

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

Please go to

<http://www.foothillsgateway.org/event> and click on "Board of Director's Meeting" on September 17th.



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 September 17, 2024 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.
Quality Assurance Program - Russ Franson	
CONSENT AGENDA	2 min.
Approval of Board Meeting Minutes – August 20, 2024	
FINANCIAL REPORT	10 min.
Approval of Financial Report	
OLD BUSINESS	15 min.
Annual Policy Statement Review Annual Review of Conflict of Interest, Confidentiality and Code of Ethics	
NEW BUSINESS	15 min.
Staff Appreciation Dinner	
OFFICER UPDATES	15 min.
COMMITTEE REPORTS	20 min.
Executive Committee Fiscal and Property Committee	
EXECUTIVE SESSION (<i>CRS 25.5-10-209-2, b, IV (C)</i>) – <i>Matters required to be kept confidential by federal or state law or rules and based on Foothills Gateway's Bylaws.</i>	
ADJOURNMENT	

FOOTHILLS GATEWAY, INC.

UNAUDITED

Preliminary Financial Reports
for the 2 months ending August 31, 2024

MONTHLY FINANCIAL HIGHLIGHTS

- * Revenues are 16.9% over YTD Budget
- * Expenses are 0.9% over YTD Budget
- * Net Loss is \$345,694 less than YTD Budget

<u>Financial Status</u>	at June 30, 2024	at August 31, 2024	Change
Total Assets	\$14,901,392	\$14,284,343	(\$617,049)
Total Liabilities	\$1,596,429	\$1,617,129	\$20,700
Net Assets (Fund Balances)	\$13,304,963	\$12,667,214	(\$637,749)
Undesignated Net Assets	\$4,218,575	\$1,910,358	(\$2,308,218)
Designated Net Assets	\$9,086,388	\$10,756,856	\$1,670,468

Current Year Financial Performance at 2 months / 16.6% of annual revenue and expense

	Actual Year to Date	YTD Budget	% Actual to YTD Budget	Annual Budget	% Actual to Annual Budget
Revenues					
El State, Part C & Trust Fund	653,613	\$616,811	106.0%	\$3,811,733	17.1%
State General Funds	398,538	379,778	104.9%	2,742,279	14.5%
Medicaid Funds	1,055,543	1,074,971	98.2%	6,439,245	16.4%
Public Support	98,252	9,000	1091.7%	228,900	42.9%
Larimer County Mill Levy	125,699	90,510	138.9%	6,197,731	2.0%
Other	264,283	49,851	530.1%	579,456	45.6%
Total Revenue	\$2,595,928	\$2,220,921	116.9%	\$19,999,344	13.0%
Expenses					
Salaries, Taxes & Benefits - Staff	\$2,156,491	\$2,202,584	97.9%	\$13,036,885	16.5%
Supplies, Equipment & Building Expense	170,767	166,241	102.7%	1,015,497	16.8%
Vehicle Expense	38,537	36,544	105.5%	211,678	18.2%
Program Related Expense	699,971	630,678	111.0%	4,070,590	17.2%
Purchase of Service	94,781	103,421	91.6%	620,546	15.3%
Other	73,130	64,896	112.7%	1,046,979	7.0%
Total Expenses	3,233,677.73	\$3,204,364	100.9%	\$20,002,175	16.2%
Revenue Over (Under) Expense	(\$637,749)	(\$983,443)	64.8%	(\$2,831)	22527.4%

Foothills Gateway Policies

Updated August 2024

Accessibility

It is the policy of Foothills Gateway, Inc. to remove, where possible, barriers to employment, architectural, attitudinal, environmental, financial, communication, community integration, technology, transportation barriers, service information, and any other barriers identified for persons receiving services, staff and stakeholders.

Acute Infections

It is the policy of Foothills Gateway, Inc. to require employees and members who are experiencing acute infections/communicable diseases to remain away from the facility/program for the term of the illness as recommended by the Center for Disease Control, the Larimer County Health Department, or their physician.

Advance Directives

It is the policy of Foothills Gateway, Inc. to comply with Colorado Advance Directives when issued by an individual with the capacity to issue the directive, a guardian authorized by court order to give consent, or by a properly appointed proxy decision maker.

Anti-Discrimination Policy

It is the policy of Foothills Gateway, Inc., incorporated in the State of Colorado, to not discriminate against employees, volunteers, or members on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length and protective hair styles), sex, color, religion, creed, national origin, ancestry, gender identity, gender expression, sexual orientation (as defined by the Colorado Anti-Discrimination Act to be a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or an employer's perception thereof), disability, genetic information, military or veteran status, marital status, political beliefs or other legally protected status in admission to, access to, or operations of its programs, services, or activities.

Bloodborne Pathogens Exposure

It is the policy of Foothills Gateway, Inc. to observe Universal Precautions to prevent contact with blood or other potentially infectious material.

Case Management Monitoring

It is the policy of Foothills Gateway, Inc. to execute Case Management services according to Health Care Policy and Financing (HCPF) rules and regulations.

Chief Executive Officer Expense Administration

It is the policy of Foothills Gateway, Inc. to provide to the Treasurer of the Board of Directors, for review and approval, the Chief Executive Officer's monthly expense reporting, including supporting documentation, for all credit card expenditures and for all monthly reimbursement requests.

Confidentiality

It shall be the policy of Foothills Gateway, Inc. that every person receiving or seeking services has the same legal rights and responsibilities as other individuals including the right to have the information concerning the person be handled in a confidential manner.

Conflict of Interest

It is in the best interest of Foothills Gateway, Inc. and the individuals it serves to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest, in accordance with the goals of accountability and transparency. Therefore, it is the policy of Foothills Gateway, Inc. that no member of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Foothills Gateway, Inc. Each board member shall disclose to Foothills Gateway, Inc. any personal interest that he/she may have in any matter pending before Foothills Gateway, Inc. and shall refrain from participation in any decision on such matters. Each board member shall refrain from any business or personal activities or practices that would be in conflict with Foothills Gateway, Inc.'s full performance of its contractual obligations.

Any member of the Foothills Gateway, Inc. Board of Directors, any of its committees, and employees shall refrain from obtaining any list of Foothills Gateway, Inc. staff, families, or vendors for personal or private solicitation purposes at any time during the term of their affiliation.

Consent

It shall be the policy of Foothills Gateway, Inc. that, to ensure due process of law, consent, as defined in Health Care Policy and Financing Rules and Regulations, shall be obtained in all circumstances where it is required.

Corporate Compliance Policy Statement

It is the policy of Foothills Gateway, Inc. (FGI) to have a Corporate Compliance Program that is committed to preventing, detecting, and resolving inappropriate business practices, improper conduct, and/or violations of law, with a further goal to foster an ongoing effort to improve quality of operational performance.

Corporate Credit Card

It is the policy of Foothills Gateway, Inc. to ensure that all credit cards issued:

- serve a legitimate business purpose consistent with the mission of the organization,
- are used for authorized purposes only, in agreement with the organization's approved budget,
- minimize liability to the organization for unauthorized charges,
- and are adequately monitored by management for compliance.

DCSS Incident Reporting

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, and rules and regulations of the Health Care Policy and Financing.

Department of Labor Compliance

It is the policy of Foothills Gateway, Inc. to comply with all the Department of Labor rules and regulations.

Determination of Developmental Disability and Developmental Delay

It shall be the policy of Foothills Gateway, Inc. that a Determination of Developmental Disability be made for person's who submit a written request, to determine whether the applicant meets the criteria for developmental disability, as defined in the Code of Colorado Regulations at 10 CCR 2505.10 Section 8.607.2 and therefore may be eligible to receive services and supports pursuant to Sections 25.5-10-202(2) and 211, C.R.S.

Foothills Gateway shall determine if an applicant has a Developmental Delay if under the age of 5 years old following the criteria stated in 10 CCR 2505.10, Section 8.600.4.

Discharge from Services and Supports

It shall be the policy of Foothills Gateway, Inc. to execute case management services according to the provisions of the Rules and Regulations of Health Care Policy and Financing (HCPF).

Dispute Resolution

It is the policy of Foothills Gateway, Inc. that all persons receiving services, or applicants for services, or parents of a minor, guardians and/or authorized representatives are entitled to report any dispute without fear of adverse actions as a result of filing said dispute.

These policies and procedures govern disputes in the following area (Pursuant to Section 25.5-10 -212, CRS).

Disputes between Individuals and Program Approved Services Agencies under contract with Foothills Gateway, Inc. and Individuals and Foothills Gateway, Inc.-Community Centered Board.

Donor Privacy Policy

It is the policy of Foothills Gateway, Inc. to honor and respect the privacy of our donors. We are aware of the trust placed in us, and our responsibility to protect the privacy of our donors and to let them know what information is collected and how this information is used. We make every reasonable effort to ensure that personal information is accurate and complete and want to assure our donors that this information will not be sold, rented, exchanged, or shared unless otherwise required by law. We rely on individuals to notify us if there is a change to their information or if they desire to remove their name from our mailing list.

Early Intervention Monitoring

Larimer County's Early Intervention Colorado will complete monthly monitoring for families enrolled in the program.

Equal Employment Opportunity

It is the policy of Foothills Gateway, Inc. (FGI) to provide equal employment opportunities (EEO) to all employees and applicants for employment. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, creed, national origin, ancestry, disability,

sexual orientation (as defined by the Colorado anti-Discrimination Act to be a person's orientation to heterosexuality, homosexuality, bisexuality, or transgender status or an employer's perception thereof), gender identity, genetic information, veteran status, marital status, or any other applicable status protected by federal, state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers and non-employees such as vendors, consultants, etc. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Foothills Gateway, Inc. will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Company or a direct threat.

Family and Medical Leave Act

It is the policy of Foothills Gateway, Inc. to comply with the laws of the Family and Medical Leave Act.

To be eligible for Family & Medical Leave, an employee must have been employed for at least twelve (12) months and must have worked at least 1250 hours during the twelve months prior to requesting Family & Medical Leave.

Fixed Asset Disposition

It is the policy of Foothills Gateway, Inc. to safeguard its fixed assets by maintaining comprehensive records of all fixed asset acquisitions and disposals and by conducting periodic inventories.

Funds Administration

It is the policy of Foothills Gateway, Inc. to operate within a budget approved by the Board of Directors, and to carefully plan to use its funds to advance the mission of Foothills Gateway, Inc.

Gift Acceptance Policy

It is the policy of Foothills Gateway, Inc. to encourage and accept gifts to the organization in any amount to help us meet our mission and vision. Foothills Gateway, Inc. also seeks to preserve the assets of the organization from liabilities that would diminish the philanthropic impact of the generous gifts of its donors. In order to achieve these goals, and to promote understanding on the part of donors and the community, Foothills Gateway subscribes to the following procedures concerning the acceptance of gifts:

Grant Funding

It is the policy of Foothills Gateway, Inc. to allocate an amount of funding, as resources allow, each fiscal year for the purpose of assisting other programs or agencies to help meet the unmet needs of individuals with Intellectual and Developmental Disabilities (IDD) served by Foothills Gateway, Inc.

Health and Safety

The Leadership Team at Foothills Gateway believes that our people are our most important asset and that the preservation of member and employee safety and health must remain a constant consideration

in every phase of our business. It is our intent to provide a safe environment that is as free of hazards as possible, for employees and members

All employees are responsible for working safely and productively, always remaining aware of hazards in their jobs and following recognized safe work practices, including the use of personal protective equipment (PPE). It is also the responsibility of employees to assure the health and safety of members.

It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management's highest priority, support, and participation.

Health Insurance Portability and Accountability Act (HIPAA)

It is the policy of Foothills Gateway, Inc. to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45 CFR Part 164 and any subsequent revisions or additions.

Human Rights Committee

Foothills Gateway, Inc. shall establish and maintain a Human Rights Committee as an impartial third party to safeguard the rights of persons receiving services. The committee is an advisory and review body to the administration of Foothills Gateway, Inc.

Incident Reporting

It is the policy of Foothills Gateway, Inc. that all incidents will be recorded and reviewed according to regulatory standards, and rules and regulations.

Information Measurement and Management System

It is the policy of Foothills Gateway, Inc. to administer and refine an Information Measurement and Management System for all Foothills Gateway, Inc. departments. Foothills Gateway is committed to evaluating continuous improvement of organizational quality and service excellence by measuring agency effectiveness, efficiency and satisfaction with services.

Intake/Waiting List

It shall be the policy of Foothills Gateway, Inc. to execute Case Management services according to provisions of the rules and regulations of the Health Care Policy and Financing (HCPF).

Internal Cash Management Control

It is the policy of Foothills Gateway, Inc. to safeguard assets by establishing management procedures to prevent the diversion of cash assets.

Investment Management

It is the policy of Foothills Gateway, Inc. that the Board of Directors / Fiscal & Property Management Committee will be responsible overseeing for management of all assets of the Agency of whatever nature.

Leadership

It is the policy of Foothills Gateway, Inc. that the Board of Directors and management are committed to provide effective leadership, stability, planning and administration to assure consistency with the organization's mission, principles and goals.

Licensure Review for Private Therapists

It is the policy of Foothills Gateway, Inc. to require proof of licensure in good standing through a Department of Regulatory Agency (DORA) check on any private therapist or other counseling professional who may provide services to any person receiving services from Foothills Gateway, Inc., at any Foothills Gateway facility.

Master Records and Access to Information

It shall be the policy of Foothills Gateway, Inc. that each person receiving services, applying for services, or on the Waiting List to receive services, will have a single master record which conforms to the requirements of the rules and regulations of Health Care Policy and Financing (HCPF).

Master Records Maintenance

It is the policy of Foothills Gateway, Inc. to develop and maintain a master record for each person determined eligible and/or receiving services according to the rules and regulations of Health Care Policy and Financing (HCPF).

Medication Administration

It is the policy of Foothills Gateway, Inc. for the storage, administration and disposal of all prescription and non-prescription medications to comply with all applicable medication administration requirements of the Department of Public Health and Environment, Department of Health Care Policy and Financing (HCPF).

Mill Levy Administration

It is the policy of Foothills Gateway, Inc. to administer the Mill Levy funding received to carefully plan for its use to advance the mission of Foothills Gateway, Inc.

The Fiscal and Property Management Committee of the Board of Directors will direct the organization to incorporate the allocation of Mill Levy funds in the preparation and presentation of the annual operating budget for each fiscal year, (July 1 through June 30).

Mistreatment

Foothills Gateway, Inc. will not tolerate the Mistreatment, Abuse, Neglect, and/or Exploitation of any person receiving services by any other person.

Notice

It shall be the policy of Foothills Gateway, Inc. that to ensure due process of law, notice as defined in the Rules and Regulations of Health Care Policy and Financing (HCPF), shall be given in all circumstances where it is required.

Private Pay and Agreement

It is the policy of Foothills Gateway, Inc. to accept private pay for services rendered in the Adult Care Services Program.

Proxy Decision Makers or Guardians

It is the policy of Foothills Gateway, Inc. to disallow employees or independent contractors (IC's) from becoming proxy decision makers or guardians for any persons receiving services or on the waiting list for services through Foothills Gateway, unless the employee is a family member or adoptive family member (i.e. parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, aunts and uncles, step parents, step children, step brothers and step sisters) of the person for whom guardianship services or proxy decision making services are being sought.

Public Communications

It is the policy of Foothills Gateway, Inc. to prepare and make available to the public information about the organization's mission, the Annual Plan, service activities, quality assurance survey/evaluations, annual information returns, application for recognition of tax exemption, and basic financial data. Foothills Gateway, Inc. will also make available to the public the names of the members of Foothills Gateway, Inc.'s Board of Directors and executive staff.

Research

It is the policy of Foothills Gateway, Inc. (FGI) that any experimental research conducted by or under the supervision of FGI with individuals we serve, adhere to the rules and regulations set forth by Health Care Policy and Financing (HCPF).

Service Plan Development and Implementation

It is the policy of Foothills Gateway, Inc. to execute services according to provisions of the rules and regulations of Health Care Policy & Financing (HCPF).

Sexual Harassment

It is the policy of Foothills Gateway, Inc. that sexual harassment of employees or individuals receiving services by any person and in any form is prohibited. All complaints of sexual harassment should be reported immediately and will be investigated.

Transportation Services

It is the policy of Foothills Gateway, Inc. that persons receiving services are transported in vehicles that meet legal requirements, are well maintained and safe, and the drivers of these vehicles are qualified to provide transportation services.

Transportation Services Provided in Vehicles Not Owned or Operated by Foothills Gateway, Inc.

It is the policy of Foothills Gateway, Inc. that when transportation services are provided to persons receiving services by Foothills Gateway employees and Host Home Providers in vehicles which are not owned or operated by Foothills Gateway, Inc., the Employee/Host Home Provider, or Independent Contractor owner of the vehicle will possess current vehicle liability insurance, vehicle safety equipment, current license to drive in the State of Colorado, and emergency procedures to use in the event of an emergency.

Waiting List Management

It shall be the policy of Foothills Gateway, Inc. to execute case management services according to the provisions of the rules and regulations of Health Care Policy & Financing (HCPF).

Whistleblower Protection

It is the policy of Foothills Gateway, Inc. that any person (whistleblower) is free to lawfully disclose whatever fact-based information supports a reasonable belief of misconduct or a violation of rule or law, to participate in an investigation or hearing, or to refuse to execute an illegal directive without retaliation or discrimination by the Agency or its personnel.

The Agency strongly encourages whistleblowers to promptly bring alleged misconduct or violations of a rule or law to the attention of the Chief Administrative Officer or a person with supervisory authority so that the Agency can investigate and remedy the violation. However, nothing in this policy is intended to prevent employees from reporting perceived misconduct or violations directly to the appropriate administrative agency.

Working Capital

It is the policy of Foothills Gateway, Inc. to operate within a balanced budget and to carefully plan to use any surplus funds to address the following areas:

- Increase working Capital
- Fund depreciation
- Support competitive salaries (salary scale)
- Enhance and/or expand services and supports.

Workplace Security

Foothills Gateway does not tolerate violence in the workplace. This policy applies to all employees, volunteers, visitors, and members served by Foothills Gateway.

FOOTHILLS GATEWAY, INC.

Code of Ethics

Purpose:

This Code of Ethics has been adopted to promote and maintain the highest standards of personal and professional conduct of Foothills Gateway, Inc. (FGI) employees and members of the Board of Directors. Board of Directors Members and all agency staff will review and sign a copy of the Code of Ethics annually.

Procedure:

Employees of Foothills Gateway, Inc. and Board of Directors members will:

- Support the agency mission statement in their job-related duties and activities and uphold Foothills Gateway's integrity.
- Pledge to maintain the confidentiality of the agency and the individuals we serve.
- Be expected to exercise good judgment, honesty, and high ethical standards at all times.
- Adhere to the agency's safe workplace statement and maintain a work environment free from intimidation, threats, or violent acts.
- Report any form of sexual harassment that they may observe or be aware of to their supervisor, a member of the Management Team, or Human Resources staff.
- Abide by the drug-free workplace policy to ensure a safe and productive work environment at any Foothills Gateway, Inc. premises or work site.
- Be responsible for safeguarding all organizational assets.
- Avoid any conflict of interest or any relationship, influence or activity that might impair the ability to make fair and credible decisions in the workplace.
- Purchase from reputable suppliers on the basis of value, quality, and service, and conduct business in an open, honest, and timely manner with no employee or Board Member personally profiting from a relationship with a supplier. Staff should not accept gifts valued more than \$25 from vendors, individuals receiving services or families. In lieu of accepting gifts, donations should be encouraged and directed to the agency. Awards from community organizations to staff are acceptable.
- Provide an accurate record of all financial transactions, in conformity with generally accepted accounting principles, which fairly presents the agency's financial position and operating results.

- Respect the individuals we serve, co-workers, and community members and their ideas and opinions.
- Merit the trust, confidence, and support of the public by being honest, fair, truthful, caring, and respectful in all actions including public relations and marketing activities.
- Practice fundraising activities that are consistent with Foothills Gateway's mission, compatible with organizational capacity and respectful of donors' interests, and use resources in accordance with the intentions of the funders.
- Develop good working relationships with staff and other agencies.
- Report any possible mistreatment, abuse, neglect, or exploitation of any individual receiving services.
- Promote the recruitment of qualified persons with disabilities, provide reasonable accommodations to promote equal opportunities for participation throughout all levels of the organization, and will provide access or referral to social, legal, or economic advocacy resources to individuals receiving services whenever practicable.
- Abide by federal, state, and local laws and state contract requirements.
- Abide by the agency policies and procedures.
- Avoid the solicitation of funds at Foothills Gateway locations on behalf of a personal cause (i.e., selling Girl Scout cookies, raising funds for another cause/charity) by FGI Board Members, staff or persons served will be discouraged. Additionally, FGI will not ask individuals receiving services to sell items on behalf of the organization.
- Maintain professional behavior with all co-workers, individuals receiving services, family members, and other constituents.
- Review and sign "Professional Boundaries" upon hire and annually thereafter during the annual evaluation.
- Support corporate citizenship by obtaining positions on local boards that address accessibility, housing, leisure pursuits, and employment for persons in need of human services or active involvement in community organizations such as chambers of commerce, rotary clubs, advisory committees, to name a few.

Code of Ethics Violations: If someone reports a serious violation of Foothills Gateway's Code of Ethics, the agency's Whistleblower Protection Policy and Procedure will be followed, the allegation(s) will be investigated, and the timelines identified in the Whistleblower Policy and Procedure will be followed.

Printed Name

Signature

Date

6/99; ... 3/22; 3/23; 3/24



Conflict of Interest

It is in the best interest of Foothills Gateway, Inc. and the individuals it serves to be aware and properly manage all conflicts of interest and appearances of a conflict of interest, in accordance with the goals of accountability and transparency. Therefore, it is the policy of Foothills Gateway, Inc. that no member of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Foothills Gateway, Inc. Each board member shall disclose to Foothills Gateway, Inc. any personal interest that he/she may have in any matter pending before Foothills Gateway, Inc. and shall refrain from participation in any decision on such matters. Each board member shall refrain from any business or personal activities or practices that would be in conflict with Foothills Gateway, Inc.'s full performance of its contractual obligations.

Any member of the Foothills Gateway, Inc. Board of Directors, any of its committees, and employees shall refrain from obtaining any list of Foothills Gateway, Inc. staff, families, or vendors for personal or private solicitation purposes at any time during the term of their affiliation.

7/01;... 10/14; 8/21; 3/24

Confidentiality

It shall be the policy of Foothills Gateway, Inc. that every person receiving or seeking services has the same legal rights and responsibilities as other individuals including the right to have the information concerning the person be handled in a confidential manner.

It is the practice of Foothills Gateway, Inc. that members of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees and contractors are responsible for maintaining the confidentiality of all privileged information to which they are exposed, whether this information involves a person with disabilities, family of a person with disabilities, staff or volunteers, or any overall agency business.

I have read and understand the above statements of Conflict of Interest and Confidentiality. While working with the Foothills Gateway, Inc. Board of Directors, I agree to abide by these statements.

Signature: _____ Date: _____

6/13; 7/15; 11/17; 1/19; 5/20; 8/21; 3/24