



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
November 21, 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 – Transportation – Angela Woodall	20 min.
CONSENT AGENDA	2 min.
Approval of October 17, 2017 Board Meeting Minutes Cancellation of December Board Meeting	
FINANCIAL REPORT	10 min.
OLD BUSINESS	2 min.
NEW BUSINESS	15 min.
Review & approval of Policy Statements Re-Signing of Code of Ethics, Confidentiality, and Conflict of Interest Statements Re-Signing of Letters of Commitment Ascend Survey Results	
EXECUTIVE TEAM UPDATES	10 min.
COMMITTEE REPORTS	15 min.
Executive Committee Fiscal and Property Committee Legislative Affairs Committee Joint Resource Committee	
ADJOURNMENT	



City Council Members, City of Fort Collins
PO Box 580
Fort Collins, CO 80522-0580

11/21/2017

Subject: Transfort Fixed Route and Dial-A-Ride Services

In 2015, Transfort and the City of Fort Collins instituted a shuttle system that helped individuals with intellectual and developmental disabilities (I/DD) get to and from their homes for day programs and jobs within the city limits of Fort Collins. While this shuttle service is well-used and much-appreciated, we realize there is still a significant amount of unmet need for reliable transportation service for individuals residing in the southern part of the City.

We would like to request consideration be given to expanding the current fixed route system. By doing so, it would help those who are within the city limits but have no access to transportation services. When considering the upturn in the city's revenues, the annexation and growth of residential developments within Fort Collins city limits, the fixed route system should, at a minimum, be expanded to include Lemay Ave (south of Harmony Rd) to Trilby Rd, west to College Ave and north to Harmony Road. The fixed route expansion would increase the availability of Dial-A-Ride services to ADA-qualifying individuals within ¼ mile of this new fixed route.

The Board of Directors of Foothills Gateway, Inc., on behalf of citizens with Intellectual/Developmental Disabilities, respectfully requests your assistance in supporting the expansion of fixed route and paratransit services on the south side of Fort Collins.

Sincerely,

Foothills Gateway, Inc. Board Members

John Haley

Jim Disney

Tracy Katz

Katie Fahrenbruch

Linda Drees

Mark Durand



BJ Russell

Romie Tobin

Susie Trethewey

Punkie Whitely

Mikel Zimmerman

FOOTHILLS GATEWAY, INC.

Preliminary Financial Reports
for the 4 months ending October 31, 2017

MONTHLY FINANCIAL HIGHLIGHTS

- * Revenues are 3.7% over YTD Budget
- * Expenses are 4.8% under YTD Budget
- * Net Loss is \$479,356 less than YTD Budgeted Net Loss

Financial Status	at June 30, 2017	at October 31, 2017	Incr (Decr)
Total Assets	\$12,796,028	\$11,737,491	(\$1,058,537)
Total Liabilities	\$1,664,592	\$1,321,339	(\$343,253)
Net Assets (Fund Balances)	\$11,131,436	\$10,416,152	(\$715,284)
Working Capital	\$6,277,772	\$5,814,512	(\$463,260)

Current Year Financial Performance at 4 months / 33.3% 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	\$4,552,445	\$4,539,377	100.3%	\$12,895,464	35.3%
Vocational Income	132,376	135,084	98.0%	405,252	32.7%
Public Support	194,403	75,400	257.8%	225,600	86.2%
Larimer County Mill Levy	90,103	85,768	105.1%	4,115,587	2.2%
Other	216,546	167,501	129.3%	513,268	42.2%
Total Revenue	\$5,185,874	\$5,003,130	103.7%	\$18,155,171	28.6%
Expenses					
Salaries, Taxes & Benefits - Staff	\$3,465,364	\$3,790,636	91.4%	\$11,350,770	30.5%
Salaries, Taxes & Ben - Individuals in Svcs	111,843	107,296	104.2%	321,888	34.7%
Vocational/Contract Supplies	17,422	15,596	111.7%	46,788	37.2%
Supplies, Equipment & Building Expense	371,998	401,329	92.7%	1,117,238	33.3%
Vehicle Expense	140,272	131,573	106.6%	396,294	35.4%
Program Related Expense	977,804	871,801	112.2%	2,580,888	37.9%
Purchase of Service	695,216	738,783	94.1%	1,976,360	35.2%
Other	121,240	140,745	86.1%	459,471	26.4%
Total Expenses	\$5,901,158	\$6,197,759	95.2%	\$18,249,697	32.3%
Revenue Over (Under) Expense	(\$715,284)	(\$1,194,629)	59.9%	(\$94,526)	756.7%
Less: Other Capital Expenditures	16,838	-20,726	-81.2%	-77,683	-21.7%
Less: (Purch)Sell Long Term Invstmnts	144,045	0	0.0%	0	0.0%
Plus: Non-Cash Expenses	91,141	83,835	108.7%	274,818	33.2%
Change in Working Capital	(\$463,260)	(\$1,131,520)	40.9%	\$102,609	-451.5%

Foothills Gateway, Inc.
Policy Statements for Board Annual Review
November 10, 2017

The following is a list of all Foothills Gateway, Inc. policies as of November 10, 2017. Please review each policy for approval at the November 21st Board meeting. All policies have previously been approved by the Board at inception and on an annual basis and any changes or revisions have been reviewed and approved as submitted throughout the year.

Administration

Accessibility

It is the policy of Foothills Gateway, Inc. to remove, where possible, barriers to employment, architectural, attitudinal, environmental, financial, communication, community integration, technology, transportation barriers, service information, and any other barriers identified for persons receiving services, staff and stakeholders

Anti-Discrimination Policy

It is the policy of Foothills Gateway, Inc., incorporated in the State of Colorado, to not discriminate on the basis of race, color, creed, national origin, gender, sexual orientation (as defined by the Colorado anti-Discrimination Act to be a person's orientation to heterosexuality, homosexuality, bisexuality, or transgender status or an employer's perception thereof), religion, age, disability or other legally protected status in admission to, access to, or operations of its programs, services or activities.

Confidentiality

It shall be the policy of Foothills Gateway, Inc. that every person receiving or seeking services has the same legal rights and responsibilities as other individuals including the right to have the information concerning the person be handled in a confidential manner.

Conflict of Interest

It is in the best interest of Foothills Gateway, Inc. and the individuals it serves to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest, in accordance with the goals of accountability and transparency. Therefore, it is the policy of Foothills Gateway, Inc. that no member of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Foothills Gateway, Inc. Each board member shall disclose to Foothills Gateway, Inc. any personal interest that he/she may have in any matter pending before Foothills Gateway, Inc. and shall refrain from participation in any decision on such matters. Each board member shall refrain from any business or personal activities or practices that would be in conflict with Foothills Gateway, Inc.'s full performance of its contractual obligations.

Any member of the Foothills Gateway, Inc. Board of Directors, any of its committees, and employees shall refrain from obtaining any list of Foothills Gateway, Inc. staff, families, or vendors for personal or private solicitation purposes at any time during the term of their affiliation.

Corporate Compliance Policy Statement

It is the policy of Foothills Gateway, Inc. (FGI) to have a Corporate Compliance Program that is committed to preventing, detecting, and resolving inappropriate business practices, improper conduct, and/or violations of law, with a further goal to foster an ongoing effort to improve quality of operational performance.

Dispute Resolution

It is the policy of Foothills Gateway, Inc. that all persons receiving services, or applicants for services, or parents of a minor, guardians and/or authorized representatives are entitled to report any dispute without fear of adverse actions as a result of filing said dispute.

These policies and procedures govern disputes in the following area (Pursuant to Section 25.5-10 -212, CRS).

Disputes between Individuals and Program Approved Services Agencies under contract with Foothills Gateway, Inc. and Individuals and Foothills Gateway, Inc.-Community Centered Board.

Donor Privacy Policy

It is the policy of Foothills Gateway, Inc. to honor and respect the privacy of our donors. We are aware of the trust placed in us, and our responsibility to protect the privacy of our donors and to let them know what information is collected and how this information is used. We make every reasonable effort to ensure that personal information is accurate and complete and want to ensure our donors that this information will not be sold, rented, exchanged, or shared unless otherwise required by law. We rely on individuals to notify us if there is a change to their information or if they desire to remove their name from our mailing list.

Federal False Claims Act

Prevention and Detection of Fraud and Abuse

It is the policy of Foothills Gateway, Inc. (FGI) to detect and eliminate waste, fraud or abuse related to payments to the organization from federal or state programs for individual receiving services care and other services. Foothills Gateway, Inc. (FGI) does not tolerate making or submitting false or misleading billing claims or statements to any government agency, health care program or payer source.

The organization is committed to providing education to employees and to its contractors and/or agents on the expected standards of conduct. An essential element of the standards of conduct includes an obligation on the part of all employees, agents, contractors and other associates to report any issues and concerns that could lead to false claims or fraud, abuse and waste.

Grievance/Complaint

It is the policy of Foothills Gateway, Inc. that all persons receiving services, parents of a minor, guardians and/or authorized representatives may submit grievances/complaints. The utilization of the grievance/complaint procedure shall not prejudice the future provision of appropriated services or supports.

Health Insurance Portability and Accountability Act (HIPAA)

It is the policy of Foothills Gateway, Inc. to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45 CFR Part 164 and any subsequent revisions or additions.

Information Measurement and Management System

It is the policy of Foothills Gateway, Inc. to administer and refine an Information Measurement and Management System for all Foothills Gateway, Inc. departments. Foothills Gateway is committed to evaluating continuous improvement of organizational quality and service excellence by measuring agency effectiveness, efficiency and satisfaction with services.

Leadership

It is the policy of Foothills Gateway, Inc. that the Board of Directors and management are committed to provide effective leadership, stability, planning and administration to assure consistency with the organization's mission, principles and goals.

Licensure Review for Private Therapists

It is the policy of Foothills Gateway, Inc. to require proof of licensure in good standing through a Department of Regulatory Agency (DORA) check on any private therapist or other counseling professional who may provide services to any person receiving services from Foothills Gateway, Inc., at any Foothills Gateway facility.

Private Pay Services

It is the policy of Foothills Gateway, Inc. to allow families/individuals to private pay for services in the following circumstances:

- Individuals eligible for I/DD services and currently waiting for HCBS-DD, Children's Extensive Supports and/or Supported Living Services;
- Individuals enrolled in a Medicaid Waiver Program who temporarily lose Medicaid eligibility;
- Individuals not eligible for I/DD services, having cognitive disabilities but desiring similar services, as capacity allows; and,

Other populations as deemed appropriate.

Public Communications

It is the policy of Foothills Gateway, Inc. to prepare and make available to the public information about the organization's mission, the Annual Plan, service activities, quality assurance survey/evaluations, annual information returns, application for recognition of tax exemption, and basic financial data. Foothills Gateway, Inc. will also make available to the public the names of the members of Foothills Gateway, Inc.'s Board of Directors and executive staff.

Sexuality

It is the policy of Foothills Gateway, Inc. to recognize that individuals with intellectual disabilities can develop relationships and determine the nature of these relationships.

Whistleblower Protection

It is the policy of Foothills Gateway, Inc. that any person (whistleblower) is free to lawfully disclose whatever fact based information supports a reasonable belief of misconduct or a violation of rule or law, to participate in an investigation or hearing, or to refuse to execute an illegal directive without retaliation or discrimination by the Agency or its personnel.

This policy shall only apply if the whistleblower first brought the alleged misconduct or violation to the attention of the Human Resources Director or a person with supervisory authority, unless the employee reasonably believed reporting to the HR Director or supervisor would not result in a prompt remedy of the violation.

Case Management

Advance Directives

It is the policy of Foothills Gateway, Inc. to comply with Colorado Advance Directives when issued by an individual with the capacity to issue the directive, a guardian authorized by court order to give consent, or by a properly appointed proxy decision maker.

Case Management Monitoring (HCBS-DD, SLS, CES)

It is the policy of Foothills Gateway, Inc. to execute Case Management services according to the Division for Intellectual and Developmental Disabilities (DIDD) rules and regulations

Determination of Developmental Disability

It shall be the policy of Foothills Gateway, Inc. that a Determination of Developmental Disability be made for person's who submit a written request, to determine whether the applicant meets the criteria for developmental disability, as defined in the Code of Colorado Regulations at 10 CCR 2505.10 8.800.4, and therefore may be eligible to receive services and supports pursuant to Sections 25.5-10-202(2) and 211, C.R.S.

Discharge from Services and Supports

It shall be the policy of Foothills Gateway, Inc. to execute case management services according to the provisions of the Rules and Regulations of the Division for Intellectual and Developmental Disabilities (DIDD).

Emergency Control Procedure

It is the policy of Foothills Gateway Inc. that Emergency Control Procedures (ECP) will only be used to keep the person receiving services and others safe.

Human Rights Committee (HRC)

Foothills Gateway, Inc. shall establish and maintain a Human Rights Committee as an impartial third party to safeguard the rights of persons receiving services. The committee is an advisory and review body to the administration of Foothills Gateway, Inc.

Incident Reporting

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, Rules and Regulations of the Division for Intellectual and Developmental Disabilities (DIDD). This will include but is not limited to:

- a. injury to a person receiving services;
- b. lost or missing persons receiving services;
- c. medical emergencies involving persons receiving services;
- d. death of person receiving services;
- e. errors in medication administration;
- f. incidents or reports of action by persons receiving services that are unusual and require review;
- g. allegations of mistreatment, abuse, neglect or exploitation;
- h. use of safety control procedures;
- i. use of emergency control procedures;
- j. stolen personal property belong to a person receiving services.
- k. hospitalization of persons receiving services

Intake

It shall be the policy of Foothills Gateway, Inc. to execute case management services according to provisions of the rules and regulations of the Division of Intellectual and Developmental Disabilities (DIDD).

Master Records and Access to Information

It shall be the policy of Foothills Gateway, Inc. that each person receiving services or on the Waiting List to receive services will have a single master record which conforms to the requirements of the rules and regulations of the Division for Intellectual and Developmental Disabilities (DIDD).

Master Records Maintenance

It is the policy of Foothills Gateway, Inc. to develop and maintain a master record for each person determined eligible and/or receiving services according to the rules and regulations of the Division for Intellectual and Developmental Disabilities (DIDD).

Mistreatment, Abuse, Neglect and Exploitation (MANE)

Foothills Gateway, Inc. will not tolerate the Mistreatment, Abuse, Neglect, and/or Exploitation of any person receiving services by any other person.

Notice

It shall be the policy of Foothills Gateway, Inc. that to ensure due process of law, notice as defined in the Rules and Regulations of the Division for Intellectual and Developmental Disabilities (DIDD), shall be given in all circumstances where it is required.

Proxy Decision Makers or Guardians

It is the policy of Foothills Gateway, Inc. to disallow employees or independent contractors (IC's) from becoming proxy decision makers or guardians for any persons receiving services or on the waiting list for services through Foothills Gateway, unless the employee is a family member or adoptive family member (i.e. parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, aunts and uncles, step parents, step children, step brothers and step sisters) of the person for whom guardianship services or proxy decision making services are being sought.

Request for Proposal for Comprehensive Services (HCBS-DD)

It shall be the policy of Foothills Gateway, Inc. to issue a Request for Proposal (RFP) specifically for a person to use a new comprehensive resource or if the Interdisciplinary Team (IDT) recommends a person needs to change Program Approved Service Agency (PASA).

Individual Choice

1. The RFP procedure provides the opportunity for individuals to select a Program Approved Service Agency (PASA) they feel best meets their needs.
2. The RFP procedure encourages individual choice and can facilitate reasonable changes between PASAs within the service area.
3. Persons dissatisfied with their current comprehensive services will meet with their IDT to resolve differences and take action towards preserving the existing relationship. The Case Manager will assist the person to complete the agency grievance/complaint procedure if necessary.

4. If resolution of the concerns cannot be resolved, the RFP procedure will be used to transfer the resource to an alternate PASA.
5. If there is not a PASA who can provide services in the Foothills Gateway area, the RFP procedure will be used to transfer the resources to an alternate PASA in another service area.

Research

It is the policy of Foothills Gateway, Inc. (FGI) that any experimental research conducted by or under the supervision of FGI with individuals we serve, adhere to the rules and regulations set forth by the Division for Intellectual and Developmental Disabilities (DIDD).

Rights of Persons Receiving Services

It is the policy of Foothills Gateway, Inc. to ensure adherence to the provisions of Colorado Revised Statutes (CRS-27-10.5-112 through and including CRS 27-10.5-124; as amended) concerning the rights, benefits and privileges of persons funded in whole or part through the Division for Intellectual and Developmental Disabilities (DIDD).

Safety Control Procedure

It is the policy of Foothills Gateway, Inc. that Safety Control Procedures (SCP) must be developed when it is anticipated that there will be a need to use restrictive procedures or restraints to control a previously exhibited behavior which is likely to recur. A Safety Control Procedure is considered an Emergency Control Procedure that is planned for and is used only to keep people safe. A Safety Control Procedure does not require informed consent.

Service Plan Development and Implementation

It is the policy of Foothills Gateway, Inc. to execute services according to provisions of the rules and regulations of the Division for Intellectual and Developmental Disabilities (DIDD).

Waiting List Management

It shall be the policy of Foothills Gateway, Inc. to execute case management services according to the provisions of the rules and regulations of the Division for Intellectual and Developmental Disabilities (DIDD).

Fiscal Management

Corporate Credit Card

It is the policy of Foothills Gateway, Inc. to ensure that all credit cards issued:

- serve a legitimate business purpose consistent with the mission of the organization,
- are used for authorized purposes only, in agreement with the organization's approved budget,
- minimize liability to the organization for unauthorized charges,
- and, are adequately monitored by management for compliance.

Donations/Gifts and Acknowledgement Receipt

It is the policy of Foothills Gateway, Inc. to direct all donated resources for their intended use whether it is to be for restricted purposes or general purposes.

Executive Team Expense Administration

It is the policy of Foothills Gateway, Inc. to provide to the Chairman of the Property/Finance Committee of the Board of Directors, for review and approval, the Executive Team's monthly expense reporting,

including supporting documentation; for all credit card expenditures and for all monthly reimbursement requests.

Fixed Asset Disposition

It is the policy of Foothills Gateway, Inc. to safeguard its fixed assets by maintaining comprehensive records of all fixed asset acquisitions and disposals and by conducting periodic inventories.

Funds Administration

It is the policy of Foothills Gateway, Inc. to operate within a balanced budget and to carefully plan to use its funds to advance the mission of Foothills Gateway, Inc.

The Fiscal and Property Management Committee of the Board of Directors will:

- Direct the organization to prepare and present an operating budget for each fiscal year, (July 1 through June 30);
- Review the fiscal year operating budget and request changes or vote to recommend the budget be adopted as presented;
- Present the budget to the full Board for review, modification and/or approval prior to the start of the fiscal year.
- If the budget has not been approved by the Board of Directors prior to the beginning of a new fiscal year, action is required by the Board of Directors to allow operating expenditures to be made based upon the previous years' budget until the new budget is approved. This action is recorded in the minutes of the regularly scheduled meeting of the Board of Directors.
- The budget should be prepared to maintain a working capital reserve equivalent to 3 to 6 months of operating expense requirements to ensure continued operation of the organization during unexpected or severe cash flow interruptions.

Gift Acceptance Policy

It is the policy of Foothills Gateway, Inc. to encourage and accept gifts to the organization in any amount to help us meet our mission and vision. Foothills Gateway, Inc. also seeks to preserve the assets of the organization from liabilities that would diminish the philanthropic impact of the generous gifts of its donors.

Internal Cash Management Control

It is the policy of Foothills Gateway, Inc. to safeguard assets by establishing management procedures to prevent the diversion of cash assets.

Investment Management

It is the policy of Foothills Gateway, Inc. that the Board of Directors / Fiscal & Property Management Committee will be responsible overseeing for management of all assets of the Agency of whatever nature.

Mill Levy Administration

It is the policy of Foothills Gateway, Inc. to administer the Mill Levy funding received to carefully plan for its use to advance the mission of Foothills Gateway, Inc.

The Fiscal and Property Management Committee of the Board of Directors will direct the organization to incorporate the allocation of Mill Levy funds in the preparation and presentation of the annual operating budget for each fiscal year, (July 1 through June 30).

Personal Needs Funds

It is the policy of Foothills Gateway, Inc. that the use and handling of the personal needs funds and personal possessions of individuals receiving services are properly managed as prescribed by the Division for Developmental Disabilities.

Purchase of Service Rates

It is the policy of Foothills Gateway, Inc. that, annually, a schedule of rate ranges used to purchase program services for persons with developmental disabilities shall be made available.

Working Capital

It is the policy of Foothills Gateway, Inc. to operate within a balanced budget and to carefully plan to use any surplus funds to address the following areas:

- Increase working Capital
- Fund depreciation
- Support competitive salaries (salary scale)
- Enhance and/or expand services and supports.

Health and Safety**Acute Infections**

It is the policy of Foothills Gateway, Inc. to require employees and individuals who are experiencing acute infections/communicable diseases to remain away from the facility/program for the term of the illness as recommended by the Center for Disease Control, the Larimer County Health Department or their physician.

Bloodborne Pathogens Exposure Control

It is the policy of Foothills Gateway, Inc. to observe Universal Precautions to prevent contact with blood or other potentially infectious material.

Chronic Infections

It is the policy of Foothills Gateway, Inc. that employees and persons receiving services with chronic infections shall not be automatically excluded from employment or program services.

Health and Safety

The Leadership Team at Foothills Gateway believes that our people are our most important asset and that the preservation of persons receiving services and employee safety and health must remain a constant consideration in every phase of our business. It is our intent to provide a safe environment that is as free of hazards as possible, for employees and persons receiving services.

All employees are responsible for working safely and productively, always remaining aware of hazards in their jobs and following recognized safe work practices, including the use of personal protective equipment (PPE). It is also the responsibility of employees to assure the health and safety of persons receiving services.

It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management's highest priority, support and participation.

Benefits, Compensation and Time Off

Family and Medical Leave Act

It is the policy of Foothills Gateway, Inc. to comply with the laws of the Family and Medical Leave Act.

To be eligible for Family & Medical Leave an employee must have been employed for at least twelve (12) months and must have worked at least 1250 hours during the twelve months prior to requesting Family & Medical Leave.

Employment

Department of Labor Compliance

It is the policy of Foothills Gateway, Inc. to comply with all the Department of Labor rules and regulations.

Equal Employment Opportunity/Affirmative Action

It is the policy of Foothills Gateway, Inc. (FGI) to provide equal employment opportunities (EEO) to all employees and applicants for employment. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation (as defined by the Colorado anti-Discrimination Act to be a person's orientation to heterosexuality, homosexuality, bisexuality, or transgender status or an employer's perception thereof), gender identity, genetic information, veteran status or any other applicable status protected by federal, state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including manager, supervisors, co-workers and non-employees such as vendors, consultants, etc. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Foothills Gateway, Inc. will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Company or a direct threat.

In support of our equal employment principle, Foothills Gateway, Inc. has developed a written affirmative action plan for women, minorities, individuals with disabilities and covered veterans. The Company's EEO Officer is the Human Resources Director, located at 301 W. Skyway Drive, Fort Collins, CO 80525. The Human Resources Director's phone number is 970-266-5312. The EEO Officer is responsible for compliance with state and federal EEO laws and affirmative action regulations. In addition the EEO Officer is responsible for implementing the Company's Affirmative Action Plan (AAP), including equal employment practices, monitoring and internal reporting. The AAP for Veterans and the Disabled is available to you in the EEO Officer's office during regular business hours or by appointment. All employees and applicants for employment are protected, by both company policy and equal employment opportunity/affirmative action regulations and law, from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation. For more information about our organization's Affirmative Action Plans, please see the EEO Officer.

Sexual Harassment

It is the policy of Foothills Gateway, Inc. that sexual harassment of employees or individuals receiving services by any person and in any form is prohibited. All complaints of sexual harassment should be reported immediately and will be investigated.

Operational Procedures

Workplace Security

It is the policy of Foothills Gateway, Inc. (FGI) to safeguard the well being of persons served, employees, volunteers and visitors. FGI practices **zero tolerance** regarding violence in the workplace.

Adult Care Services

Consent

It shall be the policy of Foothills Gateway, Inc. that, to ensure due process of law, consent, as defined in the Rules and Regulations of the Division for Intellectual Developmental Disabilities (DIDD), shall be obtained in all circumstances where it is required.

Division of Community Services and Supports (DCSS)

Confidentiality

It shall be the policy of Foothills Gateway, Inc. that every person receiving or seeking services has the same legal rights and responsibilities as other individuals including the right to have the information concerning the person be handled in a confidential manner.

Division of Community Services and Supports (DCSS)

Grievance/Complaint

It is the policy of Foothills Gateway, Inc. that all persons receiving services, parents of a minor, guardians and/or authorized representatives may submit grievances/complaints. The utilization of the grievance/complaint procedure shall not prejudice the future provision of appropriated services or supports.

Division of Community Services and Supports (DCSS)

Incident Reporting

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, Rules and Regulations of the Division for Intellectual and Developmental Disabilities (DIDD). This will include but is not limited to:

- a. injury to a person receiving services;
- b. lost or missing persons receiving services;
- c. medical emergencies involving persons receiving services;
- d. death of person receiving services;
- e. errors in medication administration;
- f. incidents or reports of action by persons receiving services that are unusual and require review;
- g. allegations of mistreatment, abuse, neglect or exploitation;
- h. use of safety control procedures;
- i. use of emergency control procedures;
- j. stolen personal property belong to a person receiving services.
- k. hospitalization of persons receiving services
- l. suicide or attempted suicide

**Division of Community Services and Supports (DCSS)
Mistreatment, Abuse, Neglect and Exploitation (MANE)**

Foothills Gateway, Inc. will not tolerate the Mistreatment, Abuse, Neglect, and/or Exploitation of any person receiving services by any other person.

**Division of Community Services and Supports (DCSS)
Rights of Individuals Receiving Services**

It is the policy of Foothills Gateway, Inc. to ensure adherence to the provisions of Colorado Revised Statutes (CRS 25.5-10-218 through 231 as amended) concerning the rights, benefits and privileges of persons funded in whole or part through the Health Care Policy and Financing (HCPF) Division for Intellectual and Developmental Disabilities (DIDD).

Adult Care Services Private Pay

It is the policy of Foothills Gateway, Inc. to accept private pay for services rendered in the Adult Care Services Program.

Day Services

Emergency Control Procedure

It is the policy of Foothills Gateway Inc. that Emergency Control Procedures (ECP) will only be used to keep the person receiving services and others safe.

Gastrostomy Services Administration

It is the policy of Foothills Gateway, Inc. that the agency Licensed Nurse shall be responsible to coordinate all activities and procedures relating to gastrostomy services (also referred to as gtube) administered by bolus or timed drip feedings.

Integrated Work Services

It is the policy of Foothills Gateway, Inc. to provide all program participants the opportunity to direct, through the Interdisciplinary Team (IDT) process, the type of Integrated Work services the program participants are interested in receiving.

Medication Administration

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 and Environment, Department of Health Care Policy and Financing (HCPF).

Physical Facilities

It is the policy of Foothills Gateway, Inc. that the physical facilities, if owned or leased by Foothills Gateway, where Day Habilitation and Adult Care Services and Supports are provided to individuals receiving services (Comprehensive or Supported Living Services), shall meet all applicable fire, building, licensing and health regulations.

Quality Control Assurance

It is the policy of Foothills Gateway Inc. to assure customers that we are committed to quality control of contracted work in Integrated Work and Prevocational programs.

Restraints

It is the policy of Foothills Gateway, Inc. that physical or mechanical restraints shall only be used by employees or Independent Contractors who have been trained in the use of restraints. Restraints will not exceed fifteen minutes, wherever practicable.

Safety Control Procedure

It is the policy of Foothills Gateway, Inc. that Safety Control Procedures (SCP) must be developed when it is anticipated that there will be a need to use restrictive procedures or restraints to control a previously exhibited behavior which is likely to recur. A Safety Control Procedure is considered an Emergency Control Procedure that is planned for and is used only to keep people safe. A Safety Control Procedure does not require informed consent.

Struck Work

It is the policy of the Foothills Gateway's Department of Community Services and Supports to not accept any contract work that is known to be struck work (work from a company on strike). This does not include any current or ongoing contracts which were initiated prior to the strike.

It is also the policy of the program to refrain from placing persons receiving services in businesses whose employees are on strike.

Supporting Persons with Challenging Behaviors

It is the policy of Foothills Gateway, Inc. that appropriate methods and procedures for supporting persons with challenging behaviors be employed pursuant to CRS 25.5-10-221 as amended of the Rules and Regulations of the Department of Health Care Policy and Financing.

Work Reduction Prevocational and Integrated Work Services

It is the policy of Foothills Gateway, Inc. to provide functional training activities/services that are aimed at enhancing practical information/ training/experience to persons served during periods of work reduction.

Early Intervention Services

Early Intervention Monitoring

Larimer County's Early Intervention Colorado will complete monthly monitoring for families enrolled in the program.

Home Care

Chapter XXVI – 6.19

Home Care Health Insurance Portability and Accountability Act (HIPAA)

It is the policy of Foothills Gateway, Inc. to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and any subsequent revisions or additions.

Residential Services

Money Management in Residential

It is the policy of Foothills Gateway, Inc. that each person served will have a money management skills assessment to evaluate the persons' ability to handle their own funds according to the Service Plan (SP).

Personal Belongings

It is the policy of Foothills Gateway, Inc. that persons receiving services are encouraged to have personal possessions

Scalding Burns Prevention

It is the policy of Foothills Gateway, Inc. that all staff and/or independent contractors providing services to persons served have training regarding prevention of scalding burns.

Supporting Persons with Challenging Behaviors

It is the policy of Foothills Gateway, Inc. that appropriate methods and procedures for supporting persons with challenging behaviors be employed pursuant to CRS 25.5-10-221 as amended of the Rules and Regulations of the Department of Health Care Policy and Financing.

Transportation Services**Transportation Services Provided in Vehicles Not Owned or Operated By Foothills Gateway, Inc.**

It is the policy of Foothills Gateway, Inc. that when transportation services are provided to persons receiving services by Foothills Gateway employees and Host Home Providers in vehicles which are not owned or operated by Foothills Gateway, Inc., the Employee/Host Home Provider, or Independent Contractor owner of the vehicle will possess current vehicle liability insurance, vehicle safety equipment, current license to drive in the State of Colorado, and emergency procedures to use in the event of an emergency.

Transportation Services

It is the policy of Foothills Gateway, Inc. that persons receiving services are transported in vehicles that meet legal requirements, are well maintained and safe, and the drivers of these vehicles are qualified to provide transportation services.

FOOTHILLS GATEWAY, INC.

Code of Ethics

This Code of Ethics has been adopted to promote and maintain the highest standards of personal and professional conduct of Foothills Gateway, Inc. (FGI) employees and members of the Board of Directors. Board of Directors Members and FGI's Executive and Management Teams will review and sign a copy of the Code of Ethics annually. Other FGI employees will review this Code of Ethics during their initial agency orientation.

Employees of Foothills Gateway, Inc. and Board of Directors members will:

- Support the agency mission statement in their job related duties and activities, and uphold Foothills Gateway's integrity;
- Pledge to maintain the confidentiality of the agency and the individuals we serve;
- Be expected to exercise good judgment, honesty and high ethical standards at all times;
- Adhere to the agency safe workplace statement and maintain a work environment free from intimidation, threats or violent acts;
- Report any form of sexual harassment that they may observe or be aware of to their supervisor, a member of the Executive Team, Management Team, Human Resources Director, or the Equal Employment Opportunity (EEO) officer;
- Abide by the drug-free workplace policy to ensure a safe and productive work environment at any Foothills Gateway, Inc. premises or work site;
- Be aware that unacceptable behavior, or the unauthorized use or removal, damaging, defacing, impairing or theft of Foothills Gateway, Inc. property and equipment will not be tolerated;
- Be responsible for safeguarding all organizational assets;
- Avoid any conflict of interest or any relationship, influence or activity that might impair our ability to make fair and credible decisions in the workplace;
- Purchase from reputable suppliers on the basis of value, quality and service, and conduct business in an open, honest and timely manner with no employee or Board Member personally profiting from a relationship with a supplier. Staff should not accept gifts of more than de minimis value (less than \$25), or cash and/or gift cards (of any amount) from vendors, individuals receiving services or families. In lieu of accepting gifts, donations shall be encouraged and directed to the agency;

- Provide an accurate record of all financial transactions, in conformity with generally accepted accounting principles, which fairly presents the agency's financial position and operating results;
- Respect the individuals we serve, co-workers, and community members and their ideas and opinions;
- Merit the trust, confidence and support of the public by being honest, fair, truthful, caring and respectful in all actions including public relations and marketing activities;
- Practice fundraising activities that are consistent with Foothills Gateway's mission, compatible with organizational capacity and respectful of donors' interests, and use resources in accord with the intentions of the funders;
- Develop good working relationships with staff and other agencies;
- Report any possible mistreatment, abuse, neglect, or exploitation of any individual receiving services;
- FGI will promote the recruitment of qualified persons with disabilities, provide reasonable accommodations to promote equal opportunities for participation throughout all levels of the organization, and will provide access or referral to social, legal, or economic advocacy resources to individuals receiving services whenever practicable;
- Abide by federal, state and local laws and state contract requirements;
- Abide by the agency policies and procedures;
- Personal Fund Raising: The solicitation of funds at Foothills Gateway program sites on behalf of a personal cause (i.e. selling Girl Scout cookies, raising funds for another cause/charity) by FGI Board Members, staff or persons served will be discouraged. Additionally, FGI will not ask individuals receiving services to sell items on behalf of the organization;
- Workplace Relationships: Foothills Gateway staff will maintain professional behavior with all co-workers, individuals receiving services, family members, and other constituents;
- Paperwork: Occasionally, Foothills Gateway staff may be asked to witness legal documents such as powers of attorney, guardianship, and advance directives. Foothills Gateway staff must review the Proxy Decision Makers or Guardian and Advance Directives procedures prior to witnessing legal documents;

- FGI Management encourages corporate citizenship by obtaining positions on local boards that address accessibility, housing, leisure pursuits, and employment for persons in need of human services or active involvement in community organizations such as chambers of commerce, rotary clubs, advisory committees, to name a few;
- Code of Ethics Violations: If someone reports a serious violation of Foothills Gateway's Code of Ethics, the agency's Whistleblower Protection Policy and Procedure will be followed, the allegation(s) will be investigated, and the timelines identified in the Whistleblower Policy and Procedure will be followed.

Printed Name

Signature

Date

6/99; ... 8/16; 10/16; 10/17



Conflict of Interest

It is in the best interest of Foothills Gateway, Inc. and the individuals it serves to be aware and properly manage all conflicts of interest and appearances of a conflict of interest, in accordance with the goals of accountability and transparency. Therefore, it is the policy of Foothills Gateway, Inc. that no member of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Foothills Gateway, Inc. Each board member shall disclose to Foothills Gateway, Inc. any personal interest that he/she may have in any matter pending before Foothills Gateway, Inc. and shall refrain from participation in any decision on such matters. Each board member shall refrain from any business or personal activities or practices that would be in conflict with Foothills Gateway, Inc.'s full performance of its contractual obligations.

Any member of the Foothills Gateway, Inc. Board of Directors, any of its committees, and employees shall refrain from obtaining any list of Foothills Gateway, Inc. staff, families, or vendors for personal or private solicitation purposes at any time during the term of their affiliation.

7/01;... 10/14; 8/17

Confidentiality

It shall be the policy of Foothills Gateway, Inc. that every person receiving or seeking services has the same legal rights and responsibilities as other individuals including the right to have the information concerning the person be handled in a confidential manner.

It is the practice of Foothills Gateway, Inc. that members of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees and contractors are responsible for maintaining the confidentiality of all privileged information to which they are exposed, whether this information involves a person with disabilities, family of a person with disabilities, staff or volunteers, or any overall agency business.

I have read and understand the above statements of Conflict of Interest and Confidentiality. While working with the Foothills Gateway, Inc. Board of Directors, I agree to abide by these statements.

Signature: _____ Date: _____

6/13; 7/15; 11/17



Board of Directors
Letter of Commitment
between

_____, Board member
and
Foothills Gateway, Inc.
(FGI)

The purpose of the following agreement is to outline the commitments of Board Membership for Foothills Gateway, Inc. It is understood that the obligations are not legally binding, but rather a public statement to Board members, management, staff and individuals served by Foothills Gateway, Inc. As feasible over my tenure as a board member of Foothills Gateway, Inc., it is agreed that I will:

- Attend no less than 75% of regular Board meetings;
- Uphold the Mission and Values of Foothills Gateway, Inc.;
- Chair/serve on a standing committee or special project committee;
- Make a personal contribution to the organization. (This is a gift that is significant to you and is confidential);
- Attend at least one fundraising event/community meeting related to FGI or the Foothills Gateway Foundation;
- Be an ambassador for FGI in an effort to educate the community and increase awareness about Foothills Gateway, Inc. and the Foundation by finding opportunities for FGI staff to make presentations to share our work and mission with others;
- Recommend potential candidates for Board membership;
- Secure volunteer, in-kind service, or material goods for FGI, when appropriate;
- Review and consider my capacity and willingness to make a planned gift or bequest to the Foothills Gateway Foundation;
- Actively assist with special events.

I acknowledge that I have read and understand the above expectations as a Board Member

Board Member _____ Date _____

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 8th
- Eye-Openers Kiwanis- Tuesday Sep 12th
- Loveland Rotary- Wed Sept 13th
- Fort Collins Rotary After Work – Wed Sept 13th
- Fort Collins Lions Club- Thurs Sept 21st

Meetings

- Fort Collins Chamber of Commerce Red Carpet –Thurs Sept 7th Mantooth Marketing
- Fort Collins Chamber of Commerce Red Carpet- Monthly Meeting- Tues Sep 12th
- City of Fort Collins Business Appreciation Breakfast- Wed Sept 13th
- Meeting with Blake (Summitstone), and Cari (ARC) planning for the October Legislative Forum Mon Sept 18th
- Fort Collins Chamber of Commerce Red Carpet- Tues Sept 19th Front Range Chamber Players
- Representative Joann Ginal- Tues Sept 19th
- 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 5th.
- Kyle Fritch-Senior Tax Manager with Eide, Bailey, CPA's, interested in joining one of our boards and potentially becoming our CPA- Tues Sept 5th
- Amanda Hamilton, Community Outreach Specialist with Mosaic, she came to learn more about who we are and our mission/goals- Thurs Sept 7th
- 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 12th
- Wesley Hooks, Marketing rep with The Foundry, a treatment center, he was interested in the mission, wanted to learn more.-Tues Sept 12th
- 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.
- I successfully completed DSP week, with 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 gameshow gala 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.

Community Outreach/Marketing Report

October 2017

Nathan- Community Relations Specialist

Community Presentations:

- Give Next Kick Off-at CSU-Wednesday, October 4th- Presented to middle school and high school students
- Presented to International Women's Service Club ZONTA, Thursday October 5th at Café Vino
- Caring and Sharing Meeting-30 attendees from various non-profit organizations came to Foothills Gateway where we presented and then they toured- Fri October 13th

Meetings

- Fort Collins Chamber of Commerce Red Carpet –Tuesday October 2nd at Crystal Joys
- Meeting with Blake (Summitstone), and Cari (ARC) planning for the October Legislative Forum Monday October 1st.
- Attended the Loveland Chamber of Commerce Business Appreciation Breakfast, Embassy Suites, Loveland, Thursday October 5th.
- Attended the Inter-faith Council meeting, Thursday October 5th at Catholic Charities Fort Collins
- Attended the Summitstone Annual Breakfast at Embassy Suites, Loveland, Wednesday October 11th.
- Attended the Loveland Sertoma Club, Wednesday October 11th- Met with programming chair, trying to schedule time now to present to them.
- Chamber of Commerce Red Carpet Committee meeting, Universal Lending, Thursday October 12th.
- In conjunction with ARC, and Summitstone, we held the Legislative Forum at the Aztlan Center, Wednesday, October 18th, with a great turnout, engaging conversation, and questions from the audience.

Events

- We held the Game Show Fundraiser, Friday, October 20th. Over 300 people attended, the video, speakers and games were fun and memorable.

Tours:

- Amy Comstock- Coombes is a grant/technical writer recently moved to Fort Collins. Toured Thursday October 5th. She then went on to provide a huge amount of help at the Game Show.
- Daryl Dickens- small business owner, UPTURN, a marketing company that creates videos for social media and websites. It was scheduled for Wednesday, October 18th-He cancelled. Trying to re-schedule now.
- Senator John Kefalas, Thursday, September 28th
- Upcoming- Monica Pflugh, of the Junior League will be touring on Friday October 28th, 11am.

Chrissi- Marketing and Communications Coordinator:

October has been a crazy month!

- We were present at the Give Next kick off, Wednesday, October 4, where we met middle school and high school students participating in the program. Last year, we were granted \$2,000 by Leshar Middle School students, and we are hopeful for this year.
- Town Hall Breakfast had 85 people in attendance this year, thanks to social media ads ran by each partner agency and an online registration form through the Arc's website. Most noteworthy: we put out a press release two days before the event and it resulted in having a Coloradoan reporter, Saja Hindi, present. She was live-tweeting the event along with our Foothills Twitter account, which resulted in re-tweeting going both ways, and at least 3 new followers.
- We finished filming the videos just in the nick of time! Our last filming day was October 6, and the AMAZING crew was able to get both finalized just two days before Game Show. I've gotten a lot of feedback that having two videos, on both ends of the program, was impactful and engaging.
- The videos are live on YouTube as of 10/23, and will be uploaded to Facebook and embedded on the website in the coming days.
- Now, nearing the end of October, I am finalizing the Colorado Gives Day campaign and building out the Brand Standards training to take place on Friday, November 3.



Foothills Gateway, Inc.

2017 Holiday Happenings!

It is the start of the holiday season and there are several upcoming events happening at or for Foothills Gateway.

The **Giving Tree** will be up in the front lobby area by November 17th. This is a great opportunity to support people in need. There are many tags on the tree that have gift suggestions for individuals who have little or no family and do not receive many gifts. If you choose a tag off the tree, please make sure you let Nancy or Madeleine at the Front Desk know the tag number, so it can be tracked and that we get the gifts to the right person. *Gifts are to be returned to the front desk no later than December 15th, 2017.*

December 2nd is the annual **Tree for All** fundraiser at the First National Bank building at The Ranch. The main event is the Christmas Tree Raffle. Local businesses, organizations and individual donors will create custom decorated trees with a variety of themes and merchandise. You can purchase raffle tickets to place in canisters in front of the trees and a drawing is held from each canister for a lucky winner to take home that tree. The event includes a brunch buffet, live entertainment, door prizes, and cash bar. FGI's CSDP and PSCS programs are making the table favors for this event and the Transportation program is providing the shuttle service to & from the parking lot. This is a unique and fun event put on by The Foothills Service League. Tickets are \$40 and can be purchased by contacting Diana Foland; calling (970) 541-0716; by visiting "Cloz to Home" or "Rowes Flowers" in Loveland, or by going online at www.foothillsserviceleague.org/home/tree-for-all

December 12th from 9am-11am is the **Christmas Gift Shop**, which will be held in the FGI gym. The Foothills Service League sponsors this great event. People receiving services through FGI can come in and choose up to two (2) gifts, and the wonderful Service League Ladies will be there to wrap the gifts and share some cookies and punch!

December 14th from 12:30 – 1:30pm is the **New Horizon's Holiday Concert**. This will also be held in the FGI gym. All are welcome to come and enjoy the beautiful sounds of the season

As is traditional, we will end the holiday celebrations at Foothills Gateway with the annual **Staff Holiday Pot Luck Breakfast** on Thursday, **December 21st**. This will begin bright and early at 7:15am and will be complete this year with a variety of gift cards for staff and the annual drawing for gift baskets

Thank you to everyone for your help with these events.

Happy Holidays!

The Giving Tree

The Giving Tree will be up by November 17th

Get a tag from the Front Desk to make someone's holiday brighter!

The Giving Tree is dedicated to the individuals served by Foothills Gateway who have no family or no gifts coming in

Return your gift (wrapped with tag attached) to the Front Desk by December 16th



We are asking for your help to give someone a gift to open on Christmas!