



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

**FOOTHILLS GATEWAY, INC.  
BOARD OF DIRECTORS MEETING  
July 18<sup>th</sup>, 2023**

**Present**

Steve Dandaneau  
Brittany Brown  
Aaron Vogt  
Punkie Whitely  
Karen Bennett  
Mark Durand  
Ron Charkowski  
Nancy Kepner  
Chrissi Alvarado  
Mikel Zimmerman

**Excused**

**Absent**

Amanda O’Hayre

**Guests**

**Staff**

Erin Eulenfeld  
Debbie Klein  
Brandee Boice-Street  
Carla Conrardy  
David Watson  
Teri Billingsley  
Angela Woodall  
Judy Tomcak  
Sara Koopman  
Lori Sauvageau

President Mark Durand called the meeting of the Foothills Gateway, Inc. Board of Directors to order at 7:02pm and welcomed attendees.

**OPEN FORUM**

Mark Durand invited guests to speak.

- No guests were present wishing to speak.

**POTENTIAL BOARD MEMBERS**

- No potential Board Members are currently undergoing the application process

**CONSENT AGENDA**

- Approval of Board Meeting Minutes – June 20, 2023

***M-S-C (Charkowski/Zimmerman) Approve the Consent Agenda as detailed above.***

**FINANCIAL REPORT** - Carla Conrardy presented the unaudited statement of financial position for the twelve months ending June 30, 2023. Detailed financial information can be found in the Board Meeting packets, which are posted to the Foothills Gateway website.

***M-S-C (Charkowski/Zimmerman) Approve the Financials as presented.***

**OLD BUSINESS**

- **State Updates** – Debbie shared that this will be covered in the Officer Updates below.

**NEW BUSINESS**

- **Purpose of Executive Session** – As a refresher for board members, Debbie reviewed the purpose and function of Executive Session in Board meetings. Debbie explained that all Board Meetings are open to the public. The meeting agendas, along with any documents given to Board Members as well as the minutes are posted to FGI’s website and are available to the general public. Executive Session is allowed in state law so that Community Centered Boards (CCBs) can discuss certain topics for which

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confidentiality is a requirement. These reasons are specifically listed in state law and are as follows:

- A. The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest;
- B. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions;
- C. Matters required to be kept confidential by federal or state law or rules;
- D. Specialized details of security arrangements or investigations;
- E. Determining positions relative to matters that may be subject to negotiations;
- F. Developing strategy for negotiations and instructing negotiators; and,
- G. Personnel matters

Debbie also shared that an Executive Session can be called if voted for by two thirds of the board members that are present. When an Executive Session is called, all non-members including members of the public and attending staff are excused. The Chief Officers usually remain although, depending on the topic to be discussed, the Chief Officers may also be excused. Debbie further shared that the Board cannot vote in an Executive Session, and board must exit Executive Session in order to hold a vote, if warranted. Transparency is very important to FGI so use of these sessions is taken very seriously.

### **CHIEF OFFICER UPDATES**

- **Debbie Klein –**
  - HCPF let us know yesterday that while they are reviewing the CMA RFP submissions for the two failed areas of the state, and CMA RFPs and awards are not to be discussed as required by the state's solicitation laws. Since FGI's Board Meeting minutes are publicly posted, we are not able to discuss the CMA RFP as part of the board meeting.
  - FGI's RFP Committee has completed the work on the State's required CMRD Transition Plan template and FGI's Change Management Plan. These items were submitted to our HMA coach on Friday 7/14, and the HMA coach then submitted it to HCPF. We've worked with our consultant and the coach supplied by HMA (Health Management Associates) which was paid for by ARPA funds from the State. Each incoming and each outgoing agency had to submit these plans and the state will be reviewing the plans to determine a transition phase for each of the 20 designated service areas. Reminder, the transition phases are:
    1. August 1 – October 31
    2. November 1 – February 29
    3. March 1 - June 30
  - As part of the Transition Plan and Change Management Plan, HCPF also added a transition Readiness Assessment which was completed by the RFP Committee along with the HMA coach. This assessment was also submitted with the other plans to the state on July 14th.
  - All of FGI is working on the fiscal year transition

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### **COMMITTEE REPORTS**

- **Executive Committee** – Steve Dandaneau shared that the Executive Committee met on July 7, 2023, and discussed the Board Meeting Agenda Review, Executive Sessions and the Officer Update given above.
- **Fiscal and Property Committee** – Aaron Vogt shared that the Fiscal and Property Committee met prior to this meeting and discussed the Financial Statement review YTD – June 30, 2023, and the April to June Quarterly Investment report.

### **ADJOURNMENT**

***M-S-C (Durand/Zimmerman) Adjourn the meeting at 7:17pm.***

Respectfully submitted by,

*Ron Charkowski*

Board Secretary

**The next regularly scheduled meeting of the Foothills Gateway, Inc.  
Board of Directors will be August 15<sup>th</sup> 2023**