



This meeting was held virtually

**FOOTHILLS GATEWAY, INC.
BOARD OF DIRECTORS MEETING
May 21, 2024**

Present

Brittany Brown
Karen Bennett
Ron Charkowski
Mikel Zimmerman
Punkie Whitely
Steve Dandaneau
Chrissi Alvarado

Excused

Mark Durand
Aaron Vogt

Absent

Guests

Staff

Erin Eulenfeld
Debbie Klein
Dylan Metzgar
Carla Conrardy
Brandee Boice-Street
Lori Sauvageau
Marla Maxey
Teri Billingsley
Pat Carney
Olivia Knieff

Vice-President Steve Dandaneau called the meeting of the Foothills Gateway, Inc. Board of Directors to order at 7:03 pm and welcomed attendees.

OPEN FORUM

Steve Dandaneau invited guests to speak.

- No guests were present wishing to speak.

POTENTIAL BOARD MEMBERS

- Debbie shared that no one is currently going through the membership application process.

PRESENTATIONS

- **Children's Home & Community-Based Services Waiver (CHCBS) - Olivia Knieff:** Olivia gave a presentation on Children's Home & Community-Based Services Waiver and invited questions. Ron asked if staff have emotional and mental health support when dealing with difficult cases. Erin shared that FGI has EAP services for staff, and FGI also consults with Poudre Psychotherapy Partners who have helped FGI with several wellness projects. Poudre Psychotherapy Partners recently created a series of short videos that have been posted to the employee intranet to be always available to staff.

CONSENT AGENDA

- Approval of Board Meeting Minutes – April 16, 2024

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

FINANCIAL REPORT

- **Approval of Financial Report** - Carla Conrardy presented the unaudited statement of financial position for the ten months ending April 30, 2024. *Detailed financial information can be found in the Board Meeting packets, which are posted to the Foothills Gateway website.* Steve asked how the Mill Levy disbursements occur. Carla shared that FGI receives payments monthly, depending on when people pay their property tax.

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

M-S-C (Brown/Zimmerman) Accept and approve the preliminary financial report position for the nine months ending April 30, 2024.

OLD BUSINESS

- **Case Management Agency Transition Update** – Erin shared a presentation including updates on FGI’s transition and invited questions. Ron asked whether FGI expects to receive new members from the number recently added to the Care and Case Management System. Erin shared that we will have a reasonable expectation regarding this after a review of the list has been completed. Punkie shared that FGI staff are all doing great under the circumstances.

NEW BUSINESS

- **Board Member Leave of Absence Request** – Erin shared that Nancy Kepner has requested a leave of absence from the Foothills Gateway Board due to upcoming professional commitments that would result in her absence from meetings. Erin further shared that Nancy remains committed to the mission of FGI and would like to rejoin the board in January 2025. If this leave of absence is granted, Nancy will not receive information from FGI during this period and her absence will not negatively affect quorum. The Executive Committee is supportive of this leave of absence.

M-S-C (Whitely/Zimmerman) Approve the Leave of Absence for Nancy Kepner until January 2025

- **Agency Holiday Schedule** – Erin explained how FGI’s agency calendar was developed. The dates of FGI’s anticipated closure for the fiscal year 2024/2025 has been reviewed by HCPF, too.

M-S-C (Whitely/Zimmerman) Approve the Agency Calendar as presented

CHIEF OFFICER UPDATES

- **Debbie Klein** – FGI’s 990 has been completed and signed. FGI’s BBB accreditation has been done and our charity licensure has been renewed with the State. The Flying Pig went well, approximately \$21,000 was raised and the race was attended by approximately 200 runners. The Foundation’s new summer fundraiser, Pickleball, will be held at the Piklr in Loveland on July 12th from 5:30pm to 8:30pm. The Foundation is also in the process of preparing one of their rental houses for sale. The Taste of Loveland is scheduled for June 27th, this will be out of doors at the corner of 5th and Cleveland in Loveland. Debbie is working with Teri to interview case management candidates. IT and Finance are still in deep work on cost centers to correctly allocate and track IDD vs non-IDD expenses.

COMMITTEE REPORTS

- **Executive Committee** – Steve Dandaneau shared that the Executive Committee met on May 10, 2024, and discussed the Board Meeting Agenda Review, CMA Stabilization Funding specifics, Nancy Kepner’s Leave of Absence request, July Board Meeting, and the Officer updates given above.

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

- **Fiscal and Property Committee** – Brittany Brown shared that the Fiscal and Property Committee met prior to this meeting and discussed a donation designation, Financial Statement review YTD – April, FY 24/25 Budget BOD discussion and a request regarding unbudgeted HVAC improvements needed this fiscal year.

M-S-C (Whitely/Zimmerman) Approve the expense of \$43,535 for Phase 1 of needed HVAC system improvements

- **Legislative Affairs** – The Legislative Affairs Committee met on May 17th and discussed the 2024 Legislative Session wrap-up.

M-S-C (Alvarado/Zimmerman) Adjourn the meeting at 7:52pm.

Respectfully submitted by,

Steve Dandaneau

Board Vice-President

**The next regularly scheduled meeting of the Foothills Gateway, Inc.
Board of Directors will be June 18th, 2024**