



FOOTHILLS GATEWAY, INC.

BOARD OF DIRECTORS MEETING

July 17, 2018

Present

BJ Russell
Tracy Katz
Susie Trethewey
John Haley
Katie Fahrenbruch
Romie Tobin
Mikel Zimmerman
Mark Durand
Linda Drees
Amanda O'Hayre

Excused

Absent

Guests

Nancy Kepner

Staff

Debbie Klein
Debbie Lapp
Erin Eulenfeld
Carla Conrardy
Brandee Boice-Street
Justin Freyermuth
Stacy Hill
Cynthia Hansford
Jan Irvin
Judy Tomcak

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

OPEN FORUM:

Katie Fahrenbruch invited guests to speak.

- No guests present wished to speak.

PRESENTATIONS:

- **Supported Employment, Justin Freyermuth - Supported Employment Coordinator** – Justin gave a presentation about the function and structure of the Supported Employment program and invited questions. John requested information on how Supported Employment interacts with DVR and this was explained.

CONSENT AGENDA:

- Approval of Board Meeting Minutes – June 19, 2018
- Ratification of the 2017/19 Budget that was approved by email vote
- Ratification of the Bequeath Designation that was approved by email vote

M-S-C (Haley/Durand) Approve the consent agenda consisting of the June 19, 2018 Board Minutes, Ratification of the Budget that was approved by email vote and Ratification of the Bequeath Designation approved by email vote.

FINANCIAL REPORT:

Carla Conrardy presented the unaudited statement of financial position for the twelve months ending June 30, 2018 as well as the unaudited quarterly Statement of Financial Condition noting financial highlights. *Detailed financial information can be found in the Board Meeting packets, which are posted to the Foothills Gateway website.*

The above minutes are tentative until voted on and approved at the following month's board meeting.

M-S-C (Katz/Durand) Accept and approve the preliminary financial report for the twelve months ending June 30, 2018.

OLD BUSINESS:

- Katie shared information about a 5k race being developed using a buddy system that is scheduled for October 6th. Katie requested information that can be passed on to help the organizer get other organizations involved. Various suggestions were made that will be shared with the race organizer.
- Susie shared that Carol is very interested in joining the Board and will be getting in touch with Debbie K to complete her application.

NEW BUSINESS:

- Tracy introduced Nancy Kepner who shared her background and interest in the Board.

EXECUTIVE TEAM UPDATES:

- **Debbie K.** – Debbie K shared that the first of the birthday bonuses have gone out. They are being handed out on Fridays. The \$0.60 raise for non-exempt staff will appear in the first payroll in August. Debbie K also shared that the Human Resources department has been working on virtual files, the last of the active employee files have been scanned. Glow Golf was last Friday, early estimates indicate the income was similar to last year. Debbie explained that the Foundation sees this event as one to raise the visibility of FGI rather than a sizable fundraising event.
- **Debbie L.** – Debbie L shared the PCT Leaders meeting was held. They have begun developing a Leader's One Page description. The Board's One Page Descriptions were discussed. Debbie L also shared that no additional HCBS-DD (Comp) resources have been received since the last report, but it is expected that over time more will likely be received as resources are reallocated from other areas of the State. Debbie L further gave an update on CCDD Coalition and Legislative activities.
- **Erin E.** – Erin shared that FGI staff met with Adam Tucker (State HCPF) to discuss how Supported Employment is working in Larimer County and FGI's interaction with local DVR. The Governor's office has directed HCPF and DVR to respond to the WIOA letter from FGI, this is currently going through processing. It was also shared that there is a new funding process by which the job development process is shortened and waiver funding can start the day a referral has been sent to DVR. On September 6th, FGI will be hosting a regional Supported Employment Round Table. Erin further shared that the BCP was been submitted electronically to HCPF on June 28th. There has been internal discussion about creating an informative statement for staff and next steps were discussed.

COMMITTEE REPORTS:

- **Executive Committee** – John reported the committee met on July 6, 2018 and discussed the Board Meeting Agenda Review, and the Executive Team updates given above.
- **Fiscal and Property Committee** – Mark reported the committee met prior to this meeting and discussed the draft process and forms for granting funds from Foothills Gateway to other

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organizations, the preliminary financial statement for the month ending June 30 2018, and the quarterly fund report from First National Bank.

M-S-C (Russell/Zimmerman) Approve allocating \$50,000 from the unrestricted Memorials Fund to the Grant Fund.

- **Legislative Affairs Committee** – John reported the committee did not meet this month.
- **Joint Resource Committee** – Susie reported the Joint Resource Committee met on June 27th and discussed Glow Golf, Game Show and Community Outreach Activities.

ADJOURNMENT

M-S-C (Fahrenbruch/Haley) Adjourn the meeting at 8:23 pm.

Respectfully submitted by,

Tracy Katz

Tracy Katz, Secretary

**The next regularly scheduled meeting of the Foothills Gateway, Inc.
Board of Directors is August 21, 2018 at 7:00 pm.**

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