

### This meeting will be virtual. For additional information and to learn how you can participate:

Please go to www.foothillsgateway.org/event and click on "Board of Director's Meeting" on January 17<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 January 17, 2023 7:00 pm

MEETING CALLED TO ORDER

10 min.

**Public Comment** - 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.

**Potential Board Members** – Should any potential Board members be in attendance; the Board allocates this time for introductions.

PRESENTATIONS 15 min.

Residential Services - Judy Tomcak & Lori Joslin

CONSENT AGENDA 2 min.

Approval of Board Meeting Minutes - November 15, 2022

Approval of email vote to add new Board members: Chrissi Alvarado, Karen Bennett & Brittany Brown

FINANCIAL REPORT 10 min.

Approval of Financial Report

OLD BUSINESS 15 min.

Sunshine Law Postings

**Employee Engagement Survey** 

NEW BUSINESS 10 min.

**Board Member terms** 

**Annual Meeting** 

Case Management Redesign Update

Prevocational Services Update

OFFICER UPDATES 15 min.

COMMITTEE REPORTS 20 min.

**Executive Committee** 

Fiscal and Property Committee

Legislative Affairs Committee

EXECUTIVE SESSION (CRS 25.5-10-209-2, b, IV (C) – Matters required to be kept confidential by federal or state law or rules and based on Foothills Gateway's Bylaws.

**ADJOURNMENT** 

### FOOTHILLS GATEWAY, INC.

### UNAUDITED

### Preliminary Financial Reports

for the 6 months ending December 31, 2022

### MONTHLY FINANCIAL HIGHLIGHTS

- \* Revenues are 9% under YTD Budget
- \* Expenses are 7.7% under YTD Budget
- \* Net Loss is \$85,768 less than YTD Budget

Financial Status	at June 30, 2022	at December 31, 2022	Change
Total Assets	\$11,957,909	\$9,305,663	(\$2,652,247)
Total Liabilities	\$1,614,442	\$1,252,066	(\$362,376)
Net Assets (Fund Balances)	\$10,343,467	\$8,053,596	(\$2,289,871)
Undesignated Net Assets	\$2,237,429	(\$437,445)	(\$2,674,874)
Designated Net Assets	\$8,106,038	\$8,491,041	\$385,003

### **Current Year Financial Performance**

at 6 months / 50% of annual revenue and expense

	Actual Year	YTD	% Actual to		% Actual to
	to Date	Budget	YTD Budget	Annual Budget	Annual Budget
Revenues					
State/Medicaid Funds	\$5,880,080	\$6,509,908	90.3%	\$13,179,384	44.6%
Vocational Income	69,930	97,200	71.9%	189,400	36.9%
Public Support	134,654	77,250	174.3%	198,000	68.0%
Larimer County Mill Levy	146,609	186,077	78.8%	5,677,970	2.6%
Other	644,569	682,140	94.5%	849,140	75.9%
Total Revenue	\$6,875,842	\$7,552,575	91.0%	\$20,093,894	34.2%
Expenses					
Salaries, Taxes & Benefits - Staff	\$5,822,817	\$6,398,298	91.0%	\$12,941,183	45.0%
Salaries, Taxes & Ben - Individuals in Svcs	50,151	68,166	73.6%	136,332	36.8%
Vocational/Contract Supplies	904	1,720	52.5%	3,440	26.3%
Supplies, Equipment & Building Expense	579,066	546,619	105.9%	1,098,465	52.7%
Vehicle Expense	159,457	186,024	85.7%	384,067	41.5%
Program Related Expense	1,374,838	1,444,556	95.2%	2,966,771	46.3%
Purchase of Service	984,298	1,086,223	90.6%	2,159,462	45.6%
Other	194,181	196,608	98.8%	500,543	38.8%
Total Expenses	\$9,165,712	\$9,928,214	92.3%	\$20,190,263	45.4%
Revenue Over (Under) Expense	(\$2,289,871)	(\$2,375,639)	96.4%	(\$96,369)	2376.1%

Foothills Gateway Statement of Financial Condition Saturday, December 31, 2022 Unaudited

ASSETS Current Assets	
Cash Investments - Money Mkt	\$476,176.84 589,115.36
Investments - Short Term	2,734,251.08
Sub Total Cash & Equivalents	3,799,543.28
Receivables	4 700 050 74
Fees and grants from governmental agencies Vocational contracts	1,766,858.74 13,197.65
Notes Receivable	
Other	58,183.73
Sub Total Receivables	1,838,240.12
Inventory	2,272.88
Prepaid expense and other Total Current Assets	72,554.86 5,712,611.14
Total Guitelli Assets	3,712,011.14
Other Investments	2,613,596.96
Land, Building & Equipment, net	979,454.57
Total Assets	9,305,662.67
LIABILITIES AND NET ASSETS	
Current Liabilities Accounts Payable and Accrued Expense Current portion of Long-Term Debt	1,252,066.48
Deferred Revenue  Total Current Liabilities	1,252,066.48
Long Term Debt Notes Payable (less current portion)	
Total Liabilities	1,252,066.48
NET ASSETS (FUND BALANCES)	
Unrestricted Funds Designated Memorial Funds Designated Capital Repair & Replacement Designated YMCA Camp Designated Other Purposes Designated CFCM Project Designated 3 Mths Bdgt Exp	140,174.84 50,000.00 10,409.91 117,639.15 2,000,000.00 4,701,742.00
Net Investment in Land, Bldg & Equipment Undesignated	979,454.57 (24,712.87)
Total Unrestricted Funds	7,974,707.60
Temporarily Restricted Funds	78,888.59
Total Net Assets (Fund Balances)	8,053,596.19
Total Liabilities and Fund Balances	9,305,662.67

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Foothills Gateway, Inc. Fund Detail December 31, 2022

BOARD DESIGNATED:	
Cash in Bank	139,085.90
Due (To) / From General Fund	1,088.96
	140,174.86
FUND BALANCES:	
Memorial Fund	140,174.86
Total	140,174.86

Foothills Gateway, Inc. Fund Detail December 31, 2022

### DONOR DESIGNATED:

Cash in Bank		86,931.21
Accounts Payable		(8,042.62)
Total		78,888.59
FUND BALANCES:		
Miscellaneous Restricted Donations		78,413.36
Colorado Gives Day - FSS Program	51.02	
Colorado Gives Day - Children & Family	100.00	
Colorado Gives Day - CM Resource Coord	41.20	
Colorado Gives Day - Adult Services	961.90	
Game Show Paddle Raise - Child/Fam Needs	13,302.50	
Game Show Paddle Raise - Adult Needs	13,362.50	
Comm Found NOCO - Child / Family Needs	680.00	
Comm Found - Boone - Supported Employment	1,000.00	
Denise Peters - Supported Employment	250.00	
Hair Farmers Contest - Individual's Hygeine	428.92	
Foothills Gateway Foundation - Adult Needs	9,022.50	
FSS - Unbillable Services	4,098.53	
Fort Collins Breakfast Rotary - Hopes &		
Dreams	1,307.10	
FSS - Prior years fundraisers	33,807.19	
Foothills Service League		475.23
Supported Employment	475.23	
Total		78,888.59

	_	Current Month Balance	Year to Date Balance	Budget FY22-23	Variance YTD Budget	Percent YTD Budget
	REVENUES					
4010	State General Fund	105.225	670.004	1 200 015	(620.011)	E1 E0/
4010	Infant/Toddler	105,225	670,004	1,300,815	(630,811)	51.5%
4040	Supported Living Services	39,241	272,720	516,101	(243,381)	52.8%
4050	Family Support Services-Direct	73,193	372,167	780,000	(407,833)	47.7%
4060 4065	Case Management SIS	124,953	715,419	1,380,614	(665,195)	51.8%
4070	Case Management -SIS	1,735 32,066	18,394	29,760	(11,366)	61.8% 47.2%
4062	Management Fees PASRR - State	32,000	193,475 450	410,220	(216,745) 450	0.0%
4067	IDD Determination	166	32,389	63,192	(30,803)	51.3%
4063	Special Purpose Funds	2,504	16,713	28,608	(11,895)	58.4%
4003	Total State General Fund	379,083	2,291,730	4,509,310	<b>2,217,580</b>	50.8%
	Total State General Fund	3/9,063	2,291,730	4,509,510	2,217,500	50.6%
	Part C					
4090	Part C - Direct Services			206,545	(206,545)	0.0%
4092	Part C - Private Ins Trust Fund	8,282	55,861	120,000	(64,139)	46.6%
4093	Part C - Private Ins Broker Fee	1,408	9,496	35,004	(25,508)	27.1%
4096	Part C - Service Coordination			59,475	(59,475)	0.0%
4097	Part C - Private Ins Serv Coord	3,713	20,202	45,000	(24,798)	44.9%
4098	Part C - Management Fee			35,363	(35,363)	0.0%
	Total Part C	13,403	85,560	501,387	(415,827)	17.1%
	Medicaid Waiver					
4110	CES Program	13,460	92,146	238,418	(146,273)	38.6%
4112	HCBS	2,211	14,487	45,000	(30,513)	32.2%
4114	Day Services - Non-Integrated	50,661	401,194	1,076,113	(674,919)	37.3%
4120	Day Services - Integrated	25,505	190,724	468,974	(278,250)	40.7%
4130	Residential Services	207,655	1,226,356	2,753,735	(1,527,379)	44.5%
4140	Supported Living Services	41,935	271,574	711,091	(439,517)	38.2%
4162	Case Mgmt TCM & Monitoring	197,163	1,153,419	2,527,089	(1,373,670)	45.6%
4164	CMW200 Case Management	0	321	1,848	(1,527)	17.4%
4180	Transportation	20,803	152,570	346,419	(193,849)	44.0%
1100	Total Medicaid Waiver	559,393	3,502,790	8,168,687	(4,665,897)	42.9%
		-			- · · · ·	
42.45	Other Service Related Revenue	4 442	22.022	64.760	(20.720)	F4 00/
4245	Private Pay Revenue	4,413	32,032	61,760	(29,728)	51.9%
4250	Billing Agent Fees	401	2,329	4,200	(1,871)	55.5%
	Total Other Service Related Revenue	4,814	34,361	65,960	(31,599)	52.1%
	Other Gov't Fees & Grants					
4320	Larimer County Mill Levy	48	146,609	5,677,970	(5,531,361)	2.6%
4350	Colo Division of Housing	3,949	23,176	42,792	(19,616)	54.2%
4360	Division of Vocational Rehabilitation - DD	1,538	8,926	44,988	(36,062)	19.8%
	Total Other Gov't Fees & Grants	5,535	178,710	5,765,750	(5,587,040)	3.1%
		2,223	2,0,,20	5,: 55,: 55	(5,557,513)	5.1 /0

		Current Month Balance	Year to Date Balance	Budget FY22-23	Variance YTD Budget	Percent YTD Budget
	Vocational Income					
4406	CIE - Other	0	678	2,400	(1,722)	28.3%
4410	Vocational Contracts	9,556	69,252	187,000	(117,748)	37.0%
	Total Vocational Income	9,556	69,930	189,400	(119,470)	36.9%
	Public Support					
4530	Donor Restricted Contributions	1,134	30,670	46,000	(15,330)	66.7%
4560	Donations - Unrestricted	72,515	99,692	128,000	(28,308)	77.9%
4580	In Kind Revenue	248	4,291	24,000	(19,709)	17.9%
	Total Public Support	73,897	134,654	198,000	63,346	68.0%
	Other Income					
4810	Rent Income	1,200	7,200	14,400	(7,200)	50.0%
4820	Grant Income	22,500	22,500	26,600	(4,100)	84.6%
4850	Interest Income	5,099	26,406	70,000	(43,594)	37.7%
4855	Change in Market Value	(91,254)	(10,226)	,	(10,226)	0.0%
4870	Dividend Income	13,690	31,552	60,000	(28,448)	52.6%
4880	Miscellaneous Income	1,289	6,289	14,400	(8,112)	43.7%
4896	(Gain)/Loss on Sale of Assets	0	494,387	510,000	(15,613)	96.9%
	Total Other Income	(47,477)	578,107	695,400	(117,293)	83.1%
	TOTAL REVENUE	998,203	6,875,842	20,093,894	(13,218,052)	34.2%

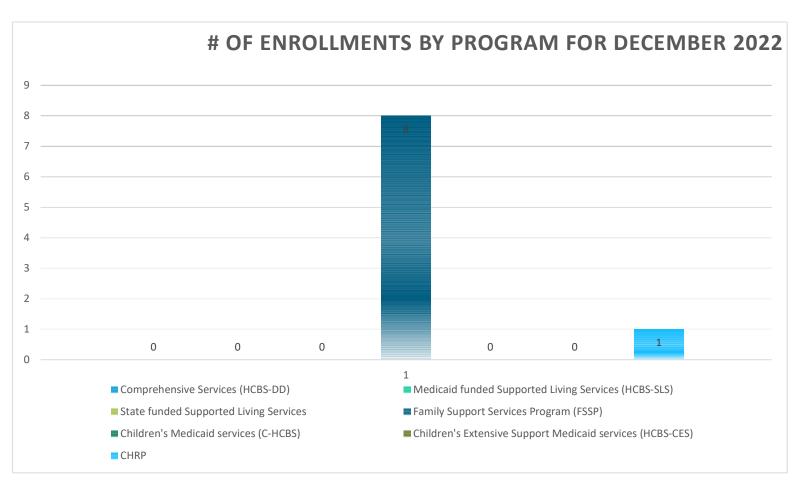
		Current Month Balance	Year to Date Balance	Budget FY22-23	Variance YTD Budget	Percent YTD Budget
	EXPENSES					
	Salaries & Wages					
5010	Full Time Wages	769,324	4,428,344	9,415,872	4,987,528	47.0%
5011 5012	Part Time Wages	31,857	218,193	639,985	421,792	34.1% 131.3%
5012 5509	Bonus PTO	13,348 (11,447)	22,038 (36,343)	16,788 58,851	(5,250) 95,194	(61.8%)
5015	Full Time Wages-Overtime	6,007	15,123	5,003	(10,120)	302.3%
5016	Part Time Wages-Overtime	33	1,496	70	(1,426)	2,137.8%
5010	Total Salaries & Wages	809,122	4,648,851	10,136,569	5,487,718	45.9%
	Wages - Individuals in Services					
5020	Vocational Wages	5,961	45,285	120,000	74,715	37.7%
5060	Outside Contract Wages	57	406	3,000	2,594	13.5%
5000	Total Wages - Individuals in Svcs	6,017	45,691	123,000	77,309	37.1%
		0,0=2	.5,552		22,000	57.275
E40E	Contract Wages			450	450	0.00/
5105	Contract Wages	F 0C0	10.016	150	150	0.0% 30.1%
5110 5120	Consulting Professional Fees	5,960 4,285	19,016 19,533	63,240 63,130	44,225 43,597	30.1%
3120	Total Contract Wages	10,245	38,549	126,520	87,971 -	30.5%
	Total Contract Wages	10,245	30,349	120,520	67,971	30.5%
	Staff Payroll Taxes					
5310	Staff FICA	59,753	344,940	822,804	477,864	41.9%
5315	Worker's Comp	5,822	39,649	79,454	39,805	49.9%
	Total Staff Payroll Taxes	65,575	384,589	902,258	517,669	42.6%
	Payroll Taxes - Individuals in Svcs					
5320	FICA - Vocational	454	3,463	9,180	5,717	37.7%
5325	W/Comp - Vocational	125	954	3,822	2,868	25.0%
5360	Outside Contract FICA	4	35	228	193	15.1%
5365	Outside Contract W/Comp	1	8	102	94	8.1%
	Total Payroll Taxes - Indiv in Svcs	585	4,460	13,332	8,872	33.5%
	Staff Benefits					
5500	CUC	0	2,016	6,000	3,984	33.6%
5510	Health Insurance	99,886	588,289	1,343,096	754,807	43.8%
5511	EAP Expense	(699)	1,773	2,280	507	77.7%
5513	FAMLI	4.000	20.017	22,914	22,914	0.0%
5515 5520	Dental Insurance	4,009	23,217	53,247	30,030	43.6%
5520 5530	Disability Life Insurance	6,891 833	39,814 4,818	80,433 11,290	40,619 6,472	49.5% 42.7%
5540	Retirement	28,967	4,818 129,452	383,096	253,644	33.8%
33 10	Total Staff Benefits	139,887	789,378	1,902,356	1,112,978	41.5%
	iotai Stail Dellellts	139,007	103,310	1,502,330	1,112,970	41.370

		Current	Year to		Variance	Percent
		Month Balance	Date Balance	Budget FY22-23	YTD Budget	YTD Budget
	Supplies	Dalance		1 122-23		Budget
5700	Office Supplies	3,714	14,448	31,122	16,674	46.4%
5720	Center Supplies	720	7,450	12,000	4,550	62.1%
5725	Nursing Supplies	0	1,613	5,200	3,587	31.0%
5730	Janitorial Supplies	974	1,950	7,800	5,850	25.0%
5740	Unit Supplies	355	1,502	6,550	5,048	22.9%
5750	Postage	58	5,998	14,501	8,503	41.4%
	Total Supplies	5,821	32,962	77,173	44,211	42.7%
	Vocational/Contract Supplies					
5810	Contract Materials			2,640	2,640	0.0%
5815	Contract Postage		904	800	(104)	112.9%
	Total Vocational/Contract Supplies	0	904	3,440	2,536	26.3%
	Occupancy					
5900	Telephone	1,751	10,397	21,360	10,963	48.7%
5903	Cell / Digital Phones	7,104	54,112	119,043	64,931	45.5%
5910	Board & Liability Insurance	10,023	58,287	126,660	68,373	46.0%
5920 5925	Building Maintenance Grounds Maintenance	52,126 5,236	110,637 21,819	85,920 30,060	(24,717) 8,241	128.8% 72.6%
5940	Depreciation	22,814	131,746	272,496	140,750	48.3%
5950	Security	1,817	12,075	11,949	(126)	101.1%
5960	Utilities	15,647	77,750	135,916	58,166	57.2%
5965	Refuse Collection	822	7,994	10,396	2,402	76.9%
5971	Rent	0	25	1,275	1,250	2.0%
5985	Moving Exp	355	706	1,440	734	49.0%
	Total Occupancy	117,695	485,549	816,515	330,966	59.5%
	Equipment					
6100	Equip Maint & Repair	168	1,472	3,850	2,378	38.2%
6110	Equip under \$3000	880	8,573	47,815	39,242	17.9%
6125	Equipment Lease Expense	1,142	11,962	26,592	14,630	45.0%
	Total Equipment	2,190	22,006	78,257	56,251	28.1%
	Professional Growth					
6300	Travel	0	2,889	11,636	8,747	24.8%
6310	Meetings & Conferences	136	3,906	17,407	13,501	22.4%
6320	Professional Dues & Publications	562	14,228	34,727	20,500	41.0%
6330 6340	Staff Recognition Staff Training	5,681 849	14,091 24,478	33,620 34,698	19,529 10,220	41.9% 70.5%
6341	Computer Training	640	27,770	5,600	5,600	0.0%
6342	PCT Training	0	875	3,000	2,125	29.2%
6350	Employee Relations	1,470	3,917	7,500	3,583	52.2%
	Total Professional Growth	8,698	64,383	148,188	83,805	43.4%
	Vehicle Expense					
6410	Mileage Reimbursement Expense	1,793	11,318	43,119	31,801	26.2%
6420	Fuel & Oil Expense	3,626	33,235	85,885	52,650	38.7%
6430	Vehicle Repair & Maintenance	1,021	35,908	61,095	25,187	58.8%
6450	Vehicle Insurance Expense	5,471	33,990	72,636	38,646	46.8%
6460	Vehicle Licensing Expense	240	2,681	5,450	2,769	49.2%
6465	Vehicle Depreciation	8,111	51,886	115,882	63,996	44.8%
6480	Veh Repair Reimb by Insurance		(9,561)		9,561	0.0%
	Total Vehicle Expense	20,263	159,457	384,067	224,610	41.5%

		Current Month Balance	Year to Date Balance	Budget FY22-23	Variance YTD Budget	Percent YTD Budget
	Other Expense					
6605	Board Expense	0	377	2,690	2,313	14.0%
6610	Public Relations	190	17,606	30,650	13,044	57.4%
6616	Misc Fees & Expenses	1,301	40,360	14,200	(26,160)	284.2%
6620	CARF	0	9,720	12,000	2,280	81.0%
6625	Advertising	35	60	1,630	1,570	3.7%
6650	Data Processing	3,499	45,695	115,783	70,088	39.5%
6660	Mill Levy - County Admin Fees	1	2,929	119,237	116,308	2.5%
6675	Ergonomical Evaluations	0	1,570	5,380	3,810	29.2%
6680	Staff Hep B Shots	9	797	1,683	886	47.3%
6681	CBI Checks	372	3,958	6,302	2,344	62.8%
6689	In-kind Donations Expense	248	4,291	24,000	19,709	17.9%
6690	Contribution	0	2,436	18,800	16,364	13.0%
	Total Other Expense	5,656	129,798	352,355	222,557	36.8%
	Direct Exp - Individuals in Svcs					
7010	Supplies	5,034	22,565	38,460	15,895	58.7%
7017	Household Supplies	83	741	1,740	999	42.6%
7020	Telephone			1,080	1,080	0.0%
7040	Recreational Services	611	6,361	13,812	7,451	46.1%
7045	Food & Personal Needs	733	5,776	14,940	9,164	38.7%
7046	Medical Supplies			720	720	0.0%
7048	Clothing Allowance			60	60	0.0%
7057	Personal Assist - HHA's	192	1,517	2,400	883	63.2%
7060	Transportation	1,209	10,321	22,584	12,263	45.7%
7070	Family Direct Pmts	73,093	371,250	764,500	393,250	48.6%
7072	Family Training	319	2,124	18,500	16,376	11.5%
7075	Direct Service Payments	108,596	708,603	1,604,800	896,197	44.2%
7079	Assistive Technology	12,740	75,369	128,520	53,151	58.6%
7081	Therapies	5,049	50,790	105,000	54,210	48.4%
7082	Medical Prof Services - Other	5,370	31,960	53,857	21,897	59.3%
7085	Craft Supplies	168	765	1,820	1,055	42.1%
	Total Direct Exp - Indiv in Svcs	213,196	1,288,143	2,772,793	1,484,650	46.5%
	Room & Board Expense					

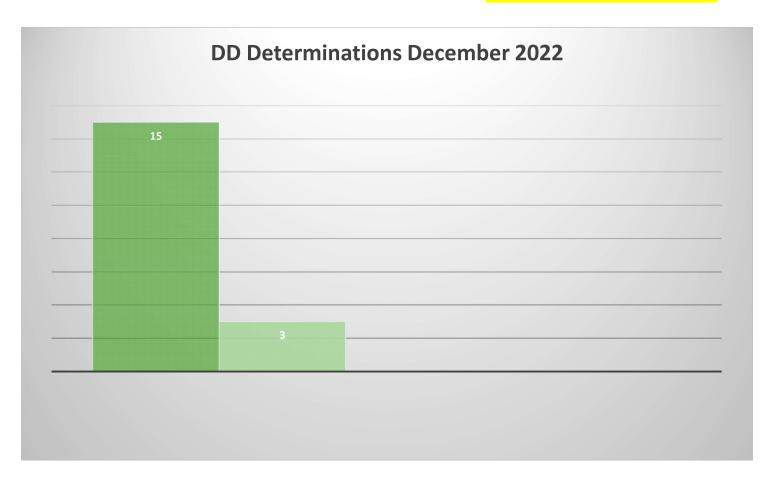
		Current Month Balance	Year to Date Balance	Budget FY22-23	Variance YTD Budget	Percent YTD Budget
	Unallowable Expenses					
7310	Unallow - Mental Health	(400)	39,495	99,578	60,083	39.7%
7314	Unallow - Prof Svcs Other	80	2,608	8,600	5,992	30.3%
7320	Unallow - Provider Other	0	657	4,200	3,543	15.6%
7339	Unallow - Other	11,428	41,923	61,700	19,777	67.9%
	Total Unallowable Ex	11,108	84,683	174,078	89,395	48.6%
	Other Program Related Expense					
7450	Provider Training	420	1,517	11,900	10,383	12.8%
7460	Guardianship Expense	0	495	8,000	7,506	6.2%
	Total Other Program Related Expense	420	2,012	19,900	17,888	10.1%
	Purchase of Service					
7510	P/S Transportation Other	3,259	22,730	58,150	35,420	39.1%
7524	Program Approved Service Agencies	27,394	180,170	312,000	131,830	57.7%
7590	Host Homes	127,196	781,398	1,789,312	1,007,914	43.7%
	Total Purchase of Service	157,849	984,298	2,159,462	1,175,164	45.6%
	TOTAL EXPENSES	1,574,326	9,165,712	20,190,263	11,024,551	45.4%
	REVENUE OVER (UNDER) EXP	(576,123)	(2,289,871)	(96,369)	(2,193,502)	2,376.1%

	<u>December</u>
Comprehensive Services (HCBS-DD)	0
Medicaid funded Supported Living Services (HCBS-SLS)	0
State funded Supported Living Services	0
Family Support Services Program (FSSP)	8
Children's Medicaid services (C-HCBS)	0
CHRP	0
Children's Extensive Support Medicaid services (HCBS-CES)	0

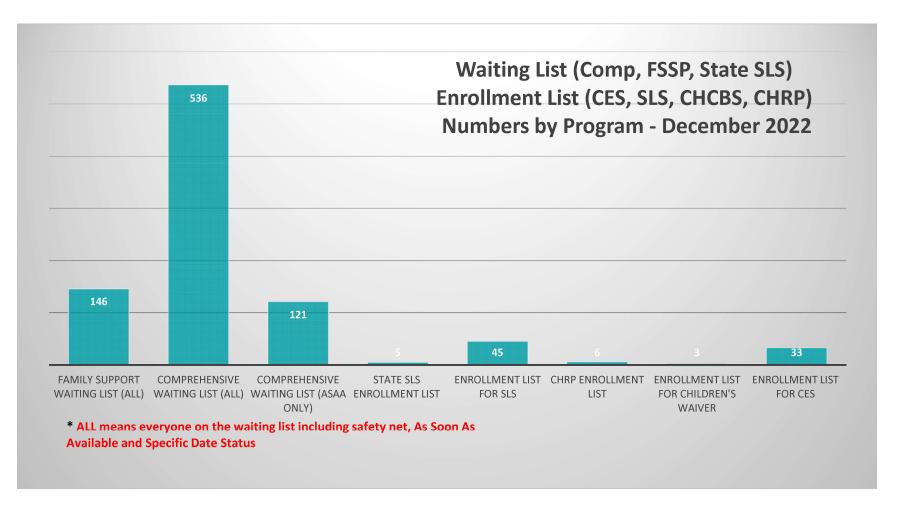


Eligible Not Eligible 15 3

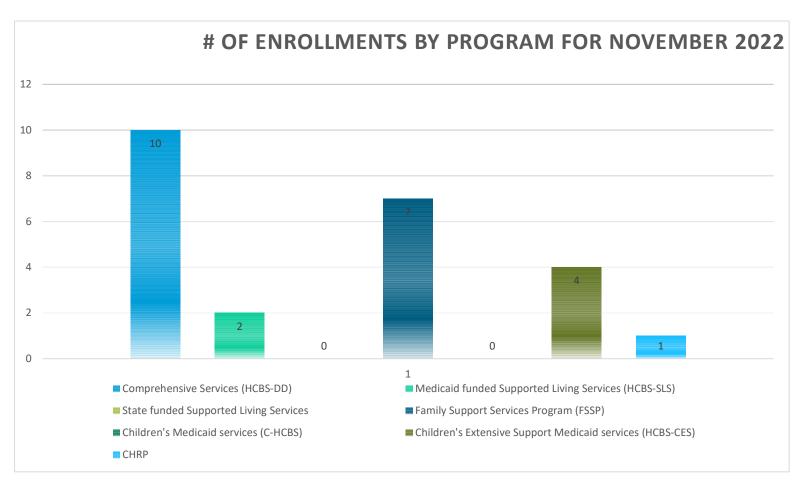
Total 18



Waiting List numbers	<u>December</u>
Family Support Waiting List (ALL)	146
Comprehensive Waiting List (ALL)	536
Comprehensive Waiting List (ASAA only)	121
State SLS Enrollment List	5
Enrollment List for SLS	45
CHRP enrollment list	6
Enrollment list for Children's Waiver	3
Enrollment list for CES	33

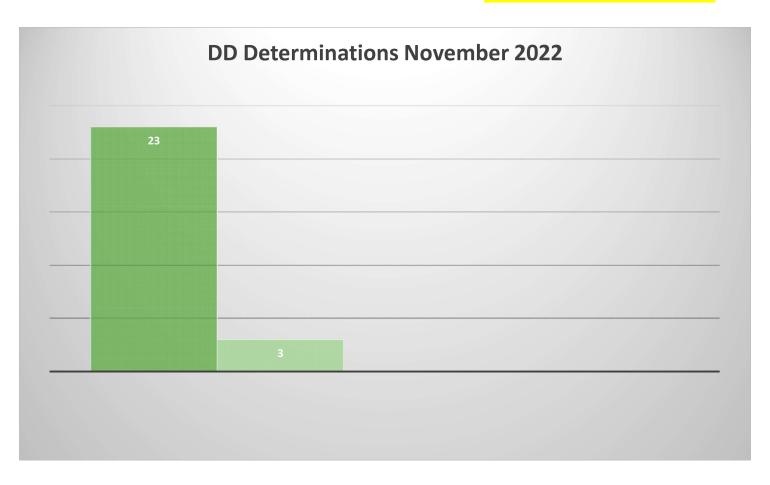


	Nov-22
Comprehensive Services (HCBS-DD)	10
Medicaid funded Supported Living Services (HCBS-SLS)	2
State funded Supported Living Services	0
Family Support Services Program (FSSP)	7
Children's Medicaid services (C-HCBS)	0
CHRP	1
Children's Extensive Support Medicaid services (HCBS-CES)	4



Eligible Not Eligible 23 3

Total 26



Waiting List numbers	<u>November</u>
Family Support Waiting List (ALL)	134
Comprehensive Waiting List (ALL)	534
Comprehensive Waiting List (ASAA only)	122
State SLS Enrollment List	5
Enrollment List for SLS	47
CHRP enrollment list	6
Enrollment list for Children's Waiver	2
Enrollment list for CES	35

