



**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 BRITAIN 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 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:

[REDACTED]

David Ervin, Chief Executive Officer

RECORDED AND TRANSCRIBED BY:

[REDACTED]

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

[REDACTED]

Carolyn Wharton, Treasurer/Secretary



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**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 VENEKLASSEN, 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 11<sup>th</sup> 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.

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Mission -- to build independence for people with intellectual and developmental disabilities

**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:

[REDACTED]

David Ervin, Chief Executive Officer

RECORDED AND TRANSCRIBED BY:

[REDACTED]

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

[REDACTED]

Carolyn Wharton, Treasurer/Secretary



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, January 17, 2018**

**MEMBERS PRESENT:**

BRAD HALLOCK, Chair  
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CAROLYN WHARTON, Treasurer/Secretary  
HEIDI BRANDON  
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JUDITH LIGHT  
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RON RUBIN  
JULIA SANDS de MELENDEZ  
TROY STUBBINGS  
LISA WIELAND

**MEMBERS ABSENT:**

TONY FELTMAN

**STAFF PRESENT:**

COLLEEN BATCHELOR, Child & Family Services Director  
OLIVE BRATT, Service Coordinator  
GARRY BUTCHER, Marketing Director  
ALISHA CAVANAUGH, Development and Marketing Coordinator  
SHASHANA CROCKER, Human Resources Coordinator  
KYLE COX, Navigation Supervisor  
JEN DeFRANCO, Human Resources Director  
DAVID ERVIN, Chief Executive Officer  
ROBERT FRANC, Project Manager  
KIRSTI FRIAS, Human Resources Office Coordinator  
LORI GANZ, Clinical Services Director  
BETTY GEER, TRE Research Director  
DON GRAY, Facilities Coordinator  
DAVID JUROVICH, Senior Enrollment Coordinator  
TERESA KENNEDY KAMSTRA, Senior HR Generalist  
GINGER McBRIDE, IDD Specialist TRE Liaison to EPCDHS

NICK ROBERTSON, Senior Service Coordinator  
SAMANTHA SATCHELL, Transition Coordinator  
KEITH SCHUMACHER, Chief Financial Officer  
LAURA THOMAS, Case Management Director  
CALLIE TOLBERT, Family Support Coordinator Lead  
RACHEL TOMLIN, Transition Coordinator  
HEATHER WHITWORTH, Controller

**GUEST:** KARIN COWAN, Community Outreach, Inc.

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:30 am by Chair Brad Hallock.

**II. PUBLIC COMMENTS**

None.

**III. APPROVAL OF MEETING MINUTES – October 18, 2017**

**A MOTION WAS MADE BY JONATHAN LIEBERT, SECONDED BY GARY DeJONG TO APPROVE THE OCTOBER 18, 2017 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.***

**IV. CONSENT AGENDA**

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JULIA SANDS de MELENDEZ TO APPROVE THE CONSENT AGENDA, COMPRISED OF THE FOLLOWING POLICIES AND PROCEDURES. *Motion unanimously approved.***

- Benefits
- Cost Allocations
- Incident Report and Management
- Legislative Committee
- Restrictive Interventions
- Capitalization of Fixed Assets
- Children's Home & Community Based Services Waiver
- Intake, Eligibility & Waiting List
- Performance Improvement Management
- Targeted Case Management
- Three-person Host Home Waiver Requirements – Full repeal.

**V. BOARD COMMITTEE REPORTS**

**a. Development Committee**

Lisa Wieland, Committee Chair reported that we have raised 35% of our philanthropic goals for this fiscal year. We need everyone's help in meeting our goal. The next cultivation events are scheduled for Wednesday, January 31. The morning event begins at 7:30 am and the evening event at 4:30 pm at The Resource Exchange's office. Please invite as many people as you can for these events.

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Mission – to build independence for people with intellectual and developmental disabilities

The End of Year Campaign goal was \$5,000 and secured \$9,556. Thank you.

The next Go Baby Go event is scheduled for Saturday, March 17 at Chapel Hills Mall. We hope to have ten cars to modify. Sponsorships are needed for this event. For more information, please contact Garry Butcher or Sheila Ferguson.

Planning continues on a health care summit/workshop scheduled for later this Spring.

b. Executive Committee

Chair Hallock reported that the committee continues planning the April retreat to review and update our three-year Strategic Plan. An RFP for facilitation of the Strategic Planning sessions will be sent soon. The retreat will most likely be scheduled for the end of April or early May.

c. Finance and Investment Committee

*Audits* – Keith Schumacher, CFO reported that TRE is in the midst of the financial audit and are awaiting the SEFA report from Health Care Policy and Financing in order to proceed further on the Single Audit.

CFO Schumacher informed the group that TRE's auditors will move forward with the Financial Audit.

*Financial Statements* – Revenues show 0.8% off of budget with \$86,607 to the positive due to Early Intervention revenue. If we continue to book revenue at this pace, we will meet the revenue cap prior to fiscal year end. When this happens, those services will then revert over to Part C funding. TRE has contacted the State about supplemental funding.

Expenses show 1.3% to the negative of budget, due to additional equipment, phones and IT support; pre-close improvements at 418 South Weber; and increases in CAM at 6385 Corporate Drive.

Investments show a loss on the Devonshire REIT Special Opportunity Fund.

Board members are invited to attend the monthly Finance and Investment Committee meetings. Please contact Tammie Engram for details if interested.

d. Legislative Committee

Sarah Brittain Jack, Committee Chair reported that the Committee reviewed and recommended that the Legislative Committee Policy be approved.

The Committee will review all proposed legislation that relates to our areas of interest/concern and share with all Board members for feedback. To date, the Committee has reviewed and recommends approval to support:

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HB18-1006 concerning modifications to the newborn screening program administered by the Department of Public Health and Environment. This Bill predicates resources to early screening for disabilities and includes follow-up strategies, and is being championed by the March of Dimes.

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DIANE LOSCHEN TO APPROVE THE SUPPORT OF HB18-1006. *Motion unanimously approved.***

The Committee also discussed TRE's Day at the Legislature. More details soon.

If any Board members are interested in serving on this Committee, please contact Ms. Jack.

**e. Nominating Committee**

Ms. Jack reported that the Committee has one candidate in the review process. David Ervin, CEO offered to send materials on Board recruitment to the Committee. The Committee should identify needs and be strategic in recruiting new members.

**f. Programs Committee**

Chair Hallock informed the group that a new Chair is needed. If you are interested in this, please contact Chair Hallock.

**g. Social Enterprise Committee**

Jonathan Liebert, Vice Chair reported that the Committee and staff have been very busy in evaluating a new project.

Vice Chair Liebert then invited the group to the 2<sup>nd</sup> Annual PRISM awards on March 2. This event honors social entrepreneurs. Please plan to attend to learn more about this sector in our community. An invitation will be sent by email.

**VI. CHIEF EXECUTIVE OFFICER'S REPORT**

*New Staff* – New TRE staff were welcomed.

*Regional Accountability Entities (RAE)* will replace the Regional Care Collaborative Organizations (RCCO) on July 1<sup>st</sup>, 2018. The RAE's job will be similar but more expansive in scope. The RAE for Region 7 has been awarded to the Colorado Community Health Alliance (CCHA) based out of Boulder who is charged with integrating care (physical and mental health only). While CCHA states in their winning proposal of their "existing relationship with The Resource Exchange," we have yet to talk to them. TRE will initiate contact with CCHA in the near future.

*Conflict Free Case Management (CFCM)* forces Community Centered Boards (CCB) to decouple direct services from case management services. The CFCM dialogue in Colorado is also creating a free market of case management agencies. It also is being framed in such a way that we could see the advent of thousands of case management

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agencies that could include a single person working from their car. This could be dangerous for people with IDD based on fidelity and service delivery. It is also likely that the RAE could be brokering case management services and supports.

*Single Entry Point (SEP)* in Colorado Springs also known as Rocky Mountain Options for Long Term Care recent announcement that El Paso County Department of Human Services would assume operational management of our county's SEP. The County has ended negotiations with the Colorado Department Health Care Policy and Financing, so effective July 1, 2018 these functions will go back to Rocky Mountain Options. The State, in the interim, has issued notice that they will not put the SEP contracts back out for bid.

Therefore, there is uncertainty about how all of the above will benefit people with IDD.

*State Budget Process* – The budget process is well underway. State proposals right now contemplates between 0.77 and 1% increase in IDD rates.

There is currently a push by The Alliance pushing for \$17 million new dollars that would be dedicated to direct service professionals. While this is an important consideration, TRE believes it is one of a number of structural system financing issues that needs a long term solution. To that purpose, while TRE is not opposing the Alliance proposal, we are not actively supporting it in its current form.

*Gazette 2017 Best Workplace* – TRE was one of 10 “extra-large” companies (299+ employees) named a Gazette 2017 Best Place to Work. Kudos to TRE staff.

**VII. 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, April 18, 2018** at 7:30 am at The Resource Exchange.

**XII. ADJOURN TO EXECUTIVE SESSION**

The regular meeting was adjourned to Executive Session at 8:45 am.

**XIII. ADJOURN TO REGULAR SESSION AND ADJOURN MEETING**

The Executive Session was adjourned at 9:35 am and the regular meeting was then adjourned at 9:36 am.

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SUBMITTED BY:

  
\_\_\_\_\_  
David Ervin, Chief Executive Officer

TRANSCRIBED BY:

  
\_\_\_\_\_  
Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

  
\_\_\_\_\_  
Carolyn Wharton, Treasurer/Secretary

Mission – to build independence for people with intellectual and developmental disabilities



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, April 18, 2018**

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HEIDI BRANDON  
SARAH BRITTAIN JACK  
GARY DeJONG  
DEENA HARTJE  
JUDITH LIGHT  
DIANE LOSCHEN  
RON RUBIN  
LISA WIELAND

**MEMBERS ABSENT:**

TONY FELTMAN  
JULIA SANDS de MELENDEZ  
TROY STUBBINGS

**STAFF PRESENT:**

COLLEEN BATCHELOR, Child & Family Services Director  
ALISHA CAVANAUGH, Development and Marketing Coordinator  
SHASHANA CROCKER, HR Business Partner  
KYLE COX, Navigation Supervisor  
TAMARA ENGRAM, Executive Assistant  
ROBERT FRANC, Project Manager  
BETTY GEER, TRE Research Director  
DON GRAY, Facilities Coordinator  
NICHOLE GUERRA, TRE Research Coordinator  
DAVID JUROVICH, Senior Enrollment Coordinator  
TERESA KENNEDY KAMSTRA, Senior HR Business Partner  
GINGER McBRIDE, IDD Specialist TRE Liaison to EPCDHS  
OLIVA REED, Enrollment Coordinator  
SAMANTHA SATCHELL, Futures, Business Development Director  
KEITH SCHUMACHER, Chief Financial Officer  
LEANN TAFOYA, Service Coordinator  
CAROL THORSTAD, Enrollment Coordinator  
RACHEL TOMLIN, Futures, Operations Director

**GUESTS:** AMY YUTZY, CCHA, Prospective TRE Board Member  
DANNETTE NELSON, Discover Goodwill  
PAULINE DAVIS, Logan, Thomas & Johnson LLC  
CALVIN LOGAN, Logan, Thomas & Johnson, LLC  
DIANE, Via Go To Meeting Connection

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:30 am by Chair Brad Hallock.

**II. PUBLIC COMMENTS**

None.

**III. FISCAL YEAR 2017 FINANCIAL AUDIT PRESENTATION**

Calvin Logan and Pauline Davis, Logan, Thomas & Johnson LLC, reviewed financial audit findings for Fiscal Year 2017. The Resource Exchange (TRE) received an unmodified opinion report from the auditors.

For the year ended June 30, 2017, TRE showed a loss of \$331,339. There was a bad debt expense (approximately \$200,000) due to funding that TRE is still trying to obtain from the State. This affects the expenses for this fiscal year. Total revenues increased approximately 12% and total expenses increased approximately 14% over the prior year.

Total revenue from the State was 78.3% of budget. Other Revenue increased to 5% (from 1% in 2016) which includes third party insurance billing, and investments. It was noted that one of TRE's strategic goals is to reduce the percentage of revenue from the State.

It was pointed out that 89.5% of costs are related directly to programs with only 10% going to management and general costs. With the growth of the organization, TRE may need to increase the management and general costs in order to support the program areas.

The group then reviewed the Notes to Financial Statements.

TRE is not required to conduct the A133 Single Audit due to funds received from Federal funds being less than \$750,000.

A question was raised on whether TRE matches funds in its 401(k) benefit. It is matched on a discretionary basis, 2 ½% up to 6% of participating employees' base wage/salary.

Mr. Logan stated that the Governance Letter and Internal Controls Report will be sent to the Board of Directors within the next several weeks. There will be one significant deficiency noted due to the need for additional processes to be put in place. Mr. Logan noted that it has been reported that changes are being implemented now in the Business Office to address this deficiency.

**A MOTION WAS MADE BY RON RUBIN, SECONDED BY JUDITH LIGHT TO APPROVE THE FISCAL YEAR 2017 FINANCIAL AUDIT AS PRESENTED.**  
*Motion unanimously approved.*

**IV. APPROVAL OF MEETING MINUTES –**

**A MOTION WAS MADE BY RON RUBIN, SECONDED BY CAROLYN WHARTON TO APPROVE THE JANUARY 17, 2018 MEETING MINUTES AS PRESENTED.** *Motion unanimously approved.*

**V. CONSENT AGENDA**

**A MOTION WAS MADE BY CAROLYN WHARTON, SECONDED BY JUDITH LIGHT TO APPROVE THE CONSENT AGENDA, COMPRISED OF THE FOLLOWING POLICIES AND PROCEDURES.** *Motion unanimously approved.*

- Disbursements from Bank Accounts
- Dress Code

**VI. BOARD COMMITTEE REPORTS**

**a. Development Committee**

Sheila Ferguson, Development Director reported that we have only raised 38% of our philanthropic goals with only 2 ½ months left for this fiscal year.

Members of the Board and staff were reminded that is not just the Development Committee's responsibilities to fundraise. All were encouraged to invite potential donors to future TRE cultivation events in May and July (specific information will be sent out via email). Also please provide information for other contacts who might be interested in learning more about TRE to Mrs. Ferguson.

Planning continues on a healthcare summit/workshop scheduled for later this Spring/Summer.

Chair Hallock also reminded the group that the Development Committee is looking for a new Committee Chair. If interested, please contact Chair Hallock.

Board members were encouraged to attend a future Development Committee meeting.

**b. Executive Committee**

Chair Hallock reported that the committee did not meet this month. The next meeting will be held in mid-May to continue planning the upcoming retreat to review and update our three-year Strategic Plan. Third Sector Group was selected to facilitate the strategic planning process. More details soon.

**c. Finance and Investment Committee**

*Profit and Loss Statement* – For March 2018, revenues show 5.6% off of budget to the positive mostly due to Early Intervention revenue. Also Children's Extensive Services (CES) and Comprehensive Services revenues are up.

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Mission – to build independence for people with intellectual and developmental disabilities

Expenses have exceeded budget by 6.3% due to a change in our Capitalization Policy, Occupancy (pre-close improvements at 418 S Weber and Common Area Maintenance (CAM) expenses at 6385 Corporate Drive), and outsourced services offset by increased CES and Comprehensive Services revenue.

Non-Operating activities include a gain in assets due to the sale of 418 S Weber. Net Investment and Miscellaneous Income shows a gain. Intercompany transfers to 6385 Corporate Drive LLC (expenses that were paid by TRE that should have been paid by 6385 Corporate Drive LLC).

March YTD Surplus is 613,056.

Board members are invited to attend the monthly Finance and Investment Committee meetings. Please contact Tammie Engram for details if interested.

*Fiscal Year 2019 Budget Preparations* – Keith Schumacher, CFO informed the group that budget preparations/hearings have begun. The group was informed that Early Intervention's funding process is moving to a cost reimbursement model. With these funding changes, TRE's budget process will be very different from past years.

d. Legislative Committee

Sarah Brittain Jack, Committee Chair provided a report from TRE's Day at the Capitol. Great day! Please plan to attend next year's event.

A weekly Legislative Report for TRE is sent by Ed Bowditch and David Ervin so that the Committee stays up-to-date and can discuss upcoming legislation that may affect TRE and/or the people we serve.

It was noted that the proposed bill pushed by the Alliance is being closely watched. TRE has chosen to not take a position on this proposed legislation.

If any Board members are interested in serving on this Committee, please contact Ms. Jack.

e. Nominating Committee

Chair Hallock introduced Amy Yutzy, a prospective Board member. Ms. Yutzy is the Director of Medicaid Programs with the Colorado Community Health Alliance.

Ms. Jack reported that Heidi Brandon will be term-limited at the end of June 2018. Interviews are currently being held with several self-advocates to fill this upcoming vacancy.

Work continues to recruit volunteers for the Board of Directors from various areas of expertise in the Pikes Peak Region and surrounding area.

f. Programs Committee

Chair Hallock informed the group that a Chair is needed. If you are interested in this, please contact Chair Hallock.

g. Social Enterprise Committee

Jonathan Liebert, Vice Chair reported that the Committee and staff continue work on the launch of Futures, LLC, and on the brand in relation to TRE. Communications with staff, community, and customers is very important.

Futures has been able to secure a contract with the Division of Vocational Rehabilitation. This allows Futures to not only work with people with intellectual and developmental disabilities but other populations as well.

If anyone is interested in getting involved with this Committee, please let Vice-Chair Liebert or Tammie Engram know.

**VII. CHIEF EXECUTIVE OFFICER'S REPORT**

*Single Entry Point (SEP)* in Colorado Springs also known as Rocky Mountain Options for Long Term Care will resume operational management of all SEP functions effective July 1, 2018, thus returning to essentially status quo.

*Developmental Disabilities Health Center (DDHC)* – Dr. Emily Johnson will join the staff of DDHC in the Summer of 2019, following completion of her second year of residency. It was noted that Dr. Johnson has a particular interest in and has done part of her residency in developmental medicine.

*Rates, FY2019* – Currently, the Governor has requested a 0.77% increase to IDD service rates. This is not a trend that can continue long-term.

*New Staff* – New TRE staff were welcomed.

**VIII. NEW BUSINESS**

*The Arc's Annual Dinner and Awards Celebration* – The following staff members are award winners:

<u>Name</u>	<u>Award</u>
Garry Butcher	Special Recognition
Samantha Chuchul	Resource Coordination
Kyle Cox	Resource Coordination
Karlie Kohones	Resource Coordination
Ali Laforce	Resource Coordination
Shannon Pattillo	Resource Coordination

The Board congratulated these staff and thanked them for their dedication to TRE and the people we serve.

If Board members are interested in attending, please contact Tammie Engram or Alisha Cavanaugh.

**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, June 20, 2018** at 7:30 am at The Resource Exchange.

**XII. ADJOURN MEETING**

The regular meeting was adjourned at 8:50 am.

SUBMITTED BY:

[REDACTED]

David Ervin, Chief Executive Officer

RECORDED AND TRANSCRIBED BY:

[REDACTED]

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

[REDACTED]

Carolyn Wharton, Treasurer/Secretary





**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, June 20, 2018**

**MEMBERS PRESENT:**

BRAD HALLOCK, Chair  
JONATHAN LIEBERT, Vice Chair  
CAROLYN WHARTON, Treasurer/Secretary  
HEIDI BRANDON  
SARAH BRITTAIN JACK  
GARY DeJONG – via tele-conference  
TONY FELTMAN  
DEENA HARTJE  
JUDITH LIGHT  
DIANE LOSCHEN  
JULIA SANDS de MELENDEZ  
LISA WIELAND  
AMY YUTZY – via tele-conference

**MEMBERS ABSENT:**

RON RUBIN  
TROY STUBBINGS

**STAFF PRESENT:**

SHASHANA CROCKER, HR Business Partner  
KYLE COX, Navigation Supervisor  
JEN DeFRANCO, Human Resources Director  
TAMARA ENGRAM, Executive Assistant  
DAVID ERVIN, CEO  
KIRSTI FRIAS, Human Resources Coordinator  
LORI GANZ, Clinical Services Director  
DON GRAY, Facilities Coordinator  
BRANDI GRIFFITHS, Service Coordination Supervisor  
DAVID JUROVICH, Senior Enrollment Coordinator  
TERESA KENNEDY KAMSTRA, Senior HR Business Partner  
GINGER McBRIDE, IDD Specialist TRE Liaison to EPCDHS  
HEATHER MEIZIS, Enrollment Supervisor  
SAMANTHA SATCHELL, Futures, Business Development Director  
LAURA THOMAS, Case Management Director  
CAROL THORSTAD, Enrollment Coordinator

CALLIE TOLBERT, Lead Family Support Coordinator  
RACHEL TOMLIN, Futures, Operations Director  
CHERI ULMER, Program Services Supervisor  
NANCY VIGIL, Navigation and Quality Director  
HEATHER WHITWORTH, Controller

**GUESTS:** PATRICIA JENSEN, Prospective Board Member  
JoANN LUEDECKE, Family Member  
CHAR McCLANAHAN, MK Legacy  
DANNETTE NELSON, Discover Goodwill

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:34 am by Chair Brad Hallock.

**II. PUBLIC COMMENTS**

None.

**III. APPROVAL OF MEETING MINUTES –**

**A MOTION WAS MADE BY CAROLYN WHARTON, SECONDED BY JUDITH LIGHT TO APPROVE THE APRIL 18, 2018 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.***

**IV. CONSENT AGENDA**

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JUDITH LIGHT TO APPROVE THE CONSENT AGENDA, COMPRISED OF THE FOLLOWING POLICIES AND PROCEDURES. *Motion unanimously approved.***

- Month and Fiscal Year-End Close
- Accounts Receivable Write-Off

**V. BOARD COMMITTEE REPORTS**

**a. Development Committee**

Lisa Wieland, Development Committee Chair reported that we have raised \$885,000 in commitments for Fiscal Year 2018. Thanks to Chris Williams, Grant Manager for her efforts.

The philanthropic goal for Fiscal Year 2019 is \$596,000, an 18% increase over Fiscal Year 2018. The Board of Directors will be responsible for raising \$175,000 of this goal through personal giving, securing sponsorships, new donors, etc.

The three-year cycle for TRE's \$2 million major gifts campaign ends on June 30. \$1.65 million was raised. The next long term goal/strategy will be to raise \$6 million over the next three to five years. More details soon.

The group was reminded that the Board of Directors and Leadership will convene on Thursday, June 21 at 4:30 pm in the Commuter Area to kick off next fiscal year's annual commitments to TRE.

b. Executive Committee

Chair Hallock reported that the Committee is working on continued development for Board leadership and members.

TRE has moved forward with assisting in establishing an endowed scholarship for the University of Colorado, School of Medicine to support medical students interested in studying medicine for people with IDD.

The performance audit being conducted by the Office of State Auditor is ongoing.

c. Legislative Committee

Sarah Brittain Jack, Committee Chair reported that Ed Bowditch, TRE Lobbyist has been invited to the October 2018 Board of Directors' meeting to report on this past year's session.

d. Nominating Committee

Ms. Jack informed the group that the Committee is in the process of interviewing several self-advocates. The Committee is also reviewing the current needs for other expertise for the Board at this time.

Chair Hallock and the entire Board of Directors and staff of TRE thanked Heidi Brandon for eight years of service on the Board of Directors. Heidi will be term-limited at the end of June 2018.

e. Programs Committee

Chair Hallock informed the group that a Chair for this committee has been identified. More details soon.

f. Social Enterprise Committee

Jonathan Liebert, Vice Chair reported that the Committee and staff continue work on marketing and branding for Futures, LLC. A very good relationship-building meeting was held with representatives from Division of Vocational Rehabilitation.

David Ervin, CEO thanked the Committee and staff for their dedicated work on the launch and stand-up of Futures.

The Committee is also reviewing a proposal on the development of a more formalized training and consultancy department within TRE.

g. Finance and Investment Committee

*TRE and Companies Budget Proposal* – Carolyn Wharton, Treasurer thanked staff for their hard work on the budget proposal for Fiscal Year 2019. The process was changed this year and took extra time and thinking differently to achieve the proposal being presented.

CEO Ervin stated that service rates will be adjusted this year: 1% (across the board) rate and contract adjustment. Other direct care service providers will receive a 6.5% increase to rates dedicated exclusively to direct support professionals.

The group then reviewed the Fiscal Year 2019 Budget Assumptions. One major shift in revenue assumptions is that the State is moving to a cost-based reimbursement model for early intervention (EI) services. TRE submitted its cost-based budget to the State and await approval. This increase represents a 21% increase in proposed EI revenue over FY18.

Targeted Case Management (TCM) is an aggressive but achievable target and is based on a different theory where TRE will over-hire to par to lower caseloads. TRE will implement go/no-go checkpoints at the end of each quarter to determine the continued success of this theory. CEO Ervin will provide Board members with a one-page outline of the changes.

TRE's proposed FY19 budget invests in Management and General (M&G) in order to support the growth of the organization. This will move our M&G to 13.7% of total budget.

A question was raised about the other revenue category. This includes revenue from third party billing and philanthropy.

Please note the proposed budget of \$22,734,933 *includes* Futures, LLC, Training & Consulting CentRE and 6385 Corporate Drive, LLC.

The Finance and Investment Committee along with staff of TRE recommend approval of the Fiscal Year 2019 budget as presented with a zero-based bottom line. Note: Revisions may need to be made to EI revenue and expenses lines based on feedback from the State.

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DIANE LOSCHEN TO APPROVE THE FISCAL YEAR 2019 AS PRESENTED. *Motion unanimously approved.***

*401k Contribution Audit Requirement* – CEO Ervin explained that a new audit requirement in place asks for separate and specific Board of Directors' approval of the continued 2.5% TRE contribution/match, up to 6% of employee's salary.

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY LISA WIELAND TO APPROVE THE CONTINUATION OF TRE'S CURRENT 401K MATCH OF 2.5%, UP TO 6% OF EMPLOYEE'S SALARY. *Motion unanimously approved.***

**VI. CHIEF EXECUTIVE OFFICER'S REPORT**

*Conflict Free Case Management (CFCM)* – CEO Ervin informed the group that it is TRE's intent to submit its option to serve as a Case Management Agency only under this new system.

TRE will also submit its Business Continuity Plan to Health Care Policy and Financing no later than June 30, and then will await their approval of our intent to be a case management agency only.

TRE will also cease billing for the remaining fourteen third party vendors/businesses providing Medicaid waiver services on July 1, 2018 to fully meet the intent of CFCM.

*Strategic Planning* – The group was reminded to block calendars for September 8 and 9, 2018 for TRE's Strategic Planning Retreat. More details soon.

*Colorado Springs Health Foundation Grant* – TRE received a three year planning grant in the amount of \$610,000 to engage in community planning for health strategy for people with intellectual and developmental disabilities. Thanks to the whole TRE team for their hard work on this grant.

If you know Board members of the Colorado Springs Health Foundation, please take a moment to thank them for their consideration of TRE for this grant.

*Other Grant/Funding Opportunities* – If staff and/or Board members know of any funding/grant opportunities, please contact Sheila Ferguson.

**VII. NEW BUSINESS**

None.

**VIII. OLD BUSINESS**

None.

**IX. PUBLIC COMMENTS**

None.

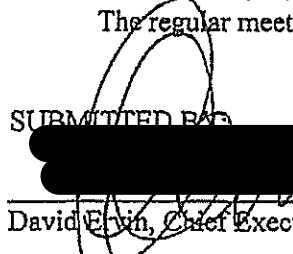
**X. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting will be held on **Wednesday, August 15, 2018** at 7:30 am at The Resource Exchange.


**XI. ADJOURN MEETING**

The regular meeting was adjourned at 9:00 am.


SUBMITTED BY:

  
\_\_\_\_\_  
David Ervin, Chief Executive Officer

RECORDED AND TRANSCRIBED BY:

  
\_\_\_\_\_  
Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

  
\_\_\_\_\_  
Carolyn Wharton, Treasurer/Secretary