



**FOOTHILLS GATEWAY, INC.
BOARD OF DIRECTORS MEETING
September 19th, 2023**

Present

Steve Dandaneau
Brittany Brown
Karen Bennett
Amanda O’Hayre
Nancy Kepner
Mark Durand
Punkie Whitely

Excused

Mikel Zimmerman
Chrissi Alvarado
Aaron Vogt
Ron Charkowski

Absent

Guests

Staff

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

President Mark Durand called the meeting of the Foothills Gateway, Inc. Board of Directors to order at 7:00pm 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.

PRESENTATIONS

Adult Care Services (ACS) & Children’s Extensive Supports (CES) - Cynthia Hansford – Cynthia shared a presentation on Adult Care Services (ACS) & Children’s Extensive Supports (CES), inviting questions. Punkie W asked what the future plans are for ACS/CES and other services currently being provided by FGI due Case Management Redesign. Erin E shared that FGI is still under restrictions regarding information sharing on this topic. Steve D shared that the respite services provided at ACS house are a shining example of the services FGI provides the community. Nancy K expressed appreciation for the presentation. Nancy K referred to the limited-service hours being provided at the ACS House and asked if this is due to staff shortages. This was confirmed and the challenges regarding staffing were discussed. Mark D asked about the rent paid for this facility. Erin shared that we rent the house from the City of Fort Collins for a nominal fee with a lease for five years at a time. As part of our agreement with the city, FGI must pay for the maintenance of the house and property. Erin also shared

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that the maintenance can be costly at times. FGI has made major renovations to the property over the years to better serve the people using this service. Improvements and routine maintenance are made possible by donations from our donors.

CONSENT AGENDA

- Approval of Board Meeting Minutes – August 15, 2023

M-S-C (Whitely/Brown) Approve the Consent Agenda as detailed above.

FINANCIAL REPORT - Carla Conrardy presented the unaudited statement of financial position for the one month ending August 31, 2023. Detailed financial information can be found in the Board Meeting packets, which are posted to the Foothills Gateway website.

M-S-C (Whitely/Brown) Approve the Financials as presented.

OLD / NEW BUSINESS

- **Case Management Agency (CMA) RFP –**
 - The most recent information on the Designated Service Areas (DSA), the Intent to Award notices, and the Transition Phases was released by Health Care Policy and Financing on 8/11/23. The August 11th memo shares that the CMA contracts will be executed in phases over the course of Fiscal Year 2023-2024 and details which agencies are in each Phase. FGI requested to be in Phase 3 (March 1 – June 2024) and that designation is included in the memo. It should be noted however, that HCPF retains the right to make changes to the original phases assigned. Debbie Klein shared that this memo is available on FGI's website if anyone wishes to review it in more detail.
 - In a meeting yesterday HCPF shared that they are working on a communication that will be going out to "all members" (individuals, families, guardians) which will share updated information about the CMA awards and Transition Phases.
 - Nancy K asked how staff are coping with the delay in information. It has been difficult for staff and for persons served and their families. Extra effort has been made to express appreciation to staff with personalized thank you cards, gift cards, and holding small departmental/team events with food, as well as personal expressions of appreciation to staff from agency administration. Debbie K shared that turnover in the direct services programs has stabilized and we've been able to hire some temporary staff to work in day programs. Erin shared that there has been some attrition with FGI's Host Home Providers (HHP's) who are aware things are changing and are moving agencies in anticipation of these changes.
 - Mark D asked if HCPF is moving forward with the Phases for the awarded agencies. Erin E shared that the agencies in Phase 1 are working through their transition phase and are expected to sign their CMA contract by 11/1/23. Nancy K asked if there was any support that the Board could offer the leadership of FGI. Appreciation was expressed for the FGI Board of Directors and all their support through Case Management Redesign. Additionally, the Chief Officers have regrouped with the therapists who provided Change Management training to staff for some additional staff support. The therapists are putting a proposal together for FGI with the intention being to help staff cope with the uncertainty and the changes.

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- Erin E also expressed appreciation to the Board for having the foresight to set aside funds years ago to help with this transition. Due to the delay in implementing our transition plans caused by the protest period, Mark suggested thinking about preparing a last-minute contingency plan and recommended hiring consultants or staff to help get the work completed.

CHIEF OFFICER UPDATES

- **Erin Eulenfeld** – update given above.
- **Debbie Klein** –
 - HR is working on hiring temporary staff for Direct Services positions and dealing with fraudulent Unemployment Claims. Thirty-seven fraudulent claims have been received in the last couple of weeks.
 - Community Relations is working on the Game Show this weekend. Stacy H has one set of donated tickets available if any Board Members not already attending, wish to do so.
 - IT continues to work with Case Management on the Care and Case Management (CCM) system.
 - Finance has completed their work on the audit, the results of the audit will be presented in October's Board Meeting.
 - Debbie will be on PTO (from October 2nd – October 16th)

COMMITTEE REPORTS

- **Executive Committee** – Mark Durand shared that the Executive Committee met on September 8, 2023, and discussed the Board Meeting Agenda Review, CMA RFP update / Protest Period and the Officer Update given above.
- **Fiscal and Property Committee** – Mark Durand shared that the Fiscal and Property Committee met prior to this meeting and discussed the Financial Statement review YTD – August 31, 2023, audit update, and the new Procurement Procedure.

ADJOURNMENT

M-S-C (Durand/Brown) Adjourn the meeting at 8:02pm.

Respectfully submitted by,

Mark Durand

Board President

**The next regularly scheduled meeting of the Foothills Gateway, Inc.
Board of Directors will be October 17th 2023**

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