



**FOOTHILLS GATEWAY, INC.  
BOARD OF DIRECTORS MEETING  
May 21, 2019**

**Present**

Steve Dandaneau  
John Haley  
Punkie Whitely  
Mikel Zimmerman  
Mark Durand

Romie Tobin  
Heather Hmieleski

**Excused**

Amanda O’Hayre  
Tracy Katz  
Carol Morris

Linda Drees

**Absent**

**Guests**

**Staff**

Debbie Lapp  
Carla Conrardy  
Erin Eulenfeld  
Debbie Klein  
Brandee Boice-Street  
Pat Carney

Marla Maxey  
Judy Tomcak  
Jan Irvin

President Mark Durand called the meeting of the Foothills Gateway, Inc. Board of Directors to order at 7:07pm and welcomed guests.

**OPEN FORUM:**

Mark Durand invited guests to speak.

- No guests present wished to speak.

**POTENTIAL BOARD MEMBERS:**

- Debbie Klein shared that Nancy Kepner attended a Board Meeting several months ago, but was unable to follow through with her application at the time. Nancy is still interested in joining the Board and will be meeting with Debbie Klein on May 29<sup>th</sup> bringing her application with her at that time.
- Debbie Klein and Heather Hmieleski left the meeting to enable the Board to discuss Heather’s application and vote on Heather’s acceptance to the Board. John Haley and Mikel Zimmerman shared their impressions of Heather.

**M-S-C (Haley/Durand) Approve acceptance of Heather Hmieleski as a new Board Member.**

**PRESENTATIONS:**

- Pat Carney shared a presentation about the Family Support Services Program (FSSP) and upcoming changes and invited questions. Mark asked if the waitlist for FSSP varies. Pat shared that there is movement from month to month due to a variety of reasons and these were discussed. Pat also shared that there was a budget cut some years ago that resulted in limitations to how families could use the support of the program, FGI has now eliminated internal limitations that were created at that time to give families more flexibility.

**CONSENT AGENDA:**

- Approval of Board Meeting Minutes – April 16, 2019

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

### **M-S-C (Whitely/Zimmerman) Approve the April 16, 2019 Board Minutes**

#### **FINANCIAL REPORT:**

Carla Conrardy presented the unaudited statement of financial position for the ten months ending April 30, 2019. Detailed financial information can be found in the Board Meeting packets, which are posted to the Foothills Gateway website.

### **M-S-C (Whitely/Zimmerman) Accept and approve the preliminary financial report for the ten months ending April 30, 2019.**

#### **OLD BUSINESS:**

#### **NEW BUSINESS:**

- **Policy Change request Form** – Erin Eulenfeld shared a policy change request, reading out the changes in the language of the Workplace Security Policy and shared the reason for the requested change.

### **M-S-C (Whitely/Zimmerman) Approve the requested change to the language of the Workplace Security Policy.**

#### **EXECUTIVE TEAM UPDATES:**

- **Erin Eulenfeld:** The DCSS division is working on the FY 19/20 budget. The Executive Team continues to travel to Denver along with other CCB's to meet with HCPF leadership to improve collaboration between these entities. The Governor is putting together a State Mental Health Task Force with four sub-committees. Erin Eulenfeld has applied to be on the State Safety Net Sub-Committee.
- **Debbie Klein:** Foothills Gateway's CCB designation letter has been received. The contract has not yet been signed. There has been some discussion regarding Exhibit E of the contract. This Exhibit addressed information technology changes so Paul Liptak has been working on this issue. The Admin Division is working on the FY 19/20 budget as well as concentrating on hiring. The American Sign Language class with Lisa Stenzil has started, the second half of the training is scheduled for next week. A special phishing drill was conducted by IT, the test involved an email appearing to come from an Executive Officer. Much has been learned from this drill and shared with staff. A Bill awaiting the Governor's signature will provide an 8.1% salary increase for those providing personal care, homemaker basic and homemaker enhanced services. Tracking this increase along with other recent changes may necessitate an increase in Finance staff. The compensation analysis is ongoing, the Executive Team will be meeting tomorrow morning to work on this. It is anticipated that the analysis will be completed the beginning of June.
- **Debbie Lapp:** The No Wrong Door (NWD) pilot will end September 30, 2019. HCPF has requested all four pilot sites collaborate in discussing the outcomes and meet between now and July. There is currently no information regarding the sustainability of NWD statewide. The corrective action plan following the performance quality review for HCPF has been accepted.. PCT one page profiles for Board Members are almost completed. As of July 1, Case Management for the Children's Habilitation Residential Program (CHRP) will be the responsibility of CCB's. This fiscal year Foothills Gateway has enrolled 115 people into waivers.

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Next fiscal year the number will be similar but will increase for the DD waiver as more funding has become available for the DD waiting list. John Haley asked how this impacts staff. Another Comp and Children's Case Manager will be required. Foothills Gateway tries to keep no more than 40 people on each Case Manager's caseload.

**COMMITTEE REPORTS:**

- **Executive Committee** – Mark Durand reported the Executive Committee met on May 10, 2019 and discussed the Board Meeting Agenda, the Policy Change Request form, potential Board Member Applications and Executive Team updates as given above and PASA payments.
- **Fiscal and Property Committee** – Mark Durand reported the Fiscal and Property Management Committee met prior to this meeting and discussed reallocating Board Designated Donations, the Financial Statement review YTD April / Undesignated Net Assets, and funding information for the FSSP (Family Support Services Program) Waitlist. Erin explained the allocation of bonus to staff depending on funds available and this was discussed.
- **Legislative Affairs Committee** – John Haley reported the Legislative Affairs Committee met on May 17<sup>th</sup> and discussed Legislative Updates, Alliance awards and the Elected Official of the Year.
- **Joint Resource Committee** – Punkie Whitely reported that the Joint Resource Committee met on May 1<sup>st</sup> and discussed Glow Golf, Game Show, the Flying Pig, the Taste of Loveland, Community Outreach Activities and the FGI Update.

**Executive Session:** C.R.S. 25.5-10-209-2.b.IV.C and G - (Matters to be kept confidential and Personnel matters)

**M-S-C (Durand/Zimmerman) Unanimously approved convening an Executive Session to discuss a matter pursuant to section 25.5-10-209-2,b,IV (C) and (G) of the open meetings statute at 8:06pm**

**M-S-C (Haley/Durand) Move to adjourn Executive Session and reconvene Regular Board Meeting at 8:40 pm.**

**ADJOURNMENT**

**M-S-C (Durand/Zimmerman) Adjourn the meeting at 8:40 pm.**

Respectfully submitted by,

**Mark Durand**  
Mark Durand, President

**The next regularly scheduled meeting of the Foothills Gateway, Inc.  
Board of Directors is June 18, 2019 at 7:00 pm.**

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