



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
June 24, 2014
7:00pm**

MEETING CALLED TO ORDER

Open Forum-Please limit presentations to 10 minutes

CONSENT AGENDA

Approval of Minutes – May 20, 2014

FINANCIAL REPORT

EXECUTIVE DIRECTOR UPDATE

Alliance Update

OLD BUSINESS

2014 Executive Director Evaluation Update
Special Meeting Request

NEW BUSINESS

Policy Change Request
PCT Staff Survey Results
July Board Meeting
Board Presentations

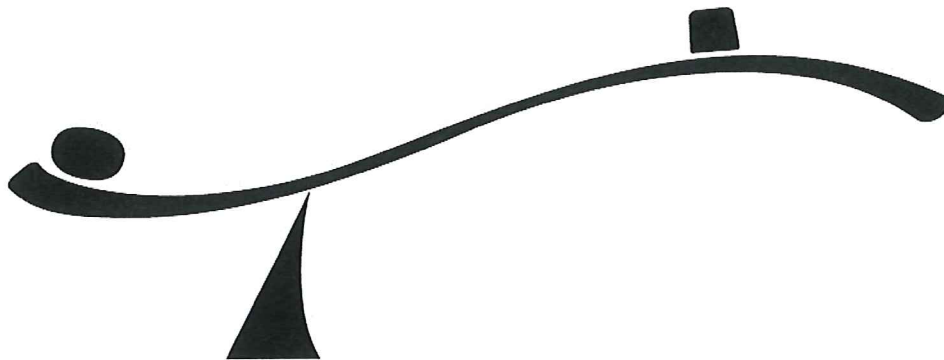
COMMITTEE REPORTS

Community Relations Committee
Family Support Council Membership Recommendation – Diana Tillman
Fiscal and Property Committee
Executive Committee
Legislative Strategy Committee
Joint Resource Committee

ADJOURNMENT



Person Centered Thinking Training



PCT

**FINDING THE BALANCE
MAKING IT HAPPEN!**

Foothills Gateway, Inc. presents "Person Centered Thinking"

A 2-Day Training conducted by
FGI

September 30th and October 1st, 2014

8:00am-4:00pm

Foothills Gateway – Everitt Conference Room

This 2 day training will explain the importance of:

- *Being listened to and the effects of having no positive control;*
 - *The role of daily rituals and routines;*
- *How to discover what is "important to" while balancing what is "important for", and;*
- *Respectfully addressing health and safety issues while supporting individual choice.*

Cost is \$350 per attendee and includes all materials, breakfast and lunch both days.

If cost is prohibitive to your attendance, please contact us as full or partial scholarships are available.

Registration open until September 25th, 2014 (or until all seats are filled)

To register, please contact Jamie Martin at 970-266-5304 or jamiem@foothillsgateway.org

FOOTHILLS GATEWAY, INC.

Preliminary Financial Reports
for the 11 months ending May 31, 2014

MONTHLY FINANCIAL HIGHLIGHTS

- * Revenues are 2.4% over YTD Budget
- * Expenses are 0.8% under YTD Budget
- * Net Loss is \$596,296 less than YTD Budgeted Net Loss

<u>Financial Status</u>	at June 30, 2013	at May 31, 2014	Incr (Decr)
Total Assets	\$11,520,808	\$11,438,953	(\$81,855)
Total Liabilities	\$1,566,771	\$1,392,049	(\$174,722)
Net Assets (Fund Balances)	\$9,954,036	\$10,046,904	\$92,867
Working Capital	\$5,364,543	\$5,134,599	(\$229,943)

Current Year Financial Performance at 11 months / 96.7% 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	\$15,673,397	\$15,497,058	101.1%	\$16,861,522	93.0%
Vocational Income	320,352	305,585	104.8%	333,393	96.1%
Public Support	271,055	175,825	154.2%	177,375	152.8%
Larimer County Mill Levy	2,379,123	2,329,799	102.1%	3,070,750	77.5%
Other	590,708	481,500	122.7%	527,173	112.1%
Total Revenue	\$19,234,636	\$18,789,767	102.4%	\$20,970,213	91.7%
Expenses					
Salaries, Taxes & Benefits - Staff	\$8,675,602	\$8,899,009	97.5%	\$9,706,380	89.4%
Salaries, Taxes & Ben - Individuals in Svcs	218,912	225,214	97.2%	245,688	89.1%
Vocational/Contract Supplies	34,270	31,240	109.7%	34,080	100.6%
Supplies, Equipment & Building Expense	851,887	960,525	88.7%	1,036,442	82.2%
Vehicle Expense	466,025	393,583	118.4%	421,499	110.6%
Program Related Expense	2,376,644	2,576,297	92.3%	2,772,457	85.7%
Purchase of Service	6,155,728	5,807,289	106.0%	6,345,865	97.0%
Other	362,700	400,038	90.7%	451,427	80.3%
Total Expenses	\$19,141,768	\$19,293,195	99.2%	\$21,013,838	91.1%
Revenue Over (Under) Expense	\$92,867	(\$503,428)	-18.4%	(\$43,625)	-212.9%
Less: Other Capital Expenditures	-81,821	-222,815	36.7%	-231,621	35.3%
Less: (Purch)Sell Long Term Invstmnts	-590,353	0	0.0%	0	0.0%
Plus: Non-Cash Expenses	349,364	293,021	119.2%	393,599	88.8%
Change in Working Capital	(\$229,943)	(\$433,222)	53.1%	\$118,353	-194.3%

To Jamie:



Policy Change Request Form

Name of Policy Requesting Change **Medication Administration**

Current Policy Book Section (s) **Section 3-Chapter 1; Section 3-Chapter 4**

What change is requested?(also, please attach old policy and requested policy)

OLD: Department of Human Services and Division for Developmental Disabilities (Chapter 16)

NEW: Department of Health Care Policy and Financing (HCPF) / Division for Intellectual Disabilities (DIDD)

Why is this Policy change necessary?

Name change

Submitted By Erin Eulenfeld

Request a blanket "name change approval" for CDHS to HCPF & DDD to DIDD

OLD:

POLICY:

It is the policy of Foothills Gateway, Inc. for the storage, administration and disposal of all prescription and non-prescription medications to comply with all applicable medication administration requirements of the Department of Public Health, **Department of Human Services and Division for Developmental Disabilities (Chapter 16)**.

~~Additional~~

NEW

POLICY:

It is the policy of Foothills Gateway, Inc. for the storage, administration and disposal of all prescription and non-prescription medications to comply with all applicable medication administration requirements of the Department of Public Health, **Department of Health Care Policy and Financing (HCPF) DIDD**

Foothills-Gateway: Person Centered Organization Evaluation Results May 2014

Summary:

The attached results demonstrate the perspectives of 102 employees who participated in the evaluation by completing a Person Centered Organization Questionnaire in May 2014. Evaluation results were gathered across all programs and departments of the organization. The following summary describes the results, while the attachments show the results for each respective department. Information is presented in both a chart and table format. These results are intended to provide insight and a view of the possibilities for how your organization might act on the information. Please keep in mind that a sample size of less than 15 participants may not provide the most accurate picture of your organization's actual performance related to person centered practices. If you had fewer than 15 participants, or if your sample size is less than 25% of your total organization, you may want to use the attached results as a preliminary gauge and consider surveying a larger sample.

Method Used:

The attached charts show the results based in percentage and actual values, for each of these five Focus Areas:

- ❖ Customer Focus: how you interact, collaborate, with and listen to people you support and their families
- ❖ Learning and Knowledge Management: how you promote and support learning, and share knowledge and information across your organization.
- ❖ Business Processes: the approaches used by your organization to plan, implement and monitor its performance, including your mission and Board of Directors.
- ❖ Leadership Effectiveness: how your leadership leads and how they interact with all stakeholders of the organization.
- ❖ Employee Focus: the role of employees in the organization, and the approach used to demonstrate their value to the organization.

The total number of questions in each area was seven. The questionnaire posed one question from each area consecutively. For example, the first five questions each came from the focus areas in the order listed above; questions six through ten then also followed the same order, etc. The results were tabulated to determine for each question, how many respondents agreed that the organization *mostly*

accomplishes the activity or approach described. To evaluate the results for each statement, we have used 75% or more positive answers to indicate a strength of the organization, and 35% or fewer positive responses to indicate an opportunity for the organization to improve. For your organization, a total of 102 people responded to the questionnaire. This means that the agency might consider a strength any statement for which more than 77 people agreed it occurs most of the time. Conversely, the organization can consider opportunities for improvement any statement which had 36 or fewer respondents in agreement that it exists most of the time.

This report will provide an overview of the entire organization, followed by a breakdown of the results for each department. The breakdown is presented in a series of graphs based on how many people provided responses to the questions. The first graph provides results based on the number of actual responses to the questions and reflects a higher percentage due to fewer responses. The second graph is more representative of the organization/department since it accounts for the total number of people completing the assessment. Since the reason was not provided of why the answer was not applicable/don't know, it was unclear of the accuracy of the response. Therefore, both charts are provided. The second graph is then detailed in a chart of actual numbers and percentages to provide further clarification.

Specific Results

Customer Focus

75% or more of the participants in the evaluation consider the following to be present in your organization's approach to creating a customer focus. These areas may be strengths of your organization:

- ❖ 1. We determine what is important to each person we serve and make sure it is present in their lives.
- ❖ 6. Our organization, including all employees, volunteers and directors, listen to the people whom we provide supports and services.
- ❖ 21. Support for building respectful and trusting relationships between people who provide direct support (in our agency and our community) and the people they support are priorities in our organization
- ❖ 26. Supporting people with developmental disabilities to actively engage and be fully included in their communities is a priority of our activities

Less than 35% of the participants identified the following practices as mostly present in your organization. These may provide opportunities for your organization to improve its person centered practices.

- ❖ There were no noted opportunities for improvement in this area

Learning and Knowledge Management

75% or more of the participants in the evaluation consider the following to be present in your organization's approach to learning and knowledge management. These perceived strengths include:

- ✧ 7. The supervisors in our agency encourage learning at all levels of the organization
- ✧ 12. Our agency has a process in place to assure employee's annual learning plan matches their unique interests and skills.

Less than 35% of the participants identified the following practices as mostly present in your organization. These may provide opportunities for your organization to improve its person centered practices related to learning and managing knowledge.

- ✧ There were no noted opportunities for improvement identified for this area

Business Processes

75% or more of the participants in the evaluation consider the following to be present in your organization's business processes:

- ✧ 3. Our meetings are designed to make the best use of our time and are productive for all members
- ✧ 13. Our organization's mission clearly promotes practices which support people with disabilities in attaining the life they desire
- ✧ 18. We design our processes to meet the expectations of people with developmental disabilities and other key stakeholders of the DD system in our state
- ✧ 28. As an organization, we value partnerships and collaboration with other key stakeholders involved in supporting people with disabilities

Less than 35% of the participants identified the following practices as mostly present within the business processes of your organization. These may provide opportunities for your organization to change your approach to some business practices.

- ✧ There were no noted opportunities for improvement in this focus area

Leadership Effectiveness

75% or more of the participants in the evaluation believe that your leaders demonstrate the following practices most of the time:

- ✧ 4. Our leadership promotes active participation of all employees in setting and implementing our organization's vision and values
- ✧ 9. Leadership of our agency provides frequent, clear communication to our employees
- ✧ 14. Leadership team members are accessible to our employees, to the people who use our services, family members and other stakeholders

- ❖ 29. Leaders clearly demonstrate recognition of, and appreciation for, the efforts and contributions of our employees and volunteers
- ❖ 34. Leadership and supervision is delivered in a manner that is seen as valuable throughout the organization

Less than 35% of the participants identified the following practices as mostly present among leaders of your organization. These may provide opportunities for the leaders of your organization to demonstrate more person centered practices.

- ❖ There were no noted opportunities for improvement in this area

Employee Focus

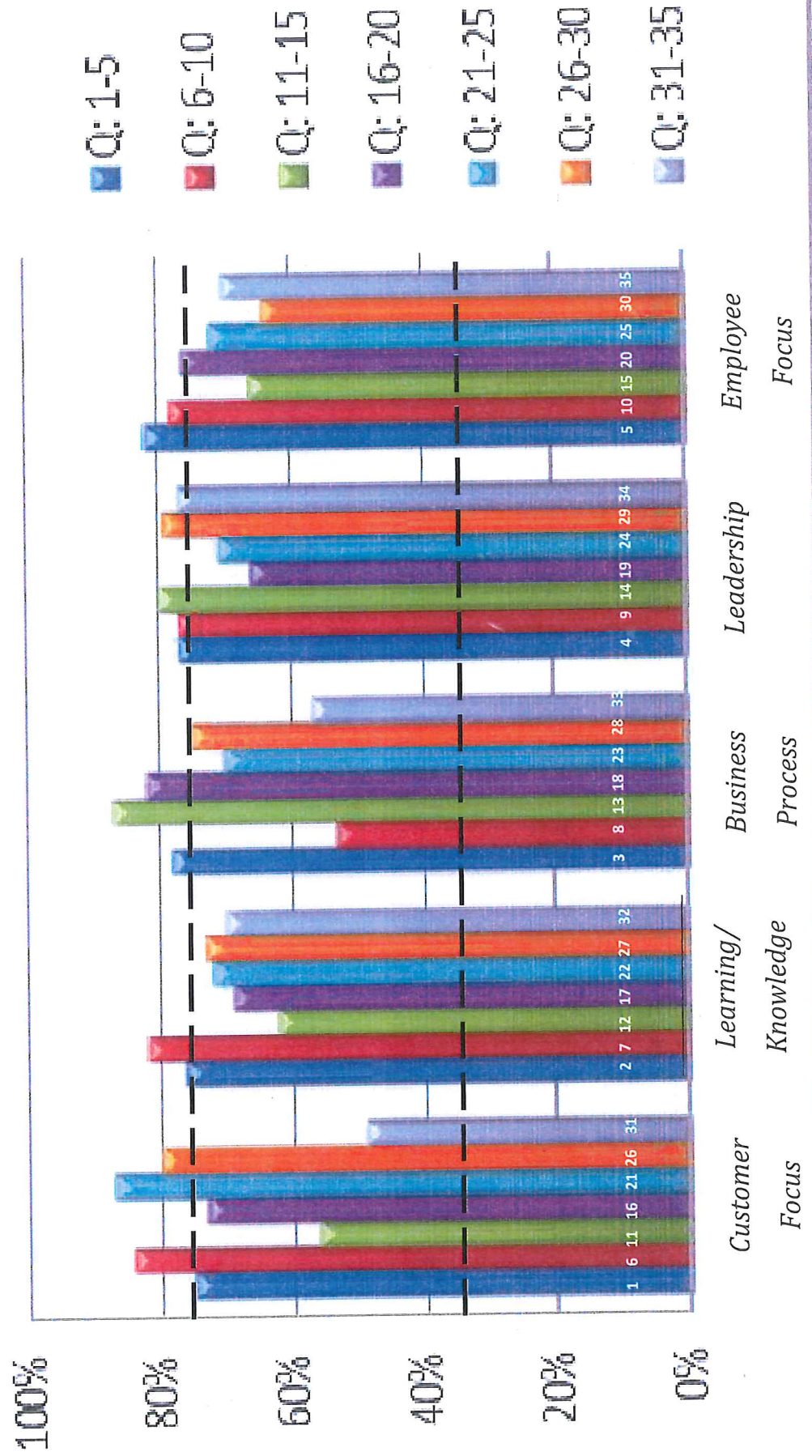
75% or more of the participants in the evaluation consider the following practices to be utilized by your organization in its approach towards employees. These areas may be strengths of your organization:

- ❖ 5. Employees believe they are listened to by their supervisors; they know their perspective counts
- ❖ 10. Employees are provided opportunities to use their talents every day
- ❖ 20. Clear roles and responsibilities exist regarding how our agency engages in person centered practices

Less than 35% of the participants identified the following practices as mostly present in your organization's approach toward employees. These may provide opportunities for your organization to improve its person centered practices related to employees.

- ❖ There were no noted opportunities for improvement identified in this area

Foothills-Gateway All Respondees



Department	# of Responses	Customer Focus	Learning/ Knowledge	Business Process	Leadership	Employee Focus
FGI	102	1. 96	2. 100	3. 98	4. 98	5. 100
		75%	76%	78%	77%	82%
	6.	99	7. 99	8. 68	9. 101	10. 100
		84%	82%	53%	77%	78%
	11.	71	12. 89	13. 98	14. 96	15. 99
		56%	62%	87%	80%	66%
	16.	92	17. 95	18. 97	19. 91	20. 96
		73%	69%	82%	66%	76%
	21.	98	22. 91	23. 86	24. 85	25. 95
		87%	72%	70%	71%	72%
	26.	96	27. 93	28. 86	29. 100	30. 89
		80%	73%	75%	79%	64%
	31.	83	32. 92	33. 74	34. 99	35. 98
		49%	70%	57%	77%	70%
Category Totals	714	635	659	607	670	677
		89%	92%	85%	94%	95%

Question Numbers are in Blue
The Number of Responses and percentage of Responses are in Black

FOOTHILLS GATEWAY, INC.
FAMILY SUPPORT SERVICES PROGRAM
APPLICATION FOR FSSP COUNCIL

RETURN COMPLETED APPLICATION TO:

PAM MILLER
301 SKYWAY DR.
FORT COLLINS, CO 80525

IF YOU HAVE QUESTIONS OR NEED ADDITIONAL INFORMATION, YOU MAY
CONTACT: PAM MILLER AT 266-5409.

NAME: Diana Tiltman

MAILING ADDRESS: 113 E. Michigan Ave. Berthoud CO 80513

TELEPHONE: home: 970-532-3462 Cell WORK: 970-308-6283

WHICH ENTITY WOULD YOU BE REPRESENTING?

PARENT CONSUMER PROFESSIONAL COMMUNITY PERSON

WOULD YOU BE ABLE TO ATTEND A QUARTERLY MEETING, 2 HOURS IN
DURATION?

YES NO

WOULD YOU BE INTERESTED IN WORKING ON COUNCIL SPECIAL PROJECTS
OR SUB-COMMITTEES IN ADDITION TO REGULAR SCHEDULED MEETINGS?

YES NO

CURRENT OCCUPATION AND EMPLOYER:

CNA Mom - PASCO, and small business owner.

VOLUNTEER WORK:

Youth groups, writers groups

WHY DO YOU WANT TO BE A MEMBER OF THE FSSP COUNCIL?

I was so lost in the beginning of our journey. I would love to support other parents/families.

WHAT DO YOU FEEL YOU COULD ADD PERSONALLY AND/OR PROFESSIONALLY TO THE FAMILY SUPPORT COUNCIL?

Life's experience. Background in writing/public speaking.

WHAT WOULD YOU LIKE TO GAIN FROM THIS EXPERIENCE?

Not sure. Satisfaction from supporting others.

WHAT ARE YOUR PRIORITIES IN REGARD TO ASSURING THAT SERVICES/SUPPORTS ARE PROVIDED TO THE DEVELOPEMENTALLY DISABLED POPULATION OF LARIMER COUNTY? WHAT ARE YOUR PHILOSOPHIES IN THIS REGARD?

I tend to support people one-on-one, but am certainly not shy about promoting when necessary. Trying to start a micro-business for DD by summer 2015.

LIST ANY ABILITIES, SKILLS, TRAINING, OR SPECIAL INTERESTS YOU HAVE WHICH COULD BE APPLICABLE TO THIS BOARD:

writing, public speaking, strong knowledge of therapies available in the community.

ALL BOARD MEMBERS ARE STRONGLY ENCOURGAED TO ATTEND ALL REGULARLY SCHEDULED MEETINGS OF THE FAMILY SUPPORT COUNCIL. FSSP COUNCIL MEMBERS ARE ASKED TO ATTEND A MINIMUM OF 4 MEETINGS PER YEAR.

Diana F. [Signature]
SIGNATURE

05/15/2014
DATE

FOOTHILLS
TEWAY, INC
MAY 2014
WAITING LIST REPORT

