



1799 Pennsylvania Street  
Denver, CO 80203  
303.839.5177  
EmployersCouncil.org

February 28, 2023

Carl Young, cyoung@huerfano.us

Huerfano County  
401 Main St. Ste 310  
Walsenburg, CO 81089

Dear Carl:

We are pleased that Huerfano County (hereinafter the "Company") is interested in engaging Employers Council to perform the services outlined below. This letter sets forth the details of our engagement.

### **Scope of Service**

Employers Council will provide services 20 hours of Payroll Audit support to review 2022/2023 payroll information as well as review the Sheriff's Department and their time related to the 7(k) exemption.

If a consultant assigned to work on this engagement ends employment with Employers Council before completion of the engagement, Employers Council will substitute another consultant to complete the engagement. Company agrees to work with the substitute consultant assigned by Employers Council to complete the engagement.

During this engagement, Company will not contract with or employ an assigned consultant to perform services outlined in this engagement through consultant's own business or otherwise outside of Employers Council.

If Company offers employment to an Employers Council consultant during this engagement and for six (6) months after the end of the engagement, Company agrees to pay Employers Council a lump sum of Twenty Thousand Dollars (\$20,000.00).

### **Employers Council Billing**

As we have previously discussed, the work performed on this project is an additional service that is not included in your membership with Employers Council. As such, it is considered a pay-as-you-go service for a one-time project fee of Two Thousand Three Hundred Dollars and no cents (\$2,300.00).

Invoices are issued monthly for services performed, due within 30 days. All invoicing in this matter will be through Employers Council Services (ECS), a wholly owned subsidiary of Employers Council.

The billing amounts above are quoted at Employers Council’s current Member Rate for services and assume Company will continue its membership through completion of the engagement. If Company terminates its membership before completion of the engagement, Employers Council and Company may elect to continue the engagement. If Employers Council and Company elect to continue the engagement, further services will be charged to Company at Employer Council’s current Non-Member Rate.

*Billing Process*

This project terminates upon expiration of twenty (20) hours or six (6) months after project start date.

Please note that if an in-person consulting/facilitation is agreed to, Company commits to providing an environment that follows current Centers for Disease Control (CDC) guidelines and applicable local, state, and federal orders, regulations, or laws on healthy business operations and work environment. Also, if these guidelines, orders, regulations, or laws change, in-person may not be an option at which time the consulting/facilitation will either be offered virtually or postponed without penalty until we are able to hold in-person.

If you agree with the foregoing, please sign and date this letter and return the signed copy to me via email. Upon receipt of the signed letter of engagement, Employers Council will commence its work as reflected in the Scope of Services for this engagement.

Again, we are delighted to have the opportunity to collaborate with you. Should you have any questions, please do not hesitate to contact me.

Sincerely,

EMPLOYERS COUNCIL, INC.

 Date 2/28/2023  
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By: Brianna Carter, Manager of Payroll & ASO Services

Acknowledged & Agreed:

Huerfano County

\_\_\_\_\_ Date \_\_\_\_\_  
By: Carl Young, Huerfano County Administrator

