



# Foothills Gateway, Inc.

Supporting People with Disabilities

*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 May 15, 2018 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	
Elected Official of the Year – Rep Ginal	5 min.
Residential – Judy Tomcak (or Res Program Sup)	20 min.
CONSENT AGENDA	2 min.
Approval of Board Meeting Minutes – April 17 2018	
FINANCIAL REPORT	10 min.
OLD BUSINESS	10 min.
Executive Team 360 Review Resolution/Officer Signatures	
NEW BUSINESS	
Policy Change Request-delete	15 min.
EXECUTIVE TEAM UPDATES	15 min.
COMMITTEE REPORTS	20 min.
Executive Committee Fiscal and Property Committee Legislative Affairs Committee Joint Resource Committee	
EXECUTIVE SESSION	
ADJOURNMENT	

# FOOTHILLS GATEWAY, INC.

Preliminary Financial Reports  
for the 10 months ending April, 2018

## MONTHLY FINANCIAL HIGHLIGHTS

- \* Revenues are 0.5% over YTD Budget
- \* Expenses are 3.4% under YTD Budget
- \* Net Loss is \$585,925 less than YTD Budgeted Net Loss

<b>Financial Status</b>	at June 30, 2017	at April 30, 2018	Incr (Decr)
Total Assets	\$12,796,028	\$12,237,768	(\$558,259)
Total Liabilities	\$1,664,592	\$1,204,600	(\$459,992)
Net Assets (Fund Balances)	\$11,131,436	\$11,033,168	(\$98,268)
Working Capital	\$6,277,772	\$6,550,372	\$272,600

**Current Year Financial Performance** at 10 months / 83.3% of annual revenue and expense

	Actual Year to Date	YTD Budget	% Actual to YTD Budget	Annual Budget	% Actual to Annual Budget
<b>Revenues</b>					
State/Medicaid Funds	\$10,582,426	\$10,838,291	97.6%	\$12,895,464	82.1%
Vocational Income	314,490	337,710	93.1%	405,252	77.6%
Public Support	472,604	183,200	258.0%	225,600	209.5%
Larimer County Mill Levy	2,785,977	2,713,805	102.7%	4,115,587	67.7%
Other	414,077	429,485	96.4%	513,268	80.7%
<b>Total Revenue</b>	<b>\$14,569,574</b>	<b>\$14,502,491</b>	<b>100.5%</b>	<b>\$18,155,171</b>	<b>80.3%</b>
<b>Expenses</b>					
Salaries, Taxes & Benefits - Staff	\$8,914,843	\$9,444,309	94.4%	\$11,350,770	78.5%
Salaries, Taxes & Ben - Individuals in Svcs	270,626	268,240	100.9%	321,888	84.1%
Vocational/Contract Supplies	38,058	38,990	97.6%	46,788	81.3%
Supplies, Equipment & Building Expense	869,427	915,841	94.9%	1,117,238	77.8%
Vehicle Expense	326,374	329,403	99.1%	396,294	82.4%
Program Related Expense	2,377,565	2,168,027	109.7%	2,580,888	92.1%
Purchase of Service	1,535,212	1,683,917	91.2%	1,976,360	77.7%
Other	335,737	337,957	99.3%	459,471	73.1%
<b>Total Expenses</b>	<b>\$14,667,841</b>	<b>\$15,186,684</b>	<b>96.6%</b>	<b>\$18,249,697</b>	<b>80.4%</b>
<b>Revenue Over (Under) Expense</b>	<b>(\$98,268)</b>	<b>(\$684,193)</b>	<b>14.4%</b>	<b>(\$94,526)</b>	<b>104.0%</b>
Less: Other Capital Expenditures	-154,786	-71,226	217.3%	-77,683	199.3%
Less: (Purch)Sell Long Term Invstmnts	314,598	0	0.0%	0	0.0%
Plus: Non-Cash Expenses	211,056	-249,744	-84.5%	274,818	76.8%
<b>Change in Working Capital</b>	<b>\$272,600</b>	<b>(\$1,005,163)</b>	<b>-27.1%</b>	<b>\$102,609</b>	<b>265.7%</b>



## Policy Change Request Form

Name of Policy Requesting Change Personal Needs Funds

Current Policy Book Section (s) Fiscal Management

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

Delete Policy

Why is this Policy change necessary?

The intent of this Policy was to formalize the method used to require and review how outside Program Approved Service Agencies (PASAs) followed DIDD procedures for Personal Needs Funds Manual - 2002. Since we no longer bill the DD Medicaid Waiver for outside PASAs, we no longer have the function of monitoring them and this policy is no longer needed.

Case Management have procedures for monitoring Personal Needs, and Foothills Gateway Direct Service division has a procedure related to rep payee accounts and how they are to be managed.

Submitted By Carla Conrardy

## FOOTHILLS GATEWAY, INC.

### Personal Needs Funds

#### **POLICY:**

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.

#### **PROCEDURE:**

All Program Approved Service Agencies are required to manage the personal needs funds and personal property of individuals in services for whom they are providing service in accordance with the forms and procedures detailed in the DDD Personal Needs Funds Manual – 2002. Additionally, to provide accountability, it is required that PASA's submit a Quarterly Personal Needs Audit Form, detailing the status of each individual's funds, to Foothills Gateway. Service Agencies will be audited annually to verify the accuracy of the quarterly reporting and insure that all funds have been tracked and disbursed appropriately, as outlined in DDD rules and regulations.

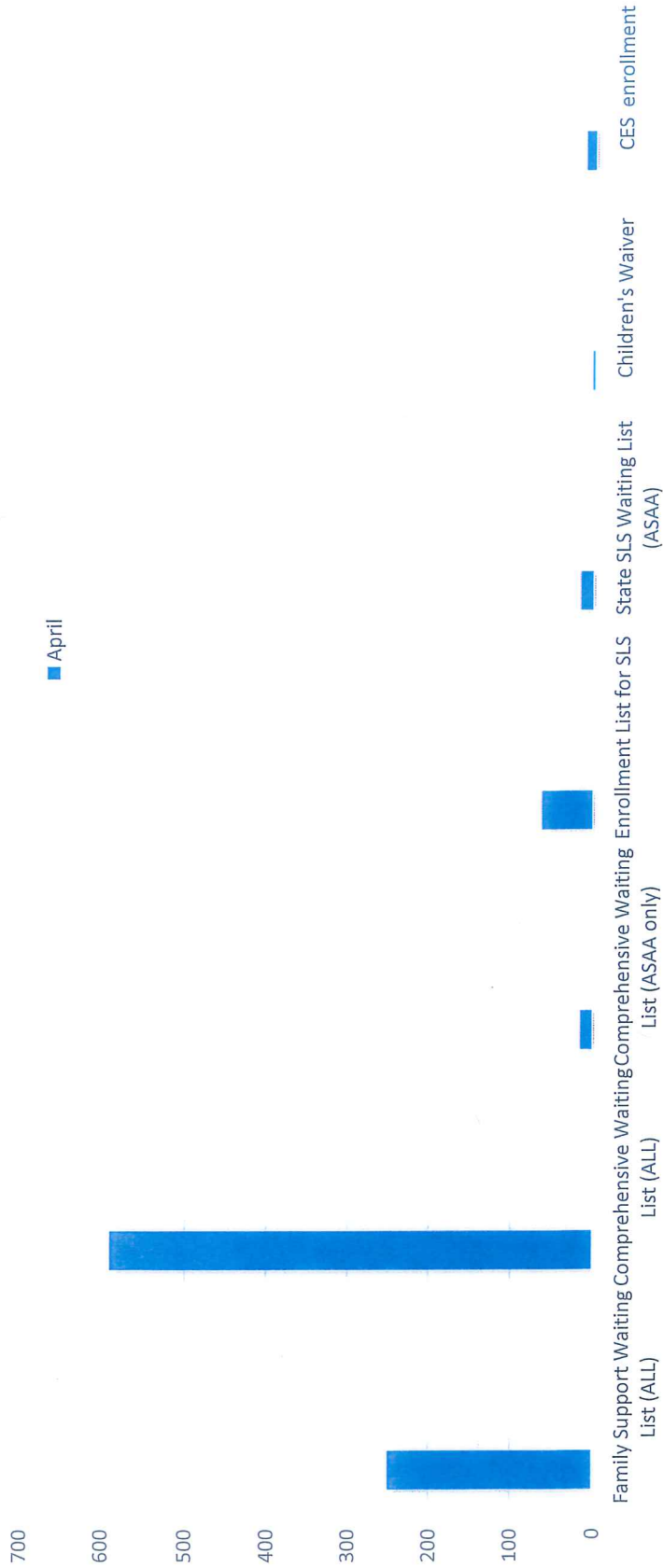
6/01; ... 10/10; 3/14; 8/16



April  
 251  
 589  
 15  
 62  
 16  
 3  
 12

Waiting List numbers  
 Family Support Waiting List (ALL)  
 Comprehensive Waiting List (ALL)  
 Comprehensive Waiting List (ASAA only)  
 Enrollment List for SLS  
 State SLS Waiting List (ASAA)  
 Children's Waiver  
 CES enrollment

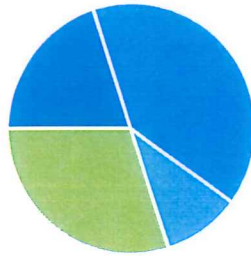
### Waiting List/Enrollment Que Numbers by Program



April

Comprehensive Services (HCBS-DD)	2
Medicaid funded Supported Living Services (HCBS-SLS)	4
State funded Supported Living Services	1
Family Support Services Program (FSSP)	0
Children's Medicaid services (C-HCBS)	0
Children's Extensive Support Medicaid services (HCBS-CES)	3

# of Enrollments by Program for April 2018



- Comprehensive Services (HCBS-DD)
- Medicaid funded Supported Living Services (HCBS-SLS)
- State funded Supported Living Services
- Family Support Services Program (FSSP)
- Children's Medicaid services (C-HCBS)
- Children's Extensive Support Medicaid services (HCBS-CES)

Determinations completed April 2018	Eligible	Not Eligible
Adult	5	0
FSSP	1	0
Total	6	0

DD Determinations April 2018

