



Hybrid

# **BOARD OF DIRECTORS REGULAR MEETING**

Health District of Northern Larimer County  
120 Bristlecone Drive, Fort Collins

OR

Please click the link below to join the meeting:

[https://healthdistrict.zoom.us/webinar/register/WN\\_WVpRK-fwRTa9aqhbeQhfJA](https://healthdistrict.zoom.us/webinar/register/WN_WVpRK-fwRTa9aqhbeQhfJA)

Note: You must register in advance of the meeting to receive Zoom Link information.

Tuesday, October 24, 2023  
5:30 p.m.

## ■ MISSION ■

**The Mission of the Health District of Northern Larimer County is to enhance the health of our community.**

## ■ VISION ■

- District residents will live long and well.
- Our community will excel in health assessment, access, promotion and policy development.
  - Our practice of **assessment** will enable individuals and organizations to make informed decisions regarding health practices.
  - All Health District residents will have timely **access** to basic health services.
  - Our community will embrace the **promotion** of responsible, healthy lifestyles, detection of treatable disease, and the **prevention** of injury, disability and early death.
  - Citizens and leaders will be engaged in the creation and implementation of ongoing **systems and health policy development** at local, state, and national levels.
  - Like-minded communities across the country will emulate our successes.

## ■ STRATEGY ■

The Health District will take a leadership role to:

- Provide exceptional health services that address unmet needs and opportunities in our community,
- Systematically assess the health of our community, noting areas of highest priority for improvement,
- Facilitate community-wide planning and implementation of comprehensive programs,
- Educate the community and individuals about health issues,
- Use Health District funds and resources to leverage other funds and resources for prioritized projects, and avoid unnecessary duplication of services,
- Promote health policy and system improvements at the local, state and national level,
- Continuously evaluate its programs and services for quality, value, and impact on the health of the community,
- Share our approaches, strategies, and results, and
- Oversee and maintain the agreements between Poudre Valley Health System, University of Colorado Health and the Health District on behalf of the community.

## ■ VALUES ■

- Dignity and respect for all people
- Emphasis on innovation, prevention and education
- Shared responsibility and focused collaborative action to improve health
- Information-driven and evidence-based decision making
- Fiscal responsibility/stewardship
- An informed community makes better decisions concerning health



## AGENDA

### BOARD OF DIRECTORS REGULAR MEETING

October 24, 2023

5:30 pm

Please join us in person at 120 Bristlecone Dr., Fort Collins, CO 80524

OR

Please click the link below to join the meeting:

[https://healthdistrict.zoom.us/webinar/register/WN\\_WVpRK-fwRTagaqhbeQhfJA](https://healthdistrict.zoom.us/webinar/register/WN_WVpRK-fwRTagaqhbeQhfJA)

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- 5:30 p.m. I. CALL TO ORDER.....Molly Gutilla**
- A. Roll Call of Board of Directors
  - B. Welcome Guests & Attendees
  - C. Conflict of Interest Statement
  - D. Approval of Agenda
- 5:35 p.m. II. PUBLIC COMMENT**
- Note: If you choose to comment, please follow the “Guidelines for Public Comment” Provided at the end of the agenda.
- 5:40 p.m. III. PRESENTATIONS**
- Quit Tobacco Program Updates.....Dana Turner/Paul Mayer/Alyson Williams  
Richard Cox/Misty Manchester
- 6:00 p.m. IV. CONSENT AGENDA**
- A. September 2023 Meeting Minutes
  - B. September 2023 Financials
  - C. Compass Advisory Committee Nominee
- 6:05 p.m. V. ACTION ITEMS**
- None
- 6:05 p.m. VI. REPORTS**
- A. Update on Classification and Compensation Study and Analysis.....Lorraine Haywood
  - B. Review 2024 Budget Timeline with Prop HH Variables.....Lorraine Haywood/Laura Mai
  - C. Liaison to PVHS/UCHealth North.....Celeste Holder Kling
  - D. Board of Director Reports.....Board of Directors
  - E. Executive Committee Update.....Molly Gutilla
  - F. Executive Director Staff Report.....Liane Jollon

6:40 p.m.

**VIII. ANNOUNCEMENTS**

- A. October 24, 7:00pm – Budget Work Session
- B. November 16, 5:30pm – Public Budget Hearing
- C. December 12, 5:30pm – Budget Approval
- D. March 20, 2024, 4:00pm - Joint PVHS Health District Board of Directors Meeting

6:45 p.m.

**ADJOURNMENT**

### GUIDELINES FOR PUBLIC COMMENT

The Health District of Northern Larimer County Board welcomes and invites comments from the public. Public comments or input are taken only during the time on the agenda listed as 'Public Comment.' Public Comment is an opportunity for people to express their views and therefore the Board of Directors generally does not engage in back-and-forth discussion or respond to questions.

If you choose to make comments about any agenda item or about any other topic not on the agenda, please use the following guidelines.

Before you begin your comments please:

- Identify yourself. Please spell your name for the record and let us know if you reside in the District.
- Tell us whether you are addressing an agenda item, or another topic.
- Please know that you will have up to 5 minutes to present public comment. However, the time allotted for public comment may be limited, so the Chair may need to shorten the time limit as necessary to give each commenter a chance to speak.
- Please address your comments to the Board of Directors, rather than individuals.



**AGENDA DOCUMENTATION**

*Meeting Date: October 24, 2023*

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**SUBJECT: Quit Tobacco Program Updates**

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**PRESENTERS: Dana Turner, Paul Mayer, Alyson Williams, Richard Cox, Misty Manchester**

**OUTCOME REQUESTED:  Decision  Consent \_X\_Report**

**PURPOSE/ BACKGROUND**

At the November 14, 2022, meeting the Health District Board of Directors requested a special review of the Health District’s Quit Tobacco Program (QTP) be conducted and presented to the Board in 2023. Per this request, a special review of the program was completed in recent months. Below is a highlight of the background and assessment of the program from the findings of the review.

The Health District has offered tobacco cessation services since 1998. A full program evaluation was conducted in 2001, and a comprehensive evidence-based review of tobacco treatment was completed in 2012. Both evaluations informed how the program is implemented to date. In addition, in the spring of 2023 a pilot bedside intervention project was launched within Poudre Valley Hospital.

**ASSESSMENT**

The recent evaluation highlighted some data challenges due to sample sizes, database structure, and other limitations. However, it garnered enough information to provide guidance informing staff decisions for the best use of programmatic resources moving forward.

Due to the information gleaned from the review, QTP staff will make a full pivot, dedicating their resources to the PVH bedside intervention. Bedside intervention efforts will be reviewed on a six-month interval and the Board will subsequently be provided updates.

**FISCAL IMPACT**

In 2023, utilized staffing levels were reduced by .5 FTE to align with the current demand for services. This ongoing change will result in ~\$43,000 in savings in the 2024 budget.



**BOARD OF DIRECTORS  
REGULAR MEETING  
September 26, 2023**

**Health District Office Building**  
120 Bristlecone Drive, Fort Collins

Hybrid Meeting

**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:**

Celeste Holder Kling, Liaison to PVHS/UC Health North

**Staff Present:**

Liane Jollon, Executive Director  
Lorraine Haywood, Deputy Director  
Chris Sheafor, Support Services Director  
Laura Mai, Finance Director  
Colton Frady, Assistant Finance Director  
Chris Roth, IT Manger  
Paul Mayer, Medical Director  
Alyson Williams, PPRE Director  
Dana Turner, Health Services Director  
Lauren Jones, Executive Assistant  
Jen Head, Behavioral Health Provider Lead

**I. CALL TO ORDER; INTRODUCTIONS & APPROVAL OF AGENDA**

Director Molly Gutilla called the meeting to order at 5:04 p.m.

**MOTION:** To approve the agenda as presented.  
*Moved by Erin Hottenstein / Second by Joseph Prows/ Carried Unanimously*

**II. PUBLIC COMMENT**

None.

**III. PRESENTATION**

*2024 Budget Process & Timeline Updates – Laura Mai*

Laura Mai, Finance Director, gave an update on the 2024 Budget Process & Timeline. Included in the update was the change in Larimer County’s median property value within the past 2 years. If Prop HH passes, the currently estimated 2024 property tax revenue will likely be reduced, along with the following changes: 1) Assessed values, 2) potential state backfill reimbursements, 3) some budget deadlines and 4) a new statutory inflation property tax limit with a new public meeting process.

If Prop HH fails, the Health District will still have to plan for assessed value changes and a state backfill amount. There will be no change in budget deadlines nor new statutory inflation property tax limit.

#### **CONSENT AGENDA**

- A. Approval of Resolutions 2023-15 SDB 2219, 5542 and 2023-23 CD Accounts
- B. August 2023 Meeting Minutes
- C. August 2023 Financials

**MOTION: To approve the Consent Agenda as presented**

*Moved by Julie Kunce-Field / Second by John McKay/ Carried Unanimously*

#### **IV. ACTION ITEMS**

No action items.

#### **V. REPORTS**

##### ***A. Liaison to PVHS/UCHealth North – Celeste Holder-Kling***

Regional West Hospital in Nebraska sold their 12% share of MCR back to PVHC. PVHC is buying more of Harmony Imaging making them a majority stakeholder. Governance committee update: Faraz Naqvi is returning to Fort Collins/New York City and will go back on the PVH and MCR boards. Tom Gonzalez and the county are presenting to the hospital board.

##### ***B. Update on Classification and Compensation Study and Analysis – Lorraine Haywood***

The anticipated completion for the Classification and Compensation Study and Analysis is November. If they do finish earlier, an update will be given.

##### ***C. Executive Committee Update – Molly Gutilla***

Julie and Molly meet with Liane monthly. During this meeting, they work on goals between the Board of Directors and the Executive Director, agenda development, etc. with regular communication between meetings.

##### ***D. Executive Director Staff Report – Liane Jollon***

Liane Jollon provided departmental updates. She spent her first 90 days gathering information. Next thing is to work through the budgeting process.

#### **VI. ANNOUNCEMENTS**

- A. October 24, 5:30pm – Board of Directors Regular Meeting
- B. October 24, 7:00pm – Budget Work Session

**ADJOURN OUT OF REGULAR MEETING**

**MOTION: To adjourn the Regular Meeting**

*Motion by Julie Kunce Field / Second by Erin Hottenstein / Carried unanimously*

The Regular Board Meeting was adjourned at 5:57pm.

Respectfully submitted:

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Lauren Jones, Assistant to the Board of Directors

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Molly Gutilla, MS, DrPH, Board President

DRAFT





**AGENDA DOCUMENTATION**

*Meeting Date: October 24, 2023*

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**SUBJECT:**

*September 2023 Financials*

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**PRESENTER:**

**OUTCOME REQUESTED:**  Decision  Consent  Report

**PURPOSE/ BACKGROUND**

To monitor financial performance as a component of fulfilling the Board of Director’s fiduciary responsibilities.

***Attachment(s): September 2023 Summary Financial Narrative, Balance Sheet, Statement of Revenue and Expenditures, Statement of Revenues and Expenditures – Budget and Actual, Statement of Non-Operational Expenditures – Budget to Actual, Statement of Program Revenues and Expenditures – Budget and Actual, Investment Schedule.***

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Accept the financial reports as presented.

**HEALTH DISTRICT  
OF NORTHERN LARIMER COUNTY  
September 2023  
Summary Financial Narrative**

**Revenues**

The Health District is .03% ahead of year-to-date tax revenue projections. Interest income is 108.3% ahead of year-to-date projections. Lease revenue is 7.0% ahead of year-to-date projections. Yield rates on investment earnings increased to 5.1% (based on the weighted average of all investments). Fee for service revenue from clients is 2.0% behind year-to-date projections and revenue from third party reimbursements is 9.3% ahead of year-to-date projections. Total operating revenues for the Health District (excluding grants) are 2.4% ahead of year-to-date projections.

**Expenditures**

Operating expenditures (excluding grants and special projects) are 20.9% behind year-to-date projections. Program variances are as follows: Administration 13.5% behind; Board 4.2% behind; Connections: Mental Health/Substance Issues Services 25.4% behind; Dental Services 15.1% behind; MH/SUD/Primary Care 18.5% behind; Health Promotion 4.8% behind; Community Impact 47.7% behind; Program Assessment and Evaluation 31.1% behind; Health Care Access 36.2% behind; and Leased Offices 9.6% ahead.

**Capital Outlay**

Capital expenditures are 84.7% behind year-to-date projections.

HEALTH DISTRICT OF NORTHERN LARIMER COUNTY  
BALANCE SHEET  
As of 9/30/2023

ASSETS

Current Assets:	
Cash & Investments	\$10,952,163
Accounts Receivable	58,959
Property Taxes Receivable	63,966
Specific Ownership Tax Receivable	54,503
Prepaid Expenses	13,941
Total Current Assets	<u>11,143,532</u>
Other Assets:	
Lease Receivable	<u>59,230,132</u>
Total Other Assets	<u>59,230,132</u>
Capital Assets Not Being Depreciated	
Land	4,592,595
Construction in Progress	352,261
Capital Assets - Net of Accumulated Depreciation and Amortization	
Building and Equipment	<u>4,950,244</u>
Total Property and Equipment	<u>9,895,100</u>
Total Assets	<u><u>80,268,765</u></u>

LIABILITIES AND EQUITY

Current Liabilities:	
Accounts Payable	720,415
Deposits	15,261
Deferred Revenue	527,929
Total Current Liabilities	<u>1,263,606</u>
Long-term Liabilities:	
Compensated Absences	<u>18,413</u>
Total Long-term Liabilities	<u>18,414</u>
Deferred Inflows of Resources	
Property Taxes	63,059
Leases	59,523,920
Total Deferred Inflows of Resources	<u>59,586,979</u>
Total Liabilities & Deferred Inflows of Resources	<u>60,868,998</u>
EQUITY	
Retained Earnings	15,762,077
Net Income	3,637,690
TOTAL EQUITY	<u>19,399,766</u>
TOTAL LIABILITIES AND EQUITY	<u><u>80,268,765</u></u>

Unaudited - For Management Use Only

HEALTH DISTRICT OF NORTHERN LARIMER COUNTY  
STATEMENT OF REVENUES AND EXPENSES  
As of 9/30/2023

	<u>Current Month</u>	<u>Year to Date</u>
Revenue		
Property Taxes	18,254	8,562,106
Specific Ownership Taxes	54,502	503,764
Lease Revenue	119,884	1,168,375
Interest Income	44,474	309,539
Fee For Service Income	13,982	120,717
Third Party Income	73,874	701,997
Grant Income	(44,701)	117,821
Special Projects	0	1,160
Donations	10	80
Miscellaneous Income	964	17,095
Total Revenue	<u>281,243</u>	<u>11,502,653</u>
Expenses:		
Operating Expenses		
Administration	50,416	656,762
Board Expenses	8,584	109,172
Connections: Mental Health/Substance Issues Svcs	187,632	1,550,295
Dental Services	265,401	2,400,974
Integrated Care (MHSA/PC)	82,807	816,517
Health Promotion	57,254	508,992
Community Impact	32,784	317,160
Program Assessment & Evaluation	19,347	181,478
Health Care Access	117,291	497,517
Mulberry Offices	18,689	114,417
Contingency -Operational	4,108	21,167
Special Projects	48,050	362,855
Grant Projects	(41,293)	143,190
Total Operating Expenses	<u>851,070</u>	<u>7,680,495</u>
Depreciation and Amortization		
Depreciation Expense	20,532	184,468
Total Depreciation and Amortization	<u>20,532</u>	<u>184,468</u>
Total Expenses	<u>871,603</u>	<u>7,864,964</u>
Net Income	<u>(590,360)</u>	<u>3,637,690</u>

Unaudited - For Management Use Only

HEALTH DISTRICT OF NORTHERN LARIMER COUNTY  
Statement of Revenues and Expenditures - Budget and Actual  
As of 9/30/2023

	Current Month			Year to Date			Annual	Remaining
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Funds
<b>Revenue:</b>								
Property Taxes	\$36,482	\$18,254	\$18,228	\$8,578,155	\$8,562,106	\$16,049	\$8,625,165	\$63,059
Specific Ownership Taxes	56,005	54,502	1,503	484,990	503,764	(18,774)	625,000	121,236
Lease Revenue	121,286	119,884	1,402	1,091,575	1,168,375	(76,800)	1,455,433	287,059
Interest Income	24,769	44,474	(19,704)	148,615	309,539	(160,923)	230,000	(79,539)
Fee for Services Income	13,683	13,982	(299)	123,148	120,717	2,431	164,197	43,480
Third Party Reimbursements	71,384	73,874	(2,491)	642,454	701,997	(59,542)	856,606	154,609
Grant Revenue	12,358	(44,701)	57,059	257,024	117,821	139,203	1,065,178	947,357
Partnership Revenue	2,870	0	2,870	25,827	1,160	24,667	34,436	33,276
Donations Sponsorships	0	10	(10)	0	80	(80)	0	(80)
Miscellaneous Income	1,999	964	1,034	17,988	17,095	893	23,984	6,889
<b>Total Revenue</b>	<b>\$340,836</b>	<b>\$281,243</b>	<b>\$59,593</b>	<b>\$11,369,777</b>	<b>\$11,502,653</b>	<b>(\$132,876)</b>	<b>\$13,079,999</b>	<b>\$1,577,346</b>
<b>Expenditures:</b>								
Operating Expenditures								
Administration	\$83,176	\$49,850	\$33,326	\$749,295	\$648,128	\$101,167	\$999,427	\$351,299
Board Expenses	12,666	8,584	4,083	113,995	109,172	4,824	151,994	42,822
Connections: Mental Health/Substance Issues Svcs	223,191	185,220	37,971	2,029,503	1,513,483	516,020	2,710,028	1,196,545
Dental Services	305,004	262,056	42,947	2,763,137	2,346,214	416,923	3,708,379	1,362,165
Integrated Care (MH/SUD/PC)	109,125	81,812	27,313	982,825	801,333	181,493	1,310,500	509,168
Health Promotion	57,065	56,599	466	524,334	499,008	25,326	698,843	199,835
Community Impact	64,492	32,058	32,434	585,346	306,084	279,262	780,961	474,877
Program Assessment & Evaluation	28,439	19,046	9,393	257,630	176,876	80,753	343,786	166,910
Health Care Access	83,346	116,279	(32,933)	755,744	482,083	273,661	1,008,596	526,514
Leased Offices	11,576	18,674	(7,098)	104,188	114,189	(10,001)	138,917	24,728
Contingency (Operations)	0	4,108	(4,108)	0	14,674	(14,674)	128,954	114,280
Grant/Special Projects	15,228	(41,293)	56,520	282,851	144,350	138,501	1,099,614	955,264
<b>Total Operating Expenditures</b>	<b>\$993,308</b>	<b>\$792,994</b>	<b>\$200,314</b>	<b>\$9,148,848</b>	<b>\$7,155,594</b>	<b>\$1,993,254</b>	<b>\$13,079,999</b>	<b>\$5,924,405</b>
<b>Net Income</b>	<b>(\$652,472)</b>	<b>(\$511,751)</b>	<b>(\$140,721)</b>	<b>\$2,220,929</b>	<b>\$4,347,059</b>	<b>(\$2,126,131)</b>	<b>\$0</b>	<b>(\$4,347,059)</b>
<b>Reserve Expenditures</b>								
Special Projects	186,546	48,050	138,496	1,678,915	361,695	1,317,220	2,881,492	2,519,796
Reserve Expenditures	54,159	10,026	44,133	493,834	163,206	330,628	654,312	491,106
<b>Total Reserve Expenditures</b>	<b>240,705</b>	<b>58,077</b>	<b>182,629</b>	<b>2,172,749</b>	<b>524,902</b>	<b>1,647,847</b>	<b>3,535,804</b>	<b>3,010,902</b>

Unaudited - For Management Use Only

**HEALTH DISTRICT OF NORTHERN LARIMER COUNTY**

**STATEMENT OF NON OPERATIONAL EXPENDITURES - BUDGET TO ACTUAL**

For 9/1/2023 to 9/30/2023

	<u>Current Month</u> <u>Budget</u>	<u>Current Month</u> <u>Actual</u>	<u>Current Month</u> <u>Variance</u>	<u>Year to Date</u> <u>Budget</u>	<u>Year to Date</u> <u>Actual</u>	<u>Year to Date</u> <u>Variance</u>	<u>Annual Budget</u>	<u>Annual Funds</u> <u>Remaining</u>
Non-Operating Expenditures								
Land	-	-	-	-	-	-	-	-
Building	-	-	-	150,000	-	150,000	150,000	150,000
Construction in Progress	-	-	-	-	157,153	-	-	-
Capital Equipment	-	-	-	50,000	-	50,000	50,000	50,000
General Office Equipment	-	-	-	-	-	-	-	-
Medical & Dental Equipment	-	-	-	54,212	42,588	11,624	264,212	221,624
Computer Equipment	-	-	-	-	-	-	-	-
Computer Software	-	-	-	-	-	-	-	-
Equipment for Building	35,000	-	35,000	123,860	15,178	108,682	154,860	139,682
Total Non-Operating Expenditures	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 378,072</u>	<u>\$ 214,919</u>	<u>\$ 320,306</u>	<u>\$ 619,072</u>	<u>\$ 561,306</u>

HEALTH DISTRICT OF NORTHERN LARIMER COUNTY  
Statement of Program Revenues and Expenditures - Budget and Actual  
As of 9/30/2023

	Current Month			Year to Date			Annual	Remaining
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Funds
<u>Administration</u>								
Revenue:								
Miscellaneous Income	\$1,000	\$0	\$1,000	\$9,000	\$9,045	(\$45)	\$12,000	\$2,955
Total Revenue	1,000	0	1,000	9,000	9,045	(45)	12,000	2,955
Expenditures:								
Salaries and Benefits	53,653	43,867	9,786	482,877	379,202	103,675	643,836	264,634
Supplies and Purchased Services	32,788	6,549	26,239	295,805	277,561	18,245	394,774	117,213
Total Expenditures	86,441	50,416	36,025	778,682	656,762	121,920	1,038,610	381,848
<u>Board of Directors</u>								
Expenditures:								
Salaries and Benefits	6,525	5,885	640	58,727	72,520	(13,793)	78,303	5,783
Supplies and Purchased Services	2,933	2,699	234	26,393	19,614	6,779	35,191	15,577
Election Expenses	3,208	0	3,208	28,875	17,037	11,838	38,500	21,463
Total Expenditures	12,666	8,584	4,083	113,995	109,172	4,824	151,994	42,822
<u>Connections: Mental Health/substance Issue</u>								
Revenue:								
Fees, Reimbursements & Other Income	4,333	2,931	1,403	39,000	27,201	11,799	52,000	24,799
Total Revenue	4,333	2,931	1,403	39,000	27,201	11,799	52,000	24,799
Expenditures:								
Salaries and Benefits	201,434	172,349	29,084	1,799,570	1,384,817	414,753	2,403,872	1,019,054
Supplies and Purchased Services	34,606	15,283	19,323	345,576	165,478	180,098	460,347	294,869
Total Expenditures	236,040	187,632	48,408	2,145,146	1,550,295	594,851	2,864,219	1,313,924
<u>Dental Services</u>								
Revenue:								
Fees, Reimbursements & Other Income	66,313	75,567	(9,254)	596,816	695,389	(98,573)	795,755	100,366
Total Revenue	66,313	75,567	(9,254)	596,816	695,389	(98,573)	795,755	100,366
Expenditures:								
Salaries and Benefits	255,555	224,246	31,309	2,299,993	1,929,116	370,877	3,066,658	1,137,542
Supplies and Purchased Services	67,770	41,155	26,615	634,433	471,858	162,575	865,974	394,116
Total Expenditures	323,325	265,401	57,924	2,934,427	2,400,974	533,452	3,932,632	1,531,658

Unaudited - For Management Use Only

HEALTH DISTRICT OF NORTHERN LARIMER COUNTY  
Statement of Program Revenues and Expenditures - Budget and Actual  
As of 9/30/2023

	Current Month			Year to Date			Annual	Remaining
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Funds
<u>Integrated Care (MHSA/PC)</u>								
Revenue:								
Fees, Reimbursements & Other Income	15,419	10,333	5,087	138,774	108,254	30,520	185,032	76,778
Total Revenue	15,419	10,333	5,087	138,774	108,254	30,520	185,032	76,778
Expenditures:								
Salaries and Benefits	100,330	76,640	23,690	902,966	740,118	162,848	1,203,954	463,836
Supplies and Purchased Services	14,096	6,167	7,928	127,560	76,399	51,161	170,147	93,748
Total Expenditures	114,425	82,807	31,618	1,030,526	816,517	214,009	1,374,101	557,584
<u>Community Impact</u>								
Revenue:								
Fees, Reimbursements & Other Income	0	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0	0
Expenditures:								
Salaries and Benefits	59,174	28,488	30,686	532,567	269,557	263,010	710,089	440,532
Supplies and Purchased Services	9,184	4,296	4,887	87,572	47,603	39,969	117,263	69,660
Total Expenditures	68,358	32,784	35,574	620,139	317,160	302,979	827,352	510,192
<u>Program Assessment &amp; Evaluation</u>								
Revenue:								
Fees, Reimbursements & Other Income	0	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0	0
Expenditures:								
Salaries and Benefits	25,854	17,443	8,411	232,690	158,225	74,465	310,254	152,029
Supplies and Purchased Services	4,191	1,904	2,287	39,395	23,252	16,142	52,806	29,554
Total Expenditures	30,045	19,347	10,698	272,085	181,478	90,607	363,060	181,582
<u>Health Promotion</u>								
Revenue:								
Fees, Reimbursements & Other Income	0	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0	0
Expenditures:								
Salaries and Benefits	50,999	50,449	550	458,989	438,087	20,902	611,982	173,895
Supplies and Purchased Services	9,551	6,805	2,746	96,709	70,905	25,804	128,679	57,774
Total Expenditures	60,550	57,254	3,296	555,698	508,992	46,706	740,661	231,669

Unaudited - For Management Use Only



HEALTH DISTRICT OF NORTHERN LARIMER COUNTY  
Statement of Program Revenues and Expenditures - Budget and Actual  
As of 9/30/2023

	Current Month			Year to Date			Annual	Remaining
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Funds
<u>Health Care Access</u>								
Revenue:								
Fees, Reimbursements & Other Income	0	0	0	0	0	0	0	0
Total Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Expenditures:								
Salaries and Benefits	71,465	110,070	(38,605)	643,182	428,384	214,798	857,576	429,192
Supplies and Purchased Services	17,269	7,221	10,048	161,047	69,133	91,914	215,668	146,535
Total Expenditures	<u>88,733</u>	<u>117,291</u>	<u>(28,557)</u>	<u>804,229</u>	<u>497,517</u>	<u>306,713</u>	<u>1,073,244</u>	<u>575,727</u>
<u>Mulberry Offices</u>								
Revenue:								
Fees, Reimbursements & Other Income	15,623	21,955	(6,332)	140,606	194,203	(53,597)	187,475	(6,728)
Total Revenue	<u>15,623</u>	<u>21,955</u>	<u>(6,332)</u>	<u>140,606</u>	<u>194,203</u>	<u>(53,597)</u>	<u>187,475</u>	<u>(6,728)</u>
Expenditures:								
Salaries and Benefits	1,503	1,498	5	13,526	13,527	(1)	18,035	4,508
Supplies and Purchased Services	10,153	17,191	(7,038)	91,376	100,889	(9,513)	121,835	20,946
Total Expenditures	<u>11,656</u>	<u>18,689</u>	<u>(7,033)</u>	<u>104,903</u>	<u>114,417</u>	<u>(9,514)</u>	<u>139,870</u>	<u>25,453</u>

Unaudited - For Management Use Only

**Health District of Northern Larimer County**

**Investment Schedule  
September 2023**

	<b>Investment</b>	<b>Institution</b>	<b>Current Value</b>	<b>%</b>	<b>Current Yield</b>	<b>Maturity</b>
1527-4001	Local Government Investment Pool	COLOTRUST	\$ 1,453	0.014%	5.17%	N/A
1527-8001	Local Government Investment Pool	COLOTRUST	\$ 9,162,051	87.801%	5.51%	N/A
#35127351	Flex Savings Account	First National Bank	\$ 244,028	2.339%	2.58%	N/A
#714626	Certificate of Deposit	Advantage Bank	\$ 143,352	1.374%	0.40%	12/27/2023
#241296	Certificate of Deposit	Advantage Bank	\$ 115,579	1.108%	5.50%	9/8/2024
#40020603	Certificate of Deposit	Points West	\$ 116,427	1.116%	3.93%	7/13/2024
#40010448	Certificate of Deposit	Points West	\$ 158,736	1.521%	0.32%	4/2/2024
#23002918	Certificate of Deposit	Adams State Bank	\$ 243,413	2.333%	0.35%	10/7/2023
#30770027	Certificate of Deposit	Mountain Valley Bank	\$ 250,031	2.396%	3.50%	7/11/2024
	Total/Weighted Average		<u>\$ 10,435,070</u>	<u>100.000%</u>	<u>5.10%</u>	

**AGENDA DOCUMENTATION**

October 24, 2023

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**SUBJECT: Compass Advisory Committee Nominee**

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**PRESENTER:**

**OUTCOME REQUESTED:** \_\_\_ Decision \_\_\_X\_\_\_ Consent \_\_\_ Report

**PURPOSE/ BACKGROUND**

**PURPOSE**

To appoint a Compass Advisory committee member; the committee charter states that the Health District Board of Directors must give final approval of all committee members.

**BACKGROUND**

We are pleased to present to you a candidate to fill one vacancy on the Health District *Compass* Advisory Committee. We propose the following person to fill this vacancy:

Community member **Sherry Klesner**, who has a PhD in biology and is retired from patent work. She is civic-minded and works part-time in local elections and as a census taker. Sherry has strong interests in public health and accessible health insurance for everyone in our community.

The other current advisory committee members are:

- **Julie Estlick**, *Compass* editor
- **Kristen Gilbert**, *Compass* graphic designer
- **Roy Ramirez**, Certified Health Coverage Guide for Larimer Health Connect at the Health District **(term ends after Fall '23 meeting)**
- **Erica Mueller**, Front Office Supervisor for the Family Dental Clinic at the Health District
- **Paul Matthews**, Local Realtor, former PR director for Banner Health Northern Colorado
- **Anne Moyer**, Childcare health consultant
- **Kathy Hayes**, Freelance writer, editor, and business owner

***Attachment(s): none***

**FISCAL IMPACT** None to the Health District.

**STAFF RECOMMENDATION** Approve the nomination.



**AGENDA DOCUMENTATION**

October 24, 2023

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**SUBJECT:**

Update on CBIZ Classification and Compensation Study and Analysis

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**PRESENTER:** Lorraine Haywood

**OUTCOME REQUESTED:** \_\_\_ Decision \_\_\_ Consent \_\_\_X\_\_\_ Report

**PURPOSE/ BACKGROUND**

To provide the Board with an update on the progress of the compensation study and analysis.

The Executive Director, Deputy Director and Human Resources Director are continuing to meet bi-weekly with the CBIZ consultants. We are currently reviewing very preliminary data provided by CBIZ and anticipate that CBIZ is on track to provide a report to the Board of Directors in November.

***Attachment(s): none***

**FISCAL IMPACT** None at this time.

**STAFF RECOMMENDATION**

Informational only.

**AGENDA DOCUMENTATION**

October 24, 2023

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**SUBJECT:**

Review 2024 Budget Timeline with Prop HH Variables

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**PRESENTER:** Lorraine Haywood/Laura Mai

**OUTCOME REQUESTED:** \_\_\_ Decision \_\_\_ Consent   X   Report

**PURPOSE/ BACKGROUND**

The purpose of this report is to keep the Board informed of the budget deadlines and the potential impact on the deadlines if Proposition HH passes on November 7<sup>th</sup>.

	Current	If Prop HH Passes
Assessor certifies property valuations	8/25/23	<b>8/25/23</b>
Proposed budget submitted to BOD	10/15/23	<b>10/15/23</b>
Proposition HH on ballot	11/7/23	<b>11/7/23</b>
Public hearing on the budget	11/16/23	<b>11/16/23</b>
<b>Publish notice of Board’s intent to exceed the property tax limit in newspaper/website (must be 10 days in advance of the public hearing at which the mill levy is to be approved)</b>		<b>12/19/23</b>
Assessor certifies final property valuations	12/10/23	<b>12/29/23**</b>
Board meets to approve 2024 budget, set mill levy, vote on budget resolutions	12/12/23	<b>12/29/23</b>
Deadline for certification of mill levy to county commissioners	12/15/23	<b>1/5/24</b>
Deadline to adopt budget and set mill levy	12/31/23	<b>12/31/23</b>
Certified copy of adopted budget filed with Division	1/31/23	<b>1/31/23</b>

The County Assessor’s Office issued a letter outlining the deadline dates above. We will be reaching out to the Assessor’s Office to determine the possibility of receiving the final assessed valuations prior to December 29, 2023. \*\*We will be providing an update at the November 16, 2023 board meeting of any changes to the budget timeline above.

**Attachment(s): none**

**FISCAL IMPACT**

**STAFF RECOMMENDATION:** Informational only.



**AGENDA DOCUMENTATION**

*Meeting Date: October 24, 2023*

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**SUBJECT:**

*Executive Director Staff Report*

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**PRESENTER: Liane Jollon**

**OUTCOME REQUESTED: \_\_\_ Decision \_\_\_ Consent X Report**

**PURPOSE/ BACKGROUND**

Please find the Executive Director Staff Report attached with current departmental summaries.

Liane Jollon attended the following events and met with the following external partners since the last board meeting:

Rethinking Addiction and Recovery Event

Dinner with COLOTRUST

Kelly DiMartino, City Manager City of Fort Collins

Dr. Lesley Brooks, Longview Executive Director/Medical Director SummitStone Chief Medical Officer

SummitStone Health Partners annual benefit

John Kefalas, Larimer County Commissioner District 1

Kevin Unger, President and CEO UHealth Northern Colorado Region

Joy Sullivan, President and CEO United Way of Larimer County

Tom Gonzalez, Public Health Director of Larimer County

Health District Board Alumni Lunch organized by Laurie Steele

Carol Plock, former Executive Director of the Health District of Northern Larimer County

Women Leaders hosted by Amy Parsons, President of Colorado State University

***Attachment(s): Departmental Summaries***

**FISCAL IMPACT** None to the Health District

**STAFF RECOMMENDATION** Informational Only

## **Health Services Department Summary by Program**

### **Dental:**

The Family Dental Clinic (FDC) team saw a total of 856 appointments for the month of September. A dental assistant candidate was hired and onboarded, and a .75. hygienist resigned. A current hygienist absorbed some of the hours left vacant. Staff worked to coordinate and secure dates for its annual Poudre School District (PSD) student screenings which will resume in January. The FDC Patient Care Coordinators and Eligibility Guides trained with other Health District program staff implement the Unite Us care coordination platform which will enhance patient centered care, streamline referrals, increase access to other Health District programs, and eventually provide a way to easily refer to community partners.

The Dental team has the following vacancies:

- 1 Dental Assistant (currently posted)
- 1 (.5) Dental Hygienist (not yet posted)

### **Connections & CAYAC:**

During the month of September, the Adult Connections and CAYAC teams had 2,542 client contacts and served 634 clients. The Adult and CAYAC Care Coordinators completed training to utilize the Unite Us care coordination platform. The CAYAC team welcomed their new psychologist on October 18<sup>th</sup>. The new addition will help increase the psychological testing availability and decrease wait times for appointments. The CAYAC team onboarded a new Psychiatric Care Coordinator, and the Adult team hired a new Behavioral Health Provider who will onboard in November.

The Connections team has the following vacancies:

- 1 (.5) FTE Care Coordinator (not yet posted).

### **Integrated Care:**

The Integrated Care (IC) program reorganized to add a 1.0 FTE Clinical Care Coordinator position in September and has hired the current Program Assistant into that role. Additionally, an offer has been made to fill a (.5) FTE Behavioral Health Provider. The IC program manager is participating with a committee to improve the medical student interview process. She will be participating in medical student interviews from November through January.

The Integrated Care team has the following vacancies:

- 1 Program Assistant (currently posted)

### **Heart Health Promotion:**

In September, the Heart Health Promotion (HHP) nurses conducted 2 full Heart Health Screening clinics at Colorado State University (CSU) for students of the Health and Exercise Science program. This was held as part of a partnership with CSU and provided an educational experience for students.

The nurses have also been busy scheduling and preparing for upcoming flu clinics at several Health District locations in addition to community locations in Red Feather Lakes and with La Familia. The team has also been working on outreach to community partners in hopes of reaching underserved community members.

The Heart Health Promotion team has no current vacancies.

**Quit Tobacco Program:**

In addition to long-standing tobacco cessation work, the Quit Tobacco Program (QTP) continued in-person work at Poudre Valley Hospital (PVH). The tobacco treatment specialist (TTS) continues to visit PVH 3 days per week to various hospital units to discuss tobacco cessation and meet patients where they're at.

The Quit Tobacco team has no vacancies to be filled.

**Larimer Health Connect & Prescription Assistance:**

In September, Larimer Health Connect (LHC) engaged in a variety of activities including providing support to individuals and families through the Medicaid public health emergency (PHE) unwinding process, transitions from Medicaid and CHP+ to the Connect for Health Colorado Marketplace and Medicare and ensuring smooth transitions for everyone. During the Medicaid unwinding process, many lost coverage, some for valid eligibility reasons and others in error. LHC researched their cases, advocated for the customers, and helped to remedy those that were denied erroneously. The team is also gearing up for open enrollment including strategizing for extended evening and weekend hours to help improve accessibility.

The LHC Program Manager participated in the development of the upcoming Health Coverage Outreach Project communications campaigns with Jet Marketing. These campaigns will help increase the awareness and importance of renewing Medicaid coverage and provide vital information about Connect for Health Colorado's marketplace, open enrollment, and the financial assistance offered.

During this time, Prescription Assistance (PA) has seen an increase in people requesting assistance who lost coverage due to Medicaid unwinding and/or have experienced a gap in coverage.

Additionally, 2 new Outreach and Education (O&E) Specialists joined the team in early September. They are actively participating in coalition meetings and are in the process of attending and preparing for several events for October and the coming months.

The LHC team has following vacancies:

1 Health Coverage Specialist (currently posted).



## **Policy, Planning, Research & Evaluation Summary**

### **Research & Evaluation**

**Process Improvement:** The new manager has conducted informal observation and gathered feedback from program staff to generate ideas for future improvements to research and evaluation processes. Process improvement ideas are now being reviewed with leadership and formalized into actionable plans. The overarching process improvement goals include:

- Implementing system-wide data management and data quality assurance protocols.
- Updating data collection methods to include qualitative methodologies and modern survey administration practices.
- Updating program evaluation plans to prioritize measuring program impact and outcomes.

**Systematizing Routine Program Evaluation Duties:** Staff have been working to document legacy program evaluation practices, ensure that the appropriate resources are in place to execute the work, and establish a timeline with milestones for routine program updates.

**Managing Relationships with Community Partners:** The manager has been working to strengthen existing relationships with community partners, with the goal of harmonizing future data collection efforts. The top priority has been strengthening the relationship with the epidemiology team at the Larimer County Department of Health & Environment.

### **Community Impact Team (CIT)**

**Changing Minds:** The Changing Minds campaign push in August was a success with advertisements disseminated through a variety of mediums including billboards, movie theaters, posters, and social media. The push garnered new attention within the community, with new requests for presentations highlighting the anti-stigma message.

**Youth Behavioral Health Assessment:** Staff are wrapping up creating one-page flyers with each key recommendation and supporting information behind the recommendation. Staff will be presenting the findings and recommendations at the November Youth Mental Health Task Force meeting.

#### **Staffing:**

- 1 FTE CIT Manager (This position has been filled and the new CIT Manager will start on November 9<sup>th</sup>.)
- 2 FTE Community Project Coordinator (vacant-not currently advertised to be filled)

### **Policy**

The Policy Analyst, David Navas, started on September 25<sup>th</sup> and is beginning to ground himself in the work of the Health District and current priorities of the Board. Staff begin to plan for the upcoming legislative session and continue to monitor ongoing rulemaking.

### **Resource Development/Special Projects**

**Funding Update:** The Health District has received an intent-to-award notice from the Colorado Behavioral Health Administration (BHA) for a request of \$187,057 and will begin the contracting process in late October. This funding aims to expand the care coordination and psychiatric nurse practitioner capacity of the Child, Adolescent, and Young Adult Connections (CAYAC) Team.

**Unite Us Launch Update:** Phase one of the Unite Us pilot, which involves launching an internal and external service referral system, is set to be completed in October. CAYAC, Connections, the Family Dental Clinic, and Larimer Health Connect will all have received training and will be ready to make and

accept internal referrals. Additional training will be provided through the end of the year to prepare programs in accepting external service referrals through the platform in early 2024.

**Health Coverage Outreach Project Update:** Staff continues to provide project management support for the Health Coverage Outreach Project. The Health District has contracted with Jet Marketing to launch a 3-tiered campaign to support awareness and action round the expanded Medicaid dental benefit, the Medicaid public health emergency (PHE) unwinding, and Connect for Health Colorado open enrollment. Components of the campaign, including external advertising, will be launched this month.

## Staff Summary

The Human Resources (HR) Team hired/onboarded two (2) employees in August. There were five (5) resignations and one (1) retirement in September. Resignations were because of one move out of the country, one project ending, and three accepting positions elsewhere.

Six (6) candidates were onboarded during September. We currently have seven (7) candidates in various stages of onboarding. The new CAYAC Psychologist will begin on Wednesday, October 18<sup>th</sup> and the new Facilities Manager will begin on Monday, October 23<sup>rd</sup>.

We currently have six (6) vacancies posted and one (1) position in the queue to be posted.

*On Thursday, September 21<sup>st</sup> we had our employee recognition luncheon. It went well and we would just like to thank the Board for your attendance and your words of gratitude and appreciation for our staff! (The jackets provided for staff were a hit!)*

## Looking forward:

Human Resources is working in partnership with Payroll on preparation for benefits open enrollment and our upcoming annual benefits fair for staff on October 25<sup>th</sup>.

The work with our consultants from CBIZ is continuing and is scheduled to be completed by the middle of November.

We are getting closer to being ready to send out an RFP for a Human Resources information System (HRIS)/Human Capital Management (HCM) system. We hope to have an update on that process for November.

## **Finance Department Summary**

The Finance Team provides financial and accounting support to the Health District programs and staff. These services consist of accounts receivable accounting including client and third-party billing, accounts payable, payroll and benefits, grant reporting, budgeting, and audit compliance requirements.

The Finance Department is fully staffed.

### **Looking forward:**

The proposed draft budget was submitted to the Board of Directors on October 13<sup>th</sup>. A meeting was held on October 16<sup>th</sup> with the Board Treasurer to discuss and review the budget elements. The work continues with the budget pending the outcome of SB23-303 and the Proposition HH ballot. Progress was made with the consulting and compliance for the subscription-based IT arrangements. A detailed IT driven listing of all Health District software has been compiled. Finance has been collaborating with the HR team to arrange the upcoming benefits fair. Meetings have been continued to support Managers and Directors with their monthly financials and grants.

## **Communications Department Summary**

The Director continued to work on several collaborative efforts, including the Health Coverage Outreach Project, refocused heart health screening outreach, Americans with Disabilities Act (ADA) compliance of Health District websites, and onboarding and training of Outreach and Education Staff.

Brochures for Connections adult team and CAYAC were revised and redesigned.

Work continued on Compass, and the Larimer Health Connect Open Enrollment insert was completed, including elements from Jet Marketing related to the Health Coverage Outreach Project.

Staff provided a variety of support functions for Employee Appreciation Day, including assembling photos for the slide show, doing hand-calligraphy on 100 envelopes for employees, and taking photos at the event.

Denny Moyer and Melody Bettenhausen of the visual rehabilitation nonprofit Enight Skills Center were guests on the September installment of the Community at Work radio show.

The Digital Media Specialist position is vacant.

## **Support Services Department Summary**

The facilities function is working on long range planning to determine building upgrade and maintenance costs for future budget and reserve funding needs.

We signed a contract for reroofing 2001 S. Shields and work will start near the end of the month when the materials are received.

Facilities and IT staff continue to relocate staff to provide better office layouts which group similar functions closer together.

A fan system was installed in the Mulberry basement server room to control heat. All water damage remediation for the basement at 425 Mulberry Street has been completed.

The Programmer is completing a new application for Health Promotions for their blood pressure and cholesterol testing clinics. This includes updated ways of scheduling, results tracking, and follow up tracking.

A new process for managing how changes will be made to the Health District Client Database is being developed to make sure the needs of all parties are considered when requests are submitted.

IT closed 60 Help Desk work orders for a total of 480 minutes spent on these as well as deployed workstations and laptops as needed as part of the onboarding of five new employees.