

AGENDA

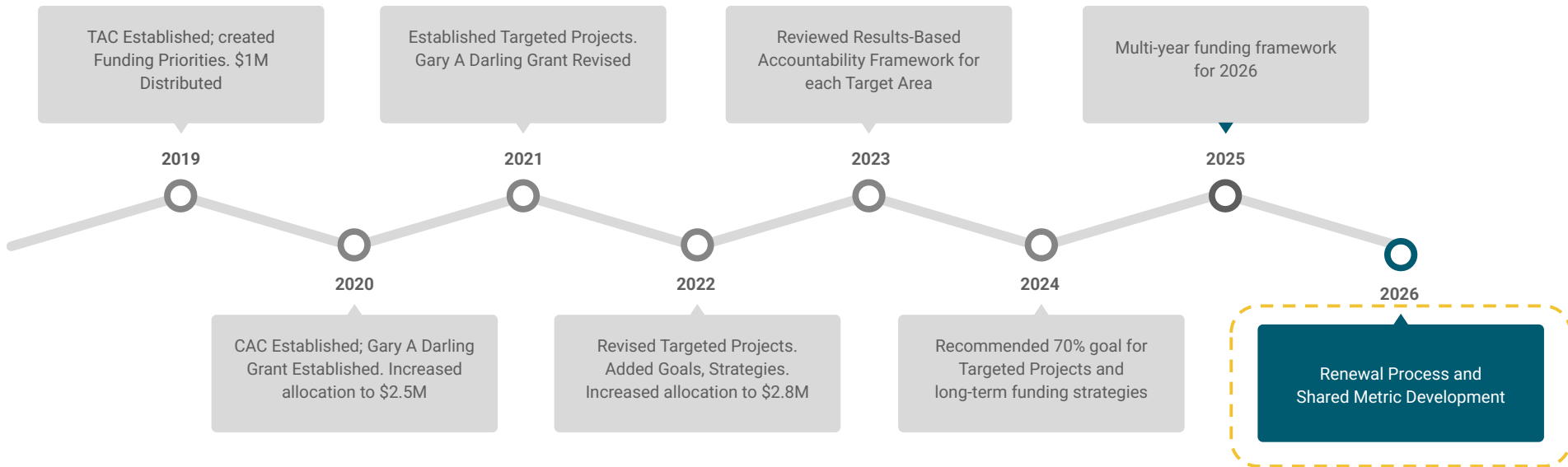
LARIMER COUNTY TECHNICAL ADVISORY COMMITTEE & CONSUMER ADVISORY COMMITTEE

Date: January 26, 2026
Time: 9:00-11:00 a.m.
Location: Sparrow & Goldfinch Rooms 2260 W. Trilby Rd. Fort Collins, CO 80526 & Zoom
Contact: Ryan Barstow, Behavioral Health Services Business Operations Coordinator

1. BREAKFAST
2. CALL TO ORDER - Amy Martonis
 - a. Introductions
 - i. Name
 - ii. Interest area/role
 - iii. Advisory Group
 - iv. What is the top BH-related issue you're seeing/experiencing in Larimer County?
3. DISCUSSION ITEMS:
 - a) BHS departmental updates - Amy Martonis
 - i. MYF
 - ii. Hiring update
 - iii. BHS Strategic Plan
 - iv. Lamplighter
 - b) [IFGP Roadmap & Work Product](#)- Jessica Plummer
 - i. Renewals
 - ii. Shared metric implementation
 - c) [Boards & Commissions Compliance Training](#) - Ryan Barstow
4. NEXT MEETING:
 - a) TAC - 3/9/26 via Zoom only - 9:00 - 10:00 am
 - b) CAC - 3/9/26 via Zoom only - 10:00 - 11:00 am
5. ADJOURN

IMPACT FUND GRANT PROGRAM

TAC & CAC WORK PRODUCT HISTORY



TAC = Technical Advisory Committee, CAC = Consumer Advisory Committee

Evolution of BHS grant-making



2026 TAC and CAC Work Product Overview

This year, BHS is seeking input from the advisory groups to:

- **Provide feedback** on renewal process and framework
- **Review** shared metrics evaluation

Renewal funding and shared metrics allow BHS to steward public funds responsibly while:

- Moving beyond compliance to demonstrate impact
- Strengthening partnerships and
- Improving the behavioral health system

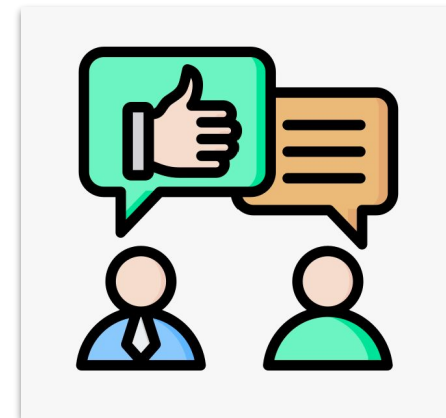
The current 2026 allocation is **\$2.8 million**



Renewal Purpose

The renewal pilot process implemented last year was initially designed as a temporary bridge toward multi-year funding. Given its strong results, we are now exploring making it a permanent part of our annual funding process. The pilot demonstrated several clear benefits, including:

- Significant time savings for both staff and partners
- The ability for partners to reallocate time toward mission-critical work
- Increased appreciation for the partnership and overall process improvements
- Validation that the core elements of the process design were effective



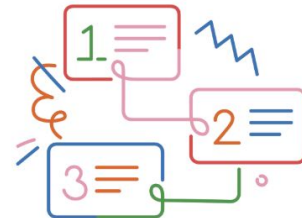
Renewal Criteria

- **Prior Funding History**
 - Received an Impact Fund grant in the previous most recent cycle.
 - Effectively managed at least **five BHS grants** historically.
- **Program Continuity & Impact**
 - Program has consistently achieved objectives and outcomes.
 - Evidence of at least **four completed final reports** demonstrating efficacy and impact of the BHS funding over time.
- **Compliance**
 - Meets all reporting requirements (timely, complete, and accurate).
 - No outstanding compliance issues with BHS grants.
- **Review & Prioritization**
 - Program continues to be prioritized by reviewers in alignment with current BHS strategic priorities.



Renewal Process

- **APRIL:** Eligible organizations are contacted **one month before the grant cycle opens**.
- **MAY:** Renewal applications are **simplified**, requiring:
 - Confirmation of continued alignment with BHS priorities
 - Identifying any significant changes from the previous year (i.e. leadership, key staff, other limitations)
 - Updated goals/objectives/outcomes from last year
 - Revised Budget
 - A series of narrative questions to highlight the impact over time (5 years)
- **JUNE:** Contracting begins



BHS anticipates allocating **half of the total funding allocation** for renewals.

BHS will review the portfolio annually and make recommendations for renewals each year based on changes to departmental priorities and/or funding changes.

BHS may limit the number of consecutive renewals to create opportunities for supporting other work.

Renewal Overall Impact

The renewal process successfully:

- **Reduced** administrative burden
- **Freed up time** for mission-focused work
- **Strengthened trust** between funder and grantee
- **Demonstrated responsiveness** to current funding challenges
- **Helped stabilize** organizations during a time of heightened uncertainty for community nonprofit partners.



“This process saved us an immense amount of time... and relieved a little bit of the pressure we are feeling in this current political and economic landscape.”

“It allowed us to focus on new opportunities, like submitting a Letter of Inquiry for a potential new funding pathway.”

“There was truly a sense of feeling that our commitment...was noticed and appreciated through this change in process.”

Renewal Considerations for Discussion

How would you balance or prioritize long standing partners with competitive proposals?

Would you suggest any changes?

Shared Metrics Purpose

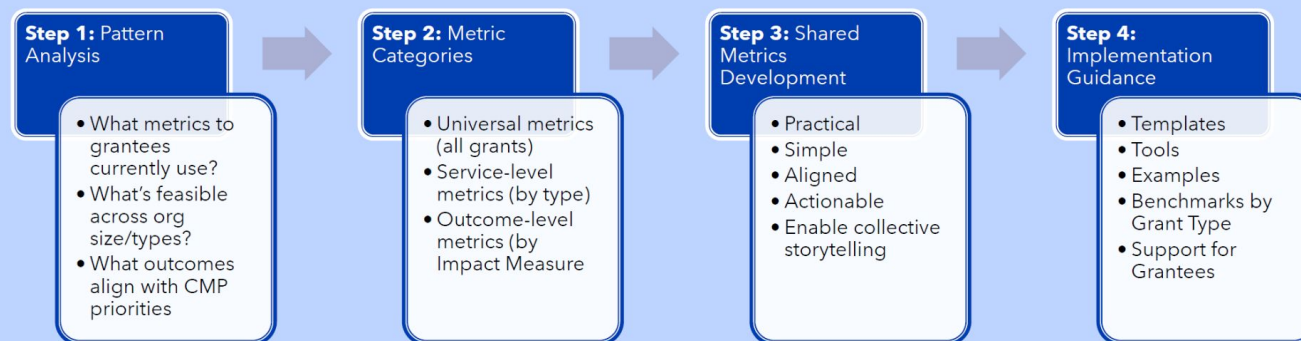
The shared metric evaluation looks back at prior reporting to guide future data requests and establish common metrics that can meaningfully demonstrate the long-term, collective impact of these sales tax investments.

Shared Metrics Evaluation Plan

Phased Approach - High Level



How This Framework Informs Shared Metrics



Shared Metrics Discussion

What should BHS consider as we move forward with implementation of the shared metric evaluations?

Open Ended Questions for Conversation

What are some emerging needs that could be prioritized for this grant cycle?

AI is being utilized in grant proposals, reporting, and grantmaking. Share how you may be using it, and how would you like to see BHS leverage AI as a tool in this space?

BOARD OF LARIMER COUNTY COMMISSIONERS



BOARD & COMMISSION MEMBER TRAINING

REVISED 2024



WELCOME



Thank you for serving on a board or commission for Larimer County



Annual training is required for all Larimer County board and commission members.

VISION | MISSION | GUIDING PRINCIPLES

VISION

Larimer County is a great place to be; an innovative community to live, work and play for everyone.

MISSION

Larimer County government upholds and advances the community's health, safety, well-being and quality of life.

GUIDING PRINCIPLES

Larimer County will add value to the lives of our community members today and in the future by:



Being good stewards of public resources.



Promoting innovation, adaptability, and committing to continuous improvement



Providing consistent quality customer service



Empowering people to take responsibility



Cultivating inclusive and collaborative partnerships



Being a fulfilling, enjoyable, and inclusive place to work

PURPOSE OF TRAINING

Purpose:

To establish a uniform training for Larimer County boards, commissions, councils, committees and task forces and to provide a reference for training new board members.

Section 1

BOARDS & COMMISSIONS ROLE, TYPE, & RESPONSIBILITIES

**Larimer County has 93 boards,
commissions, and improvement
districts**

ROLE OF BOARDS & COMMISSIONS

Why Do We Have Boards?

- Some boards advise and assist the Commissioners or a requesting County Department providing them with advice on issues, policies or programs
- Some boards are defined in state statute and have certain statutory responsibilities and authority as designated by statute
- Membership on boards generally provide demographic and geographic diversity helping to ensure all voices are informing issues, policies or programs.

TYPES OF BOARDS & COMMISSIONS

Board Types

- The County's boards have different roles, responsibilities, and authority.
- It is important that staff and board members fully understand the role, responsibility and authority of their board as defined in the Administrative Policy and Board By-laws.

TYPES OF BOARDS & COMMISSIONS

Board Types

- **Advisory Board:** An advisory board serves as an ongoing forum of volunteers who advise and assist the Board of County Commissioners and/or a requesting County department, providing them with technical and non-technical advice on issues. Advisory boards are not authorized to make decisions on behalf of the County. The Board of County Commissioners will consider the input of advisory boards, as well as other community members, in making decisions and may or may not take action that is in agreement with the advice of the board. Advisory boards may not speak for the County or take independent positions on issues with the public or public media. Their purpose is solely to advise the Board of County Commissioners or the requesting County department.

TYPES OF BOARDS & COMMISSIONS

Board Types

- **Quasi Judicial Board:** Some boards are defined in state statute and have certain statutory responsibilities and authority, as designated by statute. Often these boards have the authority to hold formal hearings, accept testimony, and issue decisions. These decisions may or may not be subject to review by the Board of County Commissioners. Members of these boards must be cognizant of protecting the unbiased quasi-judicial nature of the board and its formal hearings. Activities of these boards are limited to the authority granted in the statute or specifically by the Board of County Commissioners.

TYPES OF BOARDS & COMMISSIONS

Board Types

- **Decision Making Board:** Decision making boards have authority, either statutorily or as granted by the Board of County Commissioners, to make decisions such as, but not limited to, approving requests and applications, allocating resources, hiring or firing employees or adopting regulations. The specific authority of each decision-making board is defined in state statute or in the board's bylaws as approved by the Board of County Commissioners.

BOARD & COMMISSION MEMBER RESPONSIBILITIES

Even though Larimer County has many different types and sizes of boards and commissions, each member is in a unique and valued position to influence programs and policies.

As such, members must adhere to a Code of Conduct, County Policies, follow their By-Laws and the Administrative Policy.



BOARD & COMMISSION MEMBER RESPONSIBILITIES

Attendance – Regular attendance is critical in ensuring decisions represent the board as a whole. Board members are expected to regularly attend meetings, avoid missing multiple consecutive meetings or more than 4 meeting within a calendar year.

Preparation – Members will be prepared for meeting by reviewing reports and other documents and are responsible for being engaged in the work of the board by communicating well, participating in discussion and maintaining a professional demeanor.

Engagement – Members are responsible for being engaged in the board's work either in person or virtually. If attending virtually ensure you have a camera and microphone. Any background or other images visible during a remote meeting must be appropriate, professional and support Larimer County's guiding principles

BOARD & COMMISSION MEMBER RESPONSIBILITIES

- **Decision Making:** Members will make fair decisions, giving unbiased consideration to all issues. Each member should represent the overall public good and not that of an exclusive group or interest.
- **Representation:** Members will keep in mind that they are one member of a committee, and the authority of the board comes from the entire group.
- **Conduct:** Members will abide by all applicable state laws, county policies, and other doctrines relating to the conduct of board meetings.
- **Discrimination:** Members will not discriminate against any person based on race, gender, creed, color, religion, national origin, age, public assistance status, or any other category protected by law.

Section 2

STAFF SUPPORT

STAFF SUPPORT

County Staff Liaisons

Staff Liaisons are assigned to administer each board and are not usually voting members. They are responsible for:

- reviewing and understanding the board's authority,
- training board members on specific board responsibilities,
- day-to-day administration of any programs assigned to the board,
- scheduling and noticing board meetings
- ensuring proper records are kept, including:
 - meeting agenda and minutes, including decisions made and vote counts (these documents shall also be posted on the board/commission webpage);
 - correspondence;
 - reports, recommendations, or other formal documents.

STAFF SUPPORT

County Staff Liaisons

Staff Liaisons are NOT responsible for:

- Tech support - it is not the liaison's responsibility to provide tech support or training to individual board members.
- Food orders – some boards provide food during meetings. As such please let us know of any dietary restrictions you have, and we will try to accommodate those. Meals that are ordered late will not be ordered – please ensure that you respond timely to food order requests.
- Last minute meeting cancellations – in order to ensure a quorum is present it is important to let the liaison know as soon as possible if you are unable to attend the meeting. Not cancelling a meeting soon enough requires staff to be present during the advertised meeting times.

STAFF SUPPORT

County Staff Liaisons help Boards and Commissions Work with the County

- Staff Liaisons may help with board member recruitment as requested by the Commissioners.
- Staff Liaisons will ensure annual training and attendance requirements are met.
- Provide board & commission new member trainings.
- Staff Liaisons will assist the board in developing an annual work plan for the Commissioners review.
- Staff Liaisons will notify the Commissioners' Office of any changes in staffing or board member status.

STAFF RESPONSIBILITIES

Commissioners' Staff:



- Assist Commissioners with Recruitment.
- Advertise board vacancies.
- Update web page to reflect current member contact information as provided.
- Track term dates/board membership.
- Communication to applicants and liaisons regarding appointments.
- Annual Board recognition event
- Serve as a resource to staff liaisons.

Section 3

LARIMER COUNTY GOVERNMENT

BASIC STRUCTURE OF LARIMER COUNTY GOVERNMENT

Overview of County Government

Counties in Colorado are a constitutional subdivision of state government. Counties can exercise only those powers specifically expressed in statute or the constitution.

County Responsibilities

Under state statute, counties are primarily responsible for:

- law enforcement;
- providing the state's social service;
- providing health services;
- road & bridge construction, maintenance, and repair;
- land use in unincorporated areas;
- other responsibilities include weed control, restaurant inspections, liquor licensing, landfill operation, pest control, etc.

BASIC STRUCTURE OF LARIMER COUNTY GOVERNMENT

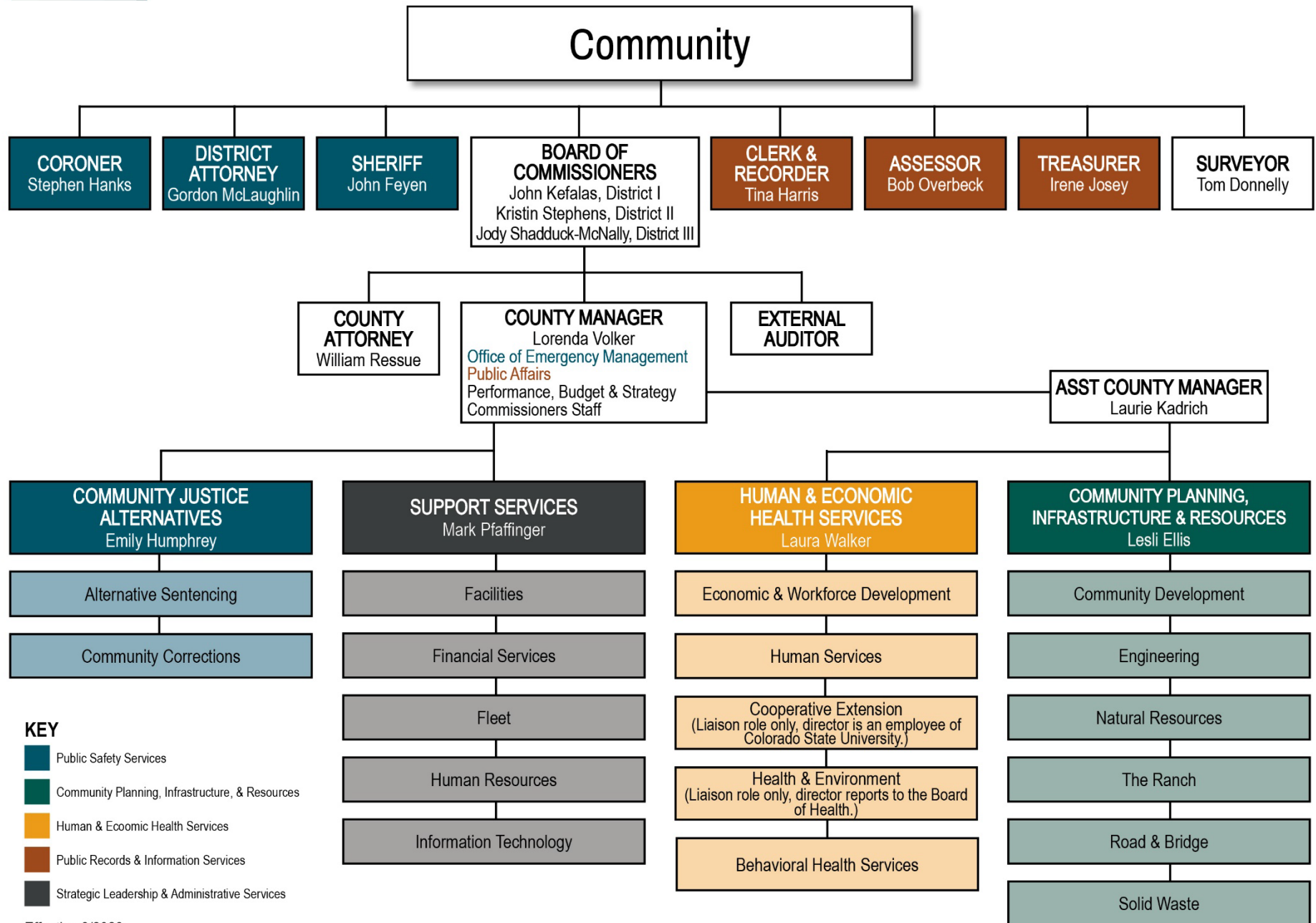
Overview of the Board of County Commissioners (BOCC)



- For most purposes, Larimer County acts through its [Board of County Commissioners](#).
- The Board of County Commissioners performs legislative, executive and quasi-judicial functions.
- The Board serves as the legislative, policy-making and administrative body governing the unincorporated areas of Larimer County.
- Other Elected Offices (Clerk, Assessor, Treasurer, Sheriff, Coroner, Surveyor, District Attorney) are independent agencies. However, the Commissioners must approve their budgets and appropriate funds to their agencies.



LARIMER COUNTY ORGANIZATIONAL CHART



Section 4

COUNTY POLICIES & STATE LAWS AFFECTING BOARDS

Colorado Open Meetings Law

Colorado Ethics Laws

Larimer County Code of Conduct

Colorado Open Records Act

Americans with Disabilities Act

County Boards, Commissions, Councils and Committees Policy

Board and Commission By-laws

Ex Parte Communications

COUNTY POLICIES AFFECTING BOARDS & COMMISSIONS

Boards & Commissions Bylaws

- Each board, commission or task force has adopted bylaws that are consistent with County policy.
- Bylaws include a description of the goals, objectives, duties or tasks of the board/commission as defined by the BoCC.
- Revisions of bylaws are adopted upon approval by the BoCC.

COUNTY POLICIES AFFECTING BOARDS & COMMISSIONS

Policy 100.11 - Larimer County Boards, Commissions, Councils and Committees

[Read full policy here](#)

Purpose: To establish a uniform Policy and Procedure process for Larimer County boards, commissions or task forces; provide reference for cross training and training new personnel.

Scope: This Policy and Procedure applies to all County volunteer boards, commissions and task forces and the appropriate staff who support the functions of these entities. This Policy and Procedure does not apply to internal staff committees, task forces or ad hoc work groups or the County Retirement Board.

Policy includes more info on the following:

- Definitions of board types and other roles
- Terms
- Recruitment
- Selection Process
- Notification
- Vacancies
- Alternates
- Staff Support
- Commissioner liaison
- Orientation and Training
- Bylaws
- Recognition
- Ownership of Intellectual Property
- Submitting Information to the BOCC
- Open Meetings
- Decision Making
- Compensation and Reimbursement
- Insurance Coverage
- Conflict of interest
- Gifts
- Minutes
- Agendas
- Waivers

LAWS AFFECTING BOARDS: COLORADO OPEN MEETINGS LAW

The Colorado Open Meetings Law (C.R.S. 24-6-402), also referred to as the Sunshine Law, requires:

- All meetings of two or more members of any public body where any public business is discussed must be open to the public (this includes subcommittees and working committees).
- Requires meeting notices be posted timely and at least 24-hours in advance of a meeting. However, Policy requires posting of the agendas seven days before a meeting occurs.

The purpose of the law is to:

- ensure formation of public policy is public business and is not conducted in secret, and
- help ensure transparency in and public access to government.

LAWS AFFECTING BOARDS: COLORADO OPEN MEETINGS LAW

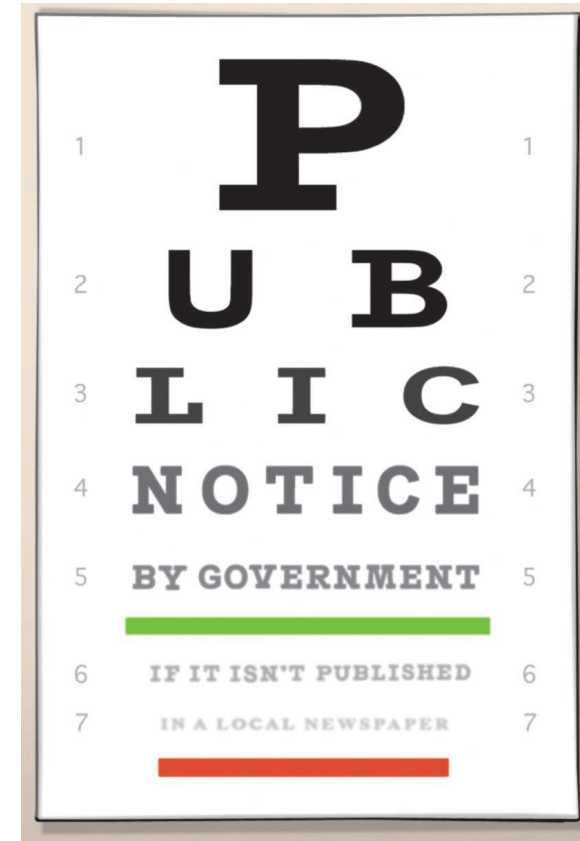
Who is Covered Under the Law?

- All boards, committees, commissions, authorities or other advisory, policy making, rule-making or other formally constituted bodies and any public or private entity which has been delegated a governmental decision-making function are included under the law.
- Scheduling or Agenda setting meetings (i.e., meetings between staff) are not required to be open. Meetings in which a workplan has already been established and the board chair is coordinating scheduling topics with staff is not required to be open.
- Subcommittee or working committees.

LAWS AFFECTING BOARDS: COLORADO OPEN MEETINGS LAW

When Must Public Notice Be Given?

- Public notice is a notification posted in a public space so that everyone knows when a meeting is taking place.
- Public notice used to most often appear in a newspaper, but today meeting notices are often published online.
- Meeting locations can change; but must be posted 24 hours in advance. If not possible, someone must be at the posted location that can provide access to the meeting. Example, if a meeting changes to virtual at the last minute, someone must be at the publicized venue with a computer that allows someone to view them meeting.
- Notice should be posted at least 24 hours in advance. However, county policy requires meeting notices be posted seven days before a meeting occurs.
- Notice must be given prior to all meetings.
- Agenda information should be included that provides enough information so any member of the community would understand the topic.



LAWS AFFECTING BOARDS: COLORADO OPEN MEETINGS LAW

Open Meetings

- All board meetings are public meetings.
- All meetings of two or more members of any public body where any public business is discussed must be open to the public.
- A meeting can take place in any format, including:
 - in person,
 - by phone,
 - by electronic communications:
 - includes but is not limited to email, text, virtual meetings.
 - the law explicitly states that emailed messages or texts discussing government business constitute a meeting and are subject to the law, so it is best to only conduct business when in a properly posted meeting and stay away from texting or emailing business of the board.

LAWS AFFECTING BOARDS: COLORADO OPEN MEETINGS LAW

What Meetings are Exempt from the Open Meetings Law?

- Social gatherings during which discussion of public business is not the purpose
- Staff communicating logistical information to members
- Executive sessions

Executive Sessions During Meetings

- Executive sessions can only be held in a very limited number of circumstances.
- [Specific citation for executive session needs to be listed on the agenda.](#)
- Executive session should be announced with sufficient detail without compromising the executive session purpose.
- Executive session must be recorded in the same manner as normal meeting minutes and retained for 90 days.

LAWS AFFECTING BOARDS: COLORADO OPEN MEETINGS LAW

During breaks, lunch or after meetings, it may be difficult to avoid conversations about board business. Are those conversations subject to the Open Meetings Law?



Yes. When two or more members discuss board business, those conversations are subject to the Open Meetings Law. All discussions should involve the board as a whole (or a designated subcommittee).

LAWS AFFECTING BOARDS: COLORADO OPEN MEETINGS LAW

Consider these examples:

- **Example 1:** Two board members walk outside together during a break and discuss board business or talk about how they are going to vote on the next issue. **This is a violation of the law.** It is best to avoid board business conversations completely when the meeting is not currently in session.
- **Example 2:** Someone gives a presentation about an issue during the meeting, and then the board breaks for lunch. Board members can say something like, “Wow, I didn’t know that information,” but they **cannot** say anything to the effect of, “The board should do X about it” or include the board in any other manner in the conversation.

LAWS AFFECTING BOARDS: COLORADO OPEN MEETINGS LAW

Meeting Minutes and Transparency

What does the law require in regard to meeting minutes?

- Public meetings must be documented, and the public must be able to access the minutes. Staff must post meeting minutes on the board's website.

Who is responsible for documentation?

- Staff is responsible for documenting all meetings, including both in-person and phone/video meetings.

How can I comply with these transparency rules?

- You can copy your staff liaison on all emails regarding board business and avoid sending daisy-chain emails. Best practice is to generally avoid emails (both direct and "reply-all") between two or more Board members unless the email is clearly limited to ministerial matters).
- If your board has assigned you a Larimer.org email address, you must use it for all board correspondence.
- You can also review minutes after each meeting to check for accuracy.

LAWS AFFECTING BOARDS: COLORADO CODE OF ETHICS

The Code of Ethics recognizes:

- the importance of community participation in government,
- that conflicts may arise between a community member's public duty and their private interest,
- the importance of reporting ethics issues – liaison has legal counsel to help.

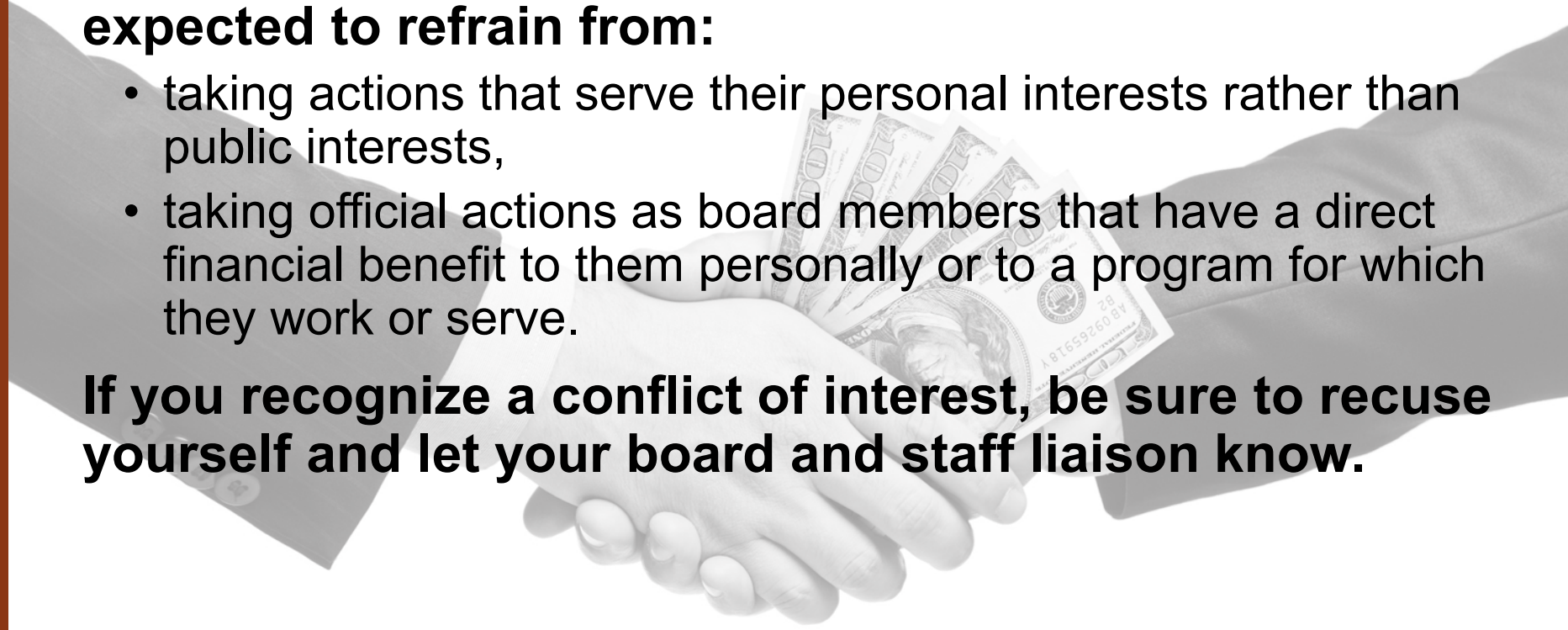
LAWS AFFECTING BOARDS: COLORADO CODE OF ETHICS

Conflicts of Interest

When conducting business, board members are expected to refrain from:

- taking actions that serve their personal interests rather than public interests,
- taking official actions as board members that have a direct financial benefit to them personally or to a program for which they work or serve.

If you recognize a conflict of interest, be sure to recuse yourself and let your board and staff liaison know.



LAWS AFFECTING BOARDS: COLORADO CODE OF ETHICS

Gifts

You cannot take any gifts worth over \$75 due to your representation on the board or commission.



LAWS AFFECTING BOARDS: COLORADO CODE OF ETHICS

Consider this example:

- **Scenario:** The Committee reviews grant proposals from domestic violence programs around the state and makes recommendations about programs funded and funding levels.
- **Conflict of Interest:** Some Committee members belong to organizations being considered for funding.
- **Solution:** Committee members identify any applicant programs that might pose a conflict for them before the review process starts, and they declare that information in writing to the board.
- No member with a conflict reviews a grant, submits a vote, or offers discussion from the program that presents the conflict. Members with a conflict of interest leave the room for the discussion on that program.
- **Outcome:** The members and whole Committee have protected the Committee from conflicts of interest, and funding is evaluated fairly.

LARIMER COUNTY CODE OF CONDUCT

Purpose:

- Larimer County further establishes conduct rules and guidance for any member of a board, commissioner, or committee established by Larimer County.
- Members, by nature of their appointment, are representatives of Larimer County, and as such are expected to act with respect and courtesy toward each other, county staff, and members of the public.
- Review Code of Conduct.

LAWS AFFECTING BOARDS: COLORADO OPEN RECORDS ACT

CORA Requirements

- Board records are required to be available for inspection by members of the public upon request. These records include: meeting minutes, official documents such as reports, minutes of telephone conversations about board business, emails and text messages between board members regarding board business.
- There are some exceptions, including communications that are personal in nature.
- However, as a general rule, board members should err on the side of considering all communications to be releasable, including records related to board business that are kept on a personally owned, private computer.

LAWS AFFECTING BOARDS: AMERICANS WITH DISABILITIES ACT

ADA

- This federal law prohibits discrimination against any person with a disability (Pub. L. No. 101-336, 104 Stat. 328, 1990).
- Applies to all programs, services, and activities of state governments, including meetings of boards and commissions.
- This law encourages the participation of all citizens in government activities.
- If a person with a disability needs accommodation to participate in a meeting, it is the responsibility of the program staff administering the board to arrange appropriate accommodation with the County ADA coordinator. This will always be a Larimer County Staff person.

THANK YOU FOR VOLUNTEERING

