



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 Meeting Agenda

November 19, 2019

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.

Potential Board Members - Should any potential Board members be in attendance, the Board allocates this time for introductions.

PRESENTATIONS 15 min.

Supported Living Services - Direct John DeVos
Video from Game Show 2019

CONSENT AGENDA 2 min.

Approval of Board Meeting Minutes - September 17, 2019
Approval of Board Meeting Minutes - October 15, 2019
1st Quarterly Strategic Plan Update

FINANCIAL REPORT 10 min.

Approval of Financial Report - September 2019
Approval of Financial Report - October 2019

OLD BUSINESS 15 min.

NEW BUSINESS 15 min.

Cancellation of the December Meeting?
Policy change review

EXECUTIVE TEAM UPDATES 15 min.

COMMITTEE REPORTS 20 min.

Executive Committee
Fiscal and Property Committee
Legislative Affairs Committee
Joint Resource Committee

ADJOURNMENT

FOOTHILLS GATEWAY, INC.

UNAUDITED

Preliminary Financial Reports
for the 4 months ending October 31, 2019

MONTHLY FINANCIAL HIGHLIGHTS

- * Revenues are 5.6% under YTD Budget
- * Expenses are 3.6% under YTD Budget
- * Net Loss is \$56,528 more than YTD Budgeted Net Loss

Financial Status	at June 30, 2019	at October 31, 2019	Change
Total Assets	\$12,819,021	\$11,528,643	(\$1,290,378)
Total Liabilities	\$1,697,481	\$1,845,050	\$147,569
Net Assets (Fund Balances)	\$11,121,541	\$9,683,593	(\$1,437,947)
Undesignated Net Assets	\$2,430,127	\$818,469	(\$1,611,659)
Designated Net Assets	\$8,691,413	\$8,865,125	\$173,711

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	\$4,623,008	\$4,995,706	92.5%	\$14,215,389	32.5%
Vocational Income	110,077	103,418	106.4%	307,714	35.8%
Public Support	34,024	65,851	51.7%	208,400	16.3%
Larimer County Mill Levy	105,473	91,210	115.6%	4,555,128	2.3%
Other	206,837	125,237	165.2%	390,801	52.9%
Total Revenue	\$5,079,419	\$5,381,422	94.4%	\$19,677,432	25.8%
Expenses					
Salaries, Taxes & Benefits - Staff	\$4,133,971	\$4,180,445	98.9%	\$12,555,273	32.9%
Salaries, Taxes & Ben - Individuals in Svcs	110,408	104,574	105.6%	304,020	36.3%
Vocational/Contract Supplies	9,527	10,560	90.2%	31,680	30.1%
Supplies, Equipment & Building Expense	314,827	397,819	79.1%	1,127,958	27.9%
Vehicle Expense	146,552	145,862	100.5%	425,972	34.4%
Program Related Expense	960,628	1,072,168	89.6%	3,105,810	30.9%
Purchase of Service	704,556	681,105	103.4%	1,991,552	35.4%
Other	136,896	170,308	80.4%	526,051	26.0%
Total Expenses	6,517,366	\$6,762,841	96.4%	\$20,068,316	32.5%
Revenue Over (Under) Expense	(\$1,437,947)	(\$1,381,419)	104.1%	(\$390,884)	367.9%



Policy Change Request Form

Name of Policy Requesting Change Working Capital

Current Policy Book Section (s) Fiscal Management

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

Remove Policy

Why is this Policy change necessary?

At the September meeting the Board approved a change to the Fund Administration Policy. With the changes made, the Fund Administration Policy addresses the items identified in the Working Capital Policy, looking at Net Assets, not just current items. This policy is now redundant.

Submitted By Debbie Klein

FOOTHILLS GATEWAY, INC.

Working Capital

POLICY:

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.

12/92; ... 9/07; 5/09; 10/10; 3/14; 8/16; 3/18; 3/19



Policy Change Request Form

Name of Policy Requesting Change "Incident Reporting" and "DCSS Incident Reporting"

Current Policy Book Section (s) Case Management Agency and Service Provision

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

Over the years, additional language has been added to the policy statement and that additional verbiage should be shifted to the procedure

Why is this Policy change necessary?

Procedural language should be removed from the policy statement and moved to the procedure.

Submitted By Erin Eulenfeld

Before

Case Management:

Incident Reporting

POLICY:

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 Health Care Policy and Financing (HCPF) 10- CCR 2505-10, 8.608.6. 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

After

POLICY:

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 Health Care Policy and Financing (HCPF).

DCSS Incident Reporting

Before

Services

POLICY:

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, and rules and regulations. 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

After

POLICY:

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, and rules and regulations of the Health Care Policy and Financing.

Foothills Gateway Policies

Updated September 2019

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.

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.

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.

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.

Bloodborne Pathogens Exposure

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

Case Management Monitoring

It is the policy of Foothills Gateway, Inc. to execute Case Management services according to Health Care Policy and Financing (HCPF) rules and regulations.

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.

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

- j. stolen personal property belong to a person receiving services.
- k. hospitalization of persons receiving services
- l. suicide or attempted suicide

Department of Labor Compliance

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

Determination of Developmental Disabilities

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 Section 8.607.2 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 Health Care Policy and Financing (HCPF).

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.

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.

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.

Early Intervention Monitoring

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

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.

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.

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. In order to achieve these goals, and to promote understanding on the part of donors and the community, Foothills Gateway subscribes to the following procedures concerning the acceptance of gifts:

Grant Funding

It is the policy of Foothills Gateway, Inc. to allocate an amount of funding, as resources allow, each fiscal year for the purpose of assisting other programs or agencies to help meet the unmet needs of individuals with Intellectual and Developmental Disabilities (IDD) served by Foothills Gateway, Inc.

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.

1. Name of the person reporting;
2. Name of the person receiving services who was involved in the incident;
3. Name of persons involved or witnessing the incident;
4. Type of incident;
5. Description of the incident;
6. Date and place of occurrence;
7. Duration of the incident;
8. Description of the action taken;
9. Whether the incident was observed directly or reported to the agency;
10. Names of persons notified;
11. Follow-up action taken or where to find documentation of further follow-up; and,
12. Name of the person responsible for follow-up.

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.

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 Health Care Policy and Financing (HCPF).

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.

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.

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

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

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.

Private Pay

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

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.

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.

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.

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 HCBS-DD resource or if the Interdisciplinary Team (IDT) recommends a person needs to change Program Approved Service Agency (PASA).

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 Health Care Policy and Financing (HCPF).

Restraints

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.

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 Health Care Policy & Financing (HCPF).

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 Chief Administrative Office or a person with supervisory authority, unless the employee reasonably believed reporting to the Chief Administrative Officer or supervisor would not result in a prompt remedy of the violation.

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.

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.

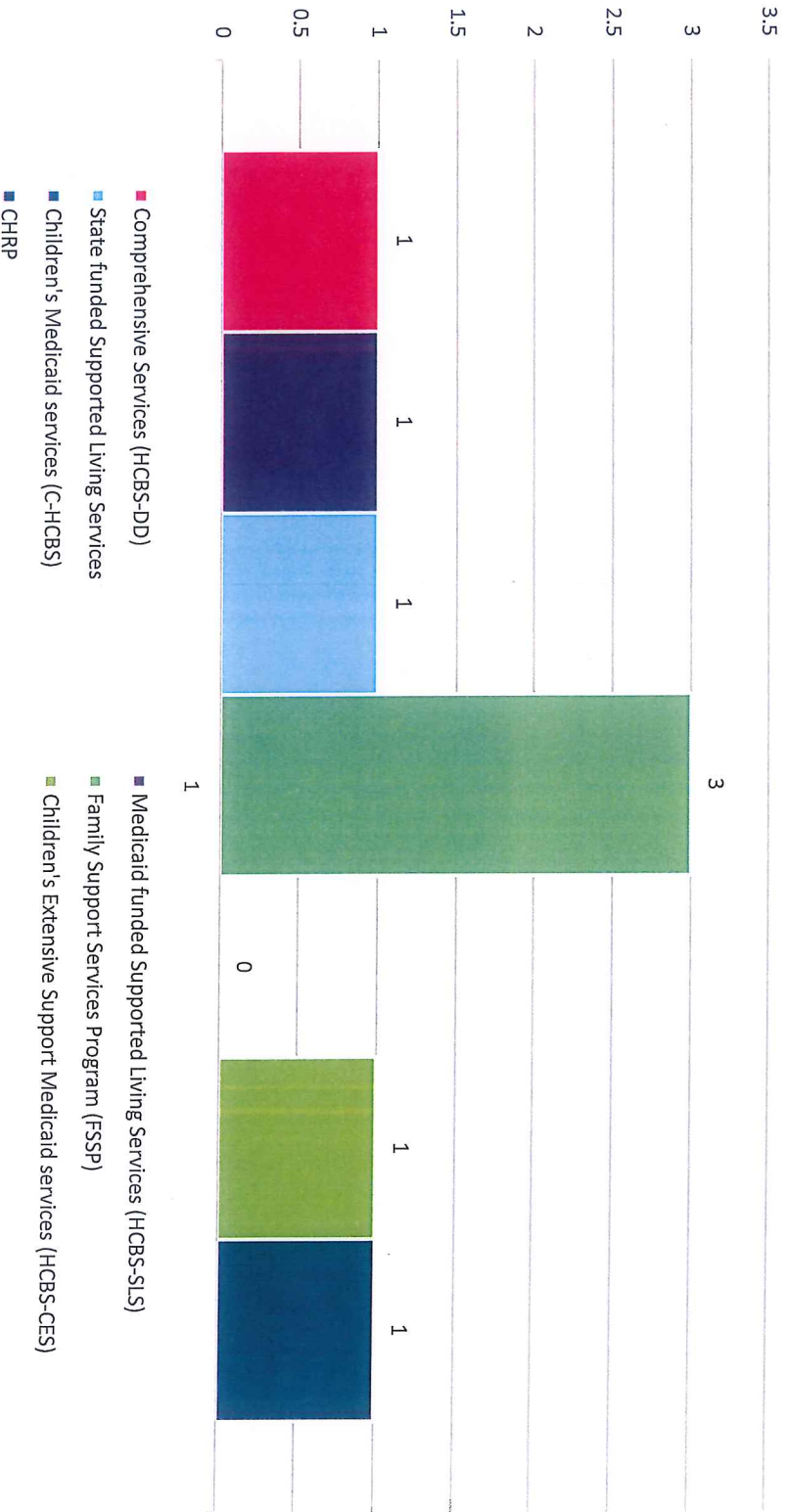
Workplace Security

Foothills Gateway does not tolerate violence in the workplace. This policy applies to all employees, volunteers, visitors, and persons served by Foothills Gateway.

Oct-19

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

of Enrollments by Program for October 2019



Determinations completed July 2019

Eligible	Not Eligible
6	1

Total

7

DD Determinations October 2019

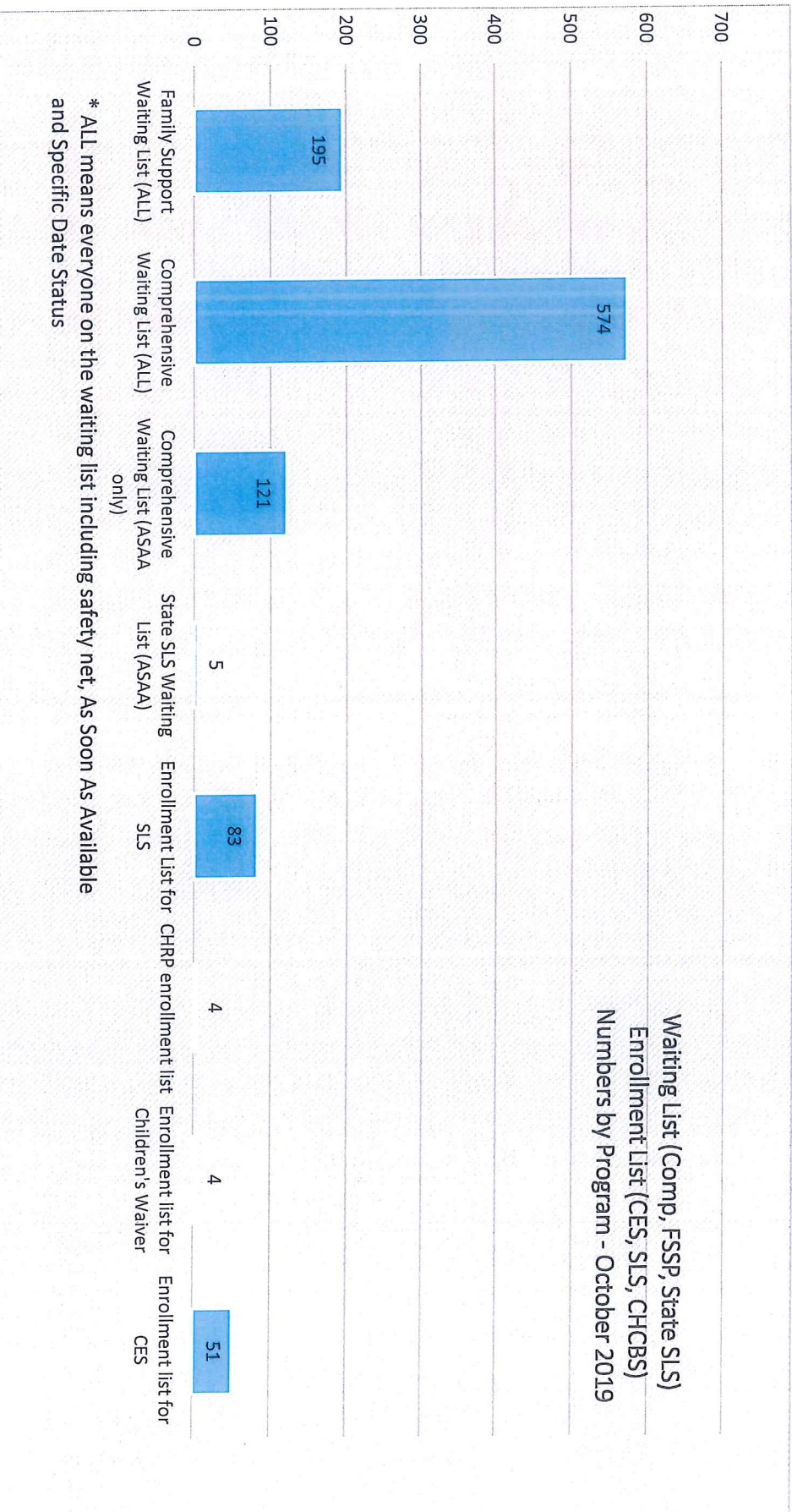
9	
1	

Waiting List numbers

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

Oct-19

195
 574
 121
 5
 83
 4
 4
 51



* ALL means everyone on the waiting list including safety net, As Soon As Available and Specific Date Status