



**FOOTHILLS GATEWAY, INC.  
BOARD OF DIRECTORS MEETING  
July 15, 2014**

Present

Jim Disney  
Katie Fahrenbruch  
John Haley  
Tracy Katz  
BJ Russell  
Gregg Seebohm  
Susie Trethewey  
Doris "Punkie" Whitely

Excused

Derf Green  
Kendra Kettler  
Romie Tobin

Staff

Sharon Courtney  
Erin Eulenfeld  
Debbie Lapp

Absent

Guests

Keith Liddle  
Dave Deike

Gregg Seebohm called the meeting of the Foothills Gateway, Inc. Board of Directors to order at 7:00 p.m.

**OPEN FORUM:**

Keith Liddle addressed the Board regarding the Board's comments at the June Board meeting. Gregg informed Mr. Liddle of the three responsibilities of the Board which do not include some of the requests Mr. Liddle is making. Mr. Liddle also informed the Board of additional information he received from a third party.

**PRESENTATION**

**A. Altra Services**

Dave Deike presented to the Board how his agency (Altra Services) is using person centered skills in providing services to the 24 individuals served through Altra. Altra staff have interviewed persons served and developed documents that contained information on routines, relationship mapping, important to and important for, good day – bad day, and then used the information to develop the Comprehensive Life Review (CLR). They are also using the CLR to evaluate the effectiveness of services by completing the CLR with the information. The CLRs are taken to the service plan meetings and are used to generate great discussions that are more inclusive of the person receiving services.

**CONSENT AGENDA:**

The Board reviewed items on the consent agenda.

- ❖ Approval of June 24, 2014 and July 1, 2014 Board Meeting Minutes.

**M-S-C (Disney - Haley) Approved the consent agenda consisting of the June 24, 2014 and July 1, 2014 Board Meeting Minutes.**

The above minutes are tentative until voted on and approved at the following month's board meeting.

**FINANCIAL REPORT:**

Sharon Courtney presented the preliminary statement of financial position for the 12 months of fiscal year 2013-2014 ending June 30, 2014 noting financial highlights. Sharon also included an updated budget for fiscal year 2014-2015 with the correction that was recommended by the Board at the July 1, 2014 meeting.

**M-S-C (Disney - Russell) Accept and approved the financial report for the 12 months of fiscal year 2013-2014 ending June 30, 2014.**

**OLD BUSINESS:**

**A. Analysis Memo – Entity Analysis**

Brad March reported that in light of statutory changes, Foothills Gateway is “probably a State Agency”. Brad informed the Board that The Open Meetings Law for state agencies requires that meetings are posted (can be on a bulletin board, website), and the Board needs to be more aware that when two or more Board members meet it’s a Board meeting. Emails between board members can also be a concern, especially if they get into the public realm. Some public agencies have started assigning agency email addresses to Board Members. No action was taken on this issue. Board members were asked to bring questions to the next meeting and then Diana Foland can start working on making changes to the Bylaws.

**B. Investigation Response Review**

Brad March informed the Board that he spoke with the state investigator performing the investigation and expressed concerns about Mr. Liddle’s threats. The investigator informed Brad March that Mr. Liddle is having ongoing conversations with parents and staff.

The draft response letter and attachments were discussed and Brad March recommended removing one sentence that seemed inflammatory. The Board agreed. The response will be modified to eliminate that sentence.

The recommendation was that the Board President be authorized to sign the letter for the all the Board members and to apprise Romie Tobin, Derf Green and Kendra Kettler of the discussion.

**M-S-C (Disney – Haley) Authorize the President of the Board to sign the response letter regarding Foothills Gateway’s state investigation for all Board members.**

Gregg told the Board that he is really proud of the staff and understood how extremely emotional this has been to all involved. He said this situation has made his resolve as a Foothills Gateway Board Member much stronger.

Board members discussed how to best remedy Mr. Liddle discussing this investigation and other people receiving services with staff, explaining that it’s disruptive to the organization. Erin Eulenfeld offered that Mountain States Employers Council can be contacted for recommendation. It was also discussed that retraining these staff on Health Insurance Portability and Accountability Act would be beneficial for staff.

John Haley questioned whether he and Gregg Seebom were going to speak to Mr. Liddle as previously discussed at a Board meeting. Board Members present recommended not talking with Mr. Liddle.

**NEW BUSINESS:**

**A. Policy Change Request – Accessibility**

Erin Eulenfeld informed the Board that the Commission for Accreditation of Rehabilitation Facilities (CARF) is requiring that Foothills Gateway include the word “technology” in its Accessibility policy and

procedure as CARF expects Foothills Gateway to assist people receiving services with technology access wherever practicable.

**M-S-C (Disney – Whitely) Approve the addition of technology to the Accessibility policy.**

**COMMITTEE REPORTS:**

**A. Community Relations Committee:**

Punkie Whitely informed the Board that the Community Relations Committee met and discussed an application for Family Support Services Council Membership. The Committee recommends that Marlene Wilcox be accepted as a new member of the Council. The Board requested that Pam Miller provide the Board with a presentation about the Family Support Program and Council.

**M-S-C (Whitely – Katz) Approved the application and membership of Marlene Wilcox for Family Support Services Council.**

**B. Fiscal and Property Committee:**

Tracy Katz reported that the Committee did not meet.

**C. Executive Committee:**

Gregg Seebohm reported that the Committee met and discussed the July board agenda, a complaint response, and the local entity memo.

**D. Legislative Strategy Committee:**

John Haley reported that the Committee did not meet and will not be meeting for the months of June, July and August as the legislature is out of session.

**E. Joint Resource Committee:**

Jim Disney reported that Dave Disney rode 878.8 miles in just over 2 days as a fundraiser for Foothills Gateway and raised a total of \$4,600. A video will be compiled to show this amazing effort.

**F. Succession Planning Workgroup:**

Gregg Seebohm reported that the workgroup met and worked on the Organizational Profile and Job Description to add character qualities. The workgroup decided to table the committee work for now as they need to determine what the agency will look like in 2 years with all the major changes that will be occurring.

**ADJOURNMENT**

**M-S-C (Russell - Trethewey) Adjourn the meeting at 9:10 pm.**

Respectfully submitted by,

*Doris Whitely*

Doris Whitely, Secretary

**The next regularly scheduled meeting of the Foothills Gateway, Inc.  
Board of Directors is August 19, 2014.**

The above minutes are tentative until voted on and approved at the following month's board meeting.