



**FOOTHILLS GATEWAY, INC.  
BOARD OF DIRECTORS MEETING  
November 21<sup>st</sup>, 2023**

<u>Present</u>	<u>Excused</u>	<u>Staff</u>
Mark Durand	Nancy Kepner	Debbie Klein
Mikel Zimmerman	Aaron Vogt	Brandee Boice-Street
Steve Dandaneau	Brittany Brown	Carla Conrardy
Chrissi Alvarado		Ed Bowers
Punkie Whitely		Shauna Poquette
Amanda O'Hayre	<b><u>Absent</u></b>	Sara Koopman
Ron Charkowski	Karen Bennett	Angela Woodall
		Teri Billingsley
		Judy Tomcak
	<b><u>Guests</u></b>	Lori Sauvageau
		Marla Maxey
		Pat Carney
		Russ Franson

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**

Debbie shared that a prospective board member has been invited to attend a Board meeting. Debbie will reach out in the new year if she does not hear back from them.

**PRESENTATIONS**

**Quality Assurance – Russ Franson** – Russ shared a presentation on the function of Quality Assurance at Foothills Gateway, inviting questions.

**CONSENT AGENDA**

- Approval of Board Meeting Minutes – October 17, 2023

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

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

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

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

- Mark Durand shared that FGI has a policy stating that any equipment expenditure that is \$25,000 over budget or more, needs to be reviewed and voted on by the Board. FGI is purchasing computer equipment needed for new hires, this expenditure will be \$35,000. Mark also shared that this expenditure was discussed in the Fiscal and Property Committee prior to this meeting, it will be covered by a grant and the Committee recommends approval.

***M-S-C (Whitely/Zimmerman) Approve the expenditure of \$35,000 in computer equipment***

**OLD BUSINESS**

- **IT Security-Ed Bowers** - Ed shared that Foothills Gateway staff complete an annual training on cyber security. The presentation today is an abbreviation of that training and addresses the most common issues. Ed suggested that, if any Board Members receive email from other Board members or FGI staff that sounds unusual, they should reach out using a known form of communication – a phone call or separate email to confirm whatever request is being made. Debbie shared that no member of the Board or any FGI staff will ever ask a Board Member to purchase gift cards, spend or send funds for any reason, any such request should always be treated as suspect.

**NEW BUSINESS**

- **Cancellation of the December Meeting** - Debbie shared that historically the Board discusses the December Board Meeting in November to decide if it should be cancelled due to the holiday season. Should the need arise for the Board or one of its committees to meet, a meeting will be scheduled, with the usual notification given to Board Members and the public as appropriate.

***M-S-C (Alvarado/Zimmerman) Approve the cancellation of the December Board and Committee Meetings.***

- **CMRD/CMA Phase 2 Transition Update** – Debbie shared that FGI staff have attended two meetings so far; there will be fourteen meetings total. Debbie shared that Erin has given two tours of the FGI building to PASA's who may be interested in using the program room section of the building. Debbie has been meeting with commercial realtors, our insurance broker and then Brad March for legal advice on the lease. FGI will be hosting a PASA Fair on December 7<sup>th</sup>. This will be an opportunity for families, individuals and staff to meet PASA's who provide services in Larimer County and who may be interested in hiring staff. The Wilkins Trust is paying for rental of The Drake Center, Fiona's Deli will be providing food which will also be paid for by the Wilkins Trust. On November 30<sup>th</sup> FGI staff will be attending an informational session at Larimer County to talk to their Case Management staff about FGI, how the agency works, what working for FGI looks like.

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### **CHIEF OFFICER UPDATES**

- **Debbie Klein** – This is covered in the section above.

### **COMMITTEE REPORTS**

- **Executive Committee** – Mark Durand shared that the Executive Committee met on November 10, 2023, and discussed the Board Meeting Agenda Review, a Potential Board Member, CMRD/Phase 2 status update: PASAs interested in leasing and related considerations (\$/sq ft; lease agreement; legal; insurance); PASA Fair (12/7); LC Workforce Center and onboarding staff; Blue Ocean and the Officer Updates 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 – October 31, 2023, FY 22/23 Audit – “subsequent event” note, equipment purchases over \$25k BOD Vote and the budget revision for FY23/24.
- **Legislative Affairs Committee** – Ron Charkowski shared the committee met on November 17<sup>th</sup> and discussed the Governor’s budget proposal – IDD related targeted rate increase, 80c statewide. 1% provider increase on top of that. Autism included – \$1.1mm case load increases for EI and Alliance finalizing their priorities in December.

### **ADJOURNMENT**

**M-S-C (Durand/Zimmerman) Adjourn the meeting at 7:58pm.**

Respectfully submitted by,

*Mark Durand*

Board President

**The next regularly scheduled meeting of the Foothills Gateway, Inc.  
Board of Directors will be January 16, 2024**

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