



This meeting was held virtually

**FOOTHILLS GATEWAY, INC.
BOARD OF DIRECTORS MEETING
June 21, 2022**

Present

Punkie Whitely
Amanda O’Hayre-Fabrizio
Mark Durand
Ron Charkowski
Linda Drees
Nancy Kepner
Aaron Vogt
Mikel Zimmerman

Excused

Tracy Katz
Steve Dandaneau

Absent

Guests

Staff

Erin Eulenfeld
Debbie Klein
Carla Conrardy
Brandee Boice-Street
Ed Bowers
Marla Maxey
Angela Woodall
Teri Billingsley
Shauna Poquette
Judy Tomcak

President Mark Durand called the meeting of the Foothills Gateway, Inc. Board of Directors to order at 7:03pm 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

Health Services - Shauna Poquette, R.N. gave a presentation on Health Services, inviting questions.

CONSENT AGENDA:

- Approval of Board Meeting Minutes – May 17, 2022
- Ratify email vote - Mikel Zimmerman made the motion that the Board Approve both the laptop equipment purchases of \$71,000 and proceeding with the Roof Repairs that will cost \$234,000 of which \$224,000 will be reimbursed by insurance. Tracy Katz seconded the motion.

M-S-C (Kepner/Zimmerman) – Approve the consent agenda as presented.

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 month ending May 31, 2022. *Detailed financial information can be found in the Board Meeting packets, which are posted to the Foothills Gateway website.*

M-S-C (Whitely/Zimmerman) – Approve the financial report as presented.

OLD BUSINESS:

- **Lakeview follow up** – Erin shared the background regarding the house owned by FGI in Loveland. This home has been used to provide staffed Residential Services for many years. FGI is no longer providing services at that location. The Property and Finance Committee has discussed what to do with this property. While the home could be sold, concerns were raised that it might be needed in the future. After extensive discussion the Committee has asked whether the Foothills Gateway Foundation would be interested in purchasing the home and taking over the management of the property. This will be discussed at the Foundation's next Board Meeting which is scheduled for June 23rd. New information will be relayed as it becomes available.

NEW BUSINESS:

- **July Board Meeting** – Erin explained that several years ago, due to summer plans, the Board frequently experienced a lack of quorum in the July Board Meetings. The Board decided to review the need for a meeting in July at the June Board Meeting and vote whether to hold one or not. This was discussed and it was agreed that the July meeting can be cancelled for the moment.

M-S-C (Kepner/Zimmerman) - Agree to cancel the July Board meeting unless pressing business arises at which point the July meeting will be scheduled.

- **FY 22-23 Budget Approval** – Mark shared that the full budget was reviewed line-by-line with the Board Executive Committee and other interested Board Members last Friday. Carla shared a presentation sharing the highlights for the 2022/2023 FY budget and invited questions.

M-S-C (Whitely/Zimmerman) Approve the FY 2022/2023 budget as presented

EXECUTIVE TEAM UPDATES

Erin Eulenfeld –

- Bonuses were given to all staff, and staff have expressed appreciation.
- **Case Management Redesign Activities -**
 - Case Management Agency Rates: HCPF and their contractor, Myers and Stauffer, will be developing the new Case Management Agency

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rates. As part of this process, all the Community Centered Boards and Single Entry Points completed a very extensive Case Management Agency time study that was submitted to Myers and Stauffer on June 2nd. The proposed rates are supposed to be released by September.

- The new HCPF software system, Care and Case Management (CCM) is on hold due to current advocacy concerns. HCPF is working on resolution and plans to 'restart' the training for the new CCM system soon.
- **Case Management Quality Metrics:** Over the past few months, HCPF has been meeting with CCB/SEP Case Management staff to gather feedback on quality metrics. The new CM Quality Metrics will be rolled out over the next few months for additional case management feedback.
- **HCPF and Health Management Associates (HMA)** will be meeting with CCBs/SEPs about Technical Assistance and other resources that might be available to provide transition support.
- **State Supported Living Services (SLS) Audit:** Foothills Gateway's State Supported Living Services were audited by HCPF. FGI's Case Management staff received compliments from HCPF's staff for meeting the expectations of the program/contract. There were a couple of items that needed to be addressed in a Corrective Action Plan (CAP). The CAP was approved/accepted.
- **COVID19:** CDPHE issued a revised Public Health Order for county levels that have increased to medium or high: Day Programs/Transportation staff and persons served must continue to wear masks in program with the high positivity rate in Larimer County. Discussed in-person case management meeting expectations as of Aug 1. CM will need to call families, individuals to ask if they want to meet in person. The CM can meet virtually if the family or individual does not want to meet in person.
- **Catalytic Converters:** A few weeks ago, the catalytic converter was removed from the van at Adult Care Services (at night) on Cherry Street in Fort Collins. Since that time, we've added a video surveillance system to keep this from happening again. The catalytic converter was removed from one of our vans that was at a repair shop and that vendor is ordering a new one and replacing it for us. We also had an attempted removal of a catalytic converter from a car at FGI, so we are adding more cameras with lights and updating our current camera monitoring system, too. We are also adding signage to make sure visitors to our property know we have cameras, and we also have a security company patrolling a few times each night.

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Debbie Klein–

- Debbie introduced Teri Billingsley, HR Director.
- COVID – there has been an uptick in staff being affected, but so far exposure has been from outside of FGI.
- The Case Management time study was worked on extensively by the Admin (Finance, IT, Human Resources) division along with staff from the Division of Case Management.
- Agency staff turnover is currently at 29% which is not a bad turnover rate considering the workforce shortage, but it does represent 63 terms and only 48 new hires.

COMMITTEE REPORTS

Executive Committee – Mark shared that the Executive Committee met on June 10, 2022 and discussed the Board Meeting Agenda Review, Lakeview House and the Officer updates given above.

Fiscal and Property Committee – Mark shared that the Fiscal and Property Committee met prior to this meeting and discussed the Financial Statement review YTD May, Mill Levy Revenue Charts – Revised, Roof repairs – status, FY 22/23 Budget – update per 6/17/22 committee meeting and the Mineral Lease with Surprise Valley update.

Legislative Affairs – There was no meeting in June

ADJOURNMENT

M-S-C (Durand/Drees) Adjourned the meeting at 8:12pm.

Respectfully submitted by,

Linda Drees

Board Secretary

**The next regularly scheduled meeting of the Foothills Gateway, Inc.
Board of Directors is August 16th at 7:00 pm.**