



This meeting will be virtual. For additional information and to learn how you can participate: Please go to <http://www.foothillsgateway.org/event> and click on "Board of Director's Meeting" on October 19<sup>th</sup>

## 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 October 19, 2021 7:00 pm

MEETING CALLED TO ORDER	10 min.
<b>Public Comment</b> - 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.	
<b>Potential Board Members</b> – Should any potential Board members be in attendance; the Board allocates this time for introductions.	
PRESENTATIONS	15 min.
Section 8/Housing Choice Voucher Program- Renee Walker	
CONSENT AGENDA	2 min.
Approval of Board Meeting Minutes – September 21, 2021	
FINANCIAL REPORT	10 min.
Approval of Financial Report	
OLD BUSINESS	15 min.
NEW BUSINESS	15 min.
Annual Policy Statement Review	
Annual Review of Conflict of Interest, Confidentiality and Code of Ethics	
OFFICER UPDATES	15 min.
COMMITTEE REPORTS	20 min.
Executive Committee	
Fiscal and Property Committee	

Executive Session (C.R.S. 25.5-10-209-2b-IV)

ADJOURNMENT

# FOOTHILLS GATEWAY, INC.

## UNAUDITED

### Preliminary Financial Reports

for the 3 months ending September 30, 2021

## MONTHLY FINANCIAL HIGHLIGHTS

- \* Revenues are 9.3% under YTD Budget
- \* Expenses are 3.9% under YTD Budget
- \* Net Loss is \$130,353 more than YTD Budget

<i><b>Financial Status</b></i>	at June 30, 2021	at September, 2021	Change
Total Assets	\$13,175,740	\$11,862,825	(\$1,312,914)
Total Liabilities	\$1,659,281	\$1,806,334	\$147,053
Net Assets (Fund Balances)	\$11,516,458	\$10,056,491	(\$1,459,967)
Undesignated Net Assets	\$3,088,496	\$1,301,953	(\$1,786,543)
Designated Net Assets	\$8,427,963	\$8,754,539	\$326,576

### ***Current Year Financial Performance*** at 3 months / 25% of annual revenue and expense

	Actual Year to Date	YTD Budget	% Actual to YTD Budget	Annual Budget	% Actual to Annual Budget
<i><b>Revenues</b></i>					
State/Medicaid Funds	\$2,796,266	\$3,055,340	91.5%	\$12,316,714	22.7%
Vocational Income	49,771	53,600	92.9%	202,400	24.6%
Public Support	47,923	49,125	97.6%	205,000	23.4%
Larimer County Mill Levy	131,192	143,778	91.2%	5,198,489	2.5%
Other	42,263	81,764	51.7%	356,400	11.9%
<b>Total Revenue</b>	<b>\$3,067,415</b>	<b>\$3,383,607</b>	<b>90.7%</b>	<b>\$18,279,003</b>	<b>16.8%</b>
<i><b>Expenses</b></i>					
Salaries, Taxes & Benefits - Staff	\$2,886,348	\$3,062,703	94.2%	\$12,414,193	23.3%
Salaries, Taxes & Ben - Individuals in Svcs	38,472	52,747	72.9%	169,592	22.7%
Vocational/Contract Supplies	8,604	11,390	75.5%	40,560	21.2%
Supplies, Equipment & Building Expense	309,535	296,679	104.3%	1,060,115	29.2%
Vehicle Expense	89,088	87,106	102.3%	367,635	24.2%
Program Related Expense	639,729	608,919	105.1%	2,250,975	28.4%
Purchase of Service	483,959	511,337	94.6%	2,050,023	23.6%
Other	71,647	82,340	87.0%	453,875	15.8%
<b>Total Expenses</b>	<b>\$4,527,382</b>	<b>\$4,713,221</b>	<b>96.1%</b>	<b>\$18,806,968</b>	<b>24.1%</b>
<b><i>Revenue Over (Under) Expense</i></b>	<b>(\$1,459,967)</b>	<b>(\$1,329,614)</b>	<b>109.8%</b>	<b>(\$527,965)</b>	<b>276.5%</b>

**Foothills Gateway**  
**Statement of Financial Condition**  
Thursday, September 30, 2021  
Unaudited

**ASSETS**

Current Assets	
Cash	\$1,715,362.85
Investments - Money Mkt	604,509.80
Investments - Short Term	3,181,003.02
Sub Total Cash & Equivalents	<u>5,500,875.67</u>
Receivables	
Fees and grants from governmental agencies	1,617,972.11
Vocational contracts	21,756.48
Notes Receivable	
Other	48,204.28
Sub Total Receivables	<u>1,687,932.87</u>
Inventory	5,562.09
Prepaid expense and other	71,407.03
Total Current Assets	<u>7,265,777.66</u>
Other Investments	3,316,508.05
Land, Building & Equipment, net	<u>1,280,539.68</u>
<b>Total Assets</b>	<b><u><u>11,862,825.39</u></u></b>

**LIABILITIES AND NET ASSETS**

Current Liabilities	
Accounts Payable and Accrued Expense	1,806,333.94
Current portion of Long-Term Debt	
Deferred Revenue	
Total Current Liabilities	<u>1,806,333.94</u>
Long Term Debt	
Notes Payable (less current portion)	
<b>Total Liabilities</b>	<b><u><u>1,806,333.94</u></u></b>

**NET ASSETS (FUND BALANCES)**

Unrestricted Funds	
Designated Memorial Funds	137,100.06
Designated Capital Repair & Replacement	50,000.00
Designated YMCA Camp	10,409.91
Designated Other Purposes	106,880.95
Designated CFCM Project	2,000,000.00
Designated 3 Mths Bdgt Exp	4,701,742.00
Net Investment in Land, Bldg & Equipment	1,280,539.68
Undesignated	1,735,995.49
Total Unrestricted Funds	<u>10,022,668.09</u>
Temporarily Restricted Funds	<u>33,823.36</u>
<b>Total Net Assets (Fund Balances)</b>	<b><u><u>10,056,491.45</u></u></b>
<b>Total Liabilities and Fund Balances</b>	<b><u><u>11,862,825.39</u></u></b>

Foothills Gateway, Inc.  
Fund Detail  
September 30, 2021

**BOARD DESIGNATED:**

Cash in Bank	147,385.40
Due (To) / From General Fund	(10,285.32)
	<u>137,100.08</u>

**FUND BALANCES:**

Memorial Fund	137,100.08
<i>Total</i>	<u>137,100.08</u>

**Foothills Gateway, Inc.**  
**Fund Detail**  
**September 30, 2021**

**DONOR DESIGNATED:**

Cash in Bank	70,525.41
Accounts Payable	(36,702.05)
<b>Total</b>	<b>33,823.36</b>

**FUND BALANCES:**

Miscellaneous Restricted Donations		33,348.13
Rotary - Residential Holiday Fund	250.00	
Colorado Controls - Residential Holiday Fund	1.91	
Colorado Gives Day - FSS Program	51.02	
Comm Found - Boone - Supported Employment	1,000.00	
Denise Peters - Supported Employment	250.00	
Hair Farmers Contest - Individual's Hygeine	428.92	
Julie King - PSCS Staff	100.00	
Amanda Kramer	17.59	
Woodward Charitable Trust - CP	0.00	
Foothills Gateway Foundation - Adult Needs	495.47	
Foothills Gateway Foundation - Children / Family Needs	3,247.43	
Fort Collins Breakfast Rotary - FSS Activity	763.70	
FSS - Prior years fundraisers	26,742.09	
Foothills Service League		475.23
Supported Employment	475.23	
<b>Total</b>		<b>33,823.36</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Thursday, September 30, 2021**

	Current Month Balance	Year to Date Balance	Budget FY21-22	Variance YTD Budget	Percent YTD Budget
<b>REVENUES</b>					
<b>State General Fund</b>					
4010... Infant/Toddler	99,442	312,970	966,664	(653,694)	32.4%
4040... Supported Living Services	42,969	125,747	557,513	(431,766)	22.6%
4050 Family Support Services-Direct	73,322	134,804	465,000	(330,196)	29.0%
4060 Case Management	107,588	331,170	1,310,780	(979,610)	25.3%
4071 Management Fees	29,079	87,754	334,211	(246,457)	26.3%
4067 IDD Determination	7,777	12,568	55,500	(42,932)	22.6%
4063 Special Purpose Funds	3,364	7,002	28,608	(21,606)	24.5%
<b>Total State General Fund</b>	<b>363,542</b>	<b>1,012,015</b>	<b>3,718,276</b>	<b>2,706,261</b>	<b>27.2%</b>
<b>Part C</b>					
4090... Part C - Direct Services			90,552	(90,552)	0.0%
4092 Part C - Private Ins Trust Fund	14,591	36,196	120,000	(83,804)	30.2%
4093 Part C - Private Ins Broker Fee	3,081	6,153	18,000	(11,847)	34.2%
4096 Part C - Service Coordination			52,725	(52,725)	0.0%
4097 Part C - Private Ins Serv Coord	3,713	12,121	35,760	(23,639)	33.9%
4098 Part C - Management Fee			17,917	(17,917)	0.0%
<b>Total Part C</b>	<b>21,384</b>	<b>54,471</b>	<b>334,954</b>	<b>(280,483)</b>	<b>16.3%</b>
<b>Medicaid Waiver</b>					
4110 CES Program	9,605	32,723	178,331	(145,608)	18.3%
4112 HCBS	4,771	10,657	45,000	(34,343)	23.7%
4114 Day Services - Non-Integrated	64,887	181,735	1,463,649	(1,281,914)	12.4%
4120 Day Services - Integrated	31,793	83,753	468,051	(384,298)	17.9%
4130 Residential Services	232,222	664,299	2,802,005	(2,137,706)	23.7%
4140 Supported Living Services	57,236	146,248	719,181	(572,933)	20.3%
4162 Case Mgmt TCM & Monitoring	190,619	541,364	2,259,771	(1,718,407)	24.0%
4164 CMW200 Case Management	0	154	1,848	(1,694)	8.3%
4166 Case Management -SIS	1,333	4,332	29,760	(25,428)	14.6%
4180 Transportation	22,145	64,516	295,888	(231,372)	21.8%
<b>Total Medicaid Waiver</b>	<b>614,610</b>	<b>1,729,781</b>	<b>8,263,484</b>	<b>(6,533,703)</b>	<b>20.9%</b>
<b>Other Service Related Revenue</b>					
4215 Room & Board	433	3,500	16,968	(13,468)	20.6%
4245 Private Pay Revenue	3,656	12,003	61,760	(49,757)	19.4%
4250 Billing Agent Fees	419	1,184	6,720	(5,536)	17.6%
<b>Total Other Service Related Revenue</b>	<b>4,508</b>	<b>16,687</b>	<b>85,448</b>	<b>(68,761)</b>	<b>19.5%</b>
<b>Other Gov't Fees &amp; Grants</b>					
4320 Larimer County Mill Levy	13,521	131,192	5,198,489	(5,067,297)	2.5%
4350 Colo Division of Housing	3,732	11,197	42,792	(31,595)	26.2%
4360 Division of Vocational Rehabilitation - DD	5,868	14,016	35,160	(21,144)	39.9%
<b>Total Other Gov't Fees &amp; Grants</b>	<b>23,121</b>	<b>156,405</b>	<b>5,276,441</b>	<b>(5,120,036)</b>	<b>3.0%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Thursday, September 30, 2021**

	Current Month Balance	Year to Date Balance	Budget FY21-22	Variance YTD Budget	Percent YTD Budget
<b>Vocational Income</b>					
4406 CIE - Other	127	467	2,400	(1,933)	19.5%
4410 Vocational Contracts	17,829	49,304	200,000	(150,696)	24.7%
<b>Total Vocational Income</b>	<b>17,956</b>	<b>49,771</b>	<b>202,400</b>	<b>(152,629)</b>	<b>24.6%</b>
<b>Public Support</b>					
4530 Donor Restricted Contributions	599	599	56,000	(55,401)	1.1%
4560 Donations - Unrestricted	41,302	46,972	125,000	(78,028)	37.6%
4580 In Kind Revenue	352	352	24,000	(23,648)	1.5%
<b>Total Public Support</b>	<b>42,253</b>	<b>47,923</b>	<b>205,000</b>	<b>157,077</b>	<b>23.4%</b>
<b>Other Income</b>					
4810 Rent Income	1,200	3,600	14,400	(10,800)	25.0%
4820 Grant Income	0	500	26,600	(26,100)	1.9%
4850 Interest Income	4,893	14,372	70,000	(55,628)	20.5%
4855 Change in Market Value	(120,183)	(35,537)		(35,537)	0.0%
4870 Dividend Income	4,633	9,733	60,000	(50,267)	16.2%
4880 Miscellaneous Income	5,350	8,675	12,000	(3,325)	72.3%
4896 (Gain)/Loss on Sale of Assets	0	(980)	10,000	(10,980)	(9.8%)
<b>Total Other Income</b>	<b>(104,107)</b>	<b>363</b>	<b>193,000</b>	<b>(192,637)</b>	<b>0.2%</b>
<b>TOTAL REVENUE</b>	<b>983,267</b>	<b>3,067,415</b>	<b>18,279,003</b>	<b>(15,211,588)</b>	<b>16.8%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Thursday, September 30, 2021**

	Current Month Balance	Year to Date Balance	Budget FY21-22	Variance YTD Budget	Percent YTD Budget
<b>EXPENSES</b>					
<b>Salaries &amp; Wages</b>					
5010 Full Time Wages	720,175	2,147,952	8,941,504	6,793,552	24.0%
5011 Part Time Wages	36,967	110,472	507,244	396,772	21.8%
5012 Bonus	13,552	14,748	14,782	34	99.8%
5509 PTO	(51,487)	(38,153)	82,079	120,232	(46.5%)
5015 Full Time Wages-Overtime	9,193	26,833	75,057	48,224	35.7%
5016 Part Time Wages-Overtime	156	811	48	(763)	1,689.2%
<b>Total Salaries &amp; Wages</b>	<b>728,556</b>	<b>2,262,662</b>	<b>9,620,714</b>	<b>7,358,052</b>	<b>23.5%</b>
<b>Wages - Individuals in Services</b>					
5020 Vocational Wages	10,249	34,752	150,000	115,248	23.2%
5060 Outside Contract Wages	147	421	3,000	2,579	14.0%
<b>Total Wages - Individuals in Svcs</b>	<b>10,396</b>	<b>35,173</b>	<b>153,000</b>	<b>117,827</b>	<b>23.0%</b>
<b>Contract Wages</b>					
5105 Contract Wages			150	150	0.0%
5110 Consulting	4,195	14,343	61,240	46,898	23.4%
5120 Professional Fees	24,553	25,565	60,980	35,415	41.9%
<b>Total Contract Wages</b>	<b>28,748</b>	<b>39,908</b>	<b>122,370</b>	<b>82,462</b>	<b>32.6%</b>
<b>Staff Payroll Taxes</b>					
5310 Staff FICA	57,020	167,863	708,076	540,213	23.7%
5315 Worker's Comp	5,521	17,432	117,863	100,431	14.8%
<b>Total Staff Payroll Taxes</b>	<b>62,540</b>	<b>185,294</b>	<b>825,939</b>	<b>640,645</b>	<b>22.4%</b>
<b>Payroll Taxes - Individuals in Svcs</b>					
5320 FICA - Vocational	781	2,648	11,478	8,830	23.1%
5325 W/Comp - Vocational	186	611	4,784	4,173	12.8%
5360 Outside Contract FICA	11	32	228	196	14.1%
5365 Outside Contract W/Comp	3	7	102	95	6.6%
<b>Total Payroll Taxes - Indiv in Svcs</b>	<b>981</b>	<b>3,299</b>	<b>16,592</b>	<b>13,293</b>	<b>19.9%</b>
<b>Staff Benefits</b>					
5500 CUC	410	410	20,000	19,590	2.0%
5510 Health Insurance	100,511	312,813	1,404,066	1,091,253	22.3%
5515 Dental Insurance	4,134	12,776	57,206	44,430	22.3%
5520 Disability	6,044	18,450	87,045	68,595	21.2%
5530 Life Insurance	843	2,578	12,747	10,169	20.2%
5540 Retirement	30,519	91,366	386,476	295,110	23.6%
<b>Total Staff Benefits</b>	<b>142,460</b>	<b>438,393</b>	<b>1,967,540</b>	<b>1,529,147</b>	<b>22.3%</b>



**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Thursday, September 30, 2021**

	Current Month Balance	Year to Date Balance	Budget FY21-22	Variance YTD Budget	Percent YTD Budget
<b>Supplies</b>					
5700 Office Supplies	3,416	8,688	32,701	24,013	26.6%
5720 Center Supplies	11	2,414	12,000	9,586	20.1%
5725 Nursing Supplies	861	1,353	5,944	4,591	22.8%
5730 Janitorial Supplies	168	1,785	7,800	6,015	22.9%
5740 Unit Supplies	755	1,590	7,375	5,785	21.6%
5750 Postage	671	3,633	26,128	22,495	13.9%
<b>Total Supplies</b>	<b>5,882</b>	<b>19,462</b>	<b>91,948</b>	<b>72,486</b>	<b>21.2%</b>
<b>Vocational/Contract Supplies</b>					
5810 Contract Materials	(27)	(27)	2,640	2,667	(1.0%)
5815 Contract Postage	1,387	8,631	37,920	29,289	22.8%
<b>Total Vocational/Contract Supplies</b>	<b>1,360</b>	<b>8,604</b>	<b>40,560</b>	<b>31,956</b>	<b>21.2%</b>
<b>Occupancy</b>					
5900 Telephone	1,720	5,135	21,360	16,225	24.0%
5903 Cell / Digital Phones	9,262	29,391	143,502	114,111	20.5%
5910 Board & Liability Insurance	10,299	28,673	114,654	85,981	25.0%
5920 Building Maintenance	50,211	59,465	73,671	14,206	80.7%
5925 Grounds Maintenance	5,720	7,614	27,024	19,410	28.2%
5940 Depreciation	21,467	64,189	252,391	188,202	25.4%
5950 Security	970	2,815	10,920	8,105	25.8%
5960 Utilities	11,585	33,870	98,816	64,946	34.3%
5965 Refuse Collection	748	2,656	10,396	7,740	25.6%
5971 Rent			1,275	1,275	0.0%
5985 Moving Exp	309	803	1,440	637	55.8%
<b>Total Occupancy</b>	<b>112,290</b>	<b>234,611</b>	<b>755,449</b>	<b>520,838</b>	<b>31.1%</b>
<b>Equipment</b>					
6100 Equip Maint & Repair	45	497	4,010	3,513	12.4%
6110 Equip under \$3000	2,179	6,625	55,570	48,945	11.9%
6125 Equipment Lease Expense	1,526	8,432	30,768	22,336	27.4%
<b>Total Equipment</b>	<b>3,750</b>	<b>15,554</b>	<b>90,348</b>	<b>74,794</b>	<b>17.2%</b>
<b>Professional Growth</b>					
6300 Travel	2,843	2,971	14,176	11,205	21.0%
6310 Meetings & Conferences	3,614	3,818	14,910	11,092	25.6%
6320 Professional Dues & Publications	229	8,247	34,116	25,869	24.2%
6330 Staff Recognition	2,970	3,178	25,180	22,002	12.6%
6340 Staff Training	1,477	12,004	27,836	15,832	43.1%
6341 Computer Training	0	2,127	6,800	4,673	31.3%
6342 PCT Training			3,000	3,000	0.0%
6350 Employee Relations	2,374	3,013	2,700	(313)	111.6%
<b>Total Professional Growth</b>	<b>13,507</b>	<b>35,358</b>	<b>128,718</b>	<b>93,360</b>	<b>27.5%</b>
<b>Vehicle Expense</b>					
6410 Mileage Reimbursement Expense	932	2,127	43,594	41,467	4.9%
6420 Fuel & Oil Expense	6,559	22,358	65,581	43,224	34.1%
6430 Vehicle Repair & Maintenance	2,094	14,192	61,095	46,903	23.2%
6450 Vehicle Insurance Expense	5,137	15,412	62,196	46,784	24.8%
6460 Vehicle Licensing Expense	491	2,037	5,425	3,388	37.6%
6465 Vehicle Depreciation	10,987	32,961	129,744	96,783	25.4%
<b>Total Vehicle Expense</b>	<b>26,200</b>	<b>89,088</b>	<b>367,635</b>	<b>278,547</b>	<b>24.2%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Thursday, September 30, 2021**

	Current Month Balance	Year to Date Balance	Budget FY21-22	Variance YTD Budget	Percent YTD Budget
<b>Other Expense</b>					
6605 Board Expense			1,570	1,570	0.0%
6610 Public Relations	92	439	19,450	19,011	2.3%
6616 Misc Fees & Expenses	1,097	3,181	13,700	10,519	23.2%
6625 Advertising	0	78	2,430	2,352	3.2%
6650 Data Processing	4,652	26,948	129,182	102,234	20.9%
6660 Mill Levy - County Admin Fees	271	2,673	109,167	106,494	2.4%
6675 Ergonomical Evaluations	300	1,000	5,080	4,080	19.7%
6680 Staff Hep B Shots	174	624	1,543	919	40.5%
6681 CBI Checks	170	993	6,235	5,242	15.9%
6689 In-kind Donations Expense	352	352	24,000	23,648	1.5%
6690 Contribution			12,800	12,800	0.0%
<b>Total Other Expense</b>	<b>7,108</b>	<b>36,289</b>	<b>325,157</b>	<b>288,868</b>	<b>11.2%</b>
<b>Direct Exp - Individuals in Svcs</b>					
7010 Supplies	1,752	7,427	50,580	43,153	14.7%
7017 Household Supplies	203	455	1,260	805	36.1%
7020 Telephone	105	314	1,080	766	29.1%
7025 Cleaning			6,000	6,000	0.0%
7040 Recreational Services	1,387	2,779	12,812	10,033	21.7%
7045 Food & Personal Needs	1,671	4,001	14,940	10,939	26.8%
7046 Medical Supplies	60	72	720	648	10.0%
7057 Personal Assist - HHA's	192	922	2,400	1,478	38.4%
7060 Transportation	1,942	5,114	21,579	16,465	23.7%
7070 Family Direct Pmts	73,322	135,184	449,500	314,316	30.1%
7072 Family Training	50	2,500	16,100	13,600	15.5%
7075 Direct Service Payments	114,026	335,621	1,127,026	791,405	29.8%
7078 Home Modification	161	161	24,000	23,839	0.7%
7079 Assistive Technology	23,208	27,960	120,420	92,460	23.2%
7081 Therapies	11,267	34,405	80,700	46,295	42.6%
7082 Medical Prof Services - Other	3,047	11,891	47,520	35,629	25.0%
7085 Craft Supplies	120	367	480	113	76.4%
7086 Women's Group	0	(10)		10	0.0%
<b>Total Direct Exp - Indiv in Svcs</b>	<b>232,512</b>	<b>569,163</b>	<b>1,977,117</b>	<b>1,407,954</b>	<b>28.8%</b>
<b>Room &amp; Board Expense</b>					
7205 Property & Liability Insurance	55	164	780	616	21.1%
7210 Building Maintenance	24	350	3,840	3,490	9.1%
7215 Grounds Maintenance	0	734	1,575	841	46.6%
7220 Depreciation	913	2,739	10,956	8,217	25.0%
7225 Refuse Collection	213	355	880	525	40.3%
7230 Equipment Maint & Repair	0	285	200	(85)	142.5%
7235 Equipment under \$3000			5,000	5,000	0.0%
7240 Household Supplies	17	135	1,500	1,365	9.0%
7247 Security	40	80	876	796	9.1%
7250 Utilities	336	1,255	5,340	4,085	23.5%
7260 Food	329	1,131	8,700	7,569	13.0%
<b>Total Room &amp; Board Expense</b>	<b>1,927</b>	<b>7,228</b>	<b>39,647</b>	<b>32,419</b>	<b>18.2%</b>

**Foothills Gateway**  
**Statement of Revenue and Expense**  
Preliminary - UNAUDITED  
Consolidated  
**For the Three Months Ending Thursday, September 30, 2021**

	Current Month Balance	Year to Date Balance	Budget FY21-22	Variance YTD Budget	Percent YTD Budget
<b>Unallowable Expenses</b>					
7310 Unallow - Mental Health	(200)	40,965	97,626	56,662	42.0%
7314 Unallow - Prof Svcs Other	1,076	1,877	8,600	6,723	21.8%
7320 Unallow - Provider Other	350	978	4,200	3,222	23.3%
7339 Unallow - Other	9,309	17,335	105,785	88,450	16.4%
<b>Total Unallowable Ex</b>	<b>10,535</b>	<b>61,154</b>	<b>216,211</b>	<b>155,057</b>	<b>28.3%</b>
<b>Other Program Related Expense</b>					
7450 Provider Training	202	1,135	10,000	8,865	11.4%
7460 Guardianship Expense	500	1,049	8,000	6,952	13.1%
<b>Total Other Program Related Expense</b>	<b>702</b>	<b>2,184</b>	<b>18,000</b>	<b>15,816</b>	<b>12.1%</b>
<b>Purchase of Service</b>					
7510 P/S Transportation Other	4,517	13,019	58,275	45,256	22.3%
7524... Program Approved Service Agencies	26,286	78,322	312,000	233,678	25.1%
7590 Host Homes	126,530	392,619	1,679,748	1,287,129	23.4%
<b>Total Purchase of Service</b>	<b>157,333</b>	<b>483,959</b>	<b>2,050,023</b>	<b>1,566,064</b>	<b>23.6%</b>
<b>TOTAL EXPENSES</b>	<b>1,546,788</b>	<b>4,527,382</b>	<b>18,806,968</b>	<b>14,279,586</b>	<b>24.1%</b>
<b>REVENUE OVER (UNDER) EXP</b>	<b>(563,521)</b>	<b>(1,459,967)</b>	<b>(527,965)</b>	<b>(932,002)</b>	<b>276.5%</b>

## **Foothills Gateway Policies**

### **Updated October 2021**

#### **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 against employees, volunteers, or persons receiving services on the basis of race, color, creed, national origin, gender identity, sexual orientation (as defined by the Colorado Anti-Discrimination Act to be a person's orientation toward 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.

#### **Chief Executive Officer Expense Administration**

It is the policy of Foothills Gateway, Inc. to provide to the Treasurer of the Board of Directors, for review and approval, the Chief Executive Officer's monthly expense reporting, including supporting documentation, for all credit card expenditures and for all monthly reimbursement requests.

#### **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**

It is in the best interest of Foothills Gateway, Inc. and the individuals it serves to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest, in accordance with the goals of accountability and transparency. Therefore, it is the policy of Foothills Gateway, Inc. that no member of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Foothills Gateway, Inc. Each board member shall disclose to Foothills Gateway, Inc. any personal interest that he/she may have in any matter pending before Foothills Gateway, Inc. and shall refrain from participation in any decision on such matters. Each board member shall refrain from any business or personal activities or practices that would be in conflict with Foothills Gateway, Inc.'s full performance of its contractual obligations.

Any member of the Foothills Gateway, Inc. Board of Directors, any of its committees, and employees shall refrain from obtaining any list of Foothills Gateway, Inc. staff, families, or vendors for personal or private solicitation purposes at any time during the term of their affiliation.

**Consent**

It shall be the policy of Foothills Gateway, Inc. that, to ensure due process of law, consent, as defined in Health Care Policy and Financing Rules and Regulations, shall be obtained in all circumstances where it is required.

**Corporate Compliance Policy Statement**

It is the policy of Foothills Gateway, Inc. (FGI) to have a Corporate Compliance Program that is committed to preventing, detecting, and resolving inappropriate business practices, improper conduct, and/or violations of law, with a further goal to foster an ongoing effort to improve quality of operational performance.

**Corporate Credit Card**

It is the policy of Foothills Gateway, Inc. to ensure that all credit cards issued:

- serve a legitimate business purpose consistent with the mission of the organization,
- are used for authorized purposes only, in agreement with the organization's approved budget,
- minimize liability to the organization for unauthorized charges,
- and, are adequately monitored by management for compliance.

**DCSS Incident Reporting**

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.

**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 Disability and Developmental Delay**

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.

Foothills Gateway shall determine if an applicant has a Developmental Delay if under the age of 5 years old following the criteria stated in 10 CCR 2505.10, Section 8.600.4.

#### **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 assure 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.

#### **Emergency Control Procedure**

It is the policy of Foothills Gateway Inc. that Emergency Control Procedures (ECP) will only be used to keep the person receiving services and others safe.

### **Equal Employment Opportunity**

It is the policy of Foothills Gateway, Inc. (FGI) to provide equal employment opportunities (EEO) to all employees and applicants for employment. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, 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), gender identity, genetic information, veteran status or any other applicable status protected by federal, state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including manager, supervisors, co-workers and non-employees such as vendors, consultants, etc. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Foothills Gateway, Inc. will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Company or a direct threat.

### **Family and Medical Leave Act**

It is the policy of Foothills Gateway, Inc. to comply with the laws of the Family and Medical Leave Act.

To be eligible for Family & Medical Leave an employee must have been employed for at least twelve (12) months and must have worked at least 1250 hours during the twelve months prior to requesting Family & Medical Leave.

### **Federal False Claims Act: Prevention and Detection of Fraud and Abuse**

It is the policy of Foothills Gateway, Inc. (FGI) to detect and eliminate waste, fraud or abuse related to payments to the organization from federal or state programs for individual receiving services care and other services. Foothills Gateway, Inc. (FGI) does not tolerate making or submitting false or misleading billing claims or statements to any government agency, health care program or payer source.

The organization is committed to providing education to employees and to its contractors and/or agents on the expected standards of conduct. An essential element of the standards of conduct includes an obligation on the part of all employees, agents, contractors and other associates to report any issues and concerns that could lead to false claims or fraud, abuse and waste.

### **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 budget approved by the Board of Directors, and to carefully plan to use its funds to advance the mission of Foothills Gateway, Inc.

### **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.

### **Health and Safety**

The Leadership Team at Foothills Gateway believes that our people are our most important asset and that the preservation of persons receiving services and employee safety and health must remain a constant consideration in every phase of our business. It is our intent to provide a safe environment that is as free of hazards as possible, for employees and persons receiving services.

All employees are responsible for working safely and productively, always remaining aware of hazards in their jobs and following recognized safe work practices, including the use of personal protective equipment (PPE). It is also the responsibility of employees to assure the health and safety of persons receiving services.

It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management's highest priority, support and participation.

### **Health Insurance Portability and Accountability Act (HIPAA)**

It is the policy of Foothills Gateway, Inc. to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45 CFR Part 164 and any subsequent revisions or additions.

### **Human Rights Committee**

Foothills Gateway, Inc. shall establish and maintain a Human Rights Committee as an impartial third party to safeguard the rights of persons receiving services. The committee is an advisory and review body to the administration of Foothills Gateway, Inc.



**Incident Reporting**

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

**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/Waiting List**

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 professional who may provide services to any person receiving services from Foothills Gateway, Inc., at any Foothills Gateway facility.

**Master Records and Access to Information**

It shall be the policy of Foothills Gateway, Inc. that each person receiving services or on the Waiting List to receive services will have a single master record which conforms to the requirements of the rules and regulations of Health Care Policy and Financing (HCPF).

**Master Records Maintenance**

It is the policy of Foothills Gateway, Inc. to develop and maintain a master record for each person determined eligible and/or receiving services according to the rules and regulations of Health Care Policy and Financing (HCPF).

#### **Medical Practices and Services in Residential**

It is the policy of Foothills Gateway, Inc. that the Residential Program shall provide sufficient oversight and guidance per the Individual Service Plan to ensure that the health, medical and dental needs of the person receiving services are addressed.

#### **Medication Administration**

It is the policy of Foothills Gateway, Inc. for the storage, administration and disposal of all prescription and non-prescription medications to comply with all applicable medication administration requirements of the Department of Public Health and Environment, Department of Health Care Policy and Financing (HCPF).

#### **Mill Levy Administration**

It is the policy of Foothills Gateway, Inc. to administer the Mill Levy funding received to carefully plan for its use to advance the mission of Foothills Gateway, Inc.

The Fiscal and Property Management Committee of the Board of Directors will direct the organization to incorporate the allocation of Mill Levy funds in the preparation and presentation of the annual operating budget for each fiscal year, (July 1 through June 30).

#### **Mistreatment**

Foothills Gateway, Inc. will not tolerate the Mistreatment, Abuse, Neglect, and/or Exploitation of any person receiving services by any other person.

#### **Money Management in Residential**

It is the policy of Foothills Gateway, Inc. that each person served will have a money management skills assessment to evaluate the persons' ability to handle their own funds according to the Service Plan (SP).

#### **Notice**

It shall be the policy of Foothills Gateway, Inc. that to ensure due process of law, notice as defined in the Rules and Regulations of Health Care Policy and Financing (HCPF), shall be given in all circumstances where it is required.

#### **Personal Belongings**

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.

**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**

It is the policy of Foothills Gateway, Inc. that physical or mechanical restraints shall only be used by employees or Independent Contractors who have been trained in the use of restraints. Restraints will not exceed fifteen minutes, wherever practicable.

**Rights of Persons Receiving Services**

It is the policy of Foothills Gateway, Inc. to ensure adherence to the provisions of Colorado Revised Statutes (CRS-25.5-10-218 through and including CRS25.5-10-231; as amended) concerning the rights, benefits and privileges of persons funded in whole or part through the Health Care Policy and Financing (HCPF).

**Safety Control Procedure**

It is the policy of Foothills Gateway, Inc. that Safety Control Procedures (SCP) must be developed when it is anticipated that there will be a need to use restrictive procedures or restraints to control a previously exhibited behavior which is likely to recur. A Safety Control Procedure is considered an Emergency Control Procedure that is planned for and is used only to keep people safe. A Safety Control Procedure does require informed consent.

**Scalding Burns Prevention**

It is the policy of Foothills Gateway, Inc. that all staff and/or independent contractors providing services to persons served have training regarding prevention of scalding burns.

**Service Plan Development and Implementation**

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

**Sexual Harassment**

It is the policy of Foothills Gateway, Inc. that sexual harassment of employees or individuals receiving services by any person and in any form is prohibited. All complaints of sexual harassment should be reported immediately and will be investigated.

**Sexuality Policy**

It is the policy of Foothills Gateway, Inc. to recognize that individuals with intellectual disabilities can develop relationships and determine the nature of these relationships.

**Struck Work**

It is the policy of the Foothills Gateway's Division of Community Services and Supports to not accept any contract work that is known to be struck work (work from a company on strike). This does not include any current or ongoing contracts which were initiated prior to the strike.

It is also the policy of the program to refrain from placing persons receiving services in businesses whose employees are on strike.

**Supporting Persons with Challenging Behaviors**

It is the policy of Foothills Gateway, Inc. that appropriate methods and procedures for supporting persons with challenging behaviors be employed pursuant to CRS 25.5-10-101 as amended of the Rules and Regulations of the Department of Health Care Policy and Financing.

**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.

The Agency strongly encourages whistleblowers to promptly bring alleged misconduct or violations of a rule or law to the attention of the Chief Administrative Officer or a person with supervisory authority so that the Agency can investigate and remedy the violation. However, nothing in this policy is intended to prevent employees from reporting perceived misconduct or violations directly to the appropriate administrative agency.

**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.



## Board of Directors Candidate Application

Name: Ron Charkowski

Mailing Address: \_\_\_\_\_

City: Fort Collins State: CO Zip Code: 80525

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

Email address: ron@charkowski.com

### Candidate Profile:

Occupation: Information Technology Title: Identity & Access Management Dev

Employer: Colorado State University

Business Address: 555 S. Howes St

City: Fort Collins State: CO Zip Code: 80523

Business phone: 970-491-4356 Yeap. Business Fax: \_\_\_\_\_

### Higher Education and/or Training/Certification:

1. Bachelor's Degree in Philosophy
2. \_\_\_\_\_
3. \_\_\_\_\_

### Leadership Experience or Community/Professional Associations – past and present (organization / group? Focus area or position? )

1. National Child Traumatic Stress Network (NCTSN) - Co-chair Trauma & IDD call group
2. Foster/Adoptive Parent - Since 2010 (After adoption, exited foster system in parental role)
3. Foster-Care Training Co-Facilitator for Larimer County, CO & Dane County, WI

### Areas of Expertise (Check all that apply)

- ☐ Accounting ☐ Banking ☐ Entrepreneurship ☐ Fundraising ☐ Event Planning
- ☐ Government ☐ Human Resources ☐ Media ☐ Law ☐ Insurance ☐ Public Relations
- ☐ Marketing/Advertising ☐ Real Estate ☐ Medical/Health ☒ Technology ☐ Finance
- ☐ Admin/Management ☐ Human Services ☐ Public Speaking ☐ Community Organizing
- ☐ Strategic Planning ☒ Facilitation ☐ Teaching
- ☒ Other: Experience with Trauma-Informed Care, Foster Care System, Medical & Educational Advocacy, IEPs, etc.

**Board Experience (if applicable):**

	Agency	Time on Board	Position Held
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**Volunteer Experience (if applicable):**

	Agency	Time Involved	Position Held
1.	See Leadership Experience	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**Why would you like to become a member of the Foothills Gateway Board of Directors?**

My eldest daughter is on the Autism Spectrum and I would like to be able to make a difference for her  
and other neuro-diverse individuals in their ability to live as independently as possible and advocate for  
them within the community.

**Time commitment you can give to a board each month:** 5-10 Hours

**Is there anything further you would like to add?**

I look forward to the possibility of understanding the unique needs of the neuro-diverse in the Fort Collins  
area. Discovering what resources are available and advocating for continued, improved and new  
resources in order to allow them to live their best life and be happy and productive community members.

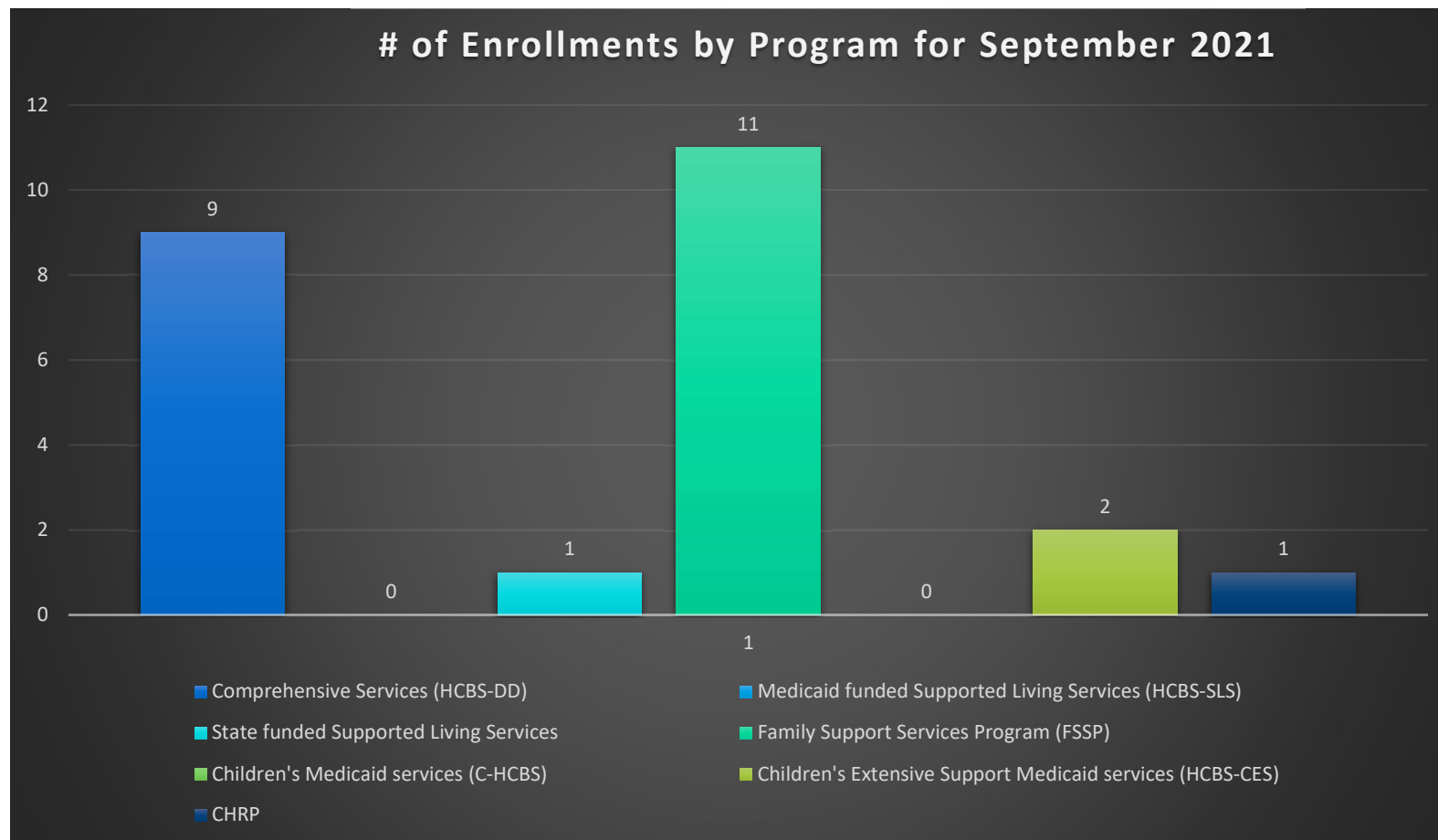
**How did you hear about the Foothills Gateway Board of Directors?**

Linda Drees

**Signature** Ronald H Charkowski Digitally signed by Ronald H Charkowski  
DN: cn=Ronald H Charkowski, o=ou,  
email=ron@charkowski.com, c=US  
Date: 2021.09.28 09:34:34 -06'00' **Date** 09/28/2021

Please direct questions to Debbie Klein at 970-266-5312 or email at [debbiek@foothillsgateway.org](mailto:debbiek@foothillsgateway.org). Mail applications to: Foothills Gateway Board of Directors, 301 W. Skyway Drive, Fort Collins, CO 80525; or fax to: 970-226-2613.

	Sep-21
Comprehensive Services (HCBS-DD)	9
Medicaid funded Supported Living Services (HCBS-SLS)	0
State funded Supported Living Services	1
Family Support Services Program (FSSP)	11
Children's Medicaid services (C-HCBS)	0
CHRP	0
Children's Extensive Support Medicaid services (HCBS-CES)	2





Determinations completed September 2021

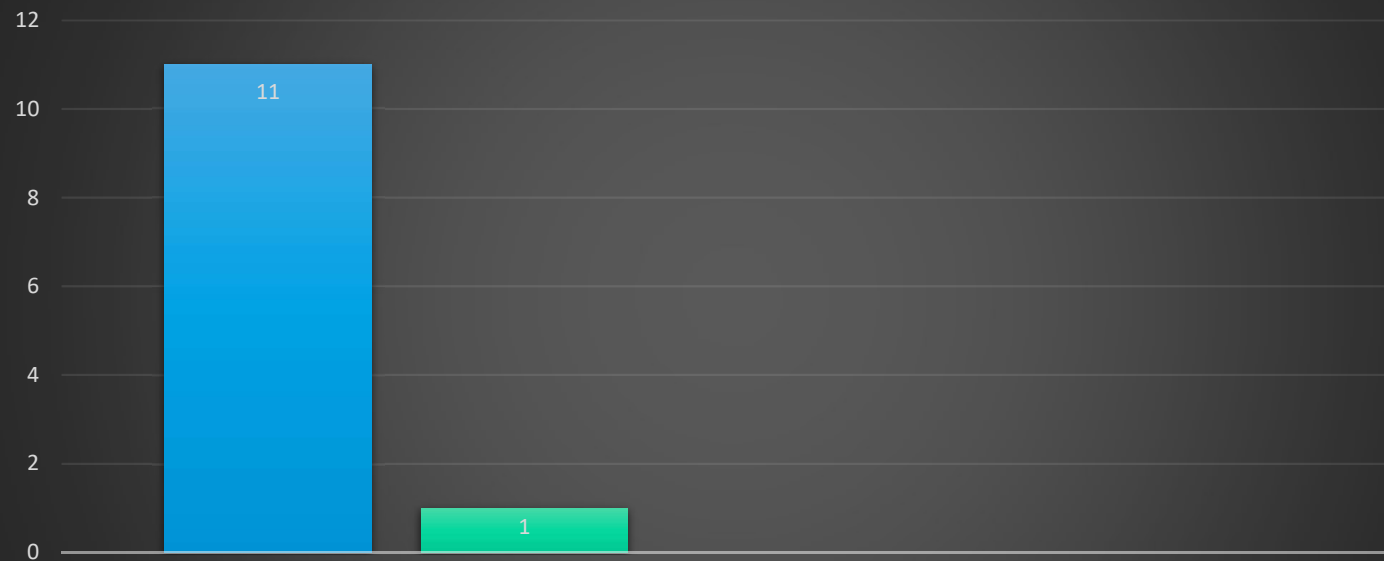
Eligible  
11

Not Eligible  
1

Total

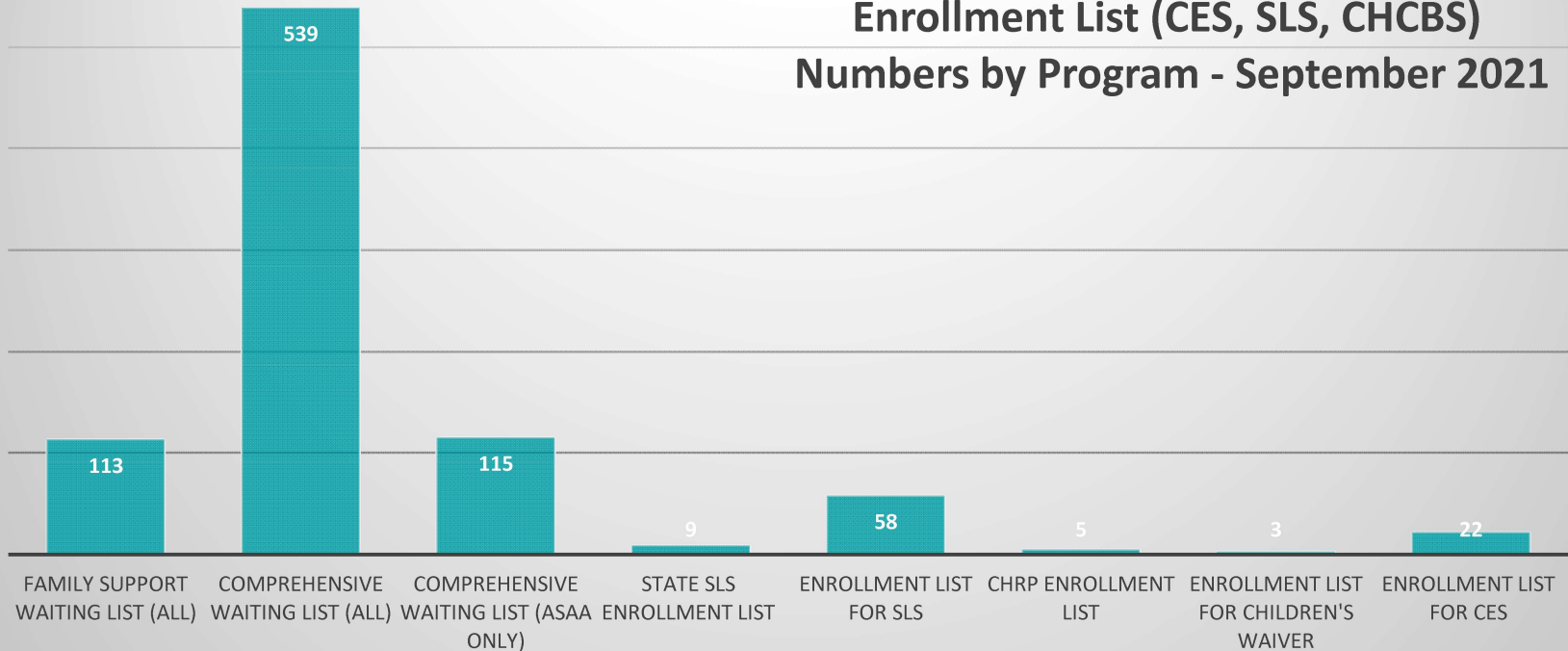
12

### DD Determinations September 2021



<u>Waiting List numbers</u>	<u>Sep-21</u>
Family Support Waiting List ( <b>ALL</b> )	113
Comprehensive Waiting List ( <b>ALL</b> )	539
Comprehensive Waiting List (ASAA only)	115
State SLS Enrollment List	9
Enrollment List for SLS	58
CHRP enrollment list	5
Enrollment list for Children's Waiver	3
Enrollment list for CES	22

### Waiting List (Comp, FSSP, State SLS) Enrollment List (CES, SLS, CHCBS) Numbers by Program - September 2021



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

DCSS Prevocational Program Billing Customer List  
July – September 2021

<u>Company</u>	<u>Job Description</u>
Advertising Development Specialists	Assembly
Coyote Camp	Packaging
CO Leather Balm	Packaging
Full Pro	Assembly
Pins & Fins	Assembly
Ram's Waste	Bindery
Roots Realty	Assembly
Sensitively Yours	Assembly
Wild West Munchies	Assembly
World by the Tail	Packaging

\*Volunteer Opportunities and Locations

Prevoc; Community Skills Development Program (CSDP); Personal, Social and Community Services (PSCS)

<u>Company</u>	<u>Job Description</u>
Salvation Army	Pick up donated food
Loveland Community Kitchen	Placing packaged food items in bags

## Supported Employment Diversified Career Services

### Company

ARC (Fort Collins)  
 Aspen Grove Vet Clinic  
 Brand Spankin' Used  
 Center at Rock Creek  
 Center Rehab  
 Child Advocacy Center  
 Chipper's Lanes  
 Colorado State University  
 Columbine Health Systems  
 Columbine Health Systems  
 Earle's Loveland Floral  
 Eco-Thrift  
 FoCo Police Department  
 Gib's Bagels (Shields)  
 Goodwill Thrift Store  
 Harco  
 High Country Beverage  
 Home Depot (Fort Collins/JFK Pkwy)  
 Jorgensen Labs  
 Joseph's Hardware  
 Kilwins  
 King Soopers (Timberline)  
 King Soopers (Loveland)  
 Kohl's (Loveland)  
 Krazy Karls  
 LaPorte Hardware  
 Lemay Health and Rehab  
 Marshall's (Loveland)  
 New Mercer Commons  
 Papa John's  
 Pet City  
 PetCo  
 Pizza Hut (Loveland)  
 Recycled Cycles  
 Runza (Loveland)  
 Safeway (Fort Collins)  
 Safeway (Loveland – 2 locations)  
 Site-One Landscaping (Timnath)  
 Stansberry Early Childhood  
 The Egg at Estes  
 The Rio  
 Thompson Valley Schools  
 Torchy's Tacos  
 Wendy's (Fort Collins)

### Individual Job Sites

Merchandising Associate (2)  
 Groundskeeper/Janitor  
 Associate  
 Dietary Aid  
 Laundry  
 Groundskeeper/Janitor  
 Crew Member  
 Moby Gym (1)  
 Laundry Assistant  
 Dietary Aide  
 Floral Asst.  
 Electronics Intake & Testing  
 Office Support  
 Dining Area Attendant  
 Associate  
 Helmet Reconditioning Associates (2)  
 Warehouse Assistant (2)  
 Associate (1)  
 Assembly/Packaging  
 Store Associate  
 Store Associate  
 Courtesy Clerk  
 Courtesy Clerk  
 Dock Assistant  
 Dining Room Assistant (2)  
 Inventory Specialist  
 Medical Records Assistant  
 Merchandise Associate (2)  
 Housekeeper  
 Box Folding  
 Kennel Assistant  
 Associate  
 Box Assembler  
 Associate  
 Kitchen Assistant  
 Courtesy Clerk (2)  
 Courtesy Clerk (2)  
 Landscape Tech  
 Teacher's Aid  
 Dishwasher  
 Dining Room Attendant  
 Dietary/Kitchen Asst.  
 Kitchen Prep  
 Dining Room Attendant

Wendy's (Loveland)  
Wendy's (Timnath)  
Whole Foods

Dining Room Attendant (2)  
Dining Room Attendant  
Cart Attendant