



Board of Directors Public Hearing and Regular Meeting

Location: Hybrid

Date: November 12, 2024

Time: 5:30 PM

Minutes

Board Members Present:

Molly Gutilla, MS DrPH, Board President
Julie Kunce Field, JD, Board Vice President
Joseph Prows, MD MPH, Treasurer
Erin Hottenstein, Assistant Treasurer
John McKay, Secretary

Also Present:

Elizabeth Lebuhn, Associate Attorney, Hoffman,
Parker, Wilson & Carberry, P.C.

Staff Present:

Liane Jollon, Executive Director
Abby Worthen, Deputy Director
Sean Kennedy, Digital Media Specialist
Dana Turner, Health Services Director
Misty Manchester, Human Resources Director and
Interim Finance Director
Jessica Shannon, Quality Improvement Projects
Manager
Katie Matus, Health Services Coordinator
Tonya Kron, Mental Health Connections Program
Manger

I. Call to Order

a. Roll Call Board of Directors

Board President, Molly Gutilla called the regular meeting to order at 5:33 p.m.

b. Welcome Guests & Attendees

c. Conflict of Interest Statement

No conflicts of interest were reported.

d. Approval of Agenda

Motion: To approve a modified agenda with consent agenda and action items to follow public comment. Moved by John McKay / Second by Joseph Prows / Carried unanimously

II. Public Comment

No public comment was given.

III. Public Hearing

a. 2025 Proposed Draft Budget Presentation

Board President, Molly Gutilla called to order the public hearing regarding the 2025 fiscal year Health District of Northern Larimer County budget on November 12, 2024, at 5:43 p.m.

Liane Jollon, Executive Director, provided a summary of the year-long strategic planning process and an overview of the Health District of Northern Larimer County's proposed 2025 budget and key updates since the November budget hearing.

Board Comment: I appreciate the staff's work to prepare the proposed budget that maintains services, internal positions, and keeps jobs with shared partners - even with property taxes decreasing.

b. Public Hearing Comment

No public comment.

Board President, Molly Gutilla, closed the public hearing regarding the fiscal year 2025 Health District of Northern Larimer County budget at 6:25 p.m.

IV. Consent Agenda

Motion: Motion to approve the October 22, 2024, Regular Meeting Minutes with the minor corrections noted by Director Hottenstein.

Moved by Joseph Prows / Second by John McKay / Carried unanimously.

V. Action Items

a. Accounting Software implementation

Liane Jollon shared that the Health District's 2024 Annual Budget included funds for a new accounting software to enhance internal accounting practices and workflows. During the October 2024 Regular Meeting, the Board approved licensing costs and customer support for Oracle NetSuite for HealthCare/Non-Profit. The implementation will be supported by Caravel, a third party that NetSuite uses for configuration, data conversion, implementation, and training for a one-time fee of \$148,000.

Motion: To approve a contract with Caravel for NetSuite configuration, conversion, implementation, and training.

Moved by Erin Hottenstein / Seconded by Joseph Prows / Carried unanimously

VI. Reports and Discussions

a. 2024 Cyber Security Assessment

The Colorado Special Districts Property and Liability Pool provides the Health District with \$200,000 in property liability coverage at no cost.

In 2019, following the completion of a cyber security assessment, the Pool began providing an additional \$1 million in cyber insurance coverage to the Health District at no cost. To maintain cyber coverage levels, the Health District must provide the Board of Directors with updates regarding the following areas:

1. Current exposure to Personally Identifiable Information (PII).
2. Progress on recommendations or findings identified in previous assessments.
3. Steps to be taken over the next 12 months regarding the district's cyber security.

Jessica Shannon, Quality Improvement Projects Manager, reviewed the *Health District Issue and Recommendation Executive Summary* from the IT Operational and Cyber Security Assessment completed by Integrated Computer Consulting (ICC) in November 2024. The Executive Summary outlined unresolved issues from prior IT assessments, which will be resolved by the end of 2024. It also identified priority areas for action over the next 12 months.

Moving forward, Mike Lynch, Support Services Manager, will oversee the IT department and will oversee the implementation of recommendations.

b. 2025 Budget Planning Timeline and Update

The 2025 budget timeline and progress were reviewed:

- November 12, 2024 – Budget hearing & board meeting
- December 10, 2024 – Board meeting and approval of the 2025 budget

Director John McKay exited the meeting at 6:35 p.m.

c. Board Governance – Policy Update

Abby Worthen, Deputy Director of Operations, presented a crosswalk of existing Board of Director policies and proposed new policies for development. She also shared a staff recommendation to form a board committee dedicated to reviewing and advancing board policy revisions and development.

The Board of Directors agreed to add a formal agenda item to the December meeting agenda to officially establish the proposed governance committee.

Director Erin Hottenstein left the meeting at 6:44 p.m.

d. 2025 HDNLC Board Member Election

Abby Worthen, Deputy Director of Operations, reported that the Health District Board of Directors must complete a formal resolution that establishes the parameters for the upcoming May election. This resolution must specify the number of seats, the election method, and the appointment of a designated elected official.

Staff recommend issuing a request for proposals for election services as soon as possible and consulting with an expert to help reduce barriers to voter participation. The goal is to develop a comprehensive election procedure before consultant availability diminishes, with a suggested timeline of finalizing the required resolution in January or February.

The Board of Directors agreed to seeking bids from elections consulting experts.

e. 2025 Board of Directors Meeting Schedule

Director Gutilla explained that during the first regular meeting of each calendar year, the Board designates its meeting times, places, and notice locations. A proposed 2025 meeting schedule was reviewed, which primarily sets meetings for the fourth Thursday of each month at 6 p.m., with some exceptions. The Board of Directors agreed to continue to discuss the 2025 meeting schedule at the December regular board meeting when all board members are present and have the opportunity to provide input.

f. Board of Directors Reports

- Molly Gutilla: Reported attending American Public Health Association (APHA) conference.
- Julie Kunce Field: No Report.
- Erin Hottenstein: No Report.
- John McKay: No report.
- Joseph Prows: Reported attending the APHA conference.

g. Liaison to PVHS/UCHealth North Report

No report.

h. Executive Committee Update

The Executive Committee reported that they had spent time working on the 2025 calendar and planning for Board of Director policy work.

i. Executive Director Staff Report

Liane Jollon, Executive Director, provided the following updates:

1. Staff are continuing to track work towards the strategic plan and develop a strategic planning dashboard.
2. A contract with Rocky Mountain Health Plans has been finalized, enabling Medicaid billing. This represents a longstanding organizational priority successfully achieved through dedicated staff efforts.

3. A Medicaid Enrollment Collaborative has been established to address system-level barriers to Medicaid re-enrollments. The collaborative, convened by Health District staff, conducted its first meeting and will continue to meet in 2025.

4. The Executive Director was appointed to the Board of Directors for Colorado Health Institute (CHI).

VII. Announcements

- a. December 10, 2024, 5:30 p.m. – Regular Meeting

Executive Session

No Executive Session held.

VIII. Adjournment

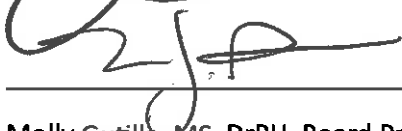
Motion: To adjourn the regular meeting at 7:11 p.m.

Moved by Joseph Prows / Second by Julie Kunce Field

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Jessica Shannon", written over a horizontal line.

Jessica Shannon, Quality Improvement Projects Manger

A handwritten signature in black ink, appearing to read "Molly Gutilla", written over a horizontal line.

Molly Gutilla, MS, DrPH, Board President