



This meeting was held virtually

**FOOTHILLS GATEWAY, INC.
BOARD OF DIRECTORS MEETING
September 15, 2020**

Present

Heather Hmieleski
John Haley
Steve Dandaneau
Nancy Kepner
Mark Durand
Tracy Katz
Mikel Zimmerman
Linda Drees
Punkie Whitely
Amanda O'Hayre

Excused

Solito Sumulong

Absent

Guests

Barbara Garrido
Cal Logan

Staff

Brandee Boice-Street
Carla Conrardy
Debbie Klein
Erin Eulenfeld
Paul Liptak
Judy Tomcak
Kortney Campbell
Pat Carney
Angela Woodall

President Mark Durand called the meeting of the Foothills Gateway, Inc. Board of Directors to order at 7:01 pm and welcomed attendees.

OPEN FORUM:

Mark Durand invited guests to speak.

- No guests were present wishing to speak.

POTENTIAL BOARD MEMBERS:

- There were no potential Board Members present.

PRESENTATIONS: Audit Exit Report – Cal Logan presented the audited financials for FY 2019/2020. How the Payroll Protection Plan Loan appears in the Financials was discussed.

Foundation Event Update: Mark introduced Bryan Carney and asked him to give an update on the Foundation's Game Show Spectacular fundraising event. This event will be held on October 3rd from 6:00 to 7:00pm and will be presented live from the Everitt Conference room. The silent auction will be open online using "Handbid". Bryan shared the impact story that will be shared at the event. Bryan shared that Board Members could help by 'liking' the FGI Facebook page, follow FGI on twitter and/or LinkedIn. The Game Show can be joined for no charge on FGI's Facebook page. Mikel asked how people can join the event without a computer. Bryan shared that the event can also be viewed on a smartphone phone using the Facebook app. Tracy asked how corporate sponsorship is going. Bryan shared it is going very well, surpassing the goal set by the Event Committee.

CONSENT AGENDA:

- Approval of Board Meeting Minutes – August 18, 2020

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

M-S-C (Durand/Zimmerman) – Approve the August 18, 2020 Board Meeting Minutes

FINANCIAL REPORT:

- Carla Conrardy presented the unaudited statement of financial position for the month ending August 31, 2020. *Detailed financial information can be found in the Board Meeting packets, which are posted to the Foothills Gateway website.*

M-S-C (Durand/Zimmerman) Accept and approve the preliminary financial report position for the month ending August 31, 2020.

OLD BUSINESS: - There was no old business to discuss.

NEW BUSINESS:

- **Family Support Council Board Member Applications** - Erin shared there were three applications to the FSSP Council and explained that this is an advisory body for the Family Support Program. One of the applications was from an FGI employee. Erin shared that the Executive Committee reviewed all the applications and discussed them in the Executive Committee Meeting held on September 4th. If the staff member's application is approved, their FSSP Liaison responsibilities would be passed to another staff member. Since the Committee is only an advisory committee, there is no conflict of interest for the staff member to be a council member. Erin asked if the Board had any concerns about this or with any of the other applications. This was discussed.

M-S-C (Whitely/Durand) Accept and approve the three Family Support Council Member Applications as recommended by the Executive Committee.

EXECUTIVE TEAM UPDATES:

- **Erin Eulenfeld –**
 - **COVID** – in the last six months one staff person working from home tested positive for COVID. One person receiving services tested positive and there were two individuals receiving services were determined to be “presumptive positives”. Erin shared that the Chief Officers and a selection of senior staff have been doing symptom checks daily for everyone entering the FGI buildings for the past six months. To save time and improve the process, IT researched available apps and developed an app that staff can now use to check in prior to their shift.
 - **Strategic Plan** – Erin shared that this has been updated and emailed to the Board. Erin requested the Board Members review and respond with questions or comment.
 - **DSP Week** – Erin shared that this week is DSP Week, thank you cards with small gift cards were personally signed by the Chief Officers and mailed out last Friday.
 - **Organizational chart** – This has been updated and is posted to the Staff Portal as well as the Board Portal.
 - **Challenges** - Discussed challenges being faced by programs. Day Programs have been providing services in the community and, with the changing of the seasons, this is proving more difficult. Any ideas on potential community sites that provide shelter would be appreciated! Hiring part time employees for residential and our respite home have also provided challenges. Plans to try and boost hiring efforts were discussed.

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

- **Cameron Peak fire** – Erin shared that this has affected both staff and Individuals in service. The situation is being monitored.
- **Debbie Klein** –
 - **Tax withholding** – Staff have been informed that FGI will not be deferring payroll tax withholding due to the negative financial impact it will have to employees in the next calendar year.
 - **Staff Appreciation** – Debbie shared that plans are going forward with other ways to honor staff since a live event will not be possible this year. Brandee is organizing this and staff will be creating a special edition of the Focus honoring those with milestone anniversaries this year.
 - John was contacted by an oil and gas company regarding a lease in Weld County. This was discussed and Debbie warned Board members about spamming efforts since the Board’s names and titles are listed on the FGI website. Board Members were encouraged to telephone the ‘sender’ of any suspicious looking email before replying.

COMMITTEE REPORTS:

Executive Committee – Mark Durand shared that the Executive Committee met on September 4th, 2020 and discussed Board Meeting Agenda Review, a potential Board Member from the School District and the Executive Team Updates given above.

Fiscal and Property Committee – Mark Durand shared that the Fiscal and Property Committee met prior to this meeting and discussed designation of the donation from the Foundation, the PPP Loan Maturity Update, reviewed the financial statement for August, and the Audit report given in this meeting.

Legislative Affairs Committee – The Legislature is on hiatus until November.

Other – Discussed the repayment and potential forgiveness of the PPP loan following some information reviewed by John.

ADJOURNMENT

M-S-C (Durand/Katz) Adjourned the meeting at 8:32pm.

Respectfully submitted by,

Steve Dandaneau
Board Secretary

**The next regularly scheduled meeting of the Foothills Gateway, Inc.
Board of Directors is October 20th, 2020 at 7:00 pm.**

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