



Arapahoe County

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Board Summary Report

File #: 25-443

Agenda Date: 8/12/2025

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To: Board of County Commissioners

Through: Patrick L. Hernandez, Human Resources Director and Mike Goin, Facilities and Fleet Management Director

Prepared By:

John Christofferson, Deputy County Attorney

Subject:

Appointment of Acting Facilities and Fleet Management Director

Purpose and Request:

The purpose of this consent agenda item is to approve the appointment of Michelle Halstead as the Acting Facilities and Fleet Management Director and to grant all requisite authorities as a result of departure of Facilities and Fleet Management Director Mike Gouin as of August 22, 2025.

Background and Discussion: Mike Gouin, Facilities and Fleet Management (FFM) Director, will leave his position with Arapahoe County on August 22, 2025. During the recruitment process for the County's next FFM Director, the County will need an individual to assume responsibility for the functions of the FFM Director. The BoCC has identified Ms. Halstead as that individual, to be effective August 20, 2025. As part of granting all requisite authorities as the Acting FFM Director, this acting role will have the signing authority of the FFM Director. Ms. Halstead shall retain all of her duties and responsibilities as the Director of Commissioners' Office during her time as Acting FFM Director.

Alternatives: N/A.

Fiscal Impact: By appointing an Acting FFM Director, the Board of County Commissioners will ensure a smoother transition in leadership and operations of the County's FFM Department.

Alignment with Strategic Plan:

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

Concurrence: Patrick L. Hernandez - Human Resources Director and Mike Gouin - Facilities and Fleet Management Director concur with this recommendation.

Resolution: Attach a copy of the draft resolution.