



TRE  
The Resource Exchange

## BOARD OF DIRECTORS' MEETING MINUTES

Wednesday, October 17, 2018

### MEMBERS PRESENT:

BRAD HALLOCK, Chair  
JONATHAN LIEBERT, Vice Chair  
CAROLYN WHARTON, Treasurer/Secretary  
SARAH BRITTAIN JACK  
TONY FELTMAN – via telephone  
DEENA HARTJE  
JUDITH LIGHT  
DIANE LOSCHEN  
RON RUBIN  
JULIA SANDS de MELENDEZ  
TROY STUBBINGS  
LISA WIELAND  
AMY YUTZY – via telephone

### STAFF PRESENT:

COLLEEN BATCHELOR, CFS Director  
CAMILLE BLAKELY, Marketing Director  
KYLE COX, Navigation Supervisor  
JEN DeFRANCO, Human Resources Director  
TAMARA ENGRAM, Executive Assistant  
DAVID ERVIN, CEO  
SHEILA FERGUSON, Development Director  
ROB FRANC, Project Manager  
LORI GANZ, Clinical Services Director  
DON GRAY, Facilities Coordinator  
TERESA KENNEDY KAMSTRA, Senior HR Business Partner  
HEATHER MEIZIS, Quality Review Coordinator  
KEITH SCHUMACHER, CFO  
CALLIE TOLBERT, Lead Family Support Coordinator  
CHERI ULMER, Program Supports Supervisor  
NANCY VIGIL, Navigation and Quality Director  
LISA WIENER, Human Resources Coordinator

**GUESTS:** ED BOWDITCH, TRE Lobbyist  
KIM MATTHEWS, Community Member  
DANNETTE NELSON, Discover Goodwill

**I. CALL MEETING TO ORDER**

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

**II. PUBLIC COMMENTS**

Kim Matthews thanked the Board of Directors for the donation to the Christopher Ames Matthews endowed scholarship at the University of Colorado (CU) School of Medicine, Colorado Springs Branch. This contribution enabled the scholarship to meet its goal of CU matching those funds and created the first endowed scholarship for medical students in the Colorado Springs branch with interest in and aptitude for practicing medicine with and for people with intellectual and developmental disabilities (IDD). A \$4000 scholarship will be given yearly and the recipient must show an interest in learning more about diagnosing, caring for, treating, following up with medical care for individuals with IDD.

Mrs. Matthews added that due to partnerships between The Resource Exchange and UCCS Medical Campus, there are currently eight students doing their community service commitment with agencies in our community who serve people with IDD.

**III. APPROVAL OF MEETING MINUTES – August 15, 2018**

**A MOTION WAS MADE BY RON RUBIN, SECONDED BY DIANE LOSCHEN TO APPROVE THE AUGUST 15, 2018 MEETING MINUTES AS PRESENTED.**  
*Motion unanimously approved.*

**IV. CONSENT AGENDA**

a. Policy on Employee Orientation *REPEAL*: Human Resources is recommending repeal, as policizing orientation, which is covered in the Employee Handbook, is unnecessary.

**A MOTION WAS MADE BY SARAH BRITTAIN JACK, SECONDED BY JUDITH LIGHT TO REPEAL THE EMPLOYEE ORIENTATION POLICY.**  
*Motion unanimously approved.*

**V. BOARD COMMITTEE REPORTS**

**Board members were asked to RSVP when planning to attend any Committee meetings.**

a. Legislative Committee

Sarah Brittain Jack, Committee Chair reminded the group of the 12<sup>th</sup> Annual Legislative Town Hall on Wednesday, October 24, 2018, beginning at 5:30 pm at Centennial Hall, 200 South Cascade Avenue.

Ms. Jack introduced Ed Bowditch, Bowditch & Cassell Public Affairs. Mr. Bowditch reported that Colorado's economy continues to do well. The challenge is that the state will most likely exceed its TABOR revenue limit and will be required to issue TABOR refunds.

Mr. Bowditch then referenced the Gallagher Amendment. The Legislature developed an Interim Committee on Alternatives to the Gallagher Amendment which has met over the summer. Any possible solutions identified must be sent to the voters for approval.

It was noted in the 2018 election, all 65 House seats and half of the Senate seats will be up in November.

b. Development Committee

Lisa Wieland, Development Committee Chair reported. TRE has raised 61% of the established goal. It was noted that TRE will have approximately \$2 million worth of grants requested by the end of the year. The average return is around 30-40% of requested amounts.

The group was reminded that the Board of Directors is responsible for raising \$175,000 of this goal through personal giving, securing sponsorships, new donors, etc.

Board members were also reminded to return their personal donation commitments to Sheila Ferguson as soon as possible. It is important that TRE has 100% Board of Directors' participation in donating to TRE.

The next Art Opening and Thank You Reception is scheduled for Wednesday, November 7, 5-7 pm at TRE. Everyone was encouraged to extend an invitation to people wanting to learn more about TRE. Invitations are available in paper and email format for your convenience.

Mrs. Ferguson encouraged Board members and staff to participate in upcoming Empty Stocking Fund events. Liz Albo, Development Coordinator will send information on events as we receive them.

c. Finance and Investment Committee

Carolyn Wharton, Treasurer and Keith Schumacher, CFO reported. CFO Schumacher reviewed the September YTD P&L Summary with the group. Revenues trail budget by \$395,365. This is due in part to our projection of targeted case management and third party insurance billing revenue.

Actual expenses are below budget \$305,504. Adjustments were made to the Operations budget by placing new hiring on hold for support positions and moving IT purchases for laptops, computers, etc. to a lease agreement.

TRE's Net Operating Margin is a negative \$163,344. With investment losses (which are a paper loss at this point), our total deficit for September YTD is \$187,400.

David Ervin, CEO added that TRE forecasts revenue from private or third party insurance for Early Intervention services are well off budget. Tri-Care is the most extensively used. Including Tri-Care and Medicaid with all other insurances, TRE is experiencing a negative variance to budget. TRE is in the process of deep analysis to determine areas of concern, confirm proper rebills, and kid counts and productivity rates among our providers. Needed corrections will be identified and taken.

The group was updated on the delayed move to cost-based reimbursement for Early Intervention services and its effect on our budget. The State Department of Human Services continues to state that they will "true-up" retro to July 1, 2018.

CFO Schumacher stated that cash flow has vastly improved since August and TRE continues to monitor very closely.

d. Nominating Committee

Ms. Jack, Committee Chair asked again for recommendations of names and contact information for possible self-advocate candidates.

Chair Hallock also reminded the committee that it needs to begin work on succession planning for the current executive committee.

e. Programs Committee

President Hallock reported that discussion is being held on how best to support our social enterprise, Futures.

f. Social Enterprise Committee

Jonathan Liebert, Committee Chair reminded the group of the Futures' Lunch 'n Learn scheduled for Thursday, October 25. Please plan to attend. Also, Futures' website has been launched – check it out!

An update on Futures' funding relationship with Division for Vocational Rehabilitation (DVR) was discussed. It has been held up due to questions, etc. from the counselors at DVR.

TRE, to date, has made a \$55,000 investment in Futures. Work continues to solve any identified issues with DVR and to identify other sources of revenue.

g. Executive Committee

Chair Hallock reported that the committee added an executive session to today's meeting to discuss the Office of State Auditors' audit and continues to plan the upcoming strategic planning sessions.

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

*Nursing and Therapy Services of Colorado (NTSOC) meeting* – CEO Ervin reported on a past meeting that he and Lisa Wieland had with representatives from NTSOC regarding the possible need and benefit to partner/collaborate with each other and other agencies in providing services to the people that we support.

It was suggested to plan a half day summit for Boards of agencies to identify areas of possible collaboration.

*New Heights Behavioral Health* is no longer a service of TRE as of the end of September. Thanks to Dr. Ashley Williams and her staff for providing behavioral and mental health services to kids and adults with IDD across the Pikes Peak Region for many years. It is unfortunate that the ongoing funding challenges could not be remedied.

*Israeli Delegation* – A group of professionals from Israel toured services and supports provided in Colorado in early October. It went very well.

**VII. NEW BUSINESS**

*TRE Fall Festival* – The group was reminded of the 1<sup>st</sup> Annual Fall Festival scheduled for Friday, October 26, 11am-2pm in TRE's parking lot.

**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, January 16, 2019** at 7:30 am at The Resource Exchange.

**XI. ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 8:55 am.

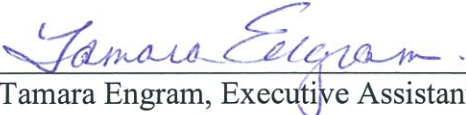
**XII. EXECUTIVE SESSION**

The executive session was convened at 9:00 am and adjourned at 10:25 am.


SUBMITTED BY:

  
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David Ervin, Chief Executive Officer

RECORDED AND TRANSCRIBED BY:

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

APPROVED AS TO FORMAT:

  
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Carolyn Wharton, Treasurer/Secretary