



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, August 16, 2017**

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

HEIDI BRANDON  
TONY FELTMAN

**STAFF PRESENT:**

COLLEEN BATCHELOR, Child & Family Services Director  
GARRY BUTCHER, Marketing Director  
ALISHA CAVANAUGH, Development Coordinator  
JEN DeFRANCO, Human Resources Director  
TAMARA ENGRAM, Executive Assistant  
DAVID ERVIN, Chief Executive Officer  
LORI GANZ, Clinical Services Director  
BETTY GEER, TRE Research Director  
REBECCA GALVEZ, Family Support Coordinator  
TERESA KENNEDY KAMSTRA, Senior HR Generalist  
ARIC KOESTLER, Service Coordinator  
JOSH MILLER, Enrollment Coordinator  
SARAH NOLAN, Break Time Coordinator  
NICK ROBERTSON, Senior Service Coordinator

KEITH SCHUMACHER, Chief Financial Officer  
KITTY SILVERS, Senior EI Billing Specialist  
CALLIE TOLBERT, Family Support Coordinator Lead  
CHERI ULMER, Program Services Supervisor

**GUESTS:** ED BOWDITCH, Bowditch and Cassell Public Affairs  
DANNETTE NELSON, Discover Goodwill  
ANN TURNER, Cheyenne Village  
PAULINE DAVIS, Logan, Thomas & Johnson  
CAL LOGAN, Logan, Thomas & Johnson

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:35 a.m. by Chair Brad Hallock.

**II. PUBLIC COMMENTS**

None.

**III. APPROVAL OF MEETING MINUTES – June 21, 2017**

**A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY SARAH BRITTAIN JACK TO APPROVE THE JUNE 21, 2017 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.***

**IV. CONSENT AGENDA**

None.

**V. FISCAL YEAR 2016 AUDIT REVIEW**

David Ervin, CEO explained that Cal Logan and Pauline Davis, Logan, Thomas & Johnson reviewed the FY2016 Financial Audit with the Finance and Investment Committee in January 2017. While we believed at the time that the Audit review with the Finance and Investment Committee was consistent with requirements, we are offering a supplemental review to the full Board of Directors.

Mr. Logan reviewed results of the FY2016 Financial Audit with the full Board of Directors. The auditor's opinion was an unmodified opinion which is the best type of opinion to receive. It was noted that total revenue did increase about \$1.9 million over the prior fiscal year. 80% of total revenue is received from the State of Colorado. The fee for services amount has decreased due to billing for dental services being moved to another agency.

Program costs are approximately 90% of total costs which shows that TRE's Management and General costs are only at 10%. It was further explained that Medicaid Comprehensive expenses decreased. This will continue to trend downward in years to come due to Medicaid services being pulled out of CCB Administration relative to Conflict Free Case Management.

The group was reminded that the audited financial statements are posted on TRE's website.

## VI. BOARD COMMITTEE REPORTS

### a. Legislative Committee

Sarah Jack Brittain introduced Ed Bowditch, TRE's contract lobbyist. The legislative session was held beginning January 11 through May 10, 2017. Transportation funding was the highest priority last year and the proposal to submit for a tax increase for same did not pass the Senate. This will most likely be revisited again this coming year.

Open Records Legislation did not increase regulations for non-profit organizations.

The Legislature adopted a comprehensive bill that included provisions that the Hospital Provider Fees would be exempt from TABOR.

House Bill 1284 will set up a process where an entity can check a database to determine whether an individual applying for a job has a substantiated report of abuse or neglect. It was noted that TRE was very instrumental in the passing of this legislation.

Conflict Free Case Management legislation passed which will enact changes to the CCB system. These changes will impact TRE less than other CCBs because TRE does not provide direct services.

It was also noted that there is work being done in the State to walk back this legislation. TRE is not part of this coalition.

It has also been reported that there are plans by some CCBs to try to take over case management services across the State. This poses a threat and opportunity for TRE and will inform our strategic thinking and planning in the immediate future.

Mr. Bowditch reported that there will be there will be 20-30 new legislators beginning in January 2019 so we will continue to meet with candidates and legislators to educate them on issues surrounding people with developmental disabilities. We also have a new Joint Budget Committee staff analyst assigned to us. TRE has already invited the new analyst to visit.

Mr. Bowditch encouraged families, staff and Board members to attend future TRE's Day at the Legislature.

CEO Ervin recognized and thanked Mr. Bowditch for his integrity and professionalism in representing TRE and the community TRE serves at the legislative level.

### b. Development Committee

Lisa Wieland thanked Board members for attending the Philanthropic Strategy Session in July and reminded Board members to complete and return your commitment forms as soon as possible.

Sheila Ferguson, Director of Development thanked everyone for their support of our GoBabyGo activities in late July. Twelve cars were built and delivered to children with mobility issues. We hope to continue this project and will share more details in the future.

Ms. Ferguson stated that we need additional sponsors for the Positive Exposure project. If you have possible sponsorship contacts/leads, please contact her as soon as possible.

Garry Butcher was congratulated on his recent promotion to Director of Marketing.

Mr. Butcher encouraged everyone to attend the Positive Exposure 2.0 Grand Opening scheduled for Saturday, October 7, 2017 at Chapel Hills Mall where an additional 47 photographs will be added to the exhibit. More details will be sent to Board members as we are asking you to invite an additional ten people to attend this Opening as your guests.

If you know of any organizations that would be interested in hosting the Positive Exposure Travelling Exhibit, please contact Mr. Butcher.

Rick Guidotti, Positive Exposure will also be involved in an outreach program to middle and high school students in the Colorado Springs area in conjunction with the El Paso County Public Health Department. Mr. Guidotti will be presenting on Spirit of Differences about inclusion and acceptance of people with differences at the Carmike Theatre at Chapel Hills Mall on October 5 and 6, 2017.

Mr. Butcher then referenced the Pearls Project which is an interactive web-based program where individuals from around the world have signed up to share their blog. You can text the word Pearl to 56512 and you will receive an app to participate in this project.

TRE will host A Breakfast with Santa at Chapel Hills Mall in December.

In February 2018, Mr. Guidotti will be back in the Colorado Springs area to present at a medical health care workshop on how best to interact and treat people with any kind of differences.

The group was also invited to TRE's Open House on Tuesday, September 19 to celebrate TRE's new home. Invitations will be sent this week.

The group welcomed Chris Williams, Grants Manager to the staff of TRE.

Ms. Ferguson asked everyone to get involved with Empty Stocking Fund activities as much as possible. You will receive information on upcoming events from Alisha Cavanaugh

c. Executive Committee

Chair Hallock reported that approximately one week prior to the office move, TRE was notified by its then phone and internet vendor that it could not deliver service as planned. Immediately following, TRE terminated the vendor's contract and executed its contingency plan for phone and internet service. We are now working with Navakai to install and maintain a new phone system. We have also had issues with our internet services and are in the process of resolving those.

The Board was informed that Jim DiBiase, Olive Real Estate Group has donated part of his commission back to TRE and also allowed TRE to pay the remaining commission amount over the next several months.

The committee continues planning of the April retreat to review and update our three-year Strategic Plan.

Chair Hallock also reported that he is meeting with each Board member to review the Strategic Plan and encourage Board members to contact him with any questions, etc.

d. Finance and Investment Committee

Carolyn Wharton, Treasurer reported the purchase of 6385 Corporate Drive and sale of 418 South Weber went well.

Treasurer Wharton informed the group that the Committee will be providing several educational opportunities for the entire Board of Directors throughout the coming year.

Keith Schumacher, CFO reported that we are in the midst of our year-end reconciliation process with the State. TRE was able to recognize just under \$300,000 in our Early Invention revenue for June 2017.

CFO Schumacher then reviewed Purchase of Services (POS) information and reported that we should finish the year within \$250 of revenue generated for that purpose. Report on under-expenditures of Supported Living Services have been corrected. Staff has done an impeccable job in keeping our service deliverables in line with the budget.

The group then reviewed Cash on Hand. TRE projected that our close on 6385 Corporate Drive would impact our Cash on Hand at approximately \$700-900,000. The actual net effect to Cash was \$430,000 due to donations made by Jim DiBiase and the Bank of the San Juans. The Finance and Investment Committee discussed how to reinvest the extra Cash on Hand. It was decided to meet with our investment advisors and possibly take a cost dollar averaging approach to reinvestment of these funds.

The financial audit is scheduled to begin in October 2017.

Members of the Board of Directors were encouraged to attend a future Finance and Investment Committee meeting.

e. Nominating Committee

Diane Loschen was welcomed to the Board of Directors.

Ms. Jack reported that we currently have sixteen members. The Nominating Committee has one candidate in the review process.

f. Programs Committee

Heather Whitworth reported that the Committee will begin its work in the next several months now that the agency has moved to its new home. More details soon.

g. Social Enterprise Committee

Jonathan Liebert reported that work will ramp back up on the Social Enterprise Career Development project.

In addition, Vice-Chair Liebert invited the group to a launch reception of the Colorado Institute for Social Impact (CI4SI) to create more awareness and opportunities for social entrepreneurs in the Pikes Peak Region. This press release and reception is scheduled for Wednesday, August 23 beginning at 3:30 p.m. at the Ivywild School Gym. An invitation will be forwarded to all Board members.

## VII. CHIEF EXECUTIVE OFFICER'S REPORT

*Welcome to TRE's new home* – David Ervin, CEO thanked TRE staff for their hard work and dedication in getting settled in our new home.

*State Billing and Payment System* – CEO Ervin reported on major issues with the State's new billing and payment system. Unfortunately the Department of Health Care Policy and Financing is referring Provider Agencies back to the CCBs stating that the issues are with the CCB. In one example referred back to TRE which was a \$175,000 outstanding claims issue, apart from one entry error, none of the claims issues were TRE's responsibility.

We met with the Director of the Division for Intellectual and Developmental Disabilities at the State level and have asked them to own their errors. Most Provider Agencies directly bill Health Care Policy and Financing so TRE is not directly involved in the billing process that we are being asked to remedy.

These issues are having an impact on provider relations and service continuity. It is not expected to have any meaningful resolution until the end of this fiscal year.

It was suggested that we begin contacting our elected officials of these issues.

*New Staff* – New TRE staff were welcomed.

*Building Task Force* – CEO Ervin thanked those serving on the TRE Building Task Force.

**VIII. NEW BUSINESS**

None.

**IX. OLD BUSINESS**

None.

**X. PUBLIC COMMENTS**

None.

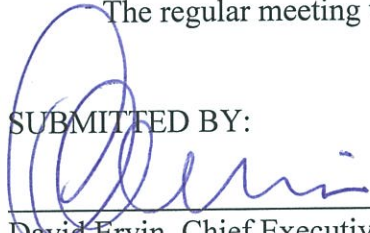
**XI. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting will be held on **Wednesday, October 18, 2017** at 7:30 a.m. at The Resource Exchange.

**XII. ADJOURN**

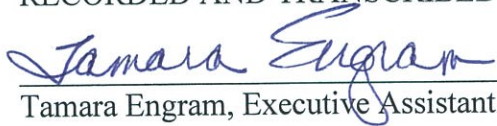
The regular meeting was adjourned at 9:05 a.m.

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