TRE
The Resource Exchange

BOARD OF DIRECTORS' MEETING NOTICE

TO: BOARD OF DIRECTORS

JONATHAN LIEBERT, Vice Chair
CAROLYN WHARTON, Treasurer/Secretary
HEIDI BRANDON
SARAH BRITTAIN JACK
GARY DeJONG
TONY FELTMAN
DEENA HARTJE
TRAVERS HYDE
JUDITH LIGHT
DIANE LOSCHEN
RON RUBIN
JULIA SANDS de MELENDEZ
TROY STUBBINGS
LISA WIELAND

FROM: BRAD HALLOCK, Chair

THE BOARD OF DIRECTORS OF THE RESOURCE EXCHANGE WILL MEET ON WEDNESDAY, JANUARY 17, 2018 AT 7:30 A.M. AT 6385 CORPORATE DRIVE #301, COLORADO SPRINGS CO. PLEASE CONTACT TAMMIE ENGRAM ON 719.785.6425 or TENGRAM@TRE.ORG TO CONFIRM YOUR ATTENDANCE.

MEETING AGENDA

I. CALL MEETING TO ORDER – Brad Hallock, Chair

II. PUBLIC COMMENTS – 10 minutes

III. APPROVAL OF MINUTES – October 18, 2017

IV. CONSENT AGENDA (These items requiring Board action will be considered together by one vote of the Board. Any officer or director may object to including a single item on the Consent, and the item will be added to New or Old Business below for full discussion.)

- Policy and Procedure Review/Approval

Benefits	Embeds reference to TRE remuneration philosophy and budget caveat in policy statement.	**Capitalization of Fixed Assets**	Raises capitalization threshold from $500 to $2500; updates procedures accordingly.
Cost Allocations	New policy that speaks to allocation methodologies that are consistent with GAAP.	**Children's Home & Community Based Services Waiver**	New policy that codifies CHCBS regulations in TRE's policy framework.
Incident Report and Management	Updates policy to reflect recent change to Rule vis-à-vis reporting of critical incidents.	**Intake, Eligibility & Waiting Lists**	Technical correction to policy; significant procedural changes to reflect current practice and Rule.
Legislative Committee	New policy that frames responsibilities and protocols for committee.	**Performance Improvement Mgmt.**	Updated to reflect current and preferred leadership and employee support philosophies.
Restrictive Interventions	Technical change to policy (removing regulatory cite); updates to procedures to reflect current Rule.	**Targeted Case Management**	Updates to policy and procedures to reflect current practice and philosophy.
Three-person Host Home Waiver Requirements	Full repeal. No longer a CCB function.		

Mission
To Build Independence for People with Intellectual and Developmental Disabilities

TRE

V. BOARD COMMITTEE REPORTS
   a. Development Committee – Lisa Wieland
   b. Executive Committee – Brad Hallock
   c. Finance Committee – Carolyn Wharton
   d. Legislative Committee – Sarah Brittain Jack
   e. Nominating Committee – Sarah Brittain Jack
   f. Programs Committee –
   g. Social Enterprise Committee – Jonathan Liebert

VI. CEO'S REPORT – David Ervin

VII. NEW BUSINESS

VIII. OLD BUSINESS

IX. PUBLIC COMMENTS – 5 minutes

X. EXECUTIVE COMMITTEE

XI. SCHEDULE OF NEXT MEETING – April 18, 2018 @ 7:30 a.m.

XII. ADJOURN

TRE
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BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, October 18, 2017

MEMBERS PRESENT:

BRAD HALLOCK, Chair
JONATHAN LIEBERT, Vice Chair
CAROLYN WHARTON, Treasurer/Secretary
HEIDI BRANDON
SARAH BRITTAIN JACK
TONY FELTMAN (via tele-conference)
DEENA HARTJE
TRAVERS HYDE
JUDITH LIGHT
RON RUBIN
JULIA SANDS de MELENDEZ
TROY STUBBINGS
HEATHER WHITWORTH
LISA WIELAND

MEMBERS ABSENT:

GARY DeJONG
DIANE LOSCHEN

STAFF PRESENT:

COLLEEN BATCHELOR, Child & Family Services Director
GARRY BUTCHER, Marketing Director
ALISHA CAVANAUGH, Development and Marketing Coordinator
SHASHANA CROCKER, Human Resources Coordinator
JEN DeFRANCO, Human Resources Director
SUSAN DYKEMA, EI Occupational Therapist
TAMARA ENGRAM, Executive Assistant
DAVID ERVIN, Chief Executive Officer
SHEILA FERGUSON, Development Director
ROB FRANC, Project Manager
KIRSTI FRIAS, Human Resources Office Coordinator
LORI GANZ, Clinical Services Director
BETTY GEER, TRE Research Director
DON GRAY, Facilities Coordinator
TERESA KENNEDY KAMSTRA, Senior HR Generalist
ROSA MURILLO, Service Coordinator

KEITH SCHUMACHER, Chief Financial Officer
CALLIE TOLBERT, Family Support Coordinator Lead
AMANDA VENEKLASEN, Service Coordinator
NANCY VIGIL, Navigation and Quality Director

GUESTS: DANNETTE NELSON, Discover Goodwill
DEVON SEYMOUR, El Pomar Foundation

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:32 am by Chair Brad Hallock.

II. PUBLIC COMMENTS

None.

III. APPROVAL OF MEETING MINUTES – August 16, 2017

A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY LISA WIELAND TO APPROVE THE AUGUST 16, 2017 MEETING MINUTES AS PRESENTED. ***Motion unanimously approved.***

IV. CONSENT AGENDA

None.

V. BOARD COMMITTEE REPORTS

a. Development Committee

Lisa Wieland thanked those involved with the Positive Exposure event. All Board members were encouraged to invite other community members to our events.

Sheila Ferguson informed the group that we will begin sending calendar invitations to Board members for upcoming events.

Devon Seymour, El Pomar Foundation, provided information on the upcoming Empty Stocking Fund campaign. The Resource Exchange (TRE) has been allocated 3.5% this year. The total goal for this year's campaign is $1.5 million. All were encouraged to donate what you can and to participate in the community-partner events. A calendar of events will be shared soon.

The group was reminded that one of TRE's Empty Stocking events is Breakfast with Santa on December 9 at Chapel Hills Mall.

b. Executive Committee

Chair Hallock reported that the committee continues planning the April retreat to review and update our three-year Strategic Plan.

Chair Hallock announced the resignation of Heather Whitworth from the Board of Directors.

c. Finance and Investment Committee
Keith Schumacher, CFO reported that TRE just completed its 401k audit. The only recommendation received was that the Board of Directors review and approve the match that TRE provides for 401k participants. This match will be reviewed each year during the budget process.

The Workers' Compensation audit was also completed. TRE was instructed to book an additional $10,605 for last year as we were underfunded against our growth and claims filed. Going forward, this will be reviewed each month and reconciled quarterly in order to make adjustments to current staffing levels.

CFO Schumacher then reviewed financial information through August 2017. Total revenues are below budget by 4.1% due to our State SLS and TCM revenue being down. In looking at trends, this is normal and usually picks up at the beginning of the second quarter. Expenses show 6.8% above budget mainly due to one-time office move and office sale expenses. Net operating margin is at a positive 2.5%. Our financials also show a non-operating gain of $476,554 on the sale of the 418 South Weber Street building.

Discussion was held on the breach of contract by Integra of not providing telephone service to our new location. Our phone service is now being provided by Comcast.

d. Legislative Committee
Sarah Brittain Jack reminded the group of the 11th Annual Legislative Town Hall on Wednesday, November 15, 2017 at the Chapel Hills Mall Event Center beginning at 6:45 pm.

The Committee's next meeting is scheduled for Wednesday, October 25, 2017 at 3:00 pm at TRE.

e. Nominating Committee
Ms. Jack reported that the Committee has one candidate in the review process and will meet to discuss all available options.

f. Programs Committee
Heather Whitworth reported that TRE's Leadership Team has compiled areas of suggested focus for the Programs Committee.

Chair Hallock asked for volunteers to chair and serve on this Committee.

g. Social Enterprise Committee
Jonathan Liebert reported that the Committee is scheduled to meet today (October 18) at 1:30 pm at TRE.

VI. PROGRAM PRESENTATION – Human Resources

Jen DeFranco, Human Resources Director and team shared information/trends on TRE's human resources services.

The following are areas of focus for the coming fiscal year:

- Benefits (affordable health insurance)
- Retention
- Time Management

VII. CHIEF EXECUTIVE OFFICER'S REPORT

New Staff – New TRE staff were welcomed.

Program Review – The Colorado Department of Health Care Policy and Financing recently conducted a program review. We have not yet received their findings.

State's New Payment System – All issues are still not resolved with the new billing system.

Transition from Regional Care Collaborative Organizations (RCCO) to Regional Accountability Entities (RAE) – The RAE has been awarded to current Region 6 RCCO (Boulder area) in partnership with Centura Health. There is a concern about conflict of interest with this contract award.

Single Entry Point – Rocky Mountain Options for Long Term Care has given over the main management/operational oversight of the organization to the El Paso County Department of Human Services.

The RFP for Single Entry Point Services should be issued by the end of October. TRE will closely monitor this process and will determine whether it is in our best interests to apply to this RFP.

Office of State Auditors' Review – With the passage of Senate Bill 38, all Community Centered Boards will be audited by the Colorado Office of State Auditors. That process is now in the beginning stages.

This entire process is held in confidence under Colorado Revised Statute [2-3-103(3), C.R.S.] until the audit is made public. Therefore, any updates on this review will only be shared with the Board of Directors during Executive Sessions (under 25.5-10-209(2)(b)(IV)(C)).

VIII. NEW BUSINESS

The Board of Directors thanked Board member, Heidi Brandon, and Blank Canvas Café for the delicious bread.

IX. OLD BUSINESS

Policy Review/Approval – Chair Hallock reported that the Dispute Resolution; Grievance and Complaints; and Investigations of all Allegations Involving Mistreatment Policies were approved unanimously by email vote on September 12, 2017.

X. PUBLIC COMMENTS

None.

XI. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting will be held on **Wednesday, January 17, 2018** at 7:30 am at The Resource Exchange.

XII. ADJOURN

The regular meeting was adjourned at 9:10 am.

SUBMITTED BY:

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David Ervin, Chief Executive Officer

RECORDED AND TRANSCRIBED BY:

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Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

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Carolyn Wharton, Treasurer/Secretary

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The Resource Exchange, Inc.

Chief Executive Officer Report
January 2018

TRE

- **Quality Review.** In early October, the Colorado Department of Health Care Policy and Financing (HCPF) conducted a review of TRE "to determine the agency's compliance with the requirements of administrative and support services as stated in the waivers, regulation and contract." On 8 November, TRE received the results of the review. Per HCPF staff, TRE did "really" well. Issues identified include needed updates to policy, long term care assessment protocols, monitoring and service planning. A corrective action plan was submitted by TRE, and work in addressing issues identified is ongoing.
- **Single Entry Point.** Notice from HCPF in December indicates that Single Entry Point (SEP) contracts will not be put out to bid as originally scheduled (for contracts beginning 1 July 2018). The State intends to preserve the status quo (i.e., current contracts remain in place); however, given Rocky Mountain Options for Long Term Care's recent announcement that El Paso County Department of Human Services would assume operational management of our county's SEP; and, given we've not heard or been informed of SEP status moving forward, there is uncertainty.
- **Presentations/Publications.** Since last reported:
    - Neumeier, W., Guerra, N., Thirumalai, M., Geer, B., Ervin, D. & Rimmer, J. (2017). *POWERSforID: Personalized Online Weight and Exercise Response System for Individuals with Intellectual Disability: Design and evaluation of a randomized controlled trial.* Trials, 18:487. doi: 10.1186/s13063-017-2239-2
    - *Beyond care coordination: Cross-systems care integration for adults with intellectual and developmental disabilities.* Karber, B., Guerra, N., & Geer, B. Scheduled: The ARC Webinar Series, February 2018. [link available following presentation].
    - *Integration of ACES into Early Childhood and Family Services.* Batchelor, C.H. & Orr, K. Scheduled: Rocky Mountain Early Childhood Conference, Denver, CO, March 2018
    - *Medicaid, from Healthcare to Community Living: Is it a Pot of Gold?* Ervin, D., Lulinski, A., Eidelman, S. & White-Scott, S. Scheduled: The American Association on Intellectual and Developmental Disabilities Annual Meeting and Conference, St. Louis, MO, June 2018
    - *Health Advocacy: It's Everyone's Responsibility.* Ervin, D. Scheduled: Developmental Disabilities Nurses Association 2018 Annual Education Conference, Orlando, FL, March 2018
    - *Multisite Collaboration to Measure Quality of Life for People with Intellectual/Developmental Disability.* Clark, L., Pett, M., Cardell, B., Guo, JW., Johnson, E., Wawrzynski, S., Geer, B., Guerra, N., & Ervin, D. Presented: The 17th Annual Coleman Institute Conference on Cognitive Disability and Technology, Broomfield, CO, November 2017

  Also of note, TRE's early intervention team is engaged in two research studies. The first is in conjunction with University of California—Davis' MIND Institute to evaluate the effectiveness of revisions that have been made to the Early Start Denver Model curriculum for young children with Autism. The second is the TACIT Study, which will evaluate the effectiveness of telehealth methods in the delivery of services for toddlers who are deaf or hard of hearing
- **Legislative Town Hall.** The Town Hall was held 15 November. An estimated 175 people attended. The change in format has received mixed reviews, and will be altered to incorporate feedback; however, overall feedback has been excellent. Thanks are owed attendees and our elected officials. And, thank you to members of TRE's Board of Directors for attending.

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- **Regional Accountability Entity**. The contract for the Region 7 Regional Accountability Entity (RAE), which replaces the RCCO on 1 July 2018, has been awarded to the Colorado Community Health Alliance (CCHA). In their winning proposal, CCHA makes several references to the existing "relationship with TRE." We have not heard from anyone from CCHA prior to or since the RFP process and award. Notwithstanding, a good working relationship between TRE and CCHA will be essential to meeting the needs of people with IDD across Region 7. TRE will initiate contact with CCHA in the new calendar year to that purpose.
- **Gazette 2017 Best Workplace**. TRE was one of 10 "extra large" companies (200+ employees) named a Gazette 2017 Best Place to Work. Members of staff attended the celebration in December 2017; and, the designation is now shown as part of staff e-mail signature blocks. This recognition follows our 2016 When Work Works award, and reflects the Agency's continued commitment to employees and our strategic plan imperative around intentional culture.

State

- **Conflict Free Case Management**. Colorado Community Centered Boards (CCBs) are required, on or before 1 July 2018, to submit a Business Continuity Plan that addresses CCBs' plans to comply with conflict free case management (CFCM) requirements. Choices available to CCBs are:
    - Option 1: Case Management Services Only
    - Option 2: Direct Services Only
    - Option 3: Case Management and Direct Services
    - Option 4: Will not continue services

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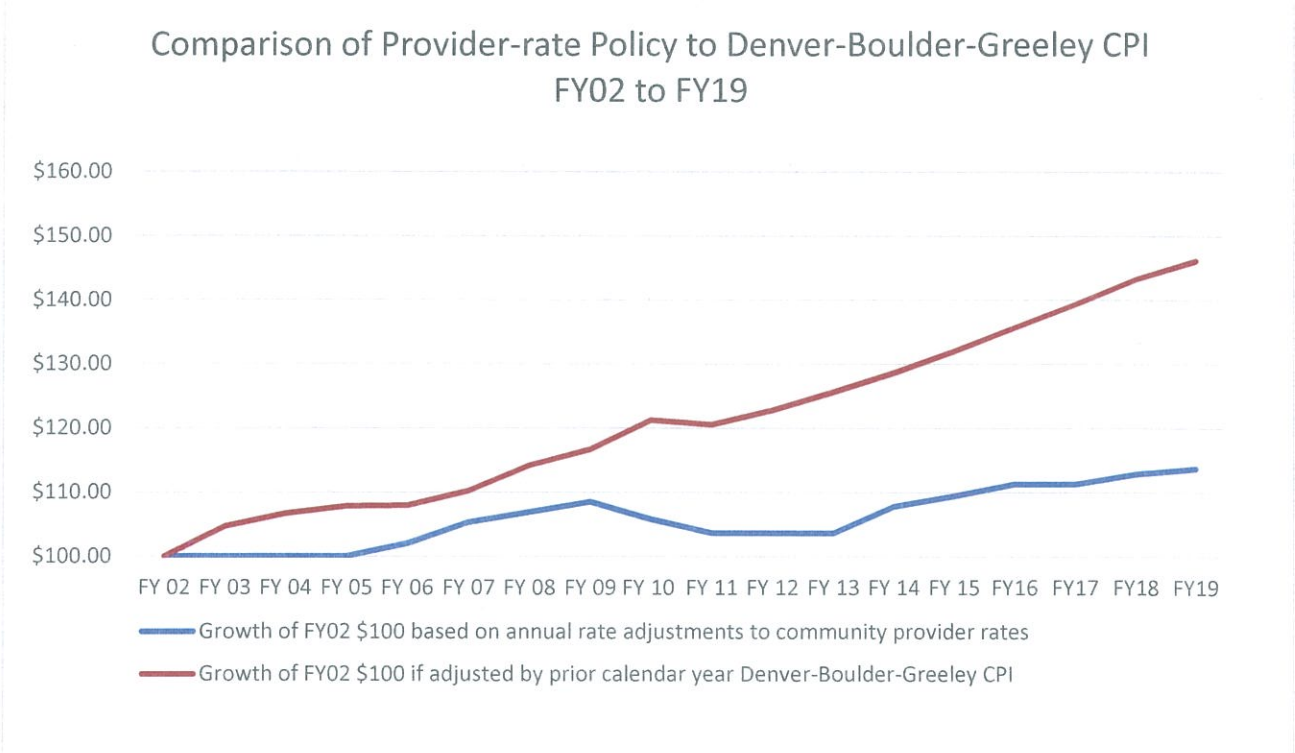
- **Rates, FY2019.** The State's budgeting process began in earnest in November with the Governor's budget requests to the Joint Budget Committee. Of note, the Governor has request a 0.77% increase to IDD service rates. Against CPI, as measured by Denver-Boulder-Greely, the update to historical rates is:



Respectfully submitted:_____
David A. Ervin, Chief Executive Officer

3 January 2018