



*We believe in a life of opportunity, of choice, and of dignity
for every individual, regardless of age or ability.*

*The Mission of Foothills Gateway, Inc. is to advocate for and empower
individuals with disabilities to lead lives of their choice.*

**Board of Director's
Agenda
May 17, 2016
7:00 pm**

MEETING CALLED TO ORDER Public Comment-Please limit presentations to 10 minutes	10 min.
CONSENT AGENDA Approval of Board Meeting Minutes – April 19, 2016	5 min.
FINANCIAL REPORT	10 min.
OLD BUSINESS CCB Transparency Bill	10 min.
NEW BUSINESS Strategic Plan Public Comment Guidelines	10 min.
COMMITTEE REPORTS Executive Committee Fiscal and Property Committee Legislative Affairs Committee Joint Resource Committee	20 min.
ADJOURNMENT	

FOOTHILLS GATEWAY, INC.

Preliminary Financial Reports
for the 10 months ending April 30, 2016

MONTHLY FINANCIAL HIGHLIGHTS

- * Revenues are 1.3% under YTD Budget
- * Expenses are 3.8% under YTD Budget
- * Net Loss is \$511,221 less than YTD Budgeted Net Loss

Financial Status	at June 30, 2015	at April 30, 2016	Incr (Decr)
Total Assets	\$12,238,121	\$12,110,109	(\$128,012)
Total Liabilities	\$1,883,591	\$1,739,281	(\$144,310)
Net Assets (Fund Balances)	\$10,354,530	\$10,370,828	\$16,298
Working Capital	\$5,837,482	\$5,370,211	(\$467,270)

Current Year Financial Performance at 10 months / 83.3% of annual revenue and expense

	Actual Year to Date	YTD Budget	% Actual to YTD Budget	Annual Budget	% Actual to Annual Budget
Revenues					
State/Medicaid Funds	\$16,122,107	\$16,173,632	99.7%	\$19,104,420	84.4%
Vocational Income	306,550	306,060	100.2%	367,272	83.5%
Public Support	216,855	199,700	108.6%	241,720	89.7%
Larimer County Mill Levy	2,325,022	2,410,909	96.4%	3,727,660	62.4%
Other	356,594	494,060	72.2%	590,980	60.3%
Total Revenue	\$19,327,128	\$19,584,361	98.7%	\$24,032,052	80.4%
Expenses					
Salaries, Taxes & Benefits - Staff	\$8,259,921	\$8,658,828	95.4%	\$10,455,100	79.0%
Salaries, Taxes & Ben - Individuals in Svcs	236,328	224,750	105.2%	269,700	87.6%
Vocational/Contract Supplies	32,946	35,480	92.9%	42,576	77.4%
Supplies, Equipment & Building Expense	797,745	897,887	88.8%	1,043,392	76.5%
Vehicle Expense	351,304	412,031	85.3%	496,127	70.8%
Program Related Expense	1,903,906	2,251,693	84.6%	2,535,451	75.1%
Purchase of Service	7,445,990	7,262,243	102.5%	8,744,747	85.1%
Other	282,690	336,372	84.0%	432,394	65.4%
Total Expenses	\$19,310,830	\$20,079,284	96.2%	\$24,019,487	80.4%
Revenue Over (Under) Expense	\$16,298	(\$494,923)	-3.3%	\$12,565	129.7%
Less: Other Capital Expenditures	-151,446	-81,685	185.4%	-94,631	160.0%
Less: (Purch)Sell Long Term Invstmts	-568,293	0	0.0%	0	0.0%
Plus: Non-Cash Expenses	239,171	262,534	91.1%	281,647	84.9%
Change in Working Capital	(\$464,270)	(\$314,074)	147.8%	\$199,581	-232.6%

SB16-038 CCB Transparency

Brief Summary: This bill promotes transparency in Community Centered Boards (CCBs) and makes each of them subject to one performance audit by the state auditor within the first 5 year period following the effective date of the bill. Thereafter, a CCB performance audit may be conducted at the discretion of the state auditor. The audit will be paid for by the Office of the State Auditor. Additionally, CCBs become subject to "Colorado Local Government Audit Law." In addition to the above requirements, the bill includes a number of requirements applicable to the operation of the CCB/ Board of Directors. The effective date of the requirements is August 10, 2016.

Summary of Board Requirements:

- CCB will post the date, times and location of each regularly scheduled board meeting on website not less than 14 business days prior to the date of the meeting. Additionally, the CCB will post on their website the date, time, and location of any special/emergency meeting of the board not less than 24 hours. *FGI currently posts regularly scheduled board and committee meetings on our website for the entire year.*
- CCB will post the agenda for each board meeting on the website no less than 7 business days prior to the meeting. For special/emergency meetings, agendas will be posted not less than 24 hours in advance on the CCB website. Each meeting must allow for public comment and the agenda must reflect this requirement. *FGI posts agendas for board and committee meetings 24 hours in advance of meetings on the bulletin board outside of the building. Executive Committee meeting will likely need to be moved up to set agenda to comply with timelines in this bill.*
- Any documents distributed at board meeting available for public dissemination at the time the agenda is posted must also be posted on the website and written copies provided at the meeting. However, this requirement excludes information that needs to be approved by the board or legally prohibited from being disclosed to the public (HIPAA, discussed in Exec. Session, etc.). *FGI provides paper copies of documents at board and committee meetings for all attendees. Documents will need to be posted on website as required.*
- CCB will provide direct email addresses to each board member on their website that will specify the name of each individual board member with reference to the particular CCB and shall not be filtered by CCB staff. *Staff recommend using the board member FGI email addresses for this purpose.*
- CCB shall present financial statements for approval at each regularly scheduled meeting. CCB shall require the person/entity that performs the financial audit of the CCB to present and discuss the results of the audit. *FGI is currently complying with this requirement.*
- CCB shall provide training to all incoming board members to include: duties of a board member, financial and fiduciary responsibilities assumed by the board, the I/DD system in the state, and overall business functions of the CCB. *Many board members are referred to FGI through United Way's board bank which provides training regarding duties of board members and we also have experienced board members mentoring new board members. Additional training regarding I/DD and CCB functions by FGI staff.*
- CCB will post minutes of each board meeting on website after approval from the board along with documents which were disseminated at the meeting. This requirement includes special meetings of the board as well. *FGI is currently complying with this requirement.*

- CCB will post current financial audit no later than 30 days following acceptance by board of directors. *FGI is currently complying with posting our financial audit. 3 years of audited financials are on our website.*
- CCB will post the most current 990 no later than 30 days of submitting to the IRS. *FGI will need to meet this requirement.*
- CCB will have 5 business days to provide the following when requests are received: annual budget (30 days after final approval by board), annual summary of expenditures of capacity building, FSSP, State SLS and State EI for previous year by Sept. 30, description of policies and procedures to track, manage, and report financial resources. *FGI can comply with this requirement.*
- CCB will post their contract with HCPF on their website. *FGI will need to meet this requirement.*

5/12/16

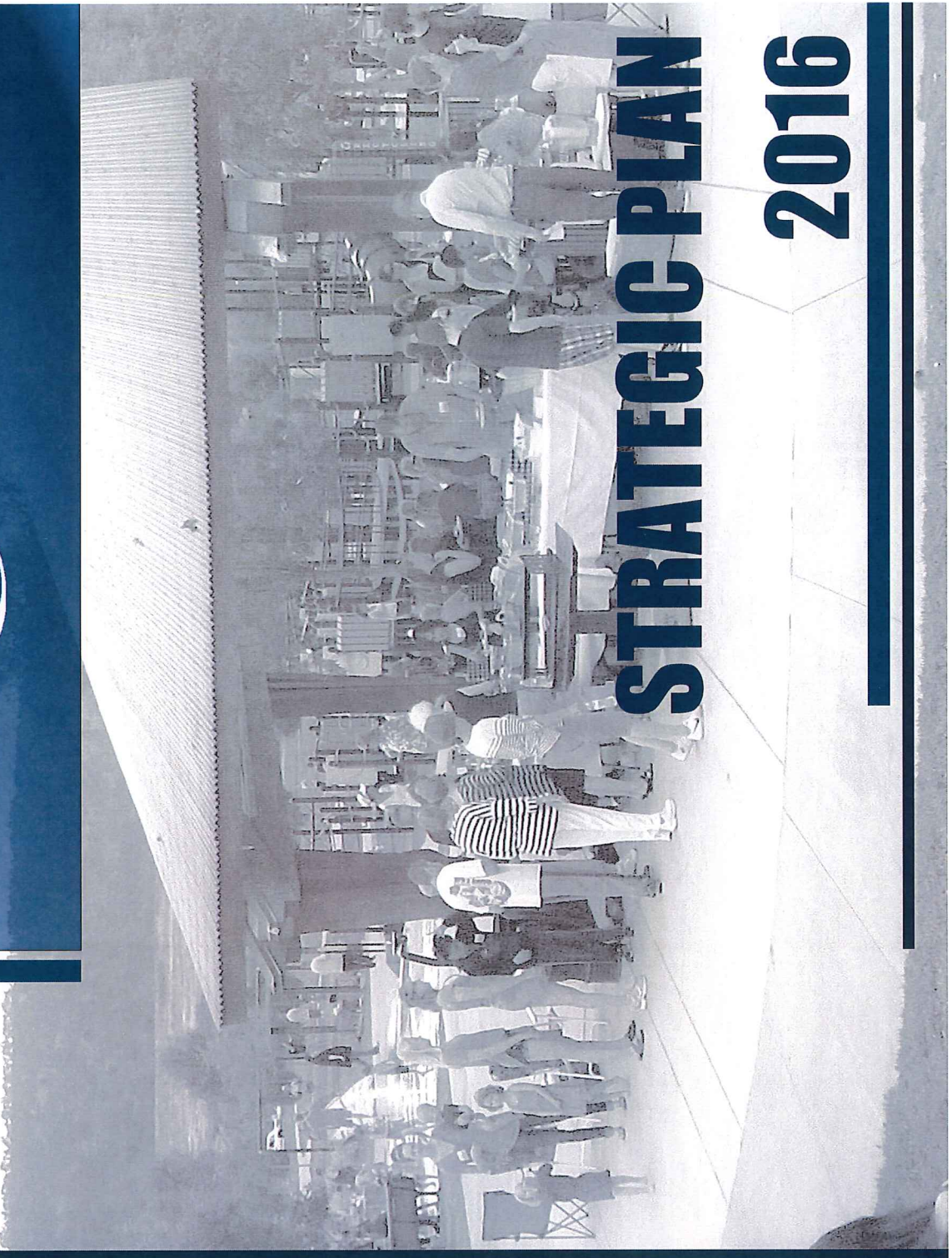
Foothills Gateway, Inc. believes in a life of opportunity, of choice, and of dignity for every individual, regardless of age or ability.

Foothills Gateway will be a leader in Person Centered Thinking.

- Opportunity
- Choice
- Dignity

Foothills Gateway INC.

SUPPORTING PEOPLE WITH DISABILITIES



STRATEGIC PLAN 2016

STRATEGIC PLAN GOALS

To Provide

PERSON CENTERED SERVICES

- PCT Trainings
- PCT Planning
- PCT Service Delivery
- Promote PCT in State and Local Settings

To Promote

COMMUNITY AWARENESS

- Presentations
- Message Delivery with Regular Updates
- Events
- Foster Communication with Constituents & other Stakeholders

To Pursue

BUSINESS OPPORTUNITIES

- Business Plan Development
- Program Enhancement
- Business Opportunities with System Change

To Display

LEADERSHIP

- Strong Governance
- Evaluate Proposed Waiver Changes
- Analyze Possible Corporate Restructuring
- Communicate with State Officials & Legislators

To Expand

AVAILABLE RESOURCES

- Promote Fundraising Efforts
- Collaborate with Area Agencies
- Monitor Capitol & Facility Needs

To Further

COMMUNICATION

- Foster Positive Staff Communication

The mission of Foothills Gateway, Inc. is to advocate for and empower individuals with disabilities to lead lives of their choice.

FGI's Values:

- ♦ We value a person's hopes, dreams and desires and will work to make them happen;
- ♦ We value the support and engagement of families;
- ♦ We value internal and external relationships built upon trust, respect and honesty;
- ♦ We value accountability to the public, families, people we support and regulatory agencies; and,
- ♦ We value excellence in all aspects of service.

PERSON CENTERED SERVICES

STRATEGIC ACTIONS

Person Responsible

<ul style="list-style-type: none"> ▪ PCT Trainings 	<p>Determine schedule for trainings</p> <p>Goal of 92% staff trained in Person Centered Thinking (PCT)</p> <p>Develop “refresher” training for staff and training for individuals</p> <p>Identify constituents for trainings</p>	<p>Executive Team</p> <p>Executive Team</p> <p>Trainers</p> <p>PCT Council</p>
<ul style="list-style-type: none"> ▪ PCT Planning 	<p>New Case Manager’s trained in PCT within one quarter of hire</p> <p>Case Managers use & practice Person Centered (PC) planning skills during Service Plan (SP) meetings</p> <p>Whole Family Focus – Family Support (Family events, Sibling & Early Intervention & Family Support Services Parent Groups</p>	<p>Case Management Directors</p> <p>Case Management Directors</p> <p>Support Services Case Management Director</p>
<ul style="list-style-type: none"> ▪ PCT Service Delivery 	<p>Direct Service Providers (DSPs) use & practice PC skills on a daily basis w/assistance from Coaches & Trainers</p> <p>New DSPs trained in PCT within six months of hire</p> <p>Continuous Quality Improvement – Case Managers</p> <p>Expect Excellence from Providers and Case Managers</p>	<p>Program Administrators</p> <p>Program Administrators</p> <p>Executive Team</p> <p>Executive Team</p>
<ul style="list-style-type: none"> ▪ Promote PCT in State and Local Settings 	<p>Support HCPF PCT Grant Trainings – Support Development Associates (SDA)/Council on Quality and Leadership (CQL)</p> <p>Promote PCT with local Program Approved Service Agencies (PASAs) and allied agencies</p> <p>Promote PCT with Alliance Committee</p>	<p>Trainers/Executive Team</p> <p>Executive Team</p> <p>Trainers</p>

COMMUNITY AWARENESS

STRATEGIC ACTIONS

	Person Responsible
<ul style="list-style-type: none"> ▪ Presentation 	Community Outreach Coordinator
<ul style="list-style-type: none"> ▪ Message Delivery with Regular Updates 	Community Outreach Coordinator
<ul style="list-style-type: none"> ▪ Educational Luncheons 	Community Outreach Coordinator
<ul style="list-style-type: none"> ▪ Promote Video at Venues as appropriate 	Community Outreach Coordinator
<ul style="list-style-type: none"> ▪ Completion of Annual Report 	Chief Administrative Officer
<ul style="list-style-type: none"> ▪ Organization of Annual Meeting 	Chief Administrative Officer
<ul style="list-style-type: none"> ▪ Promote via website and word of mouth 	Community Outreach Coordinator
<ul style="list-style-type: none"> ▪ Promote via Social Media and Local Media Releases 	Community Outreach Coordinator
<ul style="list-style-type: none"> ▪ Publish e-newsletters 	Community Outreach Coordinator
<ul style="list-style-type: none"> ▪ Update Website 	IT Director
<ul style="list-style-type: none"> ▪ Develop and promote the MARCOM (Marketing & Communication) Plan 	Chief Administrative Officer

BUSINESS OPPORTUNITIES

STRATEGIC ACTIONS

Person Responsible

<ul style="list-style-type: none"> Business Plan Development 	<p>Evaluate appropriateness of alternative program service delivery [Home Care (HC), Long Term Service & Supports (LTSS), Program of All-Inclusive Care for the Elderly (PACE), Expanded Transportation, Supported Employment (SE)]</p>	<p>Finance & Department of Community Services and Supports (DCSS) Directors</p>
<p>Complete Business Plan and submit to BOD</p>	<p>Development of Business Venture</p>	<p>Finance & DCSS Directors</p>
<p>Oversight of Business Venture</p>	<p>Respond to Federal Regulations for Home & Community Based Services (HCBS) Final Settings Rule Survey expectations</p>	<p>Finance & DCSS Directors</p>
<ul style="list-style-type: none"> Program Enhancement 	<p>Evaluate proposed System Changes</p>	<p>Chief Operating Officer (COO) – DCSS Services & BOD</p>
<ul style="list-style-type: none"> Business Opportunities with System Change 	<p>Analyze business delivery options available with changes</p>	<p>DCSS Directors</p> <p>Executive Team & Board of Directors (BOD)</p> <p>Executive Team & BOD</p>

LEADERSHIP

STRATEGIC ACTIONS

Person Responsible

<ul style="list-style-type: none"> Strong Governance 	<p>Annual Board of Directors Evaluation</p> <p>Annual Executive Team Evaluation</p> <p>Insurance compliance with new rules & regulations</p> <p>Annual Review of Foundation / Operating Memorandum of Understanding (MOU)</p> <p>Succession Planning</p>	<p>Executive Committee</p> <p>Executive Committee</p> <p>Legislative Affairs Committee</p> <p>BOD</p> <p>Executive Team & Executive Committee</p> <p>Executive Team & BOD</p> <p>Executive Team & BOD</p>
<ul style="list-style-type: none"> Evaluate Proposed Waiver Changes 	<p>Stay informed of Federal rule and regulation changes</p> <p>Stay informed of State law, rule and regulation changes</p>	<p>Executive Team & BOD</p> <p>Executive Team & BOD</p>
<ul style="list-style-type: none"> Analyze Possible Corporate Restructuring 	<p>Preplan and detail Restructuring Requirements</p>	<p>Executive Team & BOD</p>
<ul style="list-style-type: none"> Communicate with State Officials and Legislators 	<p>Respond to Waiver proposals</p> <p>Respond to Legislative bills</p> <p>Keep Legislators informed of Medicaid System Changes</p> <p>Alliance – CCB Coalition</p>	<p>Executive Team & Legislative Affairs Committee</p> <p>Legislative Affairs Committee</p> <p>Executive Team & Legislative Affairs Committee</p> <p>Executive Team & Legislative Affairs Committee</p> <p>Executive Team</p>

AVAILABLE RESOURCES

STRATEGIC ACTIONS

Person Responsible

<ul style="list-style-type: none"> Promote Fundraising Efforts 	<p>Work with the Foundation Board, Service League and internal marketing to promote events</p>	<p>Joint Resource Committee</p>
<ul style="list-style-type: none"> Collaborate with Area Agencies 	<p>Utilize social media and other creative marketing</p>	<p>Management Team & Community Outreach Coordinator Executive Team</p>
<ul style="list-style-type: none"> Collaborate with Area Agencies 	<p>Access possibility to collaborate with other Community Centered Boards (CCBs)</p>	<p>Executive Team</p>
<ul style="list-style-type: none"> Collaborate with Area Agencies 	<p>Access possibilities to collaborate with affiliate agencies in Larimer County [Mental Health, PASAs, Larimer County Dept. of Human Services (LCDHS), No Wrong Door (NWD) agency, etc.]</p>	<p>Executive Team</p>
<ul style="list-style-type: none"> Collaborate with Area Agencies 	<p>Access possibility to collaborate with affiliate agencies statewide</p>	<p>Executive Team</p>
<ul style="list-style-type: none"> Monitor Capitol & Facility Needs 	<p>Review space allocation of current facility for best use with mobile Case Management changes</p>	<p>Executive Team</p>
<ul style="list-style-type: none"> Monitor Capitol & Facility Needs 	<p>Plan for facility space to meet new HCBS Regulation requirements and new program development</p>	<p>Executive Team</p>
<ul style="list-style-type: none"> Monitor Capitol & Facility Needs 	<p>Maintain current facilities and vehicles in cost effective manner to provide maximum utility and lifespan</p>	<p>Executive Team</p>
<ul style="list-style-type: none"> Monitor Capitol & Facility Needs 	<p>Plan and utilize technology to support and expand service provision efficiency and effectiveness</p>	<p>Executive Team & IT Director</p>

COMMUNICATIONS

STRATEGIC ACTIONS

Person Responsible

- Foster Positive Staff Communications

Provide updates to staff concerning Health Care Policy & Financing (HCPF) change initiatives on a consistent basis

Maintain Focus employee newsletter reporting regarding organizational plans and system news

Follow-up to Progress for Providers

Executive Team

Executive Team & Focus Committee

PCT Council

Foothills Gateway Board of Directors Meetings Guidelines for Public Comment

The Foothills Gateway Board of Directors respects the individuals and families with whom we work, our community and our role as a board and welcomes input from the public. We expect everyone to respect one another and the differing opinions that may occur.

Time-

- The Board allocates 10 minutes at the beginning of each board meeting for "Public Comment".
- Each speaker, at the Chair's discretion, may speak for up to five minutes.
- If there are a large number of speakers, the Board may limit the total time for comment and may reduce the time allotted for each speaker. *Additionally, time limits may be waived by a vote of the Board.*
- Board members may ask questions for clarification but are not required to respond to public comment during the meeting. If a response is required, it may be done in writing or by email.

Signing up to Speak -

- Speakers need to sign up by signing the public comment sheet on the table to the right of the door after entering the board meeting room.
- Speakers will be called in the order they sign up.
- Speakers may not speak more than once on a specific topic.
- Speakers who wish to speak on more than one topic must submit a separate sign up for each item.
- Any person who would like an interpreter to assist them in providing public comment and any person with a disability who needs accommodation to provide public comment should contact Foothills Gateway office at 970-226-2345 at least three business days in advance of a meeting to request assistance.

Decorum -

- The Board expects that each speaker will be courteous and respectful.
- Speakers will address their comments to the entire Board and not to one individual Board member, nor to a staff member, nor to the audience. Speakers will not engage in personal attacks.
- The Board Chair may rule a speaker out of order for a violation of the decorum guidelines. At the discretion of the chair an out of order ruling can terminate the speakers remaining time.

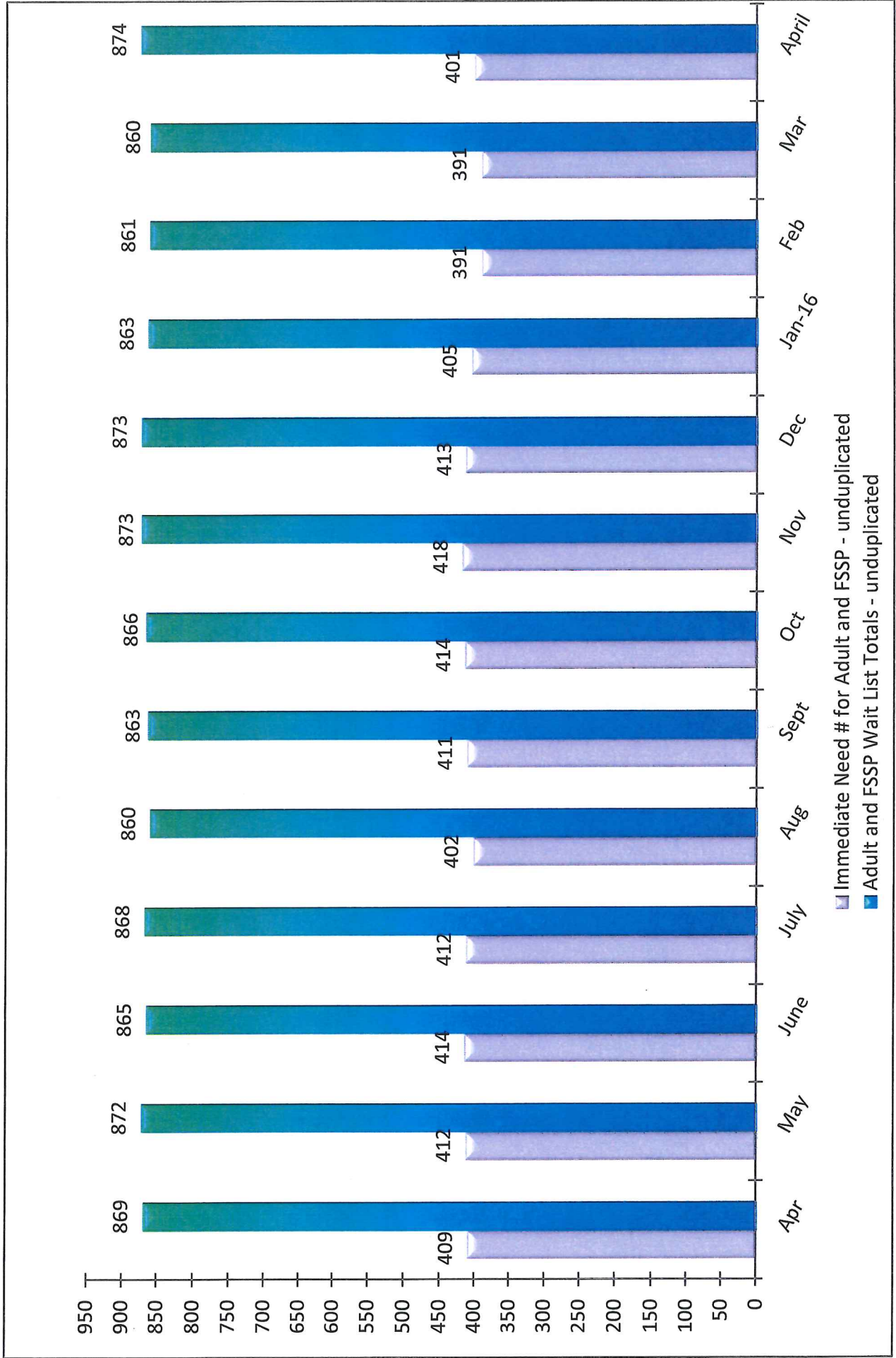
Topics -

- Due to confidentiality laws and regulations the Board cannot respond to a public comment that involves a complaint about an individual staff member, a personnel action, a disciplinary matter involving a person(s) in services, a complaint about person(s) in services, pending litigation, or matters of a similar confidential nature. Comments regarding these matters need to be submitted in writing by mail or electronically through the "Board Members" email link on the foothillsgateway.org website. The Board members review comments, letters and emails sent to the Board. Board responses will be in accordance with legal requirements and board responsibilities.
- Speakers may address an item not on the agenda during the "Public Comment" segment. All comments should address a matter related to Foothills Gateway business.
- Items on the Board agenda should be addressed as that item is heard and speakers should sign up ahead and listing the agenda item upon which they wish to address.

FOOTHILLS GATEWAY, INC

APRIL 2016

WAITING LIST REPORT



Waiting List Effective
April 30, 2016