



This meeting was held virtually
Due to the lack of quorum, approval of the Consent Agenda and Financial Report will be carried forward to the October Board Meeting.

FOOTHILLS GATEWAY, INC.
BOARD OF DIRECTORS MEETING
September 17, 2024

Present

Brittany Brown
Punkie Whitely
Mark Durand
Steve Dandaneau

Excused

Chrissi Alvarado
Aaron Vogt
Karen Bennett
Mikel Zimmerman
Ron Charkowski

Absent

Guests

Staff

Erin Eulenfeld
Debbie Klein
Carla Conrardy
Brandee Boice-Street
Lori Sauvageau
Sara Koopman
Teri Billingsley
Marla Maxey
Stacy Hill
Pat Carney
Cynthia Hansford

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.

- Debbie Klein shared that no one signed up for public comment this month.

POTENTIAL BOARD MEMBERS

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

PRESENTATIONS

- **Quality Assurance Program - Russ Franson** – Russ gave a presentation on the Quality Assurance Program and invited questions. Punkie asked what the average workload is currently for Case Managers. Russ shared that it depends on programs – IDD (Intellectual and Development Disability) Case Managers have a case load of around forty people, Leads have smaller caseloads of fifteen to twenty people. LTSS (Long Term Services and Supports) Case Managers carry a case load of between fifty-five and sixty-five people.

CONSENT AGENDA

- Approval of Board Meeting Minutes – August 18, 2024 – this is carried forward to the October Board Meeting.

FINANCIAL REPORT

- **Approval of Financial Report** - Carla Conrardy presented the unaudited statement of financial position for the two months ending July 31, 2024. *Detailed financial information can be found in the Board Meeting packets, which are posted to the*

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

Foothills Gateway website. Approval of this report is carried forward to the October Board Meeting.

OLD BUSINESS

- **Annual Policy Statement Review** – Erin shared that the Board annually reviews Foothills Gateway’s policy statements annually, this is included in the packet this evening. Erin also shared that any changes to policy are reviewed and approved by the Board throughout the year.
- **Annual Review of Conflict of Interest, Confidentiality and Code of Ethics.** – These have been sent by FGI’s IT team in DocuSign format. Board Members can sign the documents online and the signed copies will be sent to Debbie Klein. If any Board Members have issues with the email, it can be resent. Mark Durand encouraged the Board Members to do this soon.

NEW BUSINESS

- **Staff Appreciation Dinner** – Debbie shared that FGI will be having an in person Staff Appreciation dinner on October 25th. A Save the Date has been sent to Board Members. To sign up and to ask any questions, Board members can reach out to Brandee Boice-Street

CHIEF OFFICER UPDATES

- Carla Conrardy was asked to shared information on the audits that FGI’s Finance department is currently working on. Carla shared that there will be a Federal audit for FY 23/24 which was triggered when we were notified that EI services received Federal Funds, which took us over the \$750,000 threshold for Federal audits. HCPF is performing a close out audit for the five-year contract that ended on Feb 29th 2024. There is also an audit of AARPA grant funding from the State, these funds were to support Case Management Redesign. Carla shared that reporting has been submitted for the AARPA grants but there will now be an audit as well.
- **Erin Eulenfeld** – Case Management staff are still working on backlogs; IDD case managers have been pitching in to help LTSS staff do assessments. FGI is providing key indicators to HCPF as well as performance measures. FGI continues working with Assure Care and HCPF, every other week, to go through CCM (Care and Case Management) challenges.

COMMITTEE REPORTS

- **Executive Committee** – Mark Durand shared that the Executive Committee met on September 9, 2024, and discussed the Board Meeting agenda and 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 Statements presented above, Financial Statement changes to FY 23/24. The Committee voted to designate Case Management Agency (CMA) Stabilization Funding of \$1.5 million dollars to CMA Needs to be used for costs associated with the new waivers.

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The Committee also voted to change the designation of CFCM (Conflict Free Case Management) Project funds to CFCM IDD (Intellectual & Developmental Disability) and EI (Early Intervention) Needs.

Meeting Adjourned at 7:35pm.

Respectfully submitted by,

Mark Durand

Board President

**The next regularly scheduled meeting of the Foothills Gateway, Inc.
Board of Directors will be October 15th, 2024**