

Subject: Process concerns regarding my removal from temporary Zoning Administrator assignment

Grand County Commission,

I am formally objecting to both the substance and the manner of my removal from my temporary Zoning Administrator assignment.

I learned of the proposed action only because I was working while on approved vacation. No one spoke to me beforehand. That lack of notice and direct communication is inconsistent with basic professional practice and undermines continuity of service.

This action occurs against a backdrop of longstanding instability within the Planning Office, including leadership turnover, vacancies, and shifting directives. Abrupt role changes without notice perpetuate that instability and erode staff effectiveness, applicant confidence, and public trust.

Despite these conditions, applicants, members of the public, and county staff have been overwhelmingly supportive of the work I have led. Their feedback reflects consistent service, clear communication, and steady processing of applications through a turbulent period.

Since accepting the temporary assignment, I have taken on substantially more than was asked. I have:

- Kept the Planning Department operating without interruption despite persistent organizational volatility.
- Stepped in to stabilize and manage functions as another department imploded.
- Filled critical gaps for a department entirely outside and separate from the GCAO, while maintaining GCAO functions.
- Worked extended hours, including weekends.
- Maintained case flow and public-facing service while absorbing prolonged disrespect and unfair treatment from some commissioners.

A sudden removal without prior discussion jeopardizes active applications, staff morale, and public trust. I remain committed to serving the public, but I will not accept role changes executed without minimal due process and respect.

I request the following, in writing:

1. Who initiated the change, when, and the specific rationale.
2. The transition plan for active files, staff direction, and applicant communications.
3. Confirmation of my current title, duties, reporting line, and delegated authority during and after the transition.
4. Acknowledgment of the workload absorbed over the past months and a staffing plan that aligns responsibility with authority.
5. A commitment to direct, timely communication and professional conduct in personnel-related matters.

Please provide this within five business days of my return and schedule a meeting with me to review the transition and protect service continuity.

Respectfully,
Cristin Hofhine

