



**FOOTHILLS GATEWAY, INC.
BOARD OF DIRECTORS MEETING
November 19, 2019**

Present

Amanda O’Hayre
Carol Morris
Heather Hmieleski
John Haley
Linda Drees
Mark Durand
Mikel Zimmerman
Nancy Kepner
Romie Tobin
Steve Dandaneau
Tracy Katz

Excused

Punkie Whitely

Absent

Guests

Staff

Brandee Boice-Street
Carla Conrardy
Debbie Klein
Debbie Lapp
Erin Eulenfeld
Cynthia Hansford
Jan Irvin
Judy Tomcak
John DeVos

President Mark Durand called the meeting of the Foothills Gateway, Inc. Board of Directors to order at 7:02pm and welcomed attendees.

OPEN FORUM:

Mark Durand invited guests to speak.

- No guests present wished to speak.

POTENTIAL BOARD MEMBERS: There are currently no potential Board Members going through the process.

PRESENTATIONS:

- Supported Living Services – Direct: John DeVos shared a presentation on Supported Living Services programs and activities. Training of SLS staff was discussed.
- Video from Game Show 2019 – the video was shown, Debbie Klein shared that the video is available on Facebook and FGI’s website.

CONSENT AGENDA:

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

M-S-C (Katz/Zimmerman) – Approved the September 17, 2019 Board Meeting Minutes

M-S-C (Katz/Zimmerman) – Approve the October 15, 2019 Board Meeting Minutes

M-S-C (Katz/Zimmerman) - Accept the 1st Quarterly Strategic Plan update

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

FINANCIAL REPORT:

- Carla Conrardy presented the unaudited statement of financial position for the four months ending October 31, 2019. *Detailed financial information can be found in the Board Meeting packets, which are posted to the Foothills Gateway website.*

M-S-C (Haley/Zimmerman) Accept and approve the preliminary financial report position for the three months ending September 30, 2019.

M-S-C (Haley/Zimmerman) Accept and approve the preliminary financial report position for the four months ending October 31, 2019.

OLD BUSINESS: There was no old business to discuss.

NEW BUSINESS:

- **Cancellation of the December Meeting** – Due to the holiday season, the Board decided to cancel the December Board meeting.

M-S-C (Durand/Zimmerman) Agree to cancel the December Board Meeting unless the need to meet arises.

- **Policy change review** –
 - Erin shared that the Policy Statements are reviewed on an annual basis. These were sent to the Board for review but were not approved in September due to the lack of quorum at the September Board Meeting

M-S-C – (Haley/Zimmerman) Approve the Policy Statements for Foothills Gateway as presented.

- **Working Capital Policy** – Debbie K shared that the proposed change is that this policy be removed as its contents are already covered in the Fund Administration Policy.

M-S-C (Haley Zimmerman) Approve the removal of the Working Capital Policy.

- **Incident Reporting** - Erin shared the proposed change which contains ‘before’ and ‘after’ versions of the Incident Reporting and DCSS Incident Reporting Policies. The change requested is to move language from the Policy to the Procedure which is more appropriate. Nancy asked what constitutes an ‘Incident’, Erin shared that the definition of ‘Incident’ is in the HCPF rules and regulations.

M-S-C (Haley Zimmerman) Approve the change to the Incident Reporting Policy as proposed

EXECUTIVE TEAM UPDATES:

- **Erin Eulenfeld:** Erin shared that FGI recently completed a very successful CARF survey. Erin went on to explain specific points that the surveyors were pleased with. Mark expressed his gratitude to FGI Staff. Erin shared that the final report will be shared with the Board when it is received. Publicizing the results of that audit were discussed along with the entities with whom they will be shared. The Executive Team will be meeting with HCPF twice on November 20th and meeting with CCB Coalition group on the 21st.

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The Governor's proposed budget was released on November 11th. The proposed budget includes a 0.29% common policy increase. HCPF is budgeting for the addition of two staff for State funded services and two more staff for Case Management Redesign. Also, a 3.7% budget increase for EI Case load growth. Historically, IDD funds have had a separate budget allocation and IDD funds have not been included with other Home and Community Based Services (HCBS) waivers. It appears in the Governor's current budget request for FY21 has merged the IDD budget allocation with the other HCBS waiver services. Erin shared that services for people with IDD use 49% of Medicaid funds due to the lifelong nature of IDD services. Nancy asked if changes to the IDD budget allocation could be commented upon and how that could be done. It was discussed that Foothills Gateway staff should put together a letter expressing our concerns and route that letter to the board for review.

- **Debbie Klein:** Debbie K shared the Giving Tree is up in the Reception area if anyone would like to take a tag. Game Show numbers will be presented to the Foundation Board on Thursday. There is a postcard mailer going out from Community Development about giving opportunities during the holidays. On CO Gives Day the Community Relations team will be at the Human Bean again. Biometric Screening and flu shots were provided to staff. Tree for All is scheduled for December 7, 2019 from 11 AM – 2PM. PCT Training is scheduled for January 8th and 9th. Debbie K shared the CARF response to the brochures from Community Relations which was very positive. Debbie K was asked by the Executive Committee to bring samples of the brochures for Board Members. These are available to members who are interested.
- **Debbie Lapp:** There was a Legislative Audit Committee hearing on November 5th to talk about HCPF's progress regarding the audit last December. Dan Krug (HCPF) said that CCB's have been cooperative and helpful. The rules are now in place for State SLS. A CHRP meeting was held in Weld County; presentations were made by those involved, the challenges are lack of providers, rates, and staff turnover. FGI currently has four children enrolled in CHRP, with six more in the process of enrolling. The No Wrong Door pilot is over, there is still an advisory council, researching other States. On December 6th there will be a training provided to staff at FGI by Sara McNamee called "Leaning into Hard Conversations". About eighty staff will be attending, the group is largely Case Management with some staff from the other divisions. If successful, this training will likely be repeated for additional staff. There was a PCT Leaders meeting October 11th in which suggestions resulting from previous ASCEND Surveys, etc., were used to develop action plans. The next PCT Leaders Meeting is January 10th.

COMMITTEE REPORTS:

Executive Committee – Mark Durand reported the Executive Committee met on November 8, 2019 and discussed the Board Meeting Agenda, Policy Change Review – Incident Reporting and Working Capital, Applications of Potential Board Members and the Executive Team Updates given above. Mark also shared the review process of the Business Continuity Plan.

Fiscal and Property Committee – Mark Durand shared that the Fiscal and Property Committee met prior to this meeting and approved the designation of the donation received from the Foothills Gateway Foundation, approved the reallocation of funds from Infant Support back to Children. The Committee

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also discussed the Financial statement YTD October 31, the new State requirements regarding funding of Family Support Services Programs, and Mineral Rights.

Legislative Affairs Committee – John Haley reported that the Legislative Affairs Committee met on November 12th and discussed the Alliance Legislative Update, ‘End the Wait’ campaign and the Governor’s Proposed Budget for FY20-21.

Joint Resource Committee – Debbie Klein shared that the Joint Resource Committee met on November 7th and discussed the Colorado Gives Day, Tree for All, Flying Pig preparations, Game Show and Community Outreach Activities. Carol shared that the Tree For All will have a tree containing a table of eight for the Taste of Loveland.

ADJOURNMENT

M-S-C (Durand/Haley) Adjourn the meeting at 8:25pm.

Respectfully submitted by,

Tracy Katz
Board Secretary

**The next regularly scheduled meeting of the Foothills Gateway, Inc.
Board of Directors is January 21, 2019 at 7:00 pm.**

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