

**4th JUDICIAL DISTRICT COMMUNITY CORRECTIONS AUTHORITY
COUNTY OF EL PASO, STATE OF COLORADO**

ACTION MEETING MINUTES

4th Judicial District Community Corrections Authority Meeting

Wednesday, December 17, 2025, 1:15 PM

**This meeting was held in person at 17 N. Spruce St., Colorado Springs, CO 80905
and virtually via TEAMS**

PRESENT: Ryan Graham, Brent Nelson, Ryan Skajewski

ABSENT: None

STAFF/GUESTS PRESENT: Christine Burns, Shanna Smith, Debbie Perry, McCain Hildebrand; El Paso County Commissioner Lauren Nelson, Larry Turner, Dawn Montoya, Cassidy Keltner

1. Welcome: Meeting was called to order at 1:15 PM by Ryan Graham, Chair.
2. No Public Comment
3. **ACTION:** Ratified Meeting Minutes of August 1, 2025, by unanimous consent with no changes.
4. Christine Burns and Shanna Smith presented the financial report.
5. Resolution 25-06 to increase the State of Colorado, Department of Public Safety SFY26 Community Corrections Allocation.

ACTION: BRENT NELSON MOVED AND RYAN GRAHAM SECONDED TO ACCEPT STATE OF COLORADO, DEPARTMENT OF PUBLIC SAFETY OPTION ALLOCATION LETTER #2-1 PROVIDING AN ADDITIONAL \$462,462.30 FOR SFY26 AND APPROVE AN INCREASE IN SFY25 ALLOCATION FROM \$14,006,809.05 TO \$14,469,271.35. THE MOTION CARRIED (3-0).

6. Resolution 25-07 to adopt and appropriate the 2026 Original Budget.

ACTION: BRENT NELSON MOVED AND RYAN GRAHAM SECONDED TO ADOPT AND APPROPRIATE THE 2025 ORIGINAL BUDGET AS PRESENTED. THE MOTION CARRIED (3-0).

7. Debbie Perry presented the Annual Audit Engagement Letter from RubinBrown.

ACTION: BRENT NELSON MOVED AND RYAN GRAHAM SECONDED TO APPROVE THE 2025 ANNUAL AUDIT ENGAGEMENT LETTER FROM RUBINBROWN. THE MOTION CARRIED (3-0).

8. Christine Burns presented the 2026 Sunshine Act Memorandum.

ACTION: BRENT NELSON MOVED AND RYAN GRAHAM SECONDED TO APPROVE THE SUNSHINE ACT MEMORANDUM. THE MOTION CARRIED (3-0).

9. Authority/Staff comments: Staff and authority members were thanked for their service along with wishes for a safe and prosperous holiday season and new year.

THE MEETING WAS ADJOURNED AT 1:26 PM.

Approval Date: June 23, 2026

By: 

Ryan Graham, Chair