

Board of Directors Regular Meeting

Location: Hybrid

Date: August 27, 2024

Time: 5:30 PM

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

Staff Present Online:

Janelle Koldos, Budget Analyst
Rosie Duran, Health Care Access Manager
Katie Matus, Health Services Coordinator
Tonya Kron, Mental Health Connections
Program Manager

Also Present:

Sam Light, Deputy Executive
Director/General Counsel, CIRSA
Jessica Shaver, Associate, Your Part-Time
Controller (YPTC)
Elizabeth Lebuhn, Associate Attorney,
Hoffman, Parker, Wilson & Carberry, P.C.

Staff Present:

Liane Jollon, Executive Director
Abby Worthen, Deputy Director
Alyson Williams, PPRE Director
Sean Kennedy, Interim Communications
Director
Dana Turner, Health Services Director
Katie Wheeler, Compliance Officer
Misty Manchester, Human Resources Director
Julie Kenney, Human Resources Specialist
Lead
Jessica Shannon, Quality Improvement
Projects Manager
Lauren Jones, Executive Assistant

I. Call to Order

a. Roll Call Board of Directors

Director Molly Gutilla called the regular meeting to order at 5:34 p.m.

b. Welcome Guests & Attendees

c. Conflict of Interest Statement

Director John McKay identified a conflict of interest for item V.a. SummitStone Health Partners Office Rent Reduction. Director McKay is an employee at SummitStone Health Partners and recused himself voting.

d. Approval of Agenda

Motion: To move item V. d. July 2024 Financial Statements to the first item before II. Presentations.

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

V. d. July 2024 Financial Statements – Jessica Shaver, YPTC

Jessica Shaver introduced herself as the new contract controller from YPTC. Jessica shared that the July 2024 Financial Statements are being presented as draft. A lack of documented procedures and lack of cross-training within the District’s finance team led to a delay in finalization. YPTC will continue to review July statements for accuracy and completeness before finalization.

Jessica noted that revenue budget variances were due to the majority of property tax revenue for 2024 being received for the calendar year and lower-than-projected expenses were due to vacancies, which are actively being filled at this time. These factors will lead to lower revenue and higher expenses for the remainder of the year.

Liane Jollon, Executive Director, added that Jessica is working remotely with our inhouse team and will be upstaffing to start building out the 2025 budget with a revised chart of accounts.

Board member expressed concern with reported lack of processes and procedures within the accounting department, and concern with prior access to financial accounts and tracking of access to financial accounts. Staff assured Board these procedures were actively being reviewed and revised.

Board member indicated that Jessica's presentation provided excellent context and an easy to understand explanation of the agency's financial picture year to date.

Motion: To accept the draft July 2024 Financials.

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

II. Presentations

a. Colorado Intergovernmental Risk Sharing Agency (CIRSA) Elected Officials Training with guest Sam Light

Sam Light, CIRSA Deputy Executive Director/General Counsel, gave an Elected Official presentation. The presentation detailed the role of a public officials, open meetings and transparency laws, best practices for board meetings, risk management principles, the powers and structure of special districts, and ethical conduct considerations for elected and public officials.

Enter recess at 7:35pm.

Return to regular meeting at 7:42pm.

III. Public Comment

None.

IV. Consent Agenda

Motion: To approve the consent agenda as presented.

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

V. Action Items

a. SummitStone Health Partners Office Rent Reduction – Liane Jollon

John McKay recused himself from the discussion and motion due to a self-report conflict of interest as a SummitStone Health Partners staff member.

Motion: To waive SummitStone Health Partners current rent at 2001 South Shields Street, Unit G, with a stipulation that rent would resume at market rate should their end date extend past December 31, 2024.

Moved by Joseph Prows/Second by Erin Hottenstein/Carried by Joseph Prows, Erin Hottenstein and Julie Kunce Field

b. Records Request Policy Update – Katie Wheeler

Minor changes to the Colorado Open Records Act (CORA) policy were shared and reviewed to ensure compliance with Health District policy and legal requirements. The updates included:

- I. The research and retrieval fee must be updated every 5 years, as required by statute.
- II. The Health District attorney is no longer designated as an alternative custodian of records.

Motion: To approve updated policy 97-16 Pol: Policy for Reviewing and Copying Public Records.

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

c. Compensation Policy – Misty Manchester

Misty Manchester shared that the Health District had completed a compensation analysis and competitive market review in 2023 through CBIZ consultants. Compression and new job architecture was included in the analysis. CBIZ provided the Health District

with overall compensation recommendations and will assist the district over the next 5 years with market analysis. The Compensation Policy for adoption was reviewed. Liane added that there are also documented procedures to carry out this policy which Misty and legal counsel are reviewing .

Motion: To approve the compensation policy.

Moved by Joseph Prows/Second by John McKay/Carried Unanimously

VI. Reports

a. Policy and Revenue – Alyson Williams/Misty Manchester

Alyson Williams shared that it is likely that the Governor will call a special session to create a compromise to address the potential ballot issues related to property tax policy that will affect the revenue of the Health District in future years. The 2024 Ballot Initiative Timeline was reviewed:

- August 5, 2024 – Last day to submit signatures to Secretary of State to assess qualification for ballot
- September 4, 2024 – Last day for the Secretary of State to make a determination on sufficiency on signatures for placement on ballot
- November 5, 2024 – 2024 Election Day

The Certification of Valuation by Larimer County Assessor was provided to the Health District on August 21, 2024. This includes the total assessed valuation and real property values of all taxable property within the district.

b. 2025 Budget Planning Timeline – Misty Manchester

An updated 2025 budget timeline was shared:

- October 15, 2024 – Board of Directors receive the preliminary 2025 budget
- October 22, 2024 – Presentation of the proposed 2025 budget
- November 12, 2024 – Budget hearing & board meeting
- December 10, 2024 – Board meeting and approval of the 2025 budget

c. Board of Directors Reports – Board of Directors

Joseph Prows – No report.

John McKay – Highlighted the importance of recognizing Overdose Awareness Month and the Health District's work to support community needs within this work. John also asked that the District consider future resolutions for ongoing recognition of community needs and efforts.

Erin Hottenstein – Met with Jack Armstrong, member of the Mountain Avenue Food Market. He wanted the Health District to know about the Double Up Food Bucks program and their involvement with the Nourish Colorado Program. Met with the Kiwanis Club of Wellington-Waverly, Colorado. Attended the Hope Summit held by Alliance for Suicide Prevention and shared that it was interesting that there are no national standards for promoting suicide prevention in the workplace. Erin also stated interest that the District research implementing a November cooperative election in order to increase participation in elections.

Julie Kunce Field – Reported participating in supporting the work of the Executive Committee.

Molly Gutilla – Attended the human library event at the Discovery Museum and an intensive leadership training through Denver University which will support professional work and work associated with the Health District. Board President Gutilla also highlighted the board's role in policy governance and the link to championing equity through updating and elevating policies and procedures to ensure equity in all of the Health District's work. It was also shared that the Board of Directors recognizes this need and are focusing efforts in this area.

d. Liaison to PVHS/UCHealth North Report – John McKay

Attended the UCHealth board meeting and shared that PVHS is doing well as they hold the majority of the market and that there would be more information to report next month.

e. Executive Committee Update – Molly Gutilla

Reported working on planning and drafting agendas with the Health District Executive Director for work sessions and meetings to support the 2025 budget process while keeping in mind the deep work underway regarding policy.

f. Executive Director Staff Report – Liane Jollon

Extend thanks to everyone for having a study session for planning the 2025 budget. Good questions were asked and there were new learnings about how to plan for 2025. Gratitude was also extended to thank Sam Light as a guest presenter and how informative the presentation was for every level of the organization.

It was also shared that in addition to the extensive work dedicated to updating policies and ensure an equity lens, that there is some catch up work with financial reporting and revising the chart of accounts to support 2025 budgeting. Therefore, there will there will be fewer external engagements in the coming months.

A strategic dashboard is being developed to share progress on the strategic plan developed. In the meantime, strategic plan icons have been added to the monthly program reports to help board members see progress within strategic plan priority areas.

The Executive Director is working with Legal Counsel to address an issue with a tenant that has not been paying rent, and also working on a Board member's request for more information about moving to a November cooperative election.

VII. Announcements

- a. September 24, 2024, 5:30pm – Regular Meeting
- b. October 16, 2024, 4:00pm – 7:00pm – 30th Anniversary Open House
- c. October 22, 2024, 5:30pm – Regular Meeting & Budget Study Session
- d. November 12, 2024, 5:30pm – Budget Hearing & Regular Meeting

Executive Session

No Executive Session occurred.

VIII. Adjournment

Motion: To adjourn the regular meeting at 8:27pm.

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