



**\*This meeting was held virtually\***

**FOOTHILLS GATEWAY, INC.  
BOARD OF DIRECTORS MEETING  
September 20, 2022**

**Present**

Mark Durand  
Ron Charkowski  
Linda Drees  
Aaron Vogt  
Mikel Zimmerman  
Steve Dandaneau  
Tracy Katz  
Punkie Whitely

**Excused**

Nancy Kepner

**Absent**

Amanda O’Hayre-Fabrizio

**Guests**

Cal Logan  
Karen Bennett

**Staff**

Erin Eulenfeld  
Debbie Klein  
Carla Conrardy  
Brandee Boice-Street  
Ed Bowers  
Sara Koopman  
Lori Sauvageau  
Cynthia Hansford  
Angela Woodall  
Stacy Hill  
Marla Maxey  
Teri Billingsley

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

**OPEN FORUM:**

Mark Durand invited guests to speak.

- No guests were present wishing to speak.

**POTENTIAL BOARD MEMBERS:**

- Karen Bennett was in attendance as a potential Board member.

**PRESENTATIONS**

**Audit Presentation - Cal Logan – Cal Logan** gave a presentation on the FY 2021/2022 Audit, inviting questions. Steve asked if there were contextual information regarding admin cost percentage and this was discussed. Also discussed the governance letter.

**CONSENT AGENDA:**

- Approval of Board Meeting Minutes – August 16, 2022

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

**FINANCIAL REPORT**

- **Approval of August Financial Reports** - Carla Conrardy presented the unaudited statement of financial position for the month ending August 31<sup>st</sup> 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 reports as presented.**

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

## **OLD BUSINESS**

- **Review/approval of email votes**
  - Mineral lease payout vote
  - Approve the use of donated adult beverages at the 50<sup>th</sup> celebration

### **M-S-C (Whitely/Zimmerman) Approve the email votes approving the Mineral Lease Payout and the use of donated adult beverages at the 50<sup>th</sup> Celebration event.**

- **Roof Update** – Erin shared that during the roof repair at FGI’s main building there was an unexpected storm that caused some leakage in the areas of the building being worked on. The same company performing the roof repair is doing the mitigation of the flooding. Staff have been moved to work in different parts of the building. The work is expected to be completed in a week or two.
- **CARF Survey** - Oct 19<sup>th</sup> to the 21<sup>st</sup>, FGI staff will be working on a digital CARF survey. Mark Durand will be interviewed on the 19<sup>th</sup>.

## **OFFICER UPDATES**

### **Erin Eulenfeld –**

- **Case Management Sustainability:** Due to a recent increase in the turnover of case managers, steps were taken to improve recruitment efforts and retention of our case management staff. The pay rates for case managers were increased to align more closely with other case management agencies. Additional flexibilities were added to case management positions including increasing part-time case management positions to meet the needs of employees and relaxing our stricter degree requirements to allow for a combination of education and experience. As of this meeting, all vacant case management positions have been filled.
- **Case Management Redesign:** HCPF and Health Management Associates are providing training and opportunities to collaborate with other case management agencies related to Case Management Redesign. Foothills Gateway leadership staff will be participating in these opportunities. Additional materials are also being developed for board members and staff.
- **Catalytic Converter Theft Update:** Insurance is covering some of the cost of purchasing and installing replacement catalytic converters. In the past month, no additional thefts have occurred. We are working with a local company which is utilizing a state approved and funded process to apply numbered labels that leave a permanent number on the converter which is a deterrent to theft. Staff are painting the converters red with high heat paint which is also recommended to deter theft. Additional overnight security patrols have been added and extra cameras with lights have been added to parking areas. Staff are continuing to park vehicles in ways that restrict access to the converters.
- **Lakeview House:** An email was sent to all Program Approved Service Agencies (PASAs) to see if a PASA would be interested in leasing the house for residential services. None of our

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175+ PASAs expressed any interest in renting the house to provide services. We will be putting the house on the market.

- **CARF:** The CARF Accreditation Survey is scheduled for October 19-21. Instead of an 'in-person' survey, Foothills Gateway will be participating in an entirely digital/virtual survey. The surveyors are from different areas of the country and a Microsoft Teams Channel has been set up for the surveyors and agency staff to use to share documents and host meetings during the accreditation survey.

#### **Debbie Klein–**

- FGI's 50<sup>TH</sup> anniversary was a success, thanks to Stacy Hill, Brandee Boice Street and the staff committee.
- The family satisfaction survey is in its final steps.
- Admin & DCSS staff are working on CARF survey.
- HR is working on an employment engagement survey; this will be rolled out on the 17<sup>th</sup> of October.
- Game Show will be October 8<sup>th</sup> individual tickets are \$100 per person.
- Mark mentioned to Stacy at the 50<sup>th</sup> event that we need to preserve all the historical data displayed at the event. Strategies were discussed and staff will follow up.

#### **COMMITTEE REPORTS**

**Executive Committee** – Steve shared that the Executive Committee met on August 5, 2022 and discussed the Board Meeting Agenda, a Potential Board Member, Case Management Redesign (CMRD) Talking Points for the Board and the Officer Updates given above.

**Fiscal and Property Committee** – Aaron shared that the Fiscal and Property Committee met prior to this meeting and discussed the Designation of the Foothills Service League \$20,000 Donation, Financial Statement review YTD August, Pay increase to CM Staff – Retention, FY 21/22 Actual to Budget comparison, Audit presentation given this evening, FGI's main building roof update, Lakeview update and the completion of the Mineral Lease Settlement.

#### **ADJOURNMENT**

**M-S-C (Durand/Zimmerman) Adjourned the meeting at 8:15pm.**

Respectfully submitted by,

**Linda Drees**  
Board Secretary

**The next regularly scheduled meeting of the Foothills Gateway, Inc.  
Board of Directors is October 18<sup>th</sup> at 7:00 pm.**

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