



TRE  
The Resource Exchange

**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, January 16, 2019**

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

JONATHAN LIEBERT, Vice-Chair  
LISA WIELAND

**STAFF PRESENT:**

CAMILLE BLAKELY, Marketing Director  
KYLE COX, Navigation Supervisor  
JEN DeFRANCO, Human Resources Director  
TAMARA ENGRAM, Executive Assistant  
DAVID ERVIN, CEO  
COLLEEN FLANAGAN, Family Support Coordinator  
ROB FRANC, Project Manager  
DON GRAY, Facilities Coordinator  
KEITH SCHUMACHER, CFO  
CALLIE TOLBERT, Lead Family Support Coordinator

**GUESTS:** MICHAEL ZOZOBRADO  
DANNETTE NELSON, Discover Goodwill

**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 – October 17, 2018**  
**A MOTION WAS MADE BY CAROLYN WHARTON, SECONDED BY JUDITH LIGHT TO APPROVE THE OCTOBER 17, 2018 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.***

**IV. FINANCIAL AUDIT REVIEW-FISCAL YEAR 2018**  
Calvin Logan and Pauline Davis, Logan, Thomas & Johnson, LLC reviewed the findings from the FY2018 Audit with the Board of Directors. (*This document is available for review at [www.tre.org](http://www.tre.org)*).

From the consolidated statements of position, total assets and liabilities increased this fiscal year due to the purchase of the 6385 Corporate Drive building. There are new debt covenants that should be watched carefully.

The new footnotes are due to the notes payable and capital leases reporting requirements.

Mr. Logan referenced new pronouncements that will require reporting for the coming fiscal years.

**V. CONSENT AGENDA**  
a. Policy Review – The changes/updates to the Bereavement & Funeral Leave; Fraud, Waste, Abuse & Reporting; and Alternative Employment Policies/Procedures were briefly reviewed.

**A MOTION WAS MADE BY JULIA MELENDEZ, SECONDED BY DIANE LOSCHEN TO APPROVE THE CONSENT AGENDA (BEREAVEMENT & FUNERAL LEAVE; FRAUD, WASTE, ABUSE & REPORTING; AND ALTERNATIVE EMPLOYMENT POLICIES). *Motion unanimously approved.***

**VI. BOARD COMMITTEE REPORTS**

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

a. Development Committee  
Diane Loschen, Board Member reported that there is transition in the Development Department due to Sheila Ferguson's departure and Chris Williams' pivot to a flex employee. The Committee and Development/ Marketing staff are evaluating the future evolution of these departments in continuing to build the recognition and value of TRE in our community and beyond.

Currently, TRE still has \$118,000 to raise that is not grant related, and \$74,000 in projected grants.

Empty Stocking Fund campaign has exceeded its fundraising goal. The closing celebration is scheduled for January 24, 2019. An electronic invitation will be sent to all Board members.

TRE's End-of-Year Campaign also exceeded its projected goal with approximately \$20,000 being raised. TRE plans to add another mailing in the Spring to focus on the Power of Peers program.

Future Development Committee meetings will be held on the second Friday of each month at 7:45 am at TRE.

Upcoming events include:

- March 13 – Art Reception
- April 27 – Go Baby Go
- June 5 – Art Reception

Tammie Engram and Liz Albo will coordinate sending calendar invitations to the various events/meetings.

The group briefly discussed different options of a capital campaign. More details soon.

b. Finance and Investment Committee

Carolyn Wharton, Treasurer and Keith Schumacher, CFO reported. CFO Schumacher reviewed the December YTD Profit & Loss Summary with the group. Revenues trail budget by approximately 6%, mainly due to third-party insurance and service income being lower than projected.

Operating for December was approximately \$54,000 positive following November showing a positive number at approximately \$40,000. This is mostly due to cost reductions. While this is good during lean times this does impact human beings, both staff and people we serve over the long-term.

Revenue should increase during the third quarter with true cost-based reimbursements for early intervention services starting soon – approximately seven months past the promised start date. TRE did receive confirmation of payment for services rendered for November and December 2018. Reconciliation must still be completed on this payment.

c. Legislative Committee

Sarah Brittain Jack, Committee Chair reported that the General Assembly is now in session. The Committee is scheduled to meet this week to discuss policy/process for supporting or not supporting any proposed legislation; TRE Day at the Legislature; and Legislative Town Hall.

d. Nominating Committee

Ms. Jack, Committee Chair again asked for recommendations for community members in the legal and health care industries that might be interested in volunteering for our Board.

Chair Hallock reported that Troy Stubbings submitted his resignation from the Board effective immediately. Work obligations are making it impossible for him to give TRE the time needed.

e. Programs Committee

Chair Hallock reported that works continues on the development of the scope of work for this committee.

f. Social Enterprise Committee

David Ervin, CEO informed the group that Futures has scaled back and is no longer a stand-alone entity. Work continues with Division for Vocational Rehabilitation and any other identified prospects and/or referrals.

TRE is working with appropriate commercial real estate firms to try to sublease the Futures space.

g. Executive Committee

Chair Hallock thanked all that attended the Strategic Planning sessions. Thanks also to Kimberley Sherwood, Third Sector Group for her work on these sessions. Ms. Sherwood continues to work with TRE on the continued progress of strategic imperatives identified.

One identified area of need is succession planning for leadership and membership on the Board of Directors. If interested in serving on a work group, please contact Chair Hallock.

Chair Hallock also informed the group that TRE Board of Directors will be moving back to monthly meetings. Bylaws require at least four meeting per year. Please provide any feedback on possible structure/times etc. for these meetings.

The Executive Committee has been invited to attend Leadership Team meetings at their convenience. Also, Leadership Team meeting minutes will be shared with all Board members to help inform and solicit communications on issues/successes at TRE.

## VI. CHIEF EXECUTIVE OFFICER'S REPORT

*Office of State Auditors' Audit Report-* The results were presented to the Legislative Audit Committee on December 3, 2018. The report outlined a series of concerns around the ways the system in Colorado provides case management to people receiving our services.

Thirteen recommendations were made. Four applied to TRE. TRE has responded to these recommendations. One finding was the need for TRE to repay approximately \$23,000 for TCM claims in FY2017 which TRE will do.

Another recommendation cited “unreasonable and unfeasible” billing for TCM. Their reasoning for the finding is in conflict with HCPF’s requirements. TRE has disputed this finding due to the conflict between State agencies.

TRE was invited by the a member of the Legislative Audit Committee to lead a group of people from advocacy, other CCBs and other systems of care in conversation that could result in much longer term and systemic fixes for Colorado.

*Conflict Free Case Management and CCB Investigations-* As conflict free case management continues to implement in Colorado, the State has delayed the presentation of Case Management Agency rules to the Medical Services Board that define Case Management Agencies and qualifications for case managers.

CCBs in existing Rule must perform investigations into mistreatment, abuse, neglect and exploitation (MANE). Two years ago this same requirement has been placed with Adult Protective Services. TRE has approached HCPF and asked about this redundant requirement. These conversations are on-going.

**VII. NEW BUSINESS**

None.

**VIII. OLD BUSINESS**

None.

**IX. PUBLIC COMMENTS**

None.

**X. SCHEDULE OF NEXT MEETING**

The next Board of Director’s meeting is scheduled for **Wednesday, April 17, 2019** at 7:30 am at The Resource Exchange. In light of a possible schedule change, notice for next meeting will be posted on TRE’s website.

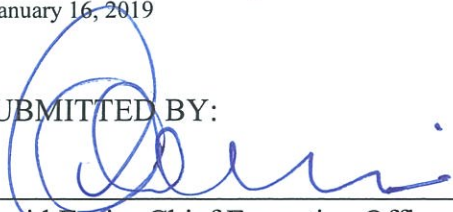
**XI. ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 9:00 am.

**XII. EXECUTIVE SESSION**

The executive session was convened at 9:05 am and adjourned at 9:50 am.

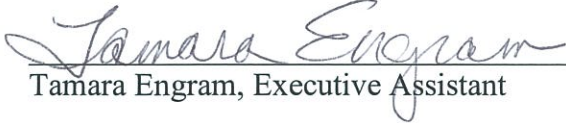
SUBMITTED BY:



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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