



*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  
(Revised) Agenda  
September 19, 2017  
7:00 pm**

MEETING CALLED TO ORDER	10 min.
Public Comment - 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.	
PRESENTATIONS – Health Services – Shauna Poquette, R.N.	15 min.
CONSENT AGENDA	2 min.
Approval of August 15, 2017 Board Meeting Minutes	
Approval to serve donated alcohol at Staff Appreciation Event – Oct. 17th	
FINANCIAL REPORT	10 min.
OLD BUSINESS	10 min.
Notice of Pending Executive Level Vacancies Policy/Procedure	
Chief Administrative Officer Position Update	
NEW BUSINESS	5 min.
EXECUTIVE TEAM UPDATES	10 min.
COMMITTEE REPORTS	15 min.
Executive Committee	
Fiscal and Property Committee	
Legislative Affairs Committee	
Joint Resource Committee	
EXECUTIVE SESSION	15 min.
Personnel Issue	
ADJOURNMENT	

# FOOTHILLS GATEWAY, INC.

## UNAUDITED

Preliminary Financial Reports  
for the 2 months ending August 31, 2017

### MONTHLY FINANCIAL HIGHLIGHTS

- \* Revenues are 5.0% over YTD Budget
- \* Expenses are 2.9% under YTD Budget
- \* Net Loss is \$226,849 less than YTD Budgeted Net Loss

<b>Financial Status</b>	at June 30, 2017	at August 31, 2017	Incr (Decr)
Total Assets	\$12,842,026	\$12,187,078	(\$654,948)
Total Liabilities	\$1,710,590	\$1,316,619	(\$393,971)
Net Assets (Fund Balances)	\$11,131,436	\$10,870,459	(\$260,977)
Working Capital	\$6,277,772	\$6,084,529	(\$193,242)

**Current Year Financial Performance** at 2 months / 16.6% of annual revenue and expense

	Actual Year to Date	YTD Budget	% Actual to YTD Budget	Amended Annual Budget	% Actual to Annual Budget
<b>Revenues</b>					
State/Medicaid Funds	\$2,396,420	\$2,392,139	100.2%	\$12,895,464	18.6%
Vocational Income	70,273	67,542	104.0%	405,252	17.3%
Public Support	179,548	63,750	281.6%	225,600	79.6%
Larimer County Mill Levy	62,108	68,713	90.4%	4,115,587	1.5%
Other	101,848	83,718	121.7%	513,268	19.8%
<b>Total Revenue</b>	<b>\$2,810,196</b>	<b>\$2,675,862</b>	<b>105.0%</b>	<b>\$18,155,171</b>	<b>15.5%</b>
<b>Expenses</b>					
Salaries, Taxes & Benefits - Staff	\$1,763,128	\$1,899,722	92.8%	\$11,350,770	15.5%
Salaries, Taxes & Ben - Individuals in Svcs	57,761	53,648	107.7%	321,888	17.9%
Vocational/Contract Supplies	9,327	7,798	119.6%	46,788	19.9%
Supplies, Equipment & Building Expense	215,967	214,659	100.6%	1,117,238	19.3%
Vehicle Expense	66,470	65,614	101.3%	396,294	16.8%
Program Related Expense	512,667	454,578	112.8%	2,580,888	19.9%
Purchase of Service	399,601	425,413	93.9%	1,976,360	20.2%
Other	46,251	42,256	109.5%	459,471	10.1%
<b>Total Expenses</b>	<b>\$3,071,173</b>	<b>\$3,163,688</b>	<b>97.1%</b>	<b>\$18,249,697</b>	<b>16.8%</b>
<b>Revenue Over (Under) Expense</b>	<b>(\$260,977)</b>	<b>(\$487,826)</b>	<b>53.5%</b>	<b>(\$94,526)</b>	<b>276.1%</b>
Less: Other Capital Expenditures	-5,493	-9,765	56.3%	-77,683	7.1%
Less: (Purch)Sell Long Term Invstmts	24,012	0	0.0%	0	0.0%
Plus: Non-Cash Expenses	49,216	50,091	98.3%	274,818	17.9%
<b>Change in Working Capital</b>	<b>(\$193,242)</b>	<b>(\$447,500)</b>	<b>43.2%</b>	<b>\$102,609</b>	<b>-188.3%</b>

FOOTHILLS GATEWAY, INC.

Notice of Pending Executive Director Level Vacancies

POLICY:

~~It is the policy of Foothills Gateway that in the event of a vacancy of an Executive Director (or any employee reporting to the Board) that the Board of Directors will be notified as soon as possible.~~

**Commented [BB1]:** Do you want to expand the policy to include all employees reporting to the Board, or do you want to limit the policy to vacancies at the Executive Director level? We have edited the policy to include all executive-level vacancies.

~~It is preferred, that in the case of a pending retirement, a notice of at least six (6) months is given prior to termination.~~

**Commented [BB2]:** For a policy to be effective, it is important that the policy speak directly to the audience at whom policy is directed. Policies should not be presented in the passive voice because it leaves unclear what action is required and by whom. Rather, the policy should be an affirmative, concise statement of the intent of the policy, identifying who is required to carry out the action(s) required by the policy.

~~Any employee who reports directly to the Board of Directors, including the Executive Director, is expected to provide reasonable advance notice to the Board of Directors of his or her pending retirement or resignation. The retiring or resigning employee shall use his or her best efforts to provide the Board with as much notice as possible when a planned retirement/resignation is known.~~

PROCEDURE:

~~In accordance with the Board of Director's responsibilities of:~~

- ~~• The Board is responsible for hiring and supporting the Executive Director (or any employee reporting to the Board) and will review performance against the position description and goals and make compensation recommendations and adjustments as appropriate.~~
- ~~• The Board is responsible for establishing policies and to delegate to the Executive Director(s) the responsibility for the enforcement of those policies.~~

**Commented [BB3]:** The Board's supervision of the Executive Director's responsibilities has nothing to do with the obligation for the Executive Director to notify the Board in advance of his/her pending retirement/resignation. We recommend you leave these paragraphs out of the this policy.

~~An Executive Director, or any employee that reports directly to the Board of Directors, shall use his or her best efforts to provide the board with as much notice as possible when a planned retirement/termination is known. This notice shall be given to the President of the Board of Directors and at their discretion should then be shared with the Executive Committee and full Board.~~

~~Excluding exceptional cases where reasonable advance notice is not possible, notice shall be given not less than six (6) months prior the anticipated date of retirement or resignation. Notice shall be provided, in writing, to the President of the Board of Directors. At a time deemed appropriate by the President, in his or her sole discretion, notice of the employee's retirement or resignation will be shared with the Executive Committee and full Board.~~



## FOOTHILLS GATEWAY, INC.

### Executive Director Vacancy

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- The Board is responsible for establishing policies and to delegate to the Executive Director(s) the responsibility for the enforcement of those policies.

An Executive Director, or any employee that reports directly to the Board of Directors, shall use his or her best efforts to provide the board with as much notice as possible when a planned retirement/termination is known. This notice shall be given to the President of the Board of Directors and at their discretion should then be shared with the Executive Committee and full Board.

# Community Outreach/Marketing Report

## September 2017

### Nathan- Community Relations Specialist

#### Training:

- Attended the Colorado Planned Giving Symposium 2-Days Aug 28/29

#### Community Presentations:

- Caring and Sharing Meeting- Fri Sept 8<sup>th</sup>
- Eye-Openers Kiwanis- Tuesday Sep 12<sup>th</sup>
- Loveland Rotary- Wed Sept 13<sup>th</sup>
- Fort Collins Rotary After Work – Wed Sept 13<sup>th</sup>
- Fort Collins Lions Club- Thurs Sept 21<sup>st</sup>

#### Meetings

- Fort Collins Chamber of Commerce Red Carpet –Thurs Sept 7<sup>th</sup> Mantooth Marketing
- Fort Collins Chamber of Commerce Red Carpet- Monthly Meeting- Tues Sep 12<sup>th</sup>
- City of Fort Collins Business Appreciation Breakfast- Wed Sept 13<sup>th</sup>
- Meeting with Blake (Summitstone), and Cari (ARC) planning for the October Legislative Forum Mon Sept 18<sup>th</sup>
- Fort Collins Chamber of Commerce Red Carpet- Tues Sept 19<sup>th</sup> Front Range Chamber Players
- Representative Joann Ginal- Tues Sept 19<sup>th</sup>
- Upcoming- Grant Writing Roundtable- Thurs, Sept 21

#### Tours:

- Aj Ortiz-Safy (Non-Profit Org)- works with families across service systems to enhance their capacity to care for and protect their children. Toured to learn more about the mission/services we provide.- Thursday Aug 31
- Kristin Maestre-Blogger with Feasting Fort Collins/Scoop Blog Network, she has following of over 2,000 people came in to see the work so she could potentially help get the word out through her blog and social media. Tues Sept 5<sup>th</sup>
- Kyle Fritch-Senior Tax Manager with Eide, Bailey, CPA's, interested in joining one of our boards and potentially becoming our CPA- Tues Sept 5<sup>th</sup>
- Amanda Hamilton, Community Outreach Specialist with Mosaic, she came to learn more about who we are and our mission/goals- Thurs Sept 7<sup>th</sup>
- Patti Smith of Zonta, which is an international service club of women. Patti is interested in potentially organizing a group of nail professionals to come in and give manicures to our DSPs - Tues Sept 12<sup>th</sup>

- Wesley Hooks, Marketing rep with The Foundry, a treatment center, he was interested in the mission, wanted to learn more.-Tues Sept 12<sup>th</sup>
- Chris Imsland, grant writer, former executive director of Partners mentoring, he wanted to learn more about how to support/help with the mission- Friday Sept 15th

Chrissi- Marketing and Communications Coordinator

- A big chunk of my time this month has been spent on student volunteers including: the Social Work class, Music Therapy group, Early Childhood Special Education practicum, one OT practicum, and a few Music Therapy Service Learning students.
- Successfully completed DSP week, with Facebook and Twitter shout outs for every DSP group, an online article about why we celebrate and a thumbs up going out about it this week.
- Beginning prep for Colorado Gives Day – building the campaign and working with I.T. on the website page.
- Filming the next video for the Game Show Spectacular with Clear Image on Thursday and Friday of this week, and into the first week of October.
- Scheduled communications have been going out – social media, and e-blasts for upcoming events.



We are pleased to invite you to our

# LEGISLATIVE BREAKFAST TOWN HALL

**Wednesday, October 18, 2017**

**Aztlan Center  
112 Willow St. Fort Collins, CO**

Doors Open at 7:00 a.m.  
Program Begins at 7:30 a.m.

**Don't miss this opportunity to hear from our local elected officials.  
Stay for the Q&A session to ask questions about:**

- **Health Care**
- **Medicaid**
- **Long-Term Supports**
- **Mental Health/Addiction**
- **Crisis Services**

**The event is free to attend, but seating is limited.  
Registration is strongly encouraged, register at  
<http://arclc.org/event/town-hall/>**





Save the Date

# Game Show

SPECTACULAR

OCTOBER 20, 2017

6:30-9:30

HILTON FORT COLLINS