



**Board of Directors Meeting**  
**10.22.2025**  
**MINUTES**

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Location: 120 Bristlecone Dr., Fort Collins, CO 80524 or [Zoom](#)

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Date: Wednesday, October 22, 2025

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Time: 6:00 PM

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<b>Board Members Present:</b>	<b>Also Present:</b>
Erin Hottenstein, Board President	Elizabeth Lebuhn- Hoffman, Parker, Wilson & Carberry, P.C
Lee Thielen, Board Vice President	Courtney Green Acting Interim Executive Director
Julie Kunce Field, Treasurer	Jessica Holmes-YPTC
Sarah Hathcock, Secretary	Jacque Ferrero- Executive Assistant/Clerk to Board
John McKay, Liaison to PVHS/UCHealth North	Rachel Larson-Interim Digital Media Specialist
	Alyson Williams- VP of Strategy & Impact
	Mike Lynch - Director of Infrastructure Operations
	Misty Manchester - Director of People and Business Operations
	Dana Turner- VP of Client Experience

## **I. Call to Order**

- a. Roll Call Board of Directors  
With a quorum present, the meeting was called to order at 6:01pm by Board President, Erin Hottenstein.
- b. Welcome Guests & Attendees
- c. Conflict of Interest Statement  
No conflicts were reported.
- d. Approval of Agenda  
*Motion: To approve the October 22,2025 meeting agenda, as presented.*  
*Moved by Director Field, seconded by Director Hathcock, motion passes.*

## **II. PUBLIC COMMENT**

No public comment.

## **III. Presentations**

No presentations.

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## **IV. Consent Agenda**

- a. August 28<sup>th</sup>- Regular Meeting Minutes
- b. September 24<sup>th</sup> –Special Meeting Minutes
- c. Job Requirements for ED/CEO position

*Motion: to approve the consent agenda as presented.*

*moved by Director Hathcock; seconded by Director Thielen; passed unanimously.*

## **V. Action Items**

### **Approval of Strategic Plan**

Board and staff collaborated with a facilitator on 2024 plan refresh. Language was refined to be clearer and more powerful. Board members praised the improved language and impressive list of accomplishments, noting an abridged version was created for easier distribution.

*Motion to approve the Strategic Plan; moved by: Director Hathcock*

*Second, by Director Field; passed unanimously.*

### **Resolution 2025-13 to approve Charter for Ad Hoc Advisory Committee**

Required under statutes for proper compliance. Outlines process steps for committee work.

*Motion to approve Charter for Ad Hoc Advisory Committee; Moved By: Director Hathcock*

*Second, by Director Field; passed unanimously.*

### **Q3 2025 Financials**

Jessica Holmes presented Q3 financials showing the Health District in a strong financial position. Revenues exceeded budget by \$721,000 year-to-date, primarily from lease and investment income. The fund balance increased by \$4.8 million, and cash and investments rose to over \$5 million to \$17.2 million. Personnel costs were 22% below budget, while supplies and equipment expenses were over budget due to capital purchases being accounted for differently during the NetSuite software transition. Overall expenses were 12% under budget.

*Motion to approve the Q3 2025 Financial Report*

*Moved by Director Field, seconded by Director Hathcock; passed unanimously.*

## **VI. Reports and Discussions**

### **HR1 Updates**

Dana Turner provided an HR One update. Colorado passed a bill reducing marketplace premium increases from 28% to 16%.

The Governor's August 28th Order cut Medicaid reimbursements, most providers face 1.6% cuts, dentists will see 15.5%, and behavioral health providers face cuts plus reinstated prior authorizations, effective October 1st.

The federal shutdown makes integrating advanced premium tax credits into 2026 plans nearly impossible with the November 1st open enrollment. SNAP changes include work requirements, citizenship restrictions (removing refugees/humanitarian immigrants), elimination of SNAP-Ed, reduced federal match (50% to 25% by October 2026), and \$125 million state costs for error rates.

Population impacts: 80,000 on Medicaid, 14,000 facing work requirements, 28,000 needing six-month redeterminations, 3,500+ losing coverage. Emergency services will likely see more uninsured patients.

Health District actions: closer county collaboration, marketing campaign (billboards, radio, digital, social media) urging coverage review, Omni Salud outreach, November legislative forum, and emphasis on modernizing operations. Next update during open enrollment.

### **Board of Directors Reports**

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**Director Hottenstein:** Attended Legislative town hall and fliers were handed out regarding Open Enrollment; She presented for the Eye Openers Kiwanis, attended the La Familia Fiesta and fundraiser, also attended The workplace Symposium and the Workforce Development Board to help get the word out for Open Enrollment. They also gave a resource handout for housing.

**Director Hathcock:** Attended Community Resource Fair who provides services for uninsured. She helped manage the Medical table and was there with the Health District Outreach Team

**Director McKay:** Attended Caring for Our Community on October 10<sup>th</sup> with UC Health. Also, attended Adapting Through Change hosted by the Bohemian Foundation. Followed up with Laura Valdez regarding implications of what they learned and how the Health District can help.

**Director Field:** Met with members of the Leadership Team, along with Senator Kipp and State Representative Boesenecker. Also met with the Mayor about how the city can support us in this time of crisis.

**Director Thielen:** Moderated two candidate forums for the League of Women Voters as well as attending a climate change rally in Amsterdam

### **Ad Hoc Advisory Committee**

Committee updates included Green's report that 47 applicants have applied for the ED/CEO position as of the previous Friday, with CPS HR Consulting beginning targeted outreach to Colorado special districts and governmental agencies. The recruitment will remain open for two more weeks before candidates are reviewed for experience, relevance, and ability to move the organization forward. The board discussed the process for including community members in the hiring process, with legal counsel Ellie explaining options for either informal participation or formal addition to the advisory committee via resolution. The board decided that individual invitations to participate could be extended informally for subcommittee work, while organizational partners like UC Health and Summit Stone could be brought in formally; later in the process when candidate numbers are smaller and more intensive interviews occur. The board determined these organizational invitations should come from the subcommittee rather than staff.

### **Executive Director Staff Report**

Green reported that a culture journey kickoff session was held with staff on September 25th, with consultant Angela Heyworth facilitating development of four cultural themes. Staff are voting on representative words for each theme, with results expected by week's end. The forensic audit began October 15th but is not expected to be completed by year end. Meetings with FMC Health established funding partnership criteria with a report expected in January, and discussions with Tom Gonzalez identified potential 2027 collaboration opportunities.

## **VII. Adjourn**

*Motion to adjourn the meeting at 7:03 pm*

*Moved by Director McKay, seconded by Director Hathcock; passed unanimously.*

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**Budget Study  
Session 10.22.2025  
MINUTES**

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Location: 120 Bristlecone Dr., Fort Collins, CO 80524 or [Zoom](#)

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Date: Wednesday, October 22, 2025

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Time: 7:30 PM

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Board Members Present:	Also Present:
Erin Hottenstein, Board President	Elizabeth Lebuhn- Hoffman, Parker, Wilson & Carberry, P.C
Lee Thielen, Board Vice President	Courtney Green Acting Interim Executive Director
Julie Kunce Field, Treasurer	Jessica Holmes-YPTC
Sarah Hathcock, Secretary	Misty Manchester-Director of People and Business Operations
John McKay, Liaison to PVHS/UCHealth North	Jacque Ferrero- Executive Assistant/Clerk to Board
	Rachel Larson-Interim Digital Media Specialist
	Katie Wheeler-Compliance Officer
	Mike Lynch- Director of Infrastructure Operations
	Dana Turner- VP of Client Experience
	Alyson Williams-VP of Strategy & Impact

## **I. Call to Order**

- a. Roll Call Board of Directors  
With a quorum present, the meeting was called to order at 7:18pm by Board President, Erin Hottenstein.
- b. Welcome Guests & Attendees
- c. Conflict of Interest Statement  
No conflicts were reported.

## **II. Budget Study Session**

### **Budget Study Session Summary**

The Health District of Northern Larimer County Board of Directors held a budget study session on October 22, 2025, to review the proposed 2026 budget aligned with four strategic pillars: great governance, operational excellence, equity, and partnerships.

**Budget Overview:** The proposed budget projects \$15.7 million in revenues against \$17.5 million in expenditures, creating a \$1.8 million deficit. Staff explained this is manageable given substantial reserves of

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\$13.6 million at the start of 2026, with projected reserves of \$11.3 million remaining at year-end. The budget includes a \$500,000 contingency for potential overages.

**Revenue Sources:** Tax dollars comprise the majority at \$11 million, with additional revenue from services (\$1.05 million), lease income (\$1.7 million), grants and contributions (\$340,000), and conservative investment income estimates (\$440,000).

**Major Expenditures:** Personnel compensation represents the largest expense, with 92 budgeted positions and a proposed 4% cost-of-living adjustment. The organization experienced a 10% healthcare cost increase, which it largely absorbed. Contracted services total \$1.6 million, including legal, audit, consulting, and program evaluation services. Service delivery expenses increased by \$200,000 to support expanded community advertising, client transportation assistance, and increased client support.

**Strategic Investments:** The budget supports board and leadership training, professional development, software and equipment upgrades, enhanced marketing, data analysis capabilities, health equity training, bilingual staff certification, and community engagement initiatives.

**Partnership Funding Discussion:** Significant discussion centered on a proposed \$400,000+ investment in Poudre School District behavioral health services after PSD lost third-party grant funding. The program serves 24 schools and sites with documented impacts on nearly 1,200 students. Board members raised important questions about sustainability, transparent selection processes, equity alignment, and ensuring resources reach vulnerable Title I schools. A new partnership strategist starting in November will establish metrics and application processes for partnership funding. Board members emphasized the need for systematic approaches allowing community organizations to apply transparently and the importance of maintaining partnership commitments realistically.

**Capital Expenditures:** Approximately \$461,000 allocated for dental operatory upgrades, software optimization, building signage updates, HVAC replacement, facility repairs, and Mulberry property improvements including HVAC replacement, exterior painting, and parking lot resurfacing.

**Mulberry Property Concerns:** The board treasurer questioned the continued viability of maintaining the Mulberry property, noting \$130,000-\$140,000 in capital expenses against \$127,000 in lease revenue. With all health district programs relocated, she questioned whether functioning as a landlord represents the best use of public funds. The board agreed to conduct a comprehensive analysis in 2026.

### **III. Public Comment:**

Meredith Graham suggested the district leverage its contributions to attract matching funds from other sources, maximizing community impact while sharing financial responsibility rather than providing full funding alone.

**Next Steps:** Budget hearing at the November 19th board meeting, with final adoption scheduled for December 10th, 2025.

### **IV. Adjourn**

Motion to adjourn the meeting at 8:20 pm

*Moved by Director Thielen, seconded by Director McKay; passed unanimously.*

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