



**Board of Directors Meeting
DRAFT 11.19.2025
MINUTES**

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

Date: Wednesday, November 19, 2025

Time: 6:00 PM

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 (Virtual)	Dana Turner- VP of Client Experience
Sarah Hathcock, Secretary	Jacque Ferrero- Executive Assistant/Clerk to Board
John McKay, Liaison to PVHS/UCHealth North	Alyson Williams- VP of Strategy & Impact
	Jonathan Hamilton-Digital Media Specialist
	Susan Kaiser- Director of Practice Innovation and Quality
	Katie Wheeler-Compliance Officer
	Sharon Hicks-Open Minds
	Michael Allen-Open Minds
	Edith M.-League of Women Voters
	Rebecca Toll-Senior Partnership Strategist
	Meredith Towle-Data & Analytics Manager
	Misty Manchester- Director of People and Business Operations

I. Call to Order

- a. Roll Call Board of Directors
With a quorum present, the meeting was called to order at 6:03 PM 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 November 19, 2025, meeting agenda, as presented.
Moved by Director McKay, seconded by Director Hathcock, motion passes.

II. BUDGET HEARING

PUBLIC HEARING - FISCAL YEAR 2026 BUDGET

Hearing Opened: 6:09 p.m.

Budget Overview

- Projected revenues: \$15.63 million
- Proposed expenditures: \$17.46 million (includes \$500,000 contingency)
- Projected fund balance decrease: \$1.83 million
- End-of-year fund balance: \$11.38 million

Key Changes Since October

- Senior dental program funding decreased \$20,000 (state budget cut)
- Mental health connections revenue reduced \$35,000
- Compensation savings: \$21,000
- Contracted services increased \$13,000 (lobbying, Health InfoSource)
- Net decrease: \$40,000

Major Expenditures

- Personnel compensation: \$10.8 million (includes 4% staff raise)
- Partnership funding: \$1.5 million (FMC, Salud, SummitStone, Poudre School District)
- Contracted services: \$1.6 million
- Service delivery: \$825,000

Board Discussion

Board discussed 4% compensation increase rationale (catching up from prior years, competitive market), potential for tiered increases, and need for market comparison data. Director Field commended staff responsiveness to work session feedback.

No public comments received on budget.

Hearing Closed: 6:38 p.m.

Final budget vote scheduled December 10, 2025.

PUBLIC COMMENT

No public comment in person or online and no written comments submitted.

III. Presentations

Presenters: Open Minds-Sharon Hicks and Michael Allen

Audit Scope

- Reviewed 200+ client charts (3-year span)
- Policy and procedure review
- Stakeholder interviews
- Four behavioral health clinicians conducted reviews

Key Findings

Strengths:

- No clinical, practice, or quality risks identified
- Compassionate, committed care evident in documentation
- No waiting list—open access to services
- No insurance billing barrier
- Child psychiatry access (rare community resource)
- New EHR charts dramatically superior (60% vs. 8% compliance in older system)

Vulnerabilities (All Administrative):

- Missing clinical supervision policy

- Missing documentation standards policy
- Treatment plans lack measurable objectives
- Inconsistent co-signatures on consent/release forms
- Notes missing standard headers

Recommendations

2025:

- Form clinical quality and supervision committees
- Develop three key policies
- Create EHR training plan

2026:

- Complete committee work
- Analyze community needs and billable service potential
- Optimize staff credential utilization
- Standardize intake/triage with screening tools

The Board commended thoroughness of audit and confirmed new EHR investment was worthwhile.

IV. Consent Agenda

- October 22- Regular Meeting Minutes
October 22 –Budget Study Session Meeting Minutes changing attendee with the correction to
Spell out: Elizabeth Lebuhn in attendee list.

Motion: to approve the consent agenda as presented.

moved by Director McKay; seconded by Director Thielen; passed unanimously.

V. Action Items

None.

VI. Reports and Discussions

Presenters: Alyson Williams and Dana Turner

State Budget Impact

- HR1 caused immediate state budget shortfall
- Governor's budget (Oct 31): \$13.5 million general fund reductions
- Additional cuts expected January 2026

Medicaid Changes

- Adult dental benefit capped at \$3,000 annually (previously uncapped; historically \$1,500)
- Colorado dental reduced to \$750 annually
- Colorado Old Age Pension dental program: current year cut \$22,000; Health District offsetting with financial assistance funds

Structural Issues

- Loss of ARPA federal support
- TABOR limitations
- Proposed Medicaid growth rate cap

Health Insurance Marketplace (Open Enrollment Nov 1)

- Enhanced premium tax credits expired
- OmniSalud reduced from 12,000 to 6,700 slots (39 Larimer County lottery winners)
- Significant premium increases for many families

- Example: Family of four going from Medicaid to \$1,996/month marketplace; parents opted out to reduce to \$1,233/month

Health Connect team providing extensive support navigating options and exploring alternatives (safety net clinics, direct primary care, hospital discount programs).

Next Steps

- Monitor state budget process
- Collaborate with county partners
- Analyze internal data on service delivery
- December board update

Board expressed concern about Salud's closure to new uninsured patients impacting safety net capacity.

Proposed 2026 meeting schedule presented. Board discussed:

- Strategic planning sessions vs. regular meetings
- New executive director onboarding (February start)
- Summer meeting flexibility
- March date conflicts with spring break
- July as potential month without regular meeting

Action: Vote deferred to allow schedule refinement based on workload considerations.

Board of Directors Reports

Director Hottenstein: Met with forensic auditors, noticed Open Minds sign outside of Moby Arena

Director Hathcock: Meeting with staff of Outreach at an off-site event, shout out to LHC for the great work that they do

Director McKay: Attended the ribbon cutting of a new Behavioral health unit at PVH that will open on Dec 9th, and Attended McKee foundation

Director Field: Met with forensic auditors, excited to see the sign for Open Minds at Moby Arena

Director Thielen: Met with Dr. Bernie Birnbaum.

ED/CEO Sub-Committee Search Updates

- 116 applications received, narrowed to ~19 candidates
- Final list available November 22
- Next meeting November 25; ongoing meetings every Monday at 8 a.m.
- Recommendation: targeted partner outreach vs. open panel participation

Executive Committee Update

Not much to add at this time.

Executive Director Staff Report

- New staff report format with risks/challenges and metrics
- Cultural themes identified: Supportive, Impactful, Attainable, Inclusive
- "Culture in Action" team forming
- Dental clinic completed Dentrux upgrade
- Compassion fatigue training for Health Connect team
- CHAS data released
- Sticker competition launched
- Mental Health Alliance event: 110 attendees
- Finance Officer hired, starts Monday

Director Hottenstein thanked staff for excellent transition work.

VII. Adjourn

Motion to adjourn the meeting at 8:20 pm

Moved by Director McKay, seconded by Director Field; passed unanimously.
