



# Arapahoe County

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## Board Summary Report

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**File #:** 25-409

**Agenda Date:** 7/22/2025

**Agenda #:** 6.k.

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**To:** Board of County Commissioners

**Through:** Ron Carl, County Attorney

**Prepared By:**

Philip Savino, Director & CIO, Information Technology Department

**Subject:**

Severance and Release Agreements related to the Lead Quality Assurance Analyst Position Reduction in Force.

**Purpose and Request:**

Adoption of a resolution authorizing the Chair of the Board of County Commissioners to execute a severance and release agreement with Jacqueline Nguyen.

**Background and Discussion:** The Arapahoe County IT Department provided certain services to the Arapahoe County Department of Human Services (ACDHS) particular to the testing of a proprietary software development used by ACDHS in the provision of some services. Over the last several years, ACDHS has begun moving away from the use of this development tool, which has resulted in a drastic decline in the need for specific testing protocols and services provided by the Lead Quality Assurance Analyst. As a result, there is very little work left for the employee occupying that position to do.

This reduction in force will include the elimination of only one (1) position: the Lead Quality Assurance Analyst position, a review of which was previously provided to the Board in an executive session.

**Fiscal Impact:** \$20,622.28 total, which represents 8 weeks of pay for the affected employee.

**Alternatives:** The BOCC could elect not to authorize the execution of the Separation and Release Agreement.

**Alignment with Strategic Plan:**

- ☒ Be fiscally sustainable
- ☒ Provide essential and mandated service
- ☒ Be community focused

**Concurrence:** Arapahoe County IT Department, Arapahoe County Department of Human Services and the County Attorney's Office worked collaboratively on the reduction in force.