

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

ACTION MEETING MINUTES

4th Judicial District Community Corrections Authority Meeting

Wednesday, January 15, 2025, 1:15 PM

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

PRESENT: Ryan Graham, Brent Nelson

ABSENT: Teller County representative (vacant).

STAFF/GUESTS PRESENT: Christine Burns; Debbie Perry, Shanna Smith, Terry Sample, MaCain Hildebrand, Mark Allison, Tiffany Weaver, Kristin Cronk, Daniel Huddleston, Cassidy Keltner

1. Welcome: Meeting was called to order at 1:15 PM by Ryan Graham, Chair.
2. No Public Comment
3. Election of Authority Chair and Vice Chair

ACTION: BRENT NELSON MOVED AND RYAN GRAHAM SECONDED TO APPROVE RYAN GRAHAM AS CHAIR FOR 2025. THE MOTION CARRIED (2-0).

ACTION: RYAN GRAHAM MOVED AND BRENT NELSON SECONDED TO APPROVE BRENT NELSON AS VICE CHAIR FOR 2025. THE MOTION CARRIED (2-0).

4. Ratified Meeting Minutes of December 4, 2024, by unanimous consent with no changes.
5. 2025 Sunshine Act Compliance

ACTION: RYAN GRAHAM MOVED AND BRENT NELSON SECONDED TO APPROVE THE 2025 POSTING LOCATION FOR PUBLIC MEETING NOTICES, THE RECORDS CUSTODIAN, AND THE MINUTES FILING LOCATION FOR THE 4TH JUDICIAL DISTRICT COMMUNITY CORRECTIONS AUTHORITY. THE MOTION CARRIED (2-0).

6. Financial Report: Christine Burns and Shanna Smith presented the 4th Judicial District Community Corrections Authority financial data.

7. Annual Audit Engagement Letter: Debbie Perry presented the 2024 Annual Audit Engagement Letter.

ACTION: RYAN GRAHAM MOVED AND BRENT NELSON SECONDED TO APPROVE THE ANNUAL AUDIT ENGAGEMENT LETTER WITH RUBINBROWN DATED DECEMBER 3, 2024. THE MOTION CARRIED (2-0).

8. No Authority / Staff comments.

THE MEETING WAS ADJOURNED AT 1:23 PM.

Approval Date: June 27, 2025

By: _____



Ryan Graham, Chair