

Health District
OF NORTHERN LARIMER COUNTY
BOARD OF DIRECTORS
SPECIAL MEETING
June 30, 2020

Health District Office Building
120 Bristlecone Drive, Fort
Collins Via Zoom Conference

MINUTES

BOARD MEMBERS PRESENT: Molly Gutilla, MS DrPH, Board Vice President
Celeste Kling, J.D., Board Secretary
Faraz Naqvi, MD, Liaison to UCH-North/PVHS Board
Michael D. Liggett, Esq., Board President

ABSENT: Joseph Prows, MD, MPH, Treasurer

Staff Present:

Carol Plock, Executive Director
James Stewart, Medical Director
Richard Cox, Communications Director
Laura Mai, Assistant Finance Director
Dana Turner, Dental Services Director
Chris Sheafor, Support Services Director
Lin Wilder, Community Impact Team
Anita Benavidez, Executive Assistant

Staff Present:

Kristen Cochran Ward, Director MH Services
Karen Spink, Assistant Director
Lorraine Haywood, Finance Director
Janelle Detweiler, Health District Accountant

Others Present:

Allison Slife, CliftonLarsonAllen LLP

CALL TO ORDER; APPROVAL OF AGENDA

Director Michael Liggett called the meeting to order at 3:15 p.m.

MOTION: To approve the agenda as Presented
Moved/Seconded/Carried Unanimously

PUBLIC COMMENT

None

PRESENTATIONS AND DECISIONS

2019 Annual Audit Report

Allison Slife presented the annual audit report, noting that this was a unique year in which everything was done remotely, resulting in more work and time on both sides. Ms. Slife noted that the result was a “clean/unmodified opinion” – the best an organization can get. The audit was reviewed with Ms. Plock, Ms. Haywood, and Board member Joseph Prows prior to this meeting. Ms. Slife reviewed the highlights of the audit, noting that there was a change in net position year over year of just \$39,000. In the Management’s Discussion and Analysis Section, there is a section that looks forward at economic factors that might impact next year’s budget. While the impact of COVID-19 was not quantified, expectations for an impact are indicated.

A Board question was whether, in terms of what we are seeing in 2020 due to COVID, there

might be a change in hard assets or a weaker statement next year. Ms. Slife noted it is not known at this time; the bigger issue is that, due to the recession, there may be lower property taxes in future years. Ms. Plock added that projections are that the Health District could see the biggest drop in property taxes in 2022.

The Audit Letter indicates significant audit finds. There were no material adjustments or amounts to record to financial statements and no disagreement with management. The Management Letter provides any advice auditors might have for findings on best practices discussed with management. Ms. Slife acknowledged the challenges in having complete segregation of duties for every single accounting role, and noted that staff have already made changes based on auditor recommendations in utilizing more electronic workflows for certain accounting functions to increase that segregation, and are working on one more, regarding electronic workflow approvals required for certain journal entries. She also noted that another segregation of duties is in the control of check stock. Their recommendation was that an individual who is not an authorized signer be the individual who maintains the check stock; that has already been addressed.

In closing, Ms. Slife reiterated the “clean audit” rating. She also acknowledged the different environment of this year’s audit and her gratitude in the way everyone pulled together to make sure material got out to the auditors. She expressed her appreciation of the Finance Team. Ms. Plock added her expression of gratitude for the fine work this Finance team has done.

MOTION: To accept and approve the 2019 Annual Audit Report.

Moved/Seconded/Carried Unanimously

Board Approval of Final December 2019 Financials

Ms. Plock explained that the end-of-year financials cannot be finalized until the audit is finalized. There were some minor changes.

MOTION: To accept and approve the December 2019 Financial Statements.

Moved/Seconded/Carried Unanimously

Internal Policy Decision related to COVID-19 Emergency Leave: Child Care

Karen Spink referred to the memo in the Board packet, noting that we need a decision on an internal policy regarding COVID-19 Emergency Leave for Child Care. In April the Health District created a temporary policy implementing leave provisions during the COVID-19 pandemic in lieu of the federal law, which was allowable because the benefits provided under our policy are more generous than those required by federal law. Staff propose continuing with the current policy regarding Emergency Sick Leave, believing that it is critical that there be no disincentive for an employee to stay home when coming to work could result in the spread of COVID-19.

The main issue at hand is that the Health District’s current temporary leave policy is currently more generous than federal law, in that we provided Emergency Care Giver Leave at the employee’s regular pay, and did not cap leave. The biggest challenge for parents is what to do when school or child care is closed or unavailable. When the pandemic began, a staff survey indicated that 20% of employees might have a problem with child care. Actual experience to date, however, has been that only three people have taken leave under our current policy.

Given that the pandemic looks like it will have a long-lasting impact, it is now prudent to align

our Emergency Care Giver Leave more closely with federal law. While leaving the Emergency Sick Leave policy in place, there are two changes being proposed: 1) for the Emergency Care Giver Leave, continue to pay full pay for situations #5 and #6 in the policy, but cap it at two weeks, as provided in federal law; and 2) Align further caregiver/child care leave under the Emergency Family Leave Act (EFMLA), allowing an eligible employee to be paid at two-thirds of the employee's regular rate for weeks 3-12 of an EFMLA leave. We would not, however, implement the cap included in the federal law (\$200/day or a total of \$10,000), so our policy would continue to be more generous than federal law in that area.

Intermittent leave would also still be permitted, and we would work to provide the most flexibility possible with schedules (including nights, weekends, and utilization of paid time off), in an attempt to reduce the amount of leave an employee might have to take.

This would take effect in August and remain in effect for 12 weeks, unless further amended. It would be reassessed in mid-September for any changes going forward. It is not known, at this time, what decisions might be made at the federal level regarding what happens when employees run out of leave and the protections of the law.

MOTION: To amend the Health District's Temporary COVID-19 Emergency Leave Policy to continue to provide Emergency Caregiver Leave at full pay, but capped at two weeks, per federal law; and to implement the Emergency Family and Medical Leave Act for any remaining eligible EFMLA leave, providing 2/3rds pay, but diverging from the EFMLA by NOT electing to place EFMLA limits on amount of pay per day (\$200) or in total (\$10,000). Changes to begin in August and run for 12 weeks, unless extended or amended by the Board.

Moved/Seconded/Carried Unanimously

PUBLIC COMMENT (2nd opportunity)

None.

ANNOUNCEMENTS

July 28, 4:00 pm, Board of Directors Regular Meeting

August 25, 4:00 pm, Board of Directors Regular Meeting

Ms. Plock let the Board know that the Triennial Retreat may be August 28th and the morning of August 29, pending confirmation from Director Prows. Director Gutilla noted that she may not be available to attend the July meeting.

ADJOURN

MOTION: To Adjourn the Meeting

Moved/Seconded/Carried Unanimously

The meeting was adjourned at 3:53 p.m.