



FOOTHILLS GATEWAY, INC.

BOARD OF DIRECTORS MEETING

January 17, 2017

Present

John Haley
Jim Disney
Kate Vorlage
Katie Fahrenbruch
Mark Durand
BJ Russell
Linda Drees
Mikel Zimmerman

Excused

Doris "Punkie" Whitely
Gregg Seebohm
Tracy Katz
Susie Trethewey
Romie Tobin

Absent

Guests

Brad March

Staff

Erin Eulenfeld
Diana Foland
Debbie Lapp
Carla Conrardy
Brandee Boice-Street
Cynthia Hansford
Paul Liptak
Ed Bowers
Chrissie Gillispie

John Haley called the meeting of the Foothills Gateway, Inc. Board of Directors to order at 7:02 pm and welcomed guests.

OPEN FORUM:

John Haley invited guests to speak.

- No guests were present to speak

PRESENTATIONS:

- Adult Care Services (ACS) and Children's Extensive Supports (CES) – Cynthia Hansford
Cynthia gave a presentation detailing the structure and function of the ACS and CES programs, and answered questions.
 - Katie asked if there was always someone in services at ACS – Cynthia explained that it can vary. Erin shared that Cynthia and her staff provided over 14,000 hours of service last year.
 - John shared with the Board that FGI currently rents the ACS house for a nominal fee so the upkeep of the property is FGI's responsibility.
 - Mark asked whether the program is limited by people, houses, or both? Erin replied that money is a big issue; Board designated funds from the Mill Levy is what enables this program to continue existing for FGI. Erin shared that people have to be a resident of Larimer County to use this service
 - John asked who members of the board could contact to have a tour of ACS. Cynthia would be the person to contact.
 - Linda commented that staff turnover seems to be an issue for this type of employment. Erin stated that fee for service is a big issue and there is an effort through Alliance with the State Legislature to increase rates for Supported Living Services to enable better pay for staff.

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- **Family Satisfaction Survey Results – Ed Bowers**
Ed gave a presentation that summarized the results of the Family and Individual Satisfaction Surveys and took questions. For families, the Overall Satisfaction Index is 4.66 (on a 1-5 Likert scale). For Individuals, the percentage of positive responses (to yes/no questions) is 96%.
 - John commented that 23% seems a low number of responses on the Family Satisfaction surveys. Ed shared that while the level of response can vary from year to year this number of responses is typical and that there is statistical confidence in that amount. Debbie Lapp shared that this survey is not required but is something that FGI continues to do on a yearly basis to gain information that is used to improve services. All comments both positive and negative are thoroughly followed up on. There was some discussion on follow-up when there is a low number of responses and the fact that most responders are likely those with strong opinions one way or the other. This information is shared on FGI's website.
 - Individual Surveys – Katie asked if there were potential for skewed results if someone has to help an Individual complete the survey. Erin clarified that there is a level of separation to the person assisting, it is not provided by their direct care professional. Mark requested a bell curve representation for next year. Linda asked how the opinions of non-verbal individuals are captured. Erin replied that this is done in collaboration with someone who really knows the individual and can interpret for them. Mark requested a plan be put together to encourage people to respond to these surveys to attempt increasing the responses.

CONSENT AGENDA:

- Approval of the November 15, 2016 Board Meeting Minutes.

M-S-C (Disney/Durand) Approve the consent agenda consisting of the November 15, 2016 Board Meeting minutes.

FINANCIAL REPORT:

Carla Conrardy presented the statement of financial position for the 6 months ending December 31, 2016, noting financial highlights. John shared that FGI will become a billing agent for PASA's as of March 1st which will impact financials as PASA's billing will no longer show up on FGI's financials.

M-S-C (Disney/Durand) Accept and approve the preliminary financial report for the six months ending December 31, 2016.

OLD BUSINESS:

- **PCT Updates – Debbie Lapp**
 - FGI just finished a 2-day PCT Training on January 9th and 10th. Debbie reported on the people trained to date and plans for future training. May 23rd and 24th is the next two-day training. An overview training is scheduled for April 29th Coaches and Leaders training is scheduled for February 15th and April 6th. Action plans will be done by March, then reviewed by Julie along with risk training and new PCT skills training in May.
 - As of last Friday only two board members have not yet completed their one page profile. All staff are working on completing theirs, as well, and these will be posted on the agency portal. PCT Council is looking at doing a refresher training for staff. There will be surveys done with staff who do not routinely use all of the tools to see what training would be useful. The next PCT Council meeting is scheduled for Feb 10th.

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- **Sunshine Meeting Postings – Diana F**
Diana explained the sunshine law as it relates to FGI and shared that the requirements are already being met. In addition, Agendas and meeting schedules are posted within the FGI building in various locations as well as on the external bulletin board and on the website.

NEW BUSINESS:

- **Board Evaluation – Paul Liptak**
Paul presented the summarized results of the Board Evaluation survey and took questions. John shared that one of the packages Paul sent out to Board members contained the comments from the survey. Jim asked if the Strategic Plan were a standing item on the BOD agenda. Erin replied while it is currently being discussed, it will be added to the Management Team and Executive Team meeting agendas as a recurring item; following those discussions a report will be made to the Board. John mentioned that the new Management Team members might not know the Board or understand their function and suggested that the board members attend a Management Team meeting to introduce themselves and get to know them. Diana will send meeting dates to Board Members. Kate asked about variance between responses of the MT members and Board members in the survey and Paul shared that in the detail sent out to Board members, the responses from the Management Team are highlighted in purple.
- **Awareness Day Attendees – February 15, 2017 – Diana Foland**
A copy of the ‘save the date’ card is in the Board packet. FGI has a table of eight seats though it may be possible to get more seats once all the rsvps are in. Anyone wishing to attend should let Diana know. Diana also shared information on the ‘A Night to Shine’ event, which is also in the Board packet.

COMMITTEE REPORTS:

- Executive Committee** – John Haley reported the committee met on January 6, 2017 and discussed the agenda for Board Meeting, Board Evaluation results; ET updates which included the ‘Perfect Storm for Service Providers’ document and FGI’s website redesign.
- Fiscal and Property Committee** - Mark reported the committee met prior to the Board meeting and discussed FGI’s Investment portfolio with First National Bank, FGI’s IRS form 990, the re-designation of some board restricted funds, and the TIF Update.
- Legislative Affairs Committee** – Jim Disney reported the committee did not meet in January.
- Joint Resource Committee** – Diana reported the committee has not met yet in January but is due to meet January 25th 2017.

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OTHER:

No other business was brought for discussion.

ADJOURNMENT

M-S-C (Haley/Disney) Adjourn the meeting at 8:52 pm.

Respectfully submitted by,

Katie Fahrenbruch

Katie Fahrenbruch, Secretary

**The next regularly scheduled meeting of the Foothills Gateway, Inc.
Board of Directors is February 21, 2017 at 7:00 pm.**

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