



## Board of Directors Public Hearing and Regular Meeting

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Location: Hybrid

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Date: December 10, 2024

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Time: 5:30 PM

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### Minutes

**Board Members Present:**

Molly Gutilla, MS DrPH, Board President  
Julie Kunce Field, JD, Board Vice President  
Joseph Prows, MD MPH, Treasurer  
Erin Hottenstein, Assistant Treasurer  
John McKay, Secretary

**Also Present:**

Elizabeth Lebuhn, Associate Attorney, Hoffman,  
Parker, Wilson & Carberry, P.C.

**Staff Present:**

Liane Jollon, Executive Director  
Abby Worthen, Deputy Director of Operations  
Courtney Green, Deputy Director of Administration  
Dana Turner, Health Services Director  
Alyson Williams, Director Policy, Planning,  
Research and Evaluation  
Misty Manchester, Human Resources Director and  
Interim Finance Director  
Jessica Shannon, Quality Improvement Projects  
Manager  
Mike Lynch, Senior Manager – Facilities  
Katie Wheeler, Compliance Officer  
Sean Kennedy, Digital Media Specialist  
Kari Lingl, Behavioral Health Provider  
Tonya Kron, Mental Health Connections Program  
Manager  
Andrea Holt, Integrated Care Program Manager  
Rosie Duran, Health Care Access Manager  
Zeljko Ivanovic, Psychiatrist  
Jennifer Johns, Behavioral Health Clinical  
Therapist

**I. Call to Order**

**a. Roll Call Board of Directors**

Board President, Molly Gutilla, called the regular meeting to order at 5:31 p.m.

**b. Welcome Guests & Attendees**

**c. Conflict of Interest Statement**

No conflicts of interest were reported.

**d. Approval of Agenda**

*Motion: To approve the agenda as presented.*

*Moved by Julie Kunce Field / Second by Joseph Prows / Carried Unanimously*

**II. Public Comment**

No public comment was given.

**IV. Consent Agenda**

*Motion: To approve the consent agenda with an edit to minutes to remove Kari Lingal from the meeting attendee list.*

*Moved by Erin Hottenstein / Second by Joseph Prows / Carried unanimously.*

**V. Action Items**

**a. Adoption of the 2025 Health District of Northern Larimer County Budget**

**I. 2025 Proposed Budget Updates and Discussion**

Quality Improvement Projects Manager, Jessica Shannon, presented the proposed 2025 budget for the Health District of Northern Larimer County. The budget aligns with the strategic direction set by the Board of Directors and the approved 2025 strategic plan, centering on the organization's mission to enhance community health. Key operational budget updates from November included minor increases in funding for cooperative agreements, increased consulting costs, additional equipment, and software expenses. The most significant changes were to the proposed capital budget, prompted by findings from an Information Technology assessment completed in November. The proposed increased capital budget will ensure a modern information technology (IT) infrastructure through the replacement of outdated equipment. The proposed budget reflects all anticipated costs in alignment with the organization's strategic direction.

**II. Resolution 2024-09: Adopt Budget and Appropriate Sums of Money**

*Motion: To adopt Resolution 2024-09, adopting the 2025 Health District of Northern Larimer County budget and Appropriate Sums of Money in the amount of \$24,115, 285.*

*Moved by Erin Hottenstein / Second by Joseph Prows / Carried Unanimously*

**III. Resolution 2024-10: Set Mill Levies**

*Motion: To approve resolution 2024-10 to Set the Mill Levies for the Health District of Northern Larimer County.*

*Moved by Erin Hottenstein / Second by Joseph Prows / Carried Unanimously*

**b. Resolution 2024-11: Fund Balance Policy**

Executive Director, Liane Jollon, shared that the goal of the proposed fund balance policy was to maintain the financial stability of the Health District of Northern Larimer County in alignment with the Governmental Accounting Standards Board (GASB). The policy delineates between operating expenses, capital investments, and fund balance reserves. The policy will be reviewed and adapted annually to reflect how the Board of Directors prefers to direct the use of the fund balance.

A board member asked how the proposed policy interacts with the investment policy, which specifies that the Health District has \$1M dollars in reserves? Staff stated that the Fund Balance Policy would complement the current policy.

A board member asked how the assigned operating fund balance of four to six months is best practice. Staff confirmed that it falls within best practice and explained that due to stable and predictable property tax revenue, the fund balance could be in the future. However, staff is recommending four to six months of operating reserves at this time with a commitment to reassess annually during the budget process.

*Motion: To adopt Resolution 2024-11 – Establishing a Fund Balance Policy. Moved by Julie Kunce Field / Seconded by Joseph Prows / Carried Unanimously*

**c. 2024 Audit Engagement**

Director of Human Resources and Interim Finance Director, Misty Manchester, reported that in accordance with CRS § 29-2-606, Special Districts are required to conduct and submit audits to the state auditor. The Health District received a \$25,765 proposal from CliftonLarsonAllen LLP to perform 2024 audit services.

A board member asked how many years have we had a clean audit? Staff shared that the organization had a history of clean audits.

*Motion: To approve the agreement with CliftonLarsonAllen, LLC to perform 2024 audit services as outlined in the attached statement of work. Moved by Joseph Prows/Seconded by John McKay / Carried Unanimously*

**d. Resolution 2024-12: Board Public Policy Committee**

Director of Policy Planning, Research, and Evaluation, Alyson Williams, reported that 2025 will be a bridge, in accordance with board direction, to prioritize partnerships with diverse community organizations and local policy efforts. In 2025, the Health District will expand the contract with Frontline Public Affairs, with whom we have been working for over seven years. Frontline has the expertise and excellent representation at the Capitol. While the Health District has not run or introduced legislation in the past, Frontline can provide support as necessary and appropriate. To effectively leverage the contract with Frontline, multiple options were proposed to establish and appoint members to the Board Public Policy Committee. The BOD determined that once members we appointed - the Board Public Policy Committee would determine meeting cadence.

*Motion: To adopt Resolution 2024-12 and appoint Directors Molly Gutilla and Erin Hottenstein to the Board Policy Committee for the 2025 legislative session.*

*Moved by Joseph Prows, seconded by John McKay/ Carried Unanimously*

**e. Resolution 2024-13: Board Governance Committee**

Compliance Officer, Katie Wheeler, reported that in November, staff shared a crosswalk of recommended Board of Director policies to review, update, and develop. Staff recommended the formation of a committee to support the creation of a new Board of Director policy book and proposed adopting a resolution to establish a Board Governance Committee.

A board member commented that this is an important undertaking by the Board of Directors and the organization, given that we are a government organization that serves the people of the District and we have not paid enough attention to this area.

*Motion: To adopt Resolution 2024-13 to establish and appoint Julie Kunce Field and Erin Hottenstein to a Board Governance Committee.*

*Moved by Joseph Prows / Seconded by John McKay / Carried Unanimously*

**f. Resolution 2024-14: 2025 Board Member Election Resolution**

Compliance Officer, Katie Wheeler, reported on the upcoming May 2025 Health District election. The Health District Board of Directors must adopt a formal resolution by February 20, 2025, specifying board seats for election, election method, polling locations (if applicable), and appointing a Designated Election Official (DEO).

Staff recommended hiring an election consultant to carry out the election, provide training and oversight of election judges, serve as the DEO, and develop standard operating procedures for future elections. Former Pueblo County Clerk, Bo Ortiz, with over 20 years of election experience, is the proposed contracted DEO. It was also noted that the resolution can be amended to reflected final polling location decisions.

*Motion: To adopt Resolution 2024-14: Election Resolution.*

*Moved by Joseph Prows / Seconded by Julie Kunce Field / Carried Unanimously*

**VI. Reports and Discussions**

**a. 2025 Board of Directors Meeting Schedule**

Director Molly Gutilla noted proposed changes to the 2025 Board of Directors Meeting Schedule since the November meeting discussion. The proposed 2025 Board of Directors meeting schedule included the addition of a January and April Meeting. 2025 meetings were proposed for the fourth Thursdays of each month at 5:30 to reduce conflicts with other public meetings and availability of legal counsel. There are some exceptions to the schedule to accommodate holidays and budget timeline requirements. The Board of Directors will review and approve the final 2025 Board of Directors schedule at the January 23<sup>rd</sup> Regular Meeting.

**b. Board of Directors Reports**

- Molly Gutilla: Reported attending Colorado Health Institute Hot Issues in Health.
- Julie Kunce Field: Reporting attending Colorado Health Institute Hot Issues in Health.
- Erin Hottenstein: Reported attending Colorado Health Institute Hot Issues in Health.
- John McKay: No report
- Joseph Prows: No report

**c. Liaison to PVHS/UCHealth North Report**

Director John McKay shared that the UCHealth Board met on November 20, 2024, and addressed several topics, including Medicaid and provider rates, which are expected to remain flat or potentially decrease in the coming year. UCHealth outlined its strategic priorities, which include focusing on mortality rates, leveraging hospital services, improving sepsis survival rates, and length of hospital stays. They reported an overall staff turnover rate of 15.2% and a nursing turnover of 11%, which remains better than national averages. Additional focus areas include improving patient care accessibility and operating room utilization through enhanced education.

**d. Executive Committee Update**

No updates.

**e. Executive Director Staff Report**

Liane Jollon, Executive Director, provided the following updates:

**1. Urban Renewal Authority (URA) and North College Area Initiatives**

The URA encompassing the North College area, including the Bristlecone locations, is now under contract to purchase the Albertsons building north of the Bristlecone locations. Proposed plans are underway to explore how this space can be used as a community hub to meet local needs. Staff has invited Andy Smith, the URA lead for the City of Fort Collins, to present these developments and explore the Health District's potential role in planning at a future Board of Directors Meeting.

**2. Talent Lifecycle Evaluation**

The Health District is working with Talent Centric Designs to assess the "talent lifecycle," which includes recruitment, staff development, retention, and culture. The assessment aims to align organizational talent with the vision and strategic goals set during the May strategic planning session. Focus areas include performance management, learning opportunities, and intentional culture design.

**3. Colorado Health Institute (CHI) - Hot Issues in Health**

The Executive Director shared that she was recently appointed to the Colorado Health Institute Board of Directors and attended their Hot Issues and Health event. Discussions from event discussions highlighted anticipated constraints in state and federal budgets affecting health services. Insights from recent CHI sessions emphasized the following, which also resonated with the Health District Leadership Team:

- Strengthening data and program evaluations
- Adopting evidence-informed practices
- Prioritizing initiatives and discontinuing those not aligned with strategic goals

## **5. Welcome to Courtney Green, Deputy Director of Administration**

The Executive Director welcomed a new team member, Courtney Green was introduced as the Deputy Director of Administration.

## **VII. Announcements**

- a. January 23, 2025: 5:30 p.m. – Regular Meeting

### ***Executive Session***

*Motion: To move into executive session to C.R.S. § 24-6-402(4)(a) for the purposes of a discussion regarding the purchase, acquisition, lease, transfer or sale of real, personal or other property interest where no member of the Board has a personal interest in such purchase, acquisition, lease, transfer or sale, concerning the Health District selling real property owned by the District and an executive session will be held for the purpose of receiving legal advice, the topic of which cannot be disclosed without comprising the purpose for which the executive session is authorized, pursuant to C.R.S. 24-6-402(4)(b).*

*Moved by Erin Hottenstein / Second by Julie Kunce Field / Carried Unanimously*

## **VIII. Adjournment**

*Meeting adjourned at 9:12 p.m.*