development of energy-efficient, low-income housing);
- providing technical assistance on renovation performance standards to counties and municipalities which have building codes; and
- administering revolving fund loans to local housing authorities and public and private nonprofit corporations to be used for the development of low- or moderate-income housing.

Property Taxation Division. The division head, the state's property tax administrator, is responsible for the valuation and assessment of public utilities, and the administration and supervision of property tax equalization. The administrator supervises the sixty-three county assessors. Three classes of properties exempted from ad valorem taxation include properties used for religious worship, schools, and charitable purposes. The division also provides four assessment and equalization services that include aid and assistance to local government officials and staffs; educational programs for local government personnel; research, development and publication of valuation guidelines; and assessment equalization studies.

State Board of Equalization. This board supervises the Property Taxation Division. Consisting of the Governor, the Speaker of the House, President of the Senate, and two members appointed by the Governor, the board is charged with supervising the administration of all laws concerning the valuation and assessment of taxable property, levying property taxes, and equalizing property valuations among the counties. The board is authorized to examine and review the decisions

of the Board of Assessment Appeals and the recommendations of the property tax administrator.

Advisory Committee. Appointed by the Governor with the consent of the Senate, this five-member committee is authorized to review and approve or disapprove manuals, appraisal procedures, and instructions prepared and published by the property tax administrator.

Board of Assessment Appeals. This gubernatorially-appointed body is a quasi-judicial tribunal for hearing valuation, exemption, refund, and abatement appeals initiated by individuals, counties or corporate taxpayers. Appeals are filed with the board from orders and decisions of the property tax administrator and county boards of equalization. The board conducts hearings on complaints filed by the property tax administrator or upon petition by any tax levying authority in Colorado concerning valuations for assessment. It can issue orders for compliance to a county assessor or a county board of equalization enforceable in the district courts.

Other Boards and Commissions

A nine-member *Colorado Economic Development Commission* was reorganized by the General Assembly in 1996 to encourage, promote, and stimulate economic development in Colorado. As a part of that general responsibility the commission develops guidelines regarding the expenditure of funds for economic incentives and marketing; reviews the economic needs of various geographic regions; and identifies businesses that need economic support. The commission oversees the state enterprise zone program.

The *Motion Picture and Television Advisory Commission* promotes the use of locations in Colorado for the filming of motion pictures, television programs, commercials, and special projects.

DEPARTMENT OF MILITARY AFFAIRS

Adjutant General
28-3-105

Air National Guard
28-3-301

Army National Guard
28-3-301

**Division of Civil Air
Patrol**
28-1-101

**Division of Colorado
State Defense Force**
28-4-104

Oil and Gas
Conservation
Commission
34-60-104

Division of
Geological
Survey
34-1-301

DEPARTMENT OF MILITARY AFFAIRS

FY 2000-01 Budget: \$117 million (state and federal)

Number of Personnel: 1,312

Major Functions: To augment active duty military and to protect or preserve life and property.

The Governor acts as the commander-in-chief of Colorado's military forces (with the exception of those forces in the actual services of the United States military). The Governor is empowered to use the state's military for the defense or relief of the state, the enforcement of its laws, and the protection of life and property in the state.

The Governor appoints an adjutant general to act as his military chief of staff. In addition to being the executive director of the Department of Military Affairs, the adjutant general is responsible for military encampments in the state. The department maintains more than 100 buildings at 30 locations through the state.

National Guard Division. The National Guard consists of the Army Guard and the Air Guard with a total membership of nearly 5,000. In cases of declared war or national emergency, the National Guard, on order of the President, can be activated to assist or augment active duty armed forces. In case of state or local disaster or emergency, the Governor may activate the National Guard to respond. All officers of the National Guard have the same duties as officers of similar rank and position in the United States Army or the United States Air Force, insofar as these duties are authorized by federal law.

Civil Air Patrol Division. This voluntary auxiliary of the United States Air Force provides air search missions for lost hunters, hikers, and downed aircraft, and transports supplies and personnel to disaster areas. The 1,700 patrol members provide aerospace education and maintain a program for teenaged cadets. The division's activities are directed by two state employees.

Division of Colorado State Defense Force. The Colorado State Defense Force is the organized militia for the state of Colorado in time of national emergency. It has not been activated in modern memory. The defense force may be organized and maintained by the Governor at any time. The state defense force would be composed of citizens of the state who volunteer and qualify for service.

DEPARTMENT OF NATURAL RESOURCES

Executive Director
24-33-102

Division of
Forestry
24-33-201

Board of Land
Commissioners
Article 9, Sections
9-10 & 36-1-101

Division of
Wildlife
33-1-109

Oil and Gas
Conservation
Commission
34-60-104

Water Conservation
Board
37-60-102

Division of Water
Resources
37-80-101

Division of
Minerals and
Geology
34-20-103

Division of Parks
and Outdoor
Recreation
33-10-103

Colorado
Geological
Survey
34-1-101

Board of Examiners of Water Well Construction and Pump Installation Contractors
Ground Water Commission
Mined Land Reclamation Board
Minerals, Energy and Geology Policy Advisory Board
Natural Areas Council Parks and Outdoor Recreation Board
State Trails Committee
Wildlife Commission
Coal Mine Board of Examiners
Water Conservation Board
Forestry Advisory Board
Oil and Gas Conservation Commission
Board of Land Commissioners

DEPARTMENT OF NATURAL RESOURCES

FY 2000-01 Budget: \$160 million

Number of Personnel: 1,474

Major Functions: To develop and protect the following resources: land and forests, energy and minerals, water, and wildlife and outdoor recreation.

Land and Forest Management

Board of Land Commissioners. The enabling act admitting Colorado to the Union granted the state two sections in every township to be retained as a continuing source of income for the state's schools. The board was established by Article IX of the Colorado Constitution to manage, control, and dispose of the public trust lands in the state. These lands include approximately three million surface acres and four million acres of mineral rights. The five-member board of commissioners is charged with promoting the highest and best use of state land and also obtaining reasonable and consistent income over time for eight trust funds, the largest of which is the public school trust fund. To this end, the board sells and leases land, grants rights-of-way, manages timber, leases energy and mineral properties, develops policies for access to and use of lands and collects royalties and rents. During the last decade, approximately two-thirds of the commission's revenue has been from minerals. The board also designates land to be included in the stewardship trust created in the state constitution.

Division of Forestry. The State Forester serves as the director of the division, which is staffed by the Colorado State Forest Service. The division's powers and duties include: strengthening natural resource policy formulation and coordination concerning private and public forest land in Colorado; enhancing the state efforts to improve the management and health of Colorado's forests; producing an annual forest health report for all forest land in Colorado; addressing cooperative management of forest land across jurisdictions; mitigating the natural and

urban interface fire hazard; restoring critical watersheds; assisting in the management of forest lands under the jurisdiction of the agencies within the Department of Natural Resources; promoting cooperation with the federal land management agencies to facilitate collaboration across boundaries warranted by forest land conditions; incorporating rural development through forestry in program delivery; and assuring that state water quality best management practices are available and understood.

The seven-member Forestry Advisory Board assists the Governor, the Executive Director of the Department of Natural Resources, and the Division of Forestry with establishing state forest policy.

Energy and Mineral Resources

Division of Minerals and Geology. The division's responsibilities encompass many facets of the mining industry.

Minerals, Energy and Geology Policy Advisory Board. The 17-member board was established to, among other duties, implement a mineral information management system and prepare an annual report on the minerals and energy industry in Colorado. The board also advises the executive director and various boards, commissions, and advisory committees in the department on governmental policy issues affecting these industries. The board also provides recommendations to the executive director on the annual allocation of severance tax funds to the department.

Mined Land Reclamation Board and the Office of Mined Land Reclamation. The board and the office enforce statutes to ensure that mining operations are conducted in an environmentally sound manner and that affected lands are available for beneficial use after mining is completed. The office's two major programs are: 1) the minerals program, which regulates sand and gravel, oil shale, uranium, and metal mining operations (gold, silver, molybdenum); and, 2) the coal program, which is administered by the state through federal grants and agreements with oversight from the federal Office of Surface Mining and Reclamation and Enforcement.

Office of Active and Inactive Mines. This office is composed of two programs: 1) the Mine Safety and Training Program, which is responsible for ensuring that mining work practices are safe, training miners in health and safety practices, administering first-aid and mine rescue procedures, and maintaining mining health and accident records; and, 2) the Inactive Mine Reclamation Program, which safeguards the public and the environment from the most severe impacts and hazards of past mining operations, including major reclamation work at old sites.

Coal Mine Board of Examiners. This five-member board is responsible for establishing criteria for the certification of coal miners as required by federal law.

Colorado Geological Survey and Office of the State Geologist. The survey advises government agencies on geological problems including the mitigation of geologic hazards affecting public health and safety; promotes economic mineral development; inventories and analyzes the state's mineral resources; identifies natural geologic hazards; collects geologic information; publishes reports, maps, and bulletins; reviews private development plans for county governments; evaluates school sites for school districts; studies hazardous waste sites for the Department of Public Health and the Environment; and evaluates other proposed land uses for state and local government agencies.

The survey also administers the Colorado Avalanche Information Center, which monitors avalanche conditions, alerts the public to avalanche dangers through media announcements, and makes presentations to educate the public about avalanches.

Oil and Gas Conservation Commission. This seven-member board, appointed by the Governor, regulates the oil and gas industry. Its responsibilities include securing the maximum amount of oil and gas from underground reservoirs; preventing wasteful practices in production; protecting the correlative rights of owners in a common pool; responding to environmental problems at plugged and abandoned well sites; and protecting the public and the environment from pollution.

Water Resources

Water Conservation Board. The board is the state's primary water policy and planning agency. The activities of the board include studying and evaluating water conservation plans, including water storage facilities; assisting in the formation of organizations intending to utilize state waters; devising water utilization; flood prevention and drought mitigation plans; formulating and preparing state and federal legislation on beneficial use of state waters; investigating plans and activities of other states and the federal government; providing engineering and financial assistance for construction and rehabilitation of water storage projects; and developing the analytical tools necessary to assist in the protection of Colorado's water interests. The board consists of nine members appointed by the Governor.

Water Resources Division. This division also is known as the State Engineer's Office. It is responsible for administering the distribution of the state's surface and underground water supplies in conformance with the Colorado Constitution, legislation, and court decrees under the doctrine of prior appropriation.

The division implements programs concerning dam safety; compiles and maintains records involving the occurrence of water supplies, stream diversions, decreed rights, and granting of well permits; supervises water well drilling and pump installations; and maximizes the beneficial use of all the waters of the state. The division, together with the Water Conservation Board, is also responsible for meeting interstate compact commitments on water deliveries; advising members of the executive and legislative branches on both intrastate and interstate water matters; meeting with and advising the public on water matters; and representing the state at interstate meetings regarding the state's rights to water.

Ground Water Commission. This commission is charged with determining designated ground water basins, establishing the priority of claims for designated ground water, and creating ground water management districts.

Board of Examiners of Water Well Construction and Pump Installation Contractors. This board has general authority over the construction and abandonment of wells and the installation of pumping equipment.

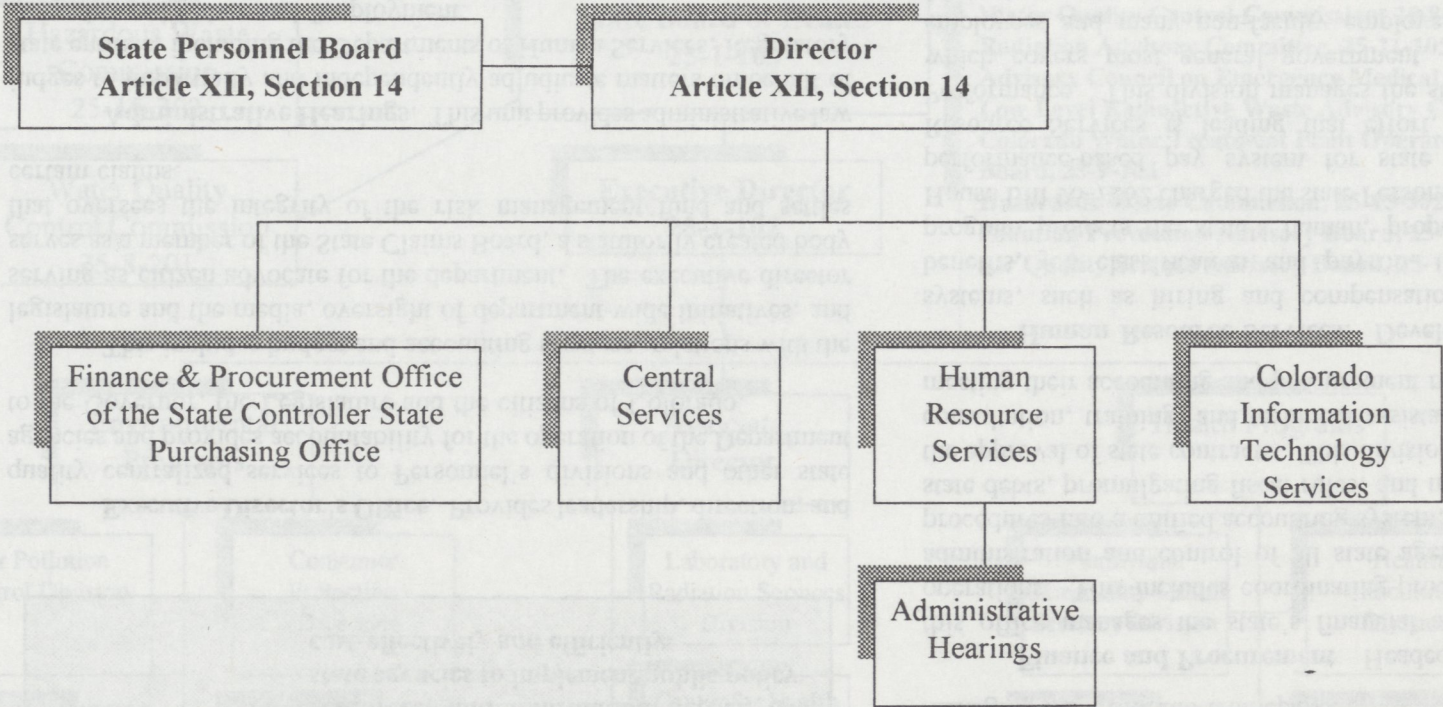
Wildlife and Recreation

Wildlife Commission and Wildlife Division. The purpose of Colorado's wildlife program is to prevent the decline of wildlife species, maintain the numbers and distribution of wildlife species consistent with public demand, acquire habitat, and facilitate public use and enjoyment of all wildlife species in such a way that persons have an opportunity to participate in wildlife recreation or use. Colorado has 113 species of sport game, 35 species of sport fish, and 750 species of nongame wildlife. The eight-member commission is appointed by the Governor and develops policies and regulations to be followed by the Division of Wildlife. The division manages over 250 wildlife areas, covering nearly 300,000 acres; conducts extensive research on fish and wildlife; and attempts to develop public awareness of the issues of wildlife management, the importance of preserving habitat, and the reasons for wildlife regulations. It is active in species recovery programs funded by the Native Species Trust Fund. It also recommends levels of minimum stream flows and permanent pools to the Colorado Water Conservation Board.

Parks and Outdoor Recreation Division. To meet the recreational needs of the 11.3 million people that visit Colorado state parks, the division plans, develops, and operates a system of 41 state parks. The division coordinates a statewide trails system with federal and local trails. The division is also responsible for the registration, licensing or certification of boats, snowmobiles, river outfitters, and off-highway vehicles. The Colorado Natural Areas Program is part of the division. It has designated over 60 areas with unique biological, ecological or geological features in Colorado.



**DEPARTMENT OF PERSONNEL/ GENERAL
SUPPORT SERVICES**



**DEPARTMENT OF PERSONNEL/
GENERAL SUPPORT SERVICES**

FY 2000-01 Budget: \$143 million

Number of Personnel: 587

Major Functions: To support the business needs of state government by providing the people, resources, and information needed by state agencies to implement public policy cost-effectively and efficiently.

Executive Director's Office. Provides leadership, direction, and quality centralized services to Personnel's divisions and other state agencies and provides accountability for the operation of the Department to the Governor, the Legislature and the citizens of Colorado.

This includes budget and accounting services, relations with the legislature and the media, oversight of department-wide initiatives, and serving as citizen advocate for the department. The executive director serves as a member of the State Claims Board, a statutorily created body that oversees the integrity of the risk management fund and settles certain claims.

Administrative Hearings. This unit provides administrative law judges to impartially and independently adjudicate matters on behalf of state entities, including the Departments of Human Services, Regulatory Agencies and Labor and Employment.

Central and Real Estate Services. Offers services to state agencies (particularly those in the Denver area), such as cost-efficient centralized printing, commercial art, mail, microfilm, collections and fleet management on a cash-funded basis. This division also maintains 14 state-owned buildings and associated grounds and parking facilities, including the Capitol Complex, Governor's residence, General Government Computer Center, and the Grand Junction State Services Center. It also provides real estate management services to state

agencies and institutions.

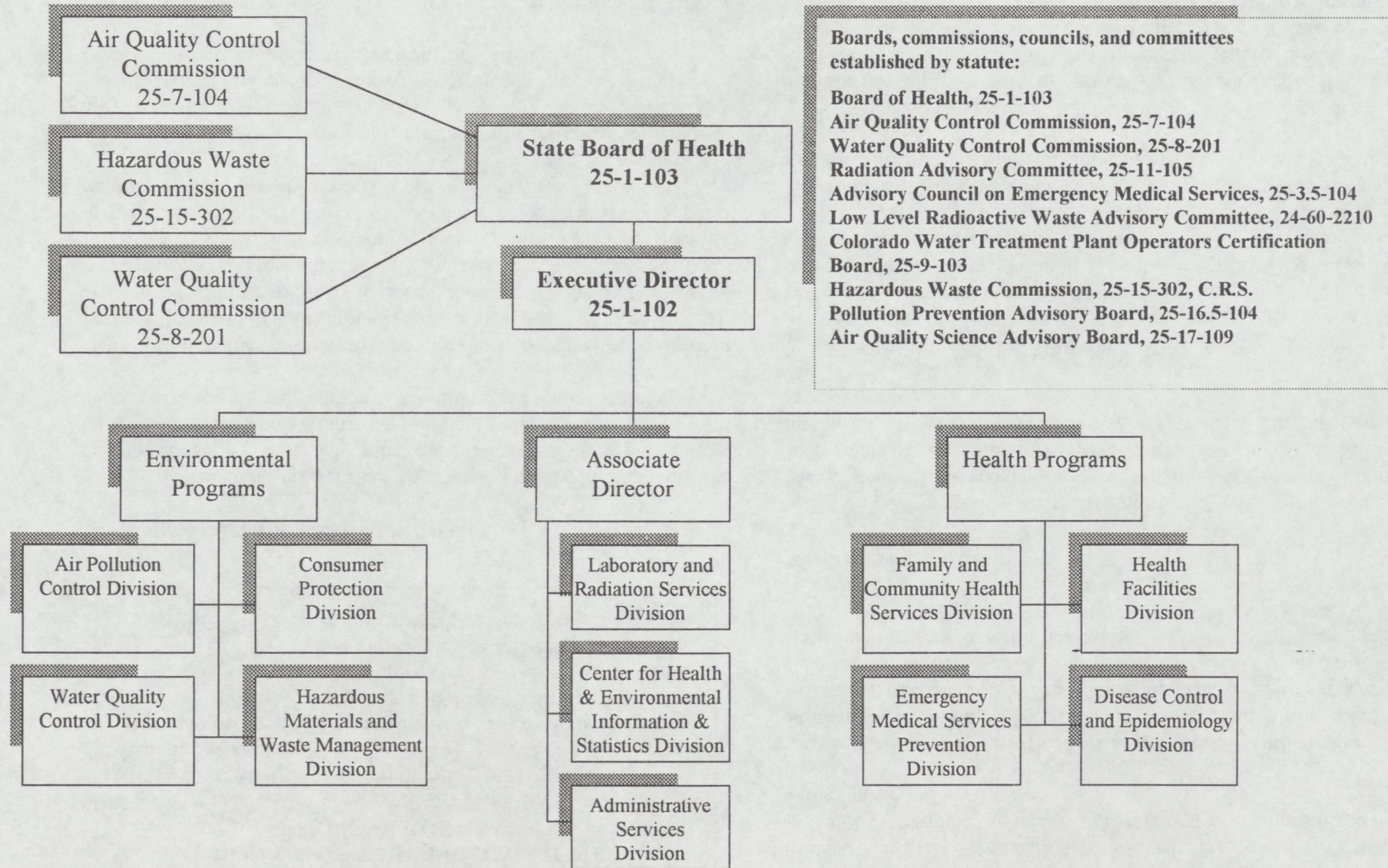
Colorado Information Technology Services Supports other agencies in using technology to meet their missions by providing computing communications, data applications, information, customer and business services. Colorado Information Technology Services (CITS) encompasses data services, telecommunications, statewide application software support, archives and public records, including managing the Colorado Homepage.

Finance and Procurement. Headed by the state controller, this office manages the state's financial affairs and procurement operations. This includes coordinating procedures for the financial administration and control of all state agencies, integrating these procedures into a unified accounting system, issuing warrants to pay state debts, promulgating fiscal rules, and managing the process for the approval of state contracts. This division also provides policies, consultation, training, and technical assistance to state agencies in meeting their accounting and procurement needs.

Human Resource Services. Develops and manages major systems, such as hiring and compensation, including employee benefits, job classification and payroll. The risk management program protects the state's human, property, and fiscal assets. House Bill 96-1262 charged the state Personnel director to develop a performance-based pay system for state government. Human Resource Services is leading that effort, called Colorado Peak Performance. This division manages the state's personnel system, which covers most general government, executive branch state employees and many non-faculty employees of higher education institutions.

State Personnel Board. The State Personnel Board, a constitutionally created Type 1 board that makes rules and resolves appeals affecting pay, status or tenure, works closely with Human Resource Services on state personnel system issues.

DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT



**DEPARTMENT OF PUBLIC HEALTH
AND ENVIRONMENT**

FY 2000-01 Budget: \$227 million

Number of Personnel: 1,080

Major Functions: To administer environmental protection activities and health and medical care regulation activities in health facilities; and to provide special health services for groups in need.

Divisions Under the Associate Director

Administration Services Division. The division includes the centralized support for the entire department including accounting, budget, personnel and training, data services, telecommunications, print shop, purchasing, mail room, and building and grounds maintenance.

Laboratory and Radiation Services Division. The division performs chemical and microbiological analyses of water, milk, food, and other consumer products to ensure they are free of contamination; conducts genetic screening of newborns; tests urine and other specimens for drugs; assures that procedures and equipment used to identify drinking drivers are reliable; and conducts other analyses to support public health and environmental protection activities.

The division is responsible for the evaluation and certification of a number of laboratories and serves as a consultant and reference facility for all medical and environmental laboratories in the state. It operates branch laboratories in Grand Junction and Durango.

This division seeks to prevent risks to health from all ionizing radiation sources through regulation of radioactive materials and radiation-producing machines; surveillance and evaluation of nuclear facilities; emergency response to accidents involving radioactive materials; stabilization of uranium mill tailings; and assessing radioactive

materials exposure of individuals resulting from occupational accident or environmental contamination. A Rocky Flats program was formed in 1989 in response to safety and environmental concerns at the Jefferson County facility.

Center for Health & Environmental Information & Statistics Division. This division registers all births, deaths, marriages, and divorces. The section also tabulates, analyzes, and publishes vital statistics and other health data as well as provides statistical services to health programs.

Health Programs

These programs assess, regulate, and develop the medical care systems of the state and programs that assist communities and individuals in preventing illness, substance abuse, injury, disability, and death. Health care services also are provided for groups with special needs.

Health Facilities Division. This division licenses and certifies all health facilities as required by state or federal law, and reviews construction projects to assure their compliance with fire and safety codes. The division administers the state's certificate of public need program; assures quality of care for Medicaid patients; licenses facilities for the developmentally disabled with the assistance of the Department of Human Services; and works with the Attorney General on the enforcement of state sanitation standards in regulated facilities.

Disease Control and Epidemiology Division. This division investigates and controls the spread of infectious diseases and evaluates the occurrence of environmentally-related diseases and health risks from toxic substance exposure. The *Disease Control Section* includes communicable disease control, immunization programs, tuberculosis control, sexually transmitted disease control (including AIDS), and animal-borne disease control programs. The *Environmental Epidemiology Section* manages a birth defects registry and investigates cases of metal and carbon monoxide poisoning and

worksite fractures. The staff identifies and investigates occupational asthma cases and assesses health risks at hazardous waste sites.

Family and Community Health Services Division. The following sections are in this division: Women's Health, Child Health, Migrant Health, Nutrition Services, Adolescent Health, Rural and Primary Health Care, and Community Nursing. The division is responsible for assuring availability of health care services for individuals who cannot afford care or who require highly specialized care not available in many rural areas of the state.

The division provides prenatal and maternity care, nutrition education and food supplements, specialized developmental evaluations for children, screening, and preventive care for children. The services are provided directly by the division or through contractual arrangements.

Other services include supervision and consultation to county health nurses who provide local public health services. Direct supervision is given in public health administration, fiscal management, budget preparation, program implementation, and education and training. Consultation and technical assistance is provided in preventive health care programs and in the specialty nursing programs including maternal and child health, migrant health care, developmental disabilities, and family planning.

Emergency Medical Services and Prevention Division. The division oversees the training and certification of emergency medical technicians and paramedics and assists local communities in developing and maintaining emergency medical services systems.

The division aims to improve the health of Colorado residents by decreasing premature death and disability from preventable and controllable causes of chronic disease and injury. Among the programs overseen by this division are: Colorado Action for Health People (CAHP); Community Health Education Section; Injury and Disability Prevention and Control, including Osteoporosis; the Colorado ASSIST Alliance ("Lasso Tobacco Colorado"); the Colorado Central Cancer Registry; Cancer Prevention and Control; and Diabetes Control,

including Hemophilia Surveillance.

Health promotion activities are implemented at worksites, schools, health care delivery sites, and at the community level. Collaboration with private sector health care providers, local health agencies, schools, employers, nonprofit organizations, and professional associations is a part of prevention programs. Target groups include health professionals, parents, minority groups, elderly persons, rural populations, and children.

Environmental Programs

These divisions are responsible for protecting people from air and water pollution, toxic waste, and radiation in the environment; protecting against contamination in food, drinking water, and consumer products; and ensuring adequate sanitation in restaurants and other public facilities. A 15-member *Pollution Prevention Advisory Board* is established within the department for the purposes of providing overall policy guidance, coordination, and advice to the department on pollution prevention activities including pollution prevention outreach, education, training, and technical assistance programs.

Air Pollution Division. This division and a nine-member *Air Quality Control Commission* is responsible for implementing measures to prevent, control, and reduce significant air pollution problems. The *Technical Services Program* operates numerous monitors throughout the state to collect data on gaseous and particulate pollutants and conducts special studies and complex computer modeling. The *Stationary Sources Control Program* issues permits and monitors air pollution sources other than motor vehicles, administers woodstove and fireplace programs, and regulates toxic air pollutants including asbestos. The *Mobile Sources Control Section* administers the AIR (Automobile Inspection and Readjustment) Program which requires annual tailpipe emissions tests of vehicles in several Front Range counties to reduce carbon monoxide and hydrocarbon levels. The section also administers the Better Air Campaign in the Denver metro area to reduce the levels of carbon

monoxide in mid winter. The staff also conducts studies and programs to reduce diesel and other emissions and evaluates fuels with low emission characteristics.

Water Quality Division. This division implements, administers, and enforces water quality management and control programs in accordance with policies developed by the *Water Quality Control Commission*. The division develops stream classifications and standards and issues permits to those dischargers who must comply with the standards; performs site reviews of new or expanding domestic water treatment facilities; and performs monitoring and other enforcement activities. The division also oversees water quality management planning, manages construction grant programs, and provides technical assistance to local governments. All community drinking water systems must submit self-monitoring reports and meet State Board of Health water quality standards.

Consumer Protection Division. This division assures that foods, drugs, milk, and other consumer products are safe, properly labeled, and free from contamination.

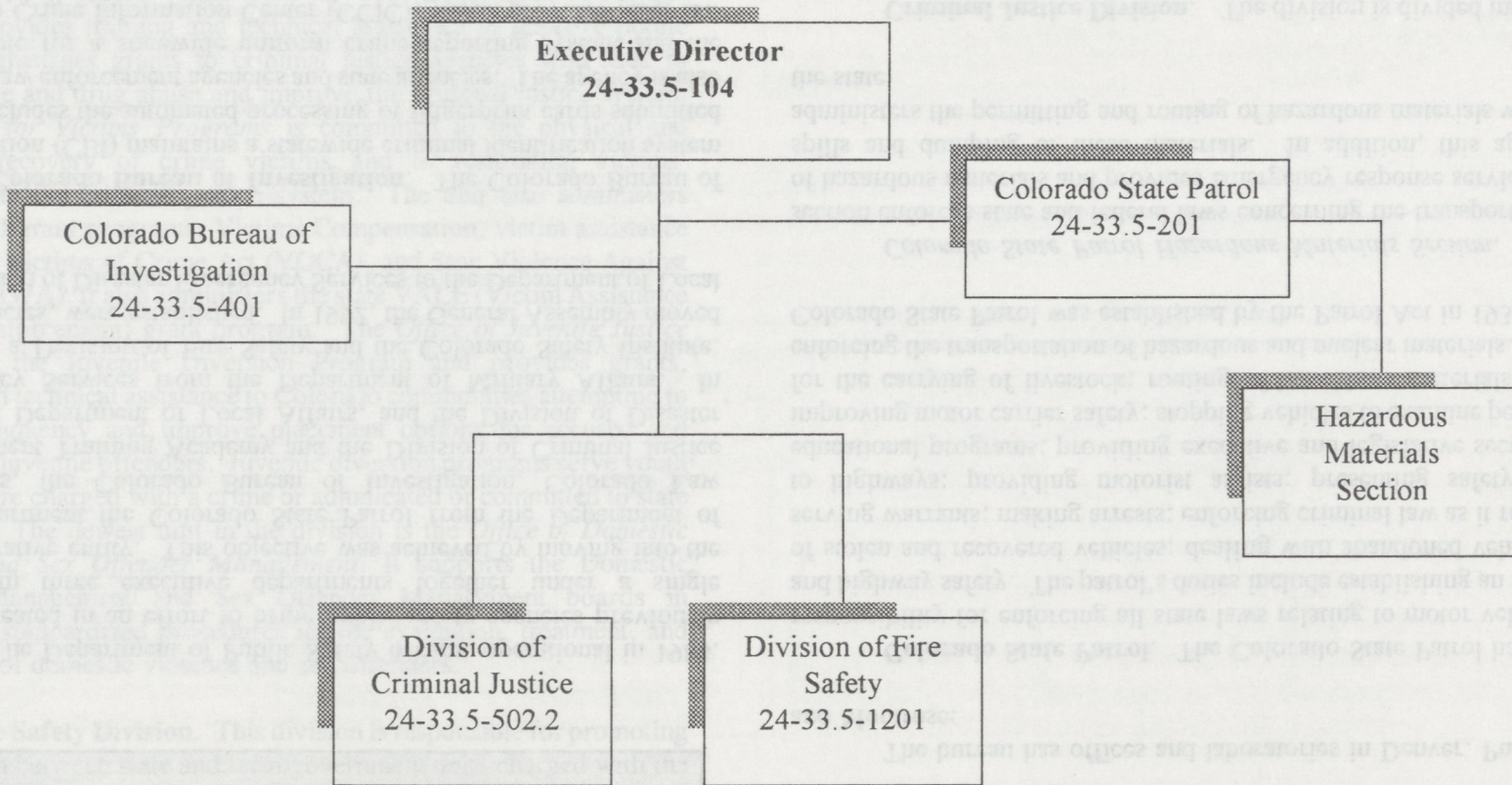
The staff conducts environmental health and safety inspections of public facilities, such as restaurants, schools and child care facilities, controls illicit distribution of prescription drugs, and assists in controlling insects that spread disease from animals to humans. The division investigates potential food and drug hazards and provides consultation and assistance to consumers, local health agencies, and food-related industries.

Hazardous Materials and Waste Management Division. This division manages the disposal of hazardous and non-hazardous solid and liquid wastes to prevent pollution of ground and surface water, general nuisance conditions, and health hazards. All companies that generate, treat, store, transport, or dispose of hazardous wastes must have permits and undergo compliance inspections or face enforcement action and penalties. The staff investigates environmental problems from leaking underground storage tanks and provides technical assistance and information related to hazardous substances incidents. The division

assists in the investigation and cleanup of Superfund sites in Colorado and coordinates the state's effort to clean up large uranium mill tailings piles and many smaller contaminated areas.

A nine-member *Hazardous Waste Commission* promulgates rules pertaining to hazardous wastes to protect public health and the environment. Costs of the commission are offset by fees on generators and transporters of hazardous wastes.

DEPARTMENT OF PUBLIC SAFETY



DEPARTMENT OF PUBLIC SAFETY

FY 2000-01 Budget: \$164 million

Number of Personnel: 1,228

Major Functions: To address public safety by providing technical assistance on law enforcement matters to state and local governmental agencies, and by enforcing state laws relating to public safety.

The Department of Public Safety became operational in 1984. It was created in an effort to bring public safety agencies previously housed in three executive departments together under a single administrative entity. This objective was achieved by moving into the new department the Colorado State Patrol from the Department of Highways, the Colorado Bureau of Investigation, Colorado Law Enforcement Training Academy and the Division of Criminal Justice from the Department of Local Affairs, and the Division of Disaster Emergency Services from the Department of Military Affairs. In addition, a Division of Fire Safety and the Colorado Safety Institute, new agencies, were established. In 1992, the General Assembly moved the Division of Disaster Emergency Services to the Department of Local Affairs.

Colorado Bureau of Investigation. The Colorado Bureau of Investigation (CBI) maintains a statewide criminal identification system which includes the automated processing of fingerprint cards submitted by local law enforcement agencies and state agencies. The agency is also responsible for a statewide uniform crime reporting system and the Colorado Crime Information Center (CCIC), which provides local law enforcement agencies with a computerized program directed at locating fugitives, missing persons, and lost, stolen, or recovered property. The bureau also conducts background checks on people before they purchase a firearm from a federal firearms licensee.

The bureau provides state law enforcement agencies with technical services such as the analysis of physical evidence recovered during criminal investigations. Upon request from local police agency officials, the bureau assists in the investigation of crime and in the enforcement of criminal laws. The CBI also assists district attorneys in preparing for the prosecution of cases in which the CBI has participated; investigates organized crime activities that transcend local jurisdictions; and investigates other suspected criminal activity when directed by the Governor.

The bureau has offices and laboratories in Denver, Pueblo, and Montrose.

Colorado State Patrol. The Colorado State Patrol has the responsibility for enforcing all state laws relating to motor vehicles and highway safety. The patrol's duties include establishing an index of stolen and recovered vehicles; dealing with abandoned vehicles; serving warrants; making arrests; enforcing criminal law as it relates to highways; providing motorist assists; presenting safety and educational programs; providing executive and legislative security; improving motor carrier safety; stopping vehicles to examine permits for the carrying of livestock; routing of hazardous materials; and enforcing the transportation of hazardous and nuclear materials. The Colorado State Patrol was established by the Patrol Act in 1935.

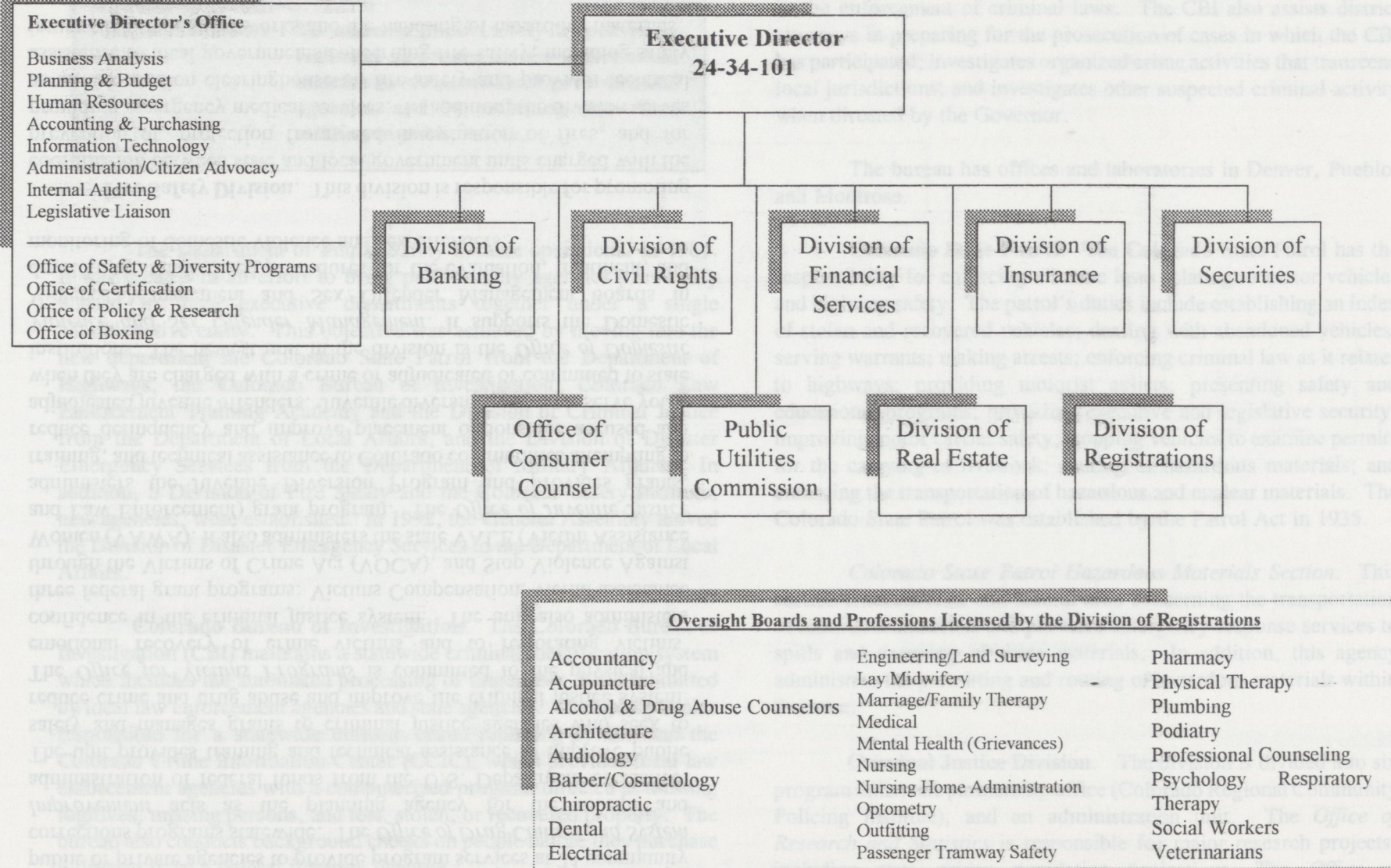
Colorado State Patrol Hazardous Materials Section. This section enforces state and federal laws concerning the transportation of hazardous materials and provides emergency response services to spills and dumping of these materials. In addition, this agency administers the permitting and routing of hazardous materials within the state.

Criminal Justice Division. The division is divided into six program units, one partnership office (Colorado Regional Community Policing Institute), and an administration unit. The *Office of Research and Statistics* is responsible for major research projects, including state prison population projections. The *Office of Community Corrections* provides funding to support alternatives to

prison for felony offenders. The program involves allocating funds to local boards appointed by county commissioners who subcontract with public or private agencies to provide program services at 24 community corrections programs statewide. The *Office of Drug Control and System Improvement* acts as the planning agency for the receipt and administration of federal funds from the U.S. Department of Justice. The unit provides training and technical assistance to improve public safety and manages grants to criminal justice agencies who seek to reduce crime and drug abuse and improve the criminal justice system. The *Office for Victims Programs* is committed to the physical and emotional recovery of crime victims and to restoring victims' confidence in the criminal justice system. The unit also administers three federal grant programs: Victims Compensation, victim assistance through the Victims of Crime Act (VOCA), and Stop Violence Against Women (VAWA). It also administers the state VALE (Victim Assistance and Law Enforcement) grant program. The *Office of Juvenile Justice* administers the Juvenile Diversion Program and provides grants, training, and technical assistance to Colorado communities attempting to reduce delinquency and improve placement options for accused and adjudicated juvenile offenders. Juvenile diversion programs serve youth when they are charged with a crime or adjudicated or committed to state institutions. The newest unit in the division is the *Office of Domestic Violence and Sex Offender Management*. It supports the Domestic Violence Management and Sex Offender Management boards in developing standardized procedures for the evaluation, treatment, and monitoring of domestic violence and sex offenders.

Fire Safety Division. This division is responsible for promoting coordination between state and local government units charged with the prevention of, protection from, and investigation of fires, and for providing emergency medical services. In addition, the division serves as an information clearinghouse on fire safety and provides technical assistance to local governments concerning fire safety, including safety issues surrounding fireworks and the handling of hazardous materials.

DEPARTMENT OF REGULATORY AGENCIES



DEPARTMENT OF REGULATORY AGENCIES

FY 2000-01 Budget: \$59 million

Number of Personnel: 534

Major Functions: To examine, license, and regulate various businesses, occupations, and professions throughout Colorado in the least restrictive and most effective manner.

The Department of Regulatory Agencies (DORA) consists of nine divisions and offices created by statute. Three additional offices are located within the Office of the Executive Director, along with the department's management offices. The divisions are generally self-funded through fees and assessments of the regulated individuals, professions, and industries, with the exception of the Division of Civil Rights, which receives General Fund moneys.

Executive Director's Office. The department's management functions are coordinated in the Executive Director's Office. Three additional offices are located within the office: the Office of Boxing, the Office of Policy and Research, and the Office of Safety and Diversity Programs.

Office of Boxing and the Colorado State Boxing Commission. The General Assembly created this office to regulate boxing and kickboxing beginning July 1, 2000. The Office directs and supervises activities of the Boxing Commission, administers the operation of boxing and kickboxing matches, recommends rules for conducting matches, and protects the security and integrity of boxing. The seven-member Boxing Commission is responsible for all necessary rules to regulate the conduct, promotion, and performance of boxing and kickboxing in the state.

Office of Policy and Research (Sunrise/Sunset). The Office of Policy and Research (OPR) is the research arm of the department. The department is statutorily directed to conduct Sunrise and Sunset reviews. Sunrise is

an evaluation of new proposals seeking regulation, while Sunset is a review of state agencies and advisory committees conducted every 5-15 years to determine the need for continued regulation. The office recommends new regulation, improvement of existing programs, or elimination of unnecessary programs. The Executive Director submits the department's findings and recommendations to the General Assembly. Information about scheduled Sunset review dates and executive summaries of the current reports are available on the website at <http://www.dora.state.co.us/OPR/>.

Office of Safety and Diversity Programs. In addition to departmental responsibilities, this office supervises the Office of Certification (Disadvantaged Business Enterprise Certification Program) which investigates businesses owned and controlled by disadvantaged group members and verifies their eligibility to participate in a program of the U.S. Department of Transportation.

Division of Banking and the Colorado State Banking Board. The division regulates state-chartered commercial banks, trust companies, industrial banks, money order companies, money transmitters, and foreign capital depositories. It charters and licenses financial institutions, issues rules and regulations affecting regulated institutions, conducts examinations of state-chartered institutions and licensees, closes state-chartered institutions when necessary, enforces the Public Deposit Protection Act, and works closely with the Federal Reserve Bank and with the Federal Deposit Insurance Corporation. The Colorado State Banking Board is an eight-member panel charged with the policy and rule-making authority for the division.

Civil Rights Division and the Colorado Civil Rights Commission. The division administers and enforces Colorado's civil rights laws in employment, housing, and public accommodations on the basis of race, sex, national origin, ancestry, physical or mental disability, religion, color and marital status (housing and public accommodations only). The commission formulates policy and hears appeals in discrimination cases.

Office of Consumer Counsel and the Utility Consumers' Board. The Office of Consumer Counsel (OCC) represents the interests of residential, small business and agricultural consumers before the Public Utilities Commission, certain federal agencies (such as the Federal Communications Commission), and in the courts on appeal. The OCC is Colorado's consumer advocate in electric, gas, and telecommunications utility rate and rule making matters. The 11-member Utility Consumers' Board gives policy guidance to the OCC.

Financial Services Division and the Financial Services Board. The division examines and supervises state-chartered credit unions and savings and loan associations in order to evaluate financial soundness and compliance with applicable laws and regulations. The division also approves new charters for and mergers of the financial institutions under its jurisdiction. The division enforces the Public Deposit Protection Act for savings and loans and oversees financial activities of life care institutions providing long-term residence and care for the elderly. The five-member Financial Services Board is the policy-making and rule-making authority for the division.

Insurance Division. The division regulates traditional insurance entities, including automobile, homeowners, life, health, and workers' compensation insurers. It also regulates health maintenance organizations (HMOs), preneed funeral companies, bail bond companies, fraternal benefit societies, captive insurers, and self insurance pools.

Public Utilities Commission (PUC). The three-member PUC is charged with assuring that the public receives safe and reliable utility services at affordable prices and that providers have the opportunity to receive reasonable returns on their investments. The commission's regulatory responsibilities include local telecommunication service providers, long-distance operator service and providers, investor-owned electric, gas and water utilities, wholesale municipal utilities, electric associations, gas pipeline inspection units, railroad and motor carrier utilities, railroad corporations, and public railroad-highway grade crossings.

Division of Real Estate, the Real Estate Commission, and the Board of Real Estate Appraisers. The division licenses and disciplines real estate salespersons and brokers regulates earnest money deposits and escrow and trust funds, administers the Real Estate Recovery Fund, regulates time-share projects sold in Colorado and developers of subdivisions consisting of 20 or more residential sites, and administers the errors and omissions insurance program. The five-member Real Estate Commission conducts rule-making hearings, makes policy decisions, considers licensing matters, reviews complaints and takes disciplinary action against licensees. The seven-member Board of Real Estate Appraisers has authority over rule-making and enforcement.

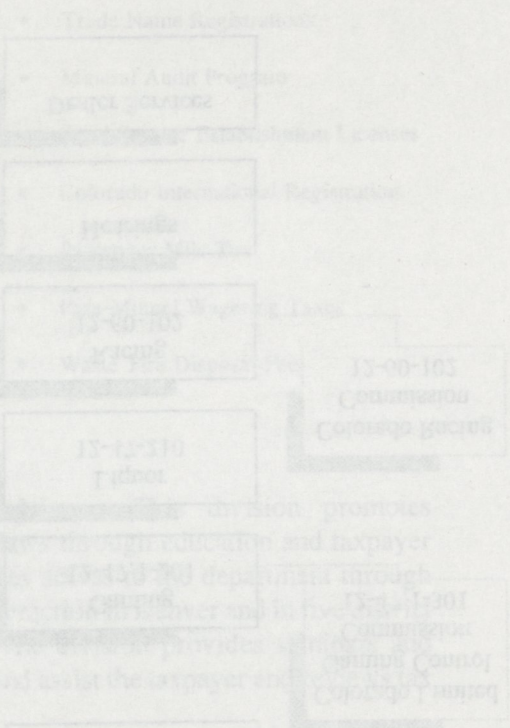
Division of Registrations. The division identifies and licenses qualified practitioners, facilities, programs, and equipment. It also conducts investigations and inspections to ensure compliance with generally accepted standards of practice, conduct or safety; restricts, suspends or revokes licenses when generally accepted standards of practice, conduct or safety are not met; and administers the regulatory programs. The division oversees the following occupations and professions: accountants, acupuncturists, alcohol and drug abuse counselors, architects, audiologists and hearing aid providers, barbers and cosmetologists, chiropractors, dentists and dental hygienists, electricians, engineers and land surveyors, marriage and family therapists, midwives, nurses and nurse aides, nursing home administrators, optometrists, outfitters, passenger tramways, pharmacists, physical therapists, physicians and physician assistants, plumbers, podiatrists, professional counselors, psychologists, respiratory therapists, social workers, and veterinarians.

Division of Securities and the Colorado Securities Board. The division licenses stockbrokers and investment advisers and the firms that employ them, registers securities and reviews exemption filings, investigates complaints and potential violations of the securities law, and monitors broker-dealer activities and investment sales promotions. It also performs on-site broker-dealer examinations of NASD members, intrastate securities brokerage firms, state-based investment advisers, and financial planners; administers and enforces

the Colorado Commodity Code; and regulates and monitors the issuance of certain Colorado municipal bonds and the operations of local government investment pool trust funds. The five-member Securities Board provides oversight for the Securities Commissioner.

69-C DEPARTMENT OF REVENUE

- General Taxes
- Special Fund Taxes
- County/Local Government Tax
- Amusement Tax
- Excise/Professional Fees
- Surcharges



The Department of Revenue is responsible for the collection and administration of state and local taxes. It also provides technical assistance to local governments regarding tax matters. The Department is organized into several divisions, including the Tax Group, which handles income, sales, and excise taxes. The Motor Vehicle Division (MVD) is responsible for the registration, inspection, titling, and licensing of motor vehicles. The Department also oversees the collection of taxes on professional fees and amusement taxes.

- Tax Group
- Income Tax
 - Corporate Income Tax
 - Individual Income Tax
 - Partnership
 - Sales Tax
 - Excise Tax
 - County/Local Government Tax
 - Amusement Tax
 - Excise/Professional Fees
 - Surcharges

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DEPARTMENT OF REVENUE

Executive Director
24-15-102

Tax Group
24-35-103

Cash and Document
Processing

Taxpayer Services

Tax Audit and
Compliance
24-35-107

Tax Analysis

Tax Conferee

**Motor Vehicle
Group**

Motor Carrier Services
42-8-103

Motor Vehicle Division
24-1-117

Driver Services

Vehicle Services

**Enforcement
Group**

Lottery
24-35-202

Gaming
12-47.1-201

Liquor
12-47-210

Racing
12-60-102

Hearings

Dealer Services

State Lottery
Commission
24-35-207

Colorado Limited
Gaming Control
Commission
12-47.1-301

Colorado Racing
Commission
12-60-102

DEPARTMENT OF REVENUE

FY 2000-01 Budget: \$473 million

Number of Personnel: 1,523

Major Functions: To provide a single unified tax collection and enforcement system for the state. As a part of its responsibility, the department receives fees and assessments and issues licenses and permits.

The department enforces tax laws and alcoholic beverage laws, operates the state's lottery, and administers and enforces motor vehicle laws for driver licensing, motor vehicle emissions inspection, and driver improvement. The department also assists two boards, one which licenses automobile dealers and a second which serves as an advisor to the department on medical criteria and vision standards relating to the licensing of automobile drivers.

Tax Group

The department administers the following taxes, fees, and licenses:

- Income Taxes
 - Corporate
 - Fiduciary (estates and Trusts)
 - Individual Income
 - Withholding
 - Partnerships
- Sales/Use Taxes
 - State Sales/Use Taxes
 - RTD Sales/Use Taxes
 - Cultural and Scientific District Sales/Use Taxes
 - City and County Sales Taxes
- Severance Taxes
- County Lodging Tax
- Cigarette and Tobacco Products Taxes
- Liquor Excise Taxes
- County Local Improvement Tax
- Denver Metro Major League Baseball Stadium District Sales Tax
- Gasoline and Special Fuel Taxes
- PUC Fixed Utility Fees

- Gasoline Taxes
- Special Fuel Taxes
- Colorado International Fuel Tax Agreement
- Aviation Fuel Tax
- Environmental Response Surcharge
- Trade Name Registrations
- Mineral Audit Program
- Food Service Establishment Licenses
- Colorado International Registration
- Passenger Mile Tax
- Para-Mutuel Wagering Taxes
- Waste Tire Disposal Fee
- Estate, Inheritance and Gift Taxes Program
- CFC Surcharge
- Mass Transit System Tax
- Short-term Rental Tax

Taxpayer Service Division. This division promotes voluntary compliance with tax laws through education and taxpayer assistance. The division provides access to the department through phones, internet and personal interaction in Denver and in five district offices throughout the State. The division provides seminars and newsletters designed to inform and assist the taxpayer and reviews tax returns and assists taxpayers.

Tax Auditing and Compliance Division. This division is responsible for the enforcement of the state's tax laws including auditing tax accounts and assessing unpaid taxes. The division is also responsible for collection activities such as contacting delinquent taxpayers, executing distraint warrants, seizing and selling property, and garnishing wages and other assets. The division also resolves taxpayer protests associated with delinquent billing notices. In addition, the division is responsible for conducting criminal tax investigations and referring cases to the Attorney General's office for prosecution.

Cash and Document Processing Division. This division exists to process checks and documents related to the payment of taxes, fees, licenses and other transactions required by statute. It also provides department-wide support services for document management (records management, graphics, forms, and outgoing mail),

telecommunications and facilities management.

Motor Vehicle Group

Motor Vehicles Division. This division administers the state's motor vehicle laws including driver licensing and post-licensing control, accident reporting, record maintenance, information services, voter registration (to the extent allowed under the "motor vehicle law"), and titling and registration of motor vehicles. In addition, the division is responsible for licensing and regulating occupational driving schools, commercial drivers, motor vehicle dealers and salesmen, and emissions stations and inspection personnel. Ten of the 96 driver license offices are operated for the division by county governments. A distributed data processing program operates an automated system for recording motor vehicle titles and registration transactions which are performed on behalf of the department by county governments.

Motor Carrier Services. The Motor Carrier Services Division was created by House Bill 96-1114 to consolidate the Colorado Department of Revenue's transportation business lines. The division is composed of the Ports of Entry, International Registration Plan, and the Fuel Tax Sections. The division performs the following control, enforcement, collection, and inspection functions.

- enforces and collects passenger mile taxes on certain commercial vehicles that transport more than 14 passengers;
- assists in the collection of distraint warrants issued by the state for various types of taxes due by the trucking industry;
- assists the Public Utilities Commission in the enforcement of commission permits used by commercial haulers;
- assists the Department of Transportation in the enforcement and control of gross and axle weights, and size of vehicles operating on the highways;

- assists the Department of Agriculture in verification of health inspections for livestock; and
- enforces vehicle and equipment safety standards of commercial vehicles and operators.

Beginning in 1987, the division has been involved in the permitting system for the transportation of hazardous materials.

The *International Registration Plan* is a registration reciprocity agreement among the states of the United States and provinces of Canada providing for payment of interstate vehicle license fees and ownership taxes on the basis of fleet miles operated in various jurisdictions. The IRP section administers the provisions of this plan which includes the receipt, collection, and distribution of apportioned and prorated fees.

The *Fuel Tax Section* is responsible for administering Colorado's fuel tax laws by providing training and information; issuing licenses and decals; maintaining accounts; analyzing refunds; and distributing funds for both the state and international fuel programs.

The division operates 11 ports of entry throughout the state as well as 10 mobile units.

Enforcement Group

Liquor Enforcement Division. This division administers the state Beer Code, Liquor Code, and Special Events codes. The division's duties include licensing all manufacturers, importers, wholesalers, and retailers; investigating violations of the alcoholic beverage laws and taking enforcement actions where necessary to insure statewide uniform compliance; and educating the industry, the public, and local government concerning the requirements of the laws. The division has also been designated that state agency responsible for enforcing Colorado's tobacco underage use laws. In

addition to its main office in Denver, the division maintains four field offices. All division investigators have the power of peace officers.

Colorado Lottery Commission and State Lottery Division.

This division is charged with administering the state lottery. The commission is the policy-making body with authority to promulgate rules and regulations concerning the operation of the lottery. The division is designated an enterprise, for purposes of Section 20 of Article X of the State Constitution (TABOR Amendment). Funds generated from the Lottery are constitutionally dedicated to benefit Great Outdoors Colorado, the State Division of Parks and Outdoor Recreation and the Conservation Trust Fund, from which funds are distributed to cities, towns, counties and special districts for parks, recreation and open space purposes. The division is headquartered in Pueblo, with a total of four offices located throughout the state.

Colorado Limited Gaming Control Commission.

The commission consists of five members who are appointed by the Governor and confirmed by the Senate. The commission is statutorily charged with promulgating all the rules and regulations concerning limited stakes gaming in Colorado. The commission also has final authority over all gaming licenses issued in the state.

Gaming Division.

In November 1990, Colorado voters approved a constitutional amendment allowing limited stakes gaming in the three mountain towns of Cripple Creek, Central City, and Black Hawk. This division is responsible for the regulation of limited stakes gaming in the state. Duties include investigating applicants for limited gaming licenses and monitoring license holders for wrong-doing, such as hidden ownership interests and organized crime involvement. All division investigators have the powers of peace officers.

Colorado Racing Commission and Racing Events Division.

This commission and division are responsible for licensing, regulating, and supervising all race meets with pari-mutuel wagering in which horses or greyhounds participate. This duty includes licensing of individuals involved in races; licensing of race tracks; allocating race days among race tracks; testing animals for drugs, investigating

complaints of illegal wagering activity and racing animal abuse; and monitoring legal wagering activity, including off-track betting. All division investigators have the power of peace officers.

Information Technology Division

This division provides support and services of all information technology and data processing functions of the department.

DEPARTMENT OF STATE

**Secretary of State
Article IV, Section 1
24-1-111**

**Central
Information
System Board
4-9.3-103**

**Initiative Ballot
Title Board
1-40-106**

**Business
Division**

**Licensing &
Enforcement
Division**

**Elections
Division**

**Bingo-Raffle
Advisory Board
12-9-201**

DEPARTMENT OF STATE

FY 2000-01 Budget: \$10 million

Number of Personnel: 93

Major Functions: To accept business filings and approve business incorporations; perform licensing functions; administer election activities; and serve as a depository for records including those of public agencies and officials.

The office of the Secretary of State, which is entirely cash-funded, is established in Section 1, Article IV of the State Constitution. Major departmental functions include supervision and administration of the Colorado Corporations Code, the Colorado Election Code, the Fair Campaign Practices Act, the public official disclosure law, the governmental ethics law, the Uniform Commercial Code, the bingo and raffles law, the Uniform Limited Partnership Act, limited liability companies, and commissioning of notaries public. In addition, the department serves as the depository for many official records and documents of state government.

Initiative Ballot Title Board. This board sets titles of initiatives as they will appear on the ballot. This three-member board is composed of the Director of the Office of Legislative Legal Services, the Attorney General, and the Secretary of State, who is the chairman.

Central Information System Board. The 11-member board is responsible for overseeing the design, operation, and implementation of the central information system.

Business Division. The Business Division administers state law pertaining to business and nonprofit entities, professional companies, unincorporated associations, business names, trade names, and trademarks. It files documents and maintains records regarding these filings, makes this information accessible to the public, and provides

public assistance and education. Also, in cooperation with the Central Information System Board, the Business Division performs the duties of the Central Filing Officer in filing, indexing, and searching Uniform Commercial Code financing statements, security interests in farm products, and other miscellaneous lien records such as federal tax liens, hospital liens, agistor's liens, child support liens, and railroad equipment liens.

Elections Division. The Secretary of State is the chief elections official for the state. This division administers the state Election Code, the Fair Campaign Practices Act, and the public official disclosure law, and maintains the state's master voter registration list. The primary concern is to protect the public from the consequences of improper elections by validating the procedures used, verifying the candidates and issues appearing on the ballots, and certifying the election results.

Licensing Division. The division administers the state's bingo and raffles law, the Colorado Charitable Solicitations Act, and the lobbyist registration law. The division also administers the notary public act, and is responsible for issuing notary public commissions and for accepting and filing changes of notary addresses and names. In addition, it receives and files rule-making notices and proposed and adopted rules and regulations of state departments and is responsible for the monthly publication of these notices and rules and regulations.

DEPARTMENT OF TRANSPORTATION

Secretary of State

TRANSPORTATION COMMISSION
43-1-106

Aeronautics Board
43-10-104

Executive Director

**Engineering
Design and
Construction**

**Highway
Operations and
Maintenance**

**Transportation
Development**

Aeronautics

DEPARTMENT OF STATE

DEPARTMENT OF TRANSPORTATION

FY 2000-01 Budget: \$1.3 billion

Number of Personnel: 3,296

Major Functions: To coordinate various modes of transportation in the state and manage and supervise the state highway system.

The Department of Transportation was created in 1991 and assumed the functions of the Department of Highways and the aeronautical units previously housed in the Department of Military Affairs.

Transportation Commission. An eleven-member body appointed by the Governor, the commission is the policymaking entity for most of the divisions within the department. The entity is charged with determining the transportation needs of the state and formulating rules and regulations concerning the construction and maintenance of public highways and other transportation systems.

Division of Engineering, Design, and Construction. The division is responsible for the development of the state's roadways. Specific responsibilities include bridge and highway design, environmental review and compliance, construction management, materials testing, and traffic engineering.

Division of Highway Operations and Maintenance. The division is responsible for developing and implementing standardized highway maintenance plans, developing maintenance training programs, and performing inspections statewide to ensure uniform maintenance practices. The division also conducts speed zone and accident studies.

Division of Transportation Development. The division administers transportation planning statewide. Planning is conducted for highway transportation, rail, mass transit, and bicycle/pedestrian. The

division also collects transportation data and conducts research.

Aeronautical Board. This seven-member board was transferred from the Department of Military Affairs, effective July 1, 1991. The board is charged with developing policies which promote the growth of aviation in the state and with supervising the Aeronautics Division.

Aeronautics Division. The division collects data concerning aircraft use in the state, promotes aviation safety, and develops the state aviation systems plan. The authority of the division is limited to certain types of airports, including public and commercial service airports.

DEPARTMENT OF TREASURY

State Treasurer
Article IV, Section 1
24-36-101

Deputy
Treasurer

Cash Management

Accounting Section

Investment Section

Unclaimed Property
Program
38-13-101

Aeronautics Board
43-16-104

DEPARTMENT OF TREASURY

FY 2000-01 Budget: \$276 million

Number of Personnel: 25

Major Functions: To deposit, manage, and invest state money and pay warrants.

The Department of Treasury provides cash management, banking, and investment services for all state funds deposited with the treasury. The moneys received by the State Treasurer include taxes, fees, charges, tuition, and lottery revenue. The U.S. Secretary of the Treasury transmits certain moneys into the custody of the treasurer for transfer to local governmental entities. These include moneys received under federal flood control, oil leasing, forestry, grazing, and rehabilitation programs. The treasurer also is responsible for paying warrants drawn on the treasury by the state controller.

The treasurer is an ex-officio member of the Public Employees' Retirement Association Board.

Accounting Section. This section provides the cash processing oversight for the state, which involves the receipting, recording, and reconciliation of state moneys. In addition, the accounting section is responsible for the apportionment of the Highway Users Tax Fund (HUTF) and the monthly allocation of interest revenue to state agencies. The section also administers the Elderly Property Tax Deferral Program, which pays the property taxes of qualified elderly property owners.

Investment Section. This section is charged with providing the highest possible interest earnings on investable funds for the state within the parameters of legality, safety, and liquidity.

Unclaimed Property Program. This program administers the Unclaimed Property Act and effectively locates lost, abandoned, or unclaimed property and returns it to rightful owners and consumers who include heirs, businesses, and senior citizens. All companies and financial institutions report and remit all unclaimed moneys, securities, and safe deposit box contents to the treasury.

Cash Management. Cash Management includes promoting the efficient processing of state receipts and disbursements, maintaining effective banking relationships, implementing the federal Cash Management Improvement Act, and providing cash management assistance to state agencies and local governments.

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