



Special Board of Directors Meeting-Executive Director Search

AGENDA

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

Date: Wednesday September 24, 2025

Time: 6:00 pm

I. Call to Order

Erin Hottenstein

- a. Roll Call Board of Directors
- b. Welcome Guests & Attendees
- c. Conflict of Interest Statement
- d. Approval of Agenda

II. Public Comment

Note: If you choose to comment on the limited Agenda items, please follow the "Guidelines for Public Comment" Provided at the end of the agenda

III. Discussion

- a. Review Hiring Process/Timelines

CPS

IV. Presentations

- a. Staff Survey Results

CPS

V. Action Items

Erin Hottenstein

- a. ED/CEO Search
 - i. Type of Leader
 - ii. Subcommittee

VI. Adjourn

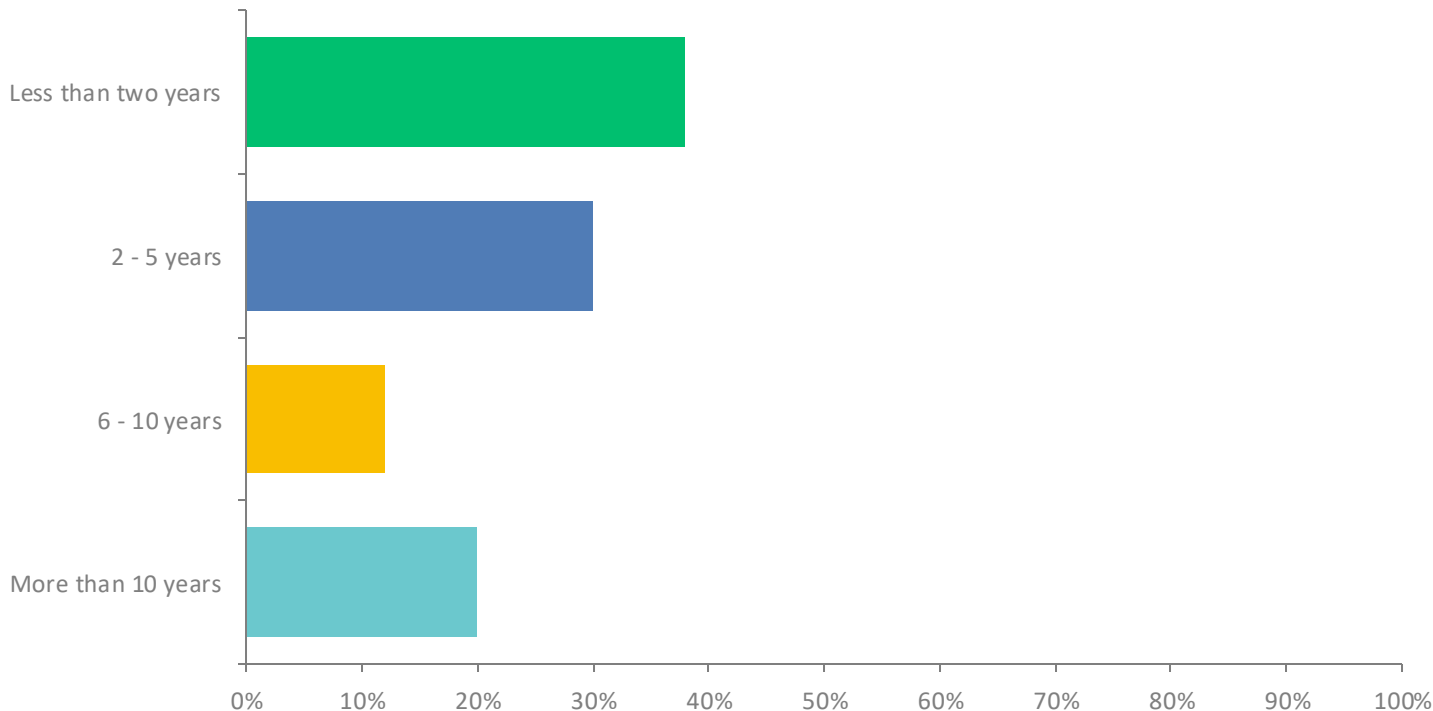
Erin Hottenstein

Health District of Larimer County: Executive Director Employee Survey

Friday, September 19, 2025

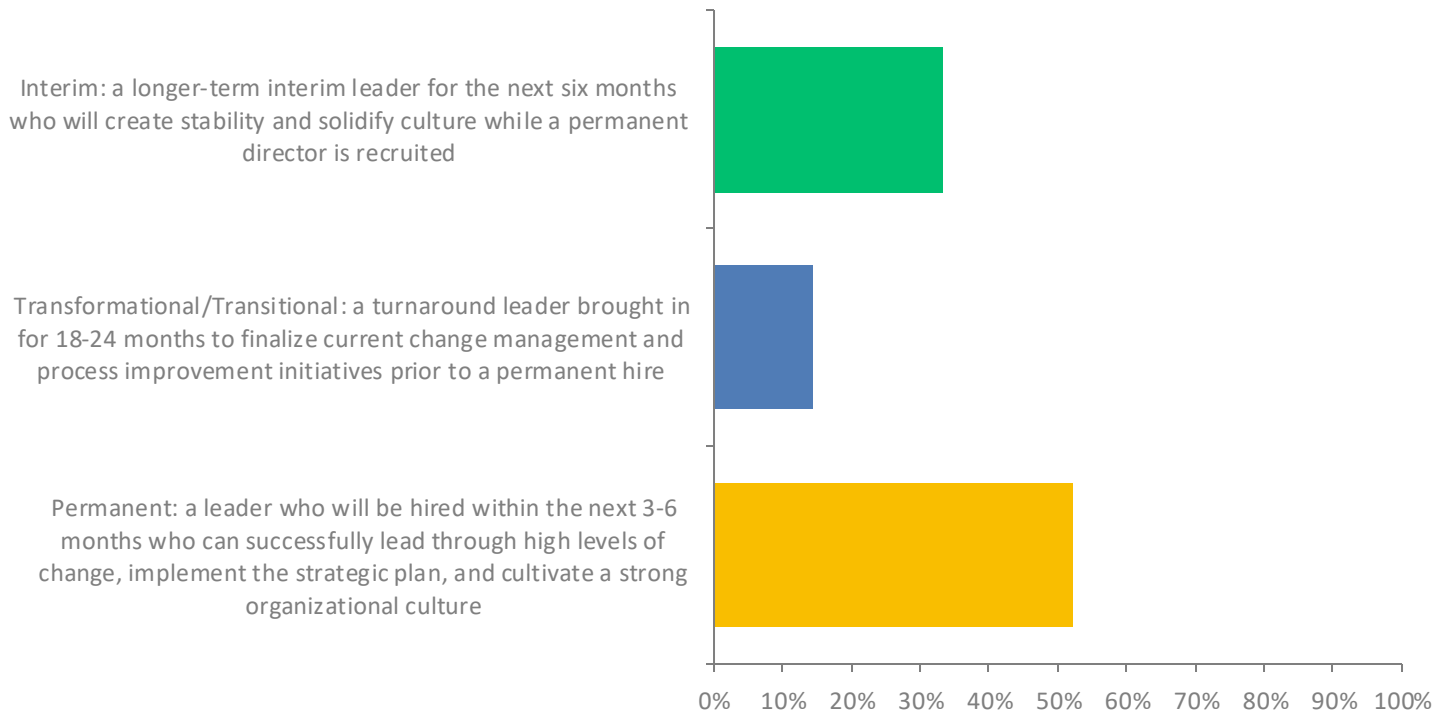
How long have you worked with the Health District?

Answered: 50 Skipped: 0



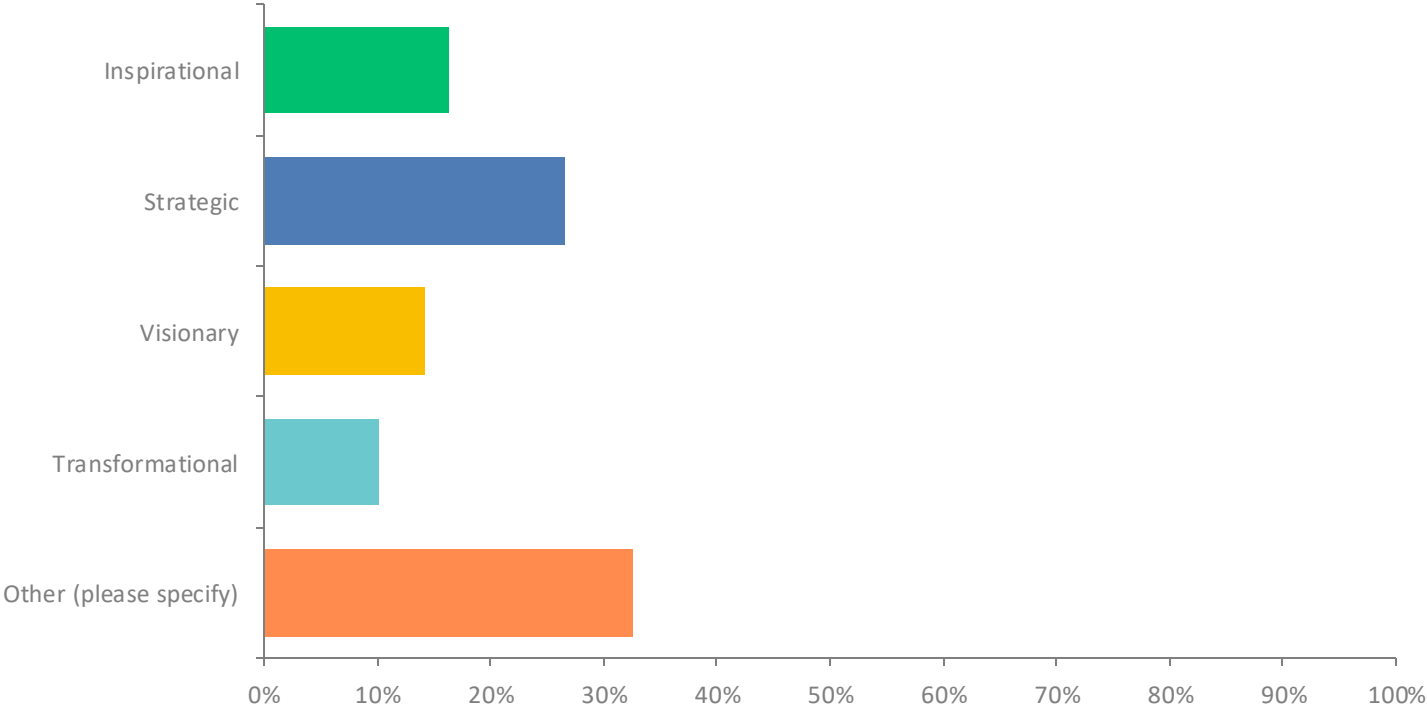
What type of leader would you like to see as the next Executive Director of the Health District?

Answered: 48 Skipped: 2



What leadership style do you feel is most needed to move the district forward?

Answered: 49 Skipped: 1



Summary of “Other” Leadership Styles Needed

- Grass roots vision and inspirational
- Collaborative
- Thoughtful and strategic
- Cautious and intentional
- Servant leadership (focus on the needs of employees first)
- Relational and steady, level-headed
- Empathetic, person-centered
- Strategic and transformational
- Empathetic

Top six important skills/abilities essential to the success of the new Executive Director

- Ability to build connections with staff and create a team mentality (78%)
- Ability to set a clear vision for the district and help staff understand their role in achieving the vision (64%)
- Communication skills including understanding how language effects inequities (40%)
- Familiarity with the Larimer County community (36%)
- Project management abilities, highly organized, and the ability to juggle a wide range of initiatives simultaneously (34%)
- Understanding of complex financial strategies, financing mechanisms, and diverse funding streams (34%)

7

What are the five most important skills/abilities essential to the success of the new Executive Director?

Answered: 50 Skipped: 0

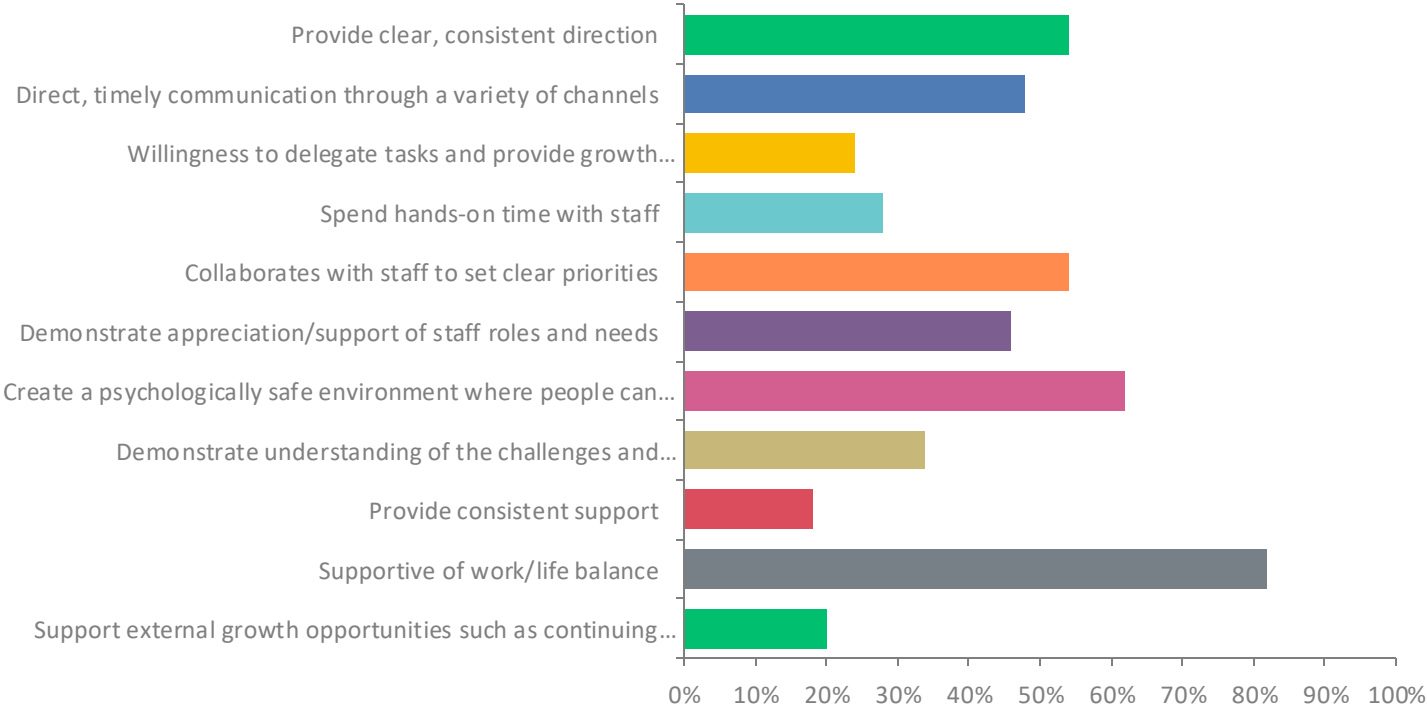


Top six areas of support needed from the Executive Director to perform the best work

- Supportive of work/life balance (82%)
- Create a psychologically safe environment where people can speak up (62%)
- Provide clear, consistent direction (54%)
- Collaborates with staff to set clear priorities (54%)
- Direct, timely communication through a variety of channels (48%)
- Demonstrate appreciation/support of staff roles and needs (46%)

What type of support do you most need from the Executive Director in order to do your best work?

Answered: 50 Skipped: 0

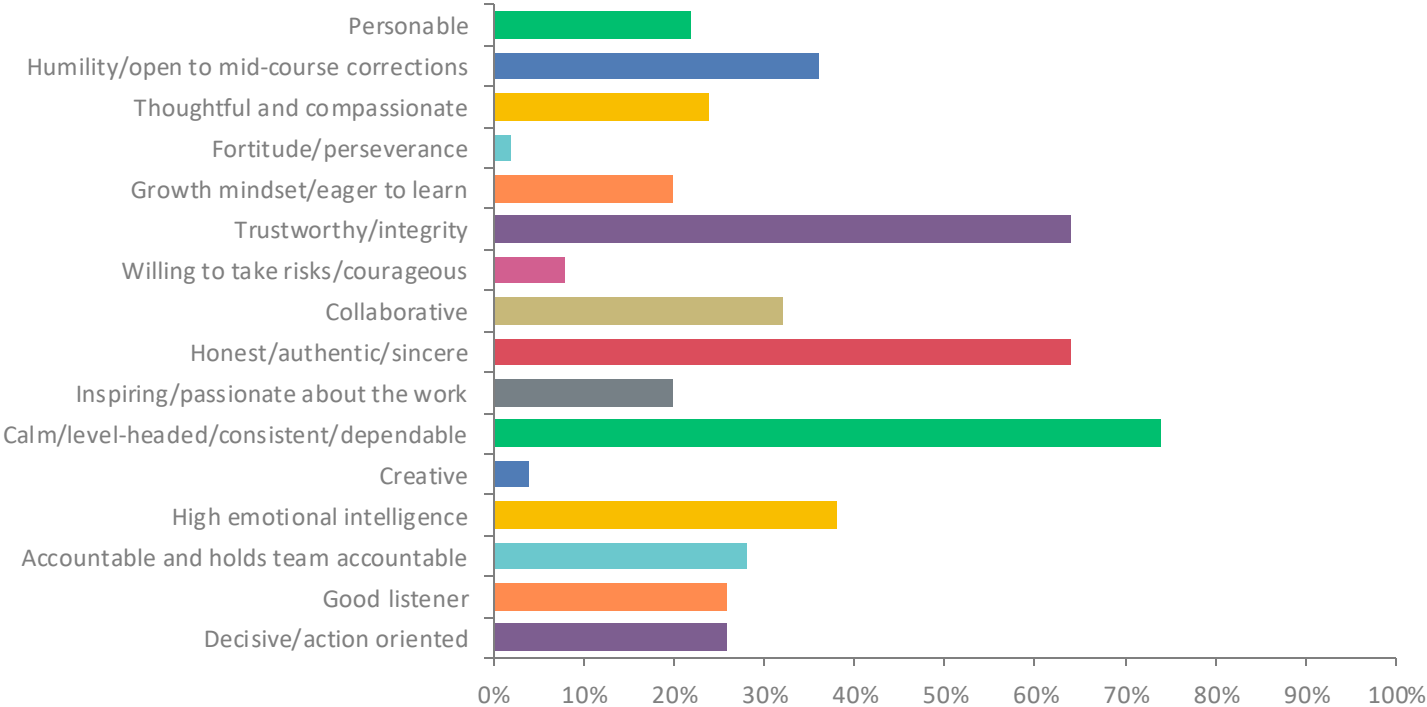


The six most important personal attributes the new Executive Director should possess to create positive momentum for you, your team and the organization

- Calm/level-headed/consistent/dependable (74%)
- Honest/authentic/sincere (64%)
- Trustworthy/integrity (64%)
- High emotional intelligence (38%)
- Humility/open to mid-course corrections (36%)
- Collaborative (32%)

What are the five most important personal attributes the new Executive Director should possess to create positive momentum for you, your team and the organization

Answered: 50 Skipped: 0





AGENDA DOCUMENTATION

Meeting Date: September 24, 2025

SUBJECT: Executive Director/ Chief Executive Officer Search Subcommittee

PRESENTER: Erin Hottenstein

OUTCOME REQUESTED: ☒ Decision ☐ Consent ☐ Report

PURPOSE/ BACKGROUND

To establish a working subcommittee for the executive director/chief executive officer search to be a liaison with the selected contractor, CPS HR Consulting.

Attachment(s): None.

FISCAL IMPACT: N/A

STAFF RECOMMENDATION: None.



**Health District of Northern Larimer County
Resolution No. 2025-12**

A Resolution of the Board of Directors of the Health District of Northern Larimer County Establishing an Ad Hoc Advisory Committee to the Search Committee for its Executive Director Hiring Process

Whereas, the Colorado Open Meeting Law, C.R.S. § 24-6-402, *et seq.* ("OML") and the Colorado Open Records Act, C.R.S. § 24-72-200.1, *et seq.* ("CORA"), set forth legal requirements for hiring the Health District's next Executive Director;

Whereas, the Health District designated the Board of Directors (the "Board") as the search committee (the "Search Committee") for hiring an Executive Director of the Health District pursuant to CORA, and

Whereas, pursuant to Board Policy 01-01, the Board desires to establish an ad hoc Advisory Committee to the Search Committee.

Now Therefore be it Resolved by the Board of Directors of the Health District of Northern Larimer County that:

Section 1. The ad hoc Advisory Committee to the Search Committee is hereby established, subject to the requirements of Board Policy 01-01.

Section 2. The Advisory Committee members are hereby appointed as follows:

1. _____
2. _____
3. _____
4. _____
5. _____

Section 3. Pursuant to Section 3 of Board Policy 01-01, the staff liaison to the Advisory Committee shall be _____.



Section 4. Pursuant to Section 1 of Board Policy 01-01, the Board shall establish a Charter of the Advisory Committee.

Adopted this 24th day of September 2025.

Attest:

Erin Hottenstein, President

Sarah Hathcock, Secretary