



TRE

The Resource Exchange

**BOARD OF DIRECTORS' ANNUAL MEETING NOTICE**

TO: BOARD OF DIRECTORS

JONATHAN LIEBERT, Vice President	DIANE LOSCHEN
CAROLYN WHARTON, Treasurer/Secretary	RON RUBIN
SARAH BRITTAIN JACK	JULIA SANDS de MELENDEZ
TONY FELTMAN	LISA WIELAND
DEENA HARTJE	AMY YUTZY
JUDITH LIGHT	

FROM: BRAD HALLOCK, President

**THE BOARD OF DIRECTORS OF THE RESOURCE EXCHANGE WILL MEET ON WEDNESDAY, APRIL 17, 2019 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](mailto: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 – March 20, 2019
- 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.)
  - a. Policy Review:

<b>Policy</b>	<b>Summary of Changes</b>
Hours of Work & Time Keeping	Updated policy to reflect current labor laws; clarified procedures to reflect onboarding of PayCom and to accommodate current practice.
Paid Time Off	NO CHANGE TO POLICY. Substantial shifts in procedures to accomplish two objectives: (1) to address growing, aggregated accrual (~\$800k); and, (2) to recognize the important of PTO to TRE employees. Historically, the PTO cap was 320 hours. The revision lowers the cap to 280 hours, and ‘grandfathers’ anyone employed with an accrual above 280 until such time as their use brings their accrual down to the revised cap; and, the accrual rate is changed.

- V. BOARD COMMITTEE REPORTS
  - a. Community Engagement Committee – Lisa Wieland
  - b. Finance Committee – Carolyn Wharton
  - c. Legislative Committee – Sarah Brittain Jack
  - d. Nominating Committee – Sarah Brittain Jack
  - e. Social Enterprise Committee – Jonathan Liebert
  - f. TRE Succession Planning Committee – Judith Light
  - g. Executive Committee – Brad Hallock
- VI. CEO REPORT – Colleen Batchelor

<p>Building Independence for People with Intellectual and Developmental Disabilities  <i>....and remarkable abilities!</i></p>
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- VII. NEW BUSINESS
- VIII. OLD BUSINESS
- IX. PUBLIC COMMENTS – 5 minutes
- X. EXECUTIVE SESSION
- XI. SCHEDULE OF NEXT MEETING – May 17 2019 @ 7:30 a.m.
- XII. ADJOURN



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, March 20, 2019**

**MEMBERS PRESENT:**

BRAD HALLOCK, Chair  
SARAH BRITTAIN JACK  
TONY FELTMAN – via telephone  
DEENA HARTJE  
JUDITH LIGHT  
DIANE LOSCHEN  
RON RUBIN  
JULIA SANDS de MELENDEZ  
LISA WIELAND  
AMY YUTZY – via telephone

**MEMBERS ABSENT:**

JONATHAN LIEBERT, Vice-Chair  
CAROLYN WHARTON, Treasurer/Secretary

**STAFF PRESENT:**

ELIZABETH ALBO, Donor Relations Manager (via Go To Meeting link)  
COLLEEN BATCHELOR, Child and Family Services Director  
CAMILLE BLAKELY, Community Engagement Director  
JEN DeFRANCO, Human Resources Director  
TAMARA ENGRAM, Executive Assistant  
DAVID ERVIN, CEO  
ROB FRANCO, Project Manager  
LORI GANZ, Clinical Services Director  
DON GRAY, Facilities Coordinator  
NICHOLE GUERRA, Research Director  
KASEY HANDLEY, Enrollment Support Coordinator  
DAVID JUROVICH, Enrollment Supervisor  
SAMANTHA SATCHELL, Futures, Director of Business Development  
AMANDA STEINGIESSER, Senior Enrollment Coordinator  
LAURA THOMAS, Case Management Director  
CAROL THORSTAD, Senior Navigation Coordinator  
CHERI ULMER, Program Support Supervisor  
HEATHER WHITWORTH, CFO  
CALLIE TOLBERT, Lead Family Support Coordinator  
NANCY VIGIL, Navigation and Quality Director

**GUESTS:** 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 – January 16, 2019**

**A MOTION WAS MADE BY DIANE LOSCHEN, SECONDED BY JUDITH LIGHT TO APPROVE THE JANUARY 16, 2019 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.***

**IV. CONSENT AGENDA**

None.

**V. BOARD COMMITTEE REPORTS**

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

a. Development Committee

Lisa Wieland, Committee Chair and Camille Blakely, Community Engagement Director reported that Elizabeth Albo has been promoted to Donor Relations Manager, Megan Ellis has been hired as Grants Manager, and a Marketing Coordinator will be hired soon.

During the transition of the department, Mrs. Blakely thanked Board members for their time and openness during her continuing “Listening Tour”. The information shared by Board members will help provide direction and priorities for the department.

Updated and new brochures including a case statement (for philanthropy) will be available soon. An updated social media strategy will also be available soon.

Mrs. Blakely added that we are on track to meet this fiscal year’s fundraising goal.

*Empty Stocking Fund* – Total received for this year’s campaign was \$42,224.80.

*Upcoming events –*

- The Quarterly Art Walk and Reception was rescheduled to Wednesday, April 3 (due to inclement weather). 90 people have RSVP’d and currently TRE has 100 pieces of art to display.
- Go Baby Go Spring Event is scheduled for Saturday, April 27 at Eagleview Middle School.

b. Finance and Investment Committee

Heather Whitworth, CFO reported. CFO Whitworth reviewed the February YTD Profit & Loss Summary with the group. The month ended showing a loss of approximately \$165,000 and YTD loss of \$16,000. This is due to February being a short month so less billing was completed and several larger PTO payouts for staff that left the agency were made.

Revenue should increase during the third quarter with true cost-based reimbursements for early intervention services being made. TRE still has not been paid in full (made whole) for past invoices.

David Ervin, CEO shared that Health Care Policy and Financing sent a directive memo in early March regarding Targeted Case Management and how it can be billed. Staff anticipated this change and are adjusting operations to accommodate this directive. TRE does not know if this change will negatively impact services and/or operations.

*FY2020 Budget Hearings* – Budget hearings are scheduled April 1-12.

*Ratification of Signatory Resolutions* – Resolutions for Integrity Bank and Trust and Integrity Wealth Advisors passed by a unanimous email vote on February 14, 2019 and February 26, 2019, respectively. These resolutions made changes to the signatory authorizations for these accounts, removing Keith Schumacher and adding Heather Whitworth.

c. Legislative Committee

Sarah Brittain Jack, Committee Chair reported that the TRE Day at the Legislature was well attended and met with many legislators.

The 13<sup>th</sup> Legislative Town Hall has been set for Wednesday, October 23. The format may change this year by working with Food for Thought. TRE's Board committee is scheduled to meet with the Legislative Town Hall planning committee and representatives from Food for Thought to begin planning this event.

d. Nominating Committee

Ms. Jack, Committee Chair updated the group on recruiting efforts for Board membership. Interviews with self-advocates continue with those interviewed to date declining this opportunity. CEO Ervin stated that he has names of additional interested parties. Two other areas of needed representation are legal and financial.

Chair Hallock then informed the group that TRE By-Laws allow for officers of the Executive Committee of the Board to serve more than one two-year term if needed. Chair Hallock expressed his interest in serving another term at the Board's discretion, if necessary. Treasurer Carolyn Wharton is also interested in continuing as either Vice

Chair or Treasurer. Vice Chair Jonathan Liebert will be leaving the Board in June due to time constraints.

e. Succession Planning Committee

Judith Light, Board Member informed the group that she, Julia Melendez and Amy Yutzy will be meeting next week to begin work on this plan.

f. Social Enterprise Committee

Chair Hallock reported that the Committee met and discussed the status of Futures.

g. Executive Committee

Chair Hallock informed the group that CEO Ervin has tendered his resignation. Chair Hallock thanked CEO Ervin for his dedication and friendship to the people we serve, TRE staff and Board, and our community.

Following are current priorities for the organization: budget preparation, strategic plan direction and social enterprise including Futures.

The Board of Directors will form a Search Committee and plans to conduct a national search for CEO using a national search firm. Members are Chair Hallock, Vice Chair Liebert, Treasurer Wharton, and Amy Yutzy. If other Board members are interested, please contact Chair Hallock.

*CFO Position* – CFO Whitworth informed the group that it is her plan to stay on full-time with TRE as CFO.

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

*State Budget* – The proposed increase to rates and contract for FY2020 remains at 1% (common policy). Unfortunately the delta between proposed increase and the inflation adjusted value of the dollar through 2020 is now over 30%.

*CEO's portion of New Employee Orientation* – Board members were invited to the next session (CEO's last session prior to departure) on Monday, April 8. Tammie Engram will send an Outlook meeting invitation.

*New Staff* – New staff were welcomed to TRE.

**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.

**XI. ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 8:35 am.

**XII. EXECUTIVE SESSION**

The executive session was convened at 8:45 am and adjourned at 10:15 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



## The Resource Exchange, Inc.

Chief Executive Officer Report

March 2019

### TRE

- **New Employee Welcome.** The next New Employee Welcome (NEW) class is scheduled for Monday, 8 April 2019, from 8.00 a.m. to approximately 12.15 p.m. All Board members, especially those who are newer to the Board, are invited to attend. RSVP to Tammie Engram, 719.785.6425.
- **Legislative Town Hall.** SAVE THE DATE: The 13<sup>th</sup> Annual Legislative Town Hall on Intellectual and Developmental Disabilities will be held Wednesday, 23 October 2019, from 6.30 p.m. at Centennial Hall in downtown Colorado Springs.
- **Office of State Auditor CCB Performance Audit.** As in the Audit report presented to the Legislative Audit Committee on 3 December, TRE was noted to need “procedures designed to help prevent and detect the submission of erroneous and unsupported targeted case management claims” (recommendation 7). TRE was noted to have submitted \$23,567 in “unsupported claims.” In its response, TRE noted—but cannot empirically measure or demonstrate—that the State’s Benefits Utilization System (BUS), during the fiscal year audited, had glitches that created duplicate notes seemingly indiscriminately. Nonetheless, the State demanded, on/about 21 December 20-18, repayment of the \$23,567. TRE requested informal reconsideration, which apparently was performed by the State without any changes to the amount demanded. TRE will submit a formal request for a payment plan.
- **Community Health Needs Assessment.** TRE’s Research Center conducted a comprehensive community needs assessment in support of the Health Initiative project that was largely funded by the Colorado Springs Health Foundation grant. The report (*recommended citation*: Guerra, N., Breslin, L., & Shively, S. (Final Report, April 2019). Community Health Needs Assessment: What is Culturally Competent Healthcare for People with Intellectual and Developmental Disabilities? The Resource Exchange, Colorado Springs, CO) has been finalized and findings will be reviewed and discussion with the leadership team is pending. Also, the findings of this report will directly inform two upcoming conference presentations as reported in the previous report to the Board. The presentations are: 1) American Academy of Developmental Medicine and Dentistry (AADMD) in May 2019, and 2) American Association of Intellectual and Developmental Disabilities (AAIDD) in June 2019.
- **CEO Transition.** Colleen Batchelor has been appointed Interim Chief Executive Officer for The Resource Exchange, effective 29 April 2019. Ms. Batchelor has been with The Resource Exchange since July 2009, a span of nearly 10 years, and has revolutionized TRE’s early childhood services in ways that have gained national attention. She is considered among Colorado’s foremost experts in Early Intervention, and is a graduate of the National Leadership Institute on Intellectual and Developmental Disabilities.



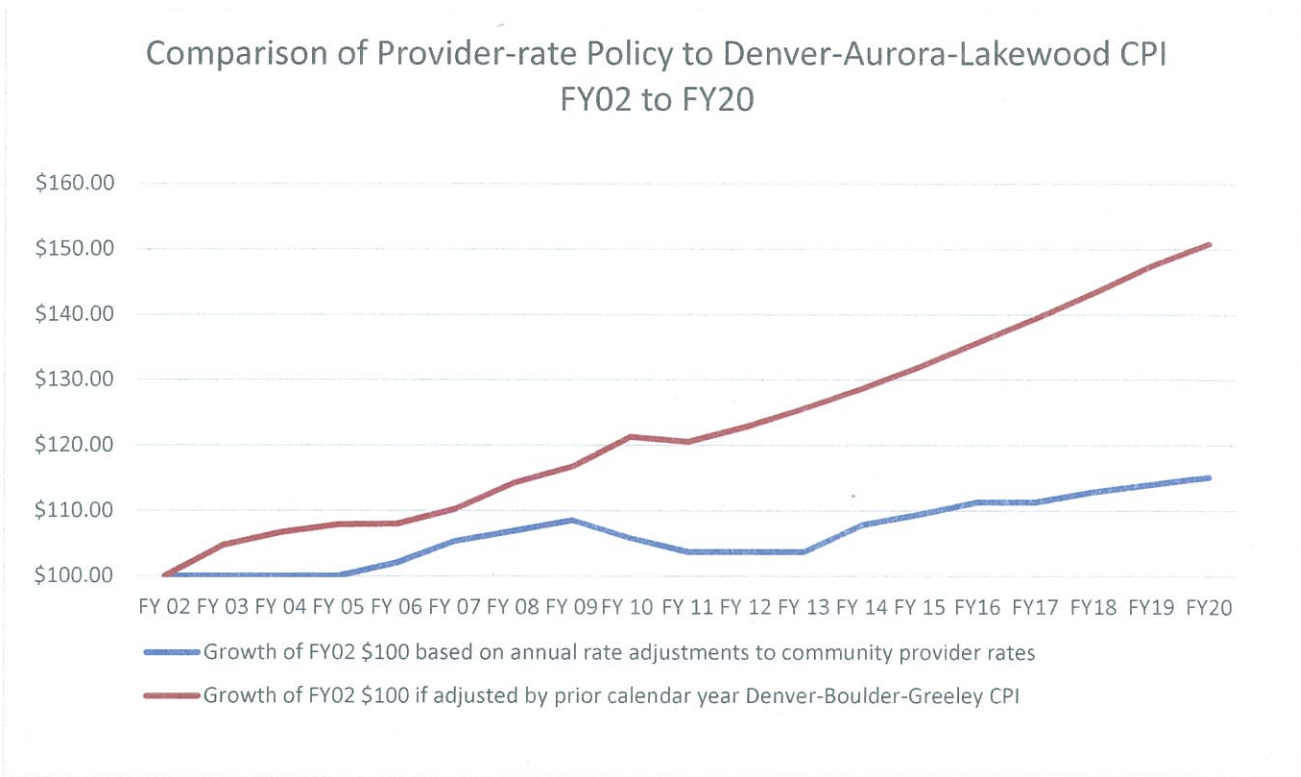


## The Resource Exchange, Inc.

Chief Executive Officer Report  
March 2019

### State

- **State Fiscal Year 2020.** As previously reported, the Colorado General Assembly appears to have settled on 1.0% for Common Policy—cross-the-board rate adjustments for all State-financed services. For TRE, 1.0% is approximately \$180,000. With the 1.0% applied, the comparison of adjusted IDD service rates against the Denver-Aurora-Lakewood CPI is shown below.



Respectfully submitted: \_\_\_\_\_

David A. Ervin, Chief Executive Officer

3 April 2019