



Board of Directors Special Meeting 9.24.2025 MINUTES

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

Date: Wednesday, September 24, 2025

Time: 6:00pm

Board Members Present:	Also Present:
Erin Hottenstein, Board President	Elizabeth G. LeBuhn - Hoffman, Parker, Wilson & Carberry, P.C
Lee Thielen, Board Vice President	CPS- David Niemeyer and Gloria Timmons
Julie Kunce Field, JD, Treasurer	Courtney Green - HD Chief Administrative Officer
Sarah Hathcock, Secretary	Rachel Larson-Interim Digital Media Specialist
John McKay, Liaison to PVHS/UCHealth North	Jacque Ferrero- Interim Executive Assistant

I. Call to Order

a. Roll Call Board of Directors

With a quorum present, the meeting was called to order at 10:04am 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 the July 29 meeting agenda, as presented.

Moved by Director Hathcock, seconded by Director Thielen, motion passes.

II. Public Comment

Public comment statement was read, and no one indicated an interest regarding public comment. Director McKay confirmed that the meeting was posted for public comment, and this was confirmed by Rachel Larson.

III. Discussion

The discussion began with a review of the hiring timeline with CPS (the search firm). Neimeyer provided updates on their progress since the last meeting, and Timmons presented survey results. CPS explained they would first develop recruitment materials,

but the Board of Directors needs to decide whether this will be a permanent or transitional hire before they can finalize the brochure. Once that decision is made, they can complete the brochure within one week, with the remaining process taking 12 weeks. After 30 days, CPS will screen candidates and send them to the Board, then facilitate semi-final and final interviews. The timeline extends into the holiday season, which may require additional time for final considerations. CPS is ready to proceed and emphasized that candidates approaching Board members directly should be referred to CPS to maintain consistency in the process.

IV. Presentations

Timmons delivered a PowerPoint presentation about the survey results. There were questions about the number of respondents, with approximately 46 people responding which lead to over a 60% response rate. Board members sought clarification on various aspects including inequities, how options were presented to employees, leadership qualities, and other survey details. The Board expressed gratitude for conducting this helpful survey.

V. Action Items

During the action items discussion, the Board addressed what type of leader they wanted to hire. Board members discussed the need for stability, with some favoring a long-term permanent position. They noted that the Executive Leadership Team has stepped up during this transitional period, providing beneficial stability. After considering that they had already had a transitional leader for six months and reviewing survey data showing a 50/50 split on leader type preferences, the Board of Directors decided to post the position as a permanent role.

The Board then discussed forming a subcommittee to assist in the hiring process. They determined that having two Board members officially on the committee would be more manageable than having all five participate, while avoiding open meeting law requirements that would kick in when more than two members meet. After discussing the previous hiring process and clarifying when the subcommittee would be involved in the various phases, they decided to create a committee with two Board members including: Director Thielen and Director Hottenstein and two staff members that include: Chief Administrative Officer, Courtney Green and Director of People & Business Operations, Misty Manchester.

The meeting concluded with the adoption of Resolution 2025-12 establishing this subcommittee structure.

IV. Adjourn

A motion was presented to adjourn the meeting at 7:17pm.

Moved by Director Thielen, Seconded by Director Hathcock and passed unanimously.

