



**FOOTHILLS GATEWAY, INC.  
BOARD OF DIRECTORS MEETING  
August 21, 2018**

Present

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

Excused

Amanda O’Hayre

Absent

Guests

Carol Morris  
Tracy Funk  
Steve Dandaneau

Staff

Debbie Klein  
Debbie Lapp  
Erin Eulenfeld  
Carla Conrardy  
Brandee Boice-Street  
Jan Irvin  
Marla Maxey  
Laura Veradt  
Erin Shuee

President Katie Fahrenbruch called the meeting of the Foothills Gateway, Inc. Board of Directors to order at 7:03pm and welcomed guests.

**OPEN FORUM:**

Katie Fahrenbruch invited guests to speak.

- No guests present wished to speak.

**PRESENTATIONS:**

- **Infant Support Team, Laura Veradt and Erin Shuee** – Laura and Erin gave a presentation about the function and structure of the Infant Support Team and invited questions. Laura also introduced Tracy Funk who read a letter she wrote to FGI about her experience with the Infant Support Team.

**CONSENT AGENDA:**

- Approval of Board Meeting Minutes – July 17, 2018
- Ratify Email vote approving Carol Morris as a new Board Member

**M-S-C (Russell/Zimmermann) Approve the ratification of the email vote approving Carol Morris as a new Board Member**

Debbie K introduced Steve Dandaneau who shared his story and interest in being on the Board.

**M-S-C (Katz/Durand) Approve the July 17, 2018 Board Minutes**

**FINANCIAL REPORT:**

Carla Conrardy presented the unaudited statement of financial position for the one month ending July 31, 2018. *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 (Durand/Haley) Accept and approve the preliminary financial report for the one month ending July 31, 2018.**

**OLD BUSINESS:**

- BJ and Mikel shared their experiences at the YMCA Camp this year. Mikel shared that the date of the camp this year worked well as it didn't coincide with any other large events.

**NEW BUSINESS:**

- **DSP Week Banner** – Debbie K shared that the banner thanking DSP employees for their service is available here to sign and asked the Board to do so. This will be displayed in the main hall outside Debbie K's office during DSP Week. Tracy also mentioned she has been working on a draft of a letter to the DSP's that will be shared with the Board for their input.
- **Staff Appreciation** – Debbie K shared that there is a flyer in the packet with details of the event which has been moved to September prior to the Board Meeting. Brandee shared that the Staff Appreciation Committee seeks the Boards approval to serve limited, donated adult beverages at the event.

**M-S-C (Katz/Durand) Approve the service of donated adult beverages at the Staff Appreciation**

- **Board Meeting Schedule** – Katie shared that the Executive Committee discussed changing the July Board Meeting to tentative due to Members' vacations. Erin shared that if the Board wishes they can set the July meeting as tentative in the March Annual Meeting when the schedule of meetings for the coming year is agreed upon.
- **Board Member Applications** – Katie also shared that the Executive Committee discussed a formalized process to handling Board Member applications and shared that process with the Board.
- **Other** - Katie also suggested that while attendance by the Board at fundraising events is not required; the Board should discuss being present at these events, if possible, to represent Foothills Gateway.

**EXECUTIVE TEAM UPDATES:**

- **Debbie K.** – Debbie K shared that an Appreciation Event is scheduled for August 30th and requests the Board Members check their FGI email for the RSVP and respond. This event is for the Foundation, FGI Board, Service League, High Country Beverage and other supporters, it will be informal and there will be no 'ask'. Debbie K also shared that the Staff Appreciation will be in September prior to the Board Meeting, and asked the Board Members to RSVP to Brandee. The Audit should be completed by September Board Meeting. Debbie K also shared that 360 evaluations are being done for Management Team members at their annual reviews.
  - **Debbie L.** – Debbie L reported on the progress of the No Wrong Door Pilot, and shared that the Advisory Council is meeting on a monthly basis. Debbie L also reported that as of July 2019 CCBs will be taking over the Children's Habilitation Residential Program (CHRP). This program is for highly behavioral children with IDD. The next PCT Leaders meeting is October 19 The next PCT 2 day training is October 25-26. The PCT Council is discussing PCT training for the Board.
  - **Erin E.** – Erin shared that the Strategic Plan is being updated, once completed it will be sent out to the Board Members. Erin also shared that the current Strategic Plan expires in 2019 so a
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Board Retreat will need to be scheduled to work on a new one. Erin will be sending a Legislative Report written by HCPF regarding Crisis Services to the Board Members for their information. Erin further shared that she has been reviewing the CARF information in preparation of the audit in 2019.

**COMMITTEE REPORTS:**

- **Executive Committee** – John reported the committee met on July 6, 2018 and discussed the Board Meeting Agenda Review, Board Meeting schedule, Applications of Potential Board Members, Executive Committee Meeting Time Change, and the Executive Team Updates given above.
- **Fiscal and Property Committee** – Mark reported the committee met prior to this meeting and discussed the Donation Designation for the current month, Grant Opportunities procedure, Financial Review for June 2018 – actual to budget detail, the financial statement for July and additional items that could be targeted for working capital funding.
- **Legislative Affairs Committee** – John reported the committee did not meet this month.
- **Joint Resource Committee** – Susie reported the Joint Resource Committee was cancelled for July but is scheduled to meet on August 22<sup>nd</sup>

**M-S-C (Haley/Durand) Unanimously approved convening an Executive Session to discuss a matter pursuant to section 25.5-10-209 2 (b)(IV) of the open meetings statute at 8:00pm**

**M-S-C (Durand/Zimmerman) Move to adjourn Executive Session and reconvene Regular Board Meeting at 8:30 pm.**

**ADJOURNMENT**

**M-S-C (Fahrenbruch/Haley) Adjourn the meeting at 8:30 pm.**

Respectfully submitted by,

**Tracy Katz**  
Tracy Katz, Secretary

**The next regularly scheduled meeting of the Foothills Gateway, Inc.  
Board of Directors is September 18, 2018 at 7:00 pm.**

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