



The Resource Exchange

BOARD OF DIRECTORS' MEETING NOTICE

TO: **BOARD OF DIRECTORS**

JONATHAN LIEBERT, Vice President
CAROLYN WHARTON, Treasurer/Secretary
SARAH BRITTAIN JACK
TONY FELTMAN
DEENA HARTJE
JUDITH LIGHT

DIANE LOSCHEN
RON RUBIN
JULIA SANDS de MELENDEZ
LISA WIELAND
AMY YUTZY

FROM: BRAD HALLOCK, President

THE BOARD OF DIRECTORS OF THE RESOURCE EXCHANGE WILL MEET ON WEDNESDAY, MAY 15 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 TO CONFIRM YOUR ATTENDANCE.

MEETING AGENDA

- I. CALL MEETING TO ORDER – Brad Hallock, Chair
- II. PUBLIC COMMENTS – 10 minutes
- III. APPROVAL OF MINUTES – April 17 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.)
- V. BOARD COMMITTEE REPORTS
 - a. Community Engagement Committee – Lisa Wieland
 - b. Finance Committee – Carolyn Wharton
 - Signatory Resolutions
 - 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
- VII. NEW BUSINESS
- VIII. OLD BUSINESS
- IX. PUBLIC COMMENTS – 5 minutes
- X. EXECUTIVE SESSION
- XI. SCHEDULE OF NEXT MEETING – June 19 2019 @ 7:30 a.m.
- XII. ADJOURN



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The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES

Wednesday, April 17, 2019

MEMBERS PRESENT:

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

MEMBERS ABSENT:

TONY FELTMAN
LISA WIELAND

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager
COLLEEN BATCHELOR, Child and Family Services Director
CAMILLE BLAKELY, Community Engagement Director
JEN DeFRANCO, Human Resources Director
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant
ROB FRANC, Project Manager
KIRSTI FRIAS, Human Resources Representative
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Coordinator
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO
JACKIE WOODS, Human Resources Manager
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 7:32 am by Chair Brad Hallock.

II. PUBLIC COMMENTS

None.

III. APPROVAL OF MEETING MINUTES – March 20, 2019

A MOTION WAS MADE BY RON RUBIN, SECONDED BY JUDITH LIGHT TO APPROVE THE MARCH 20, 2019 MEETING MINUTES AS PRESENTED.

Motion unanimously approved.

IV. CONSENT AGENDA

a. Policy Review/Approval

The Hours of Work & Time Keeping and Paid Time Off (PTO) policies/procedures were briefly reviewed.

The PTO policy is provided for information only as the policy statement did not change. Leadership wanted the Board of Directors to know that the Board's concerns over the growing aggregated accrual were addressed and also to recognize the importance of PTO to employees.

A MOTION WAS MADE BY CAROLYN WHARTON, SECONDED BY JULIA SANDS de MELENEZ TO APPROVE THE HOURS OF WORK AND TIME KEEPING POLICY AND PROCEDURE AS PRESENTED. *Motion unanimously approved.*

V. BOARD COMMITTEE REPORTS

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

a. Development Committee

Camille Blakely, Community Engagement Director introduced Julie White, Marketing Coordinator and Megan Ellis, Grants Manager.

The Spring Art Show/Reception was a huge success. 35 artists displayed approximately 100 pieces of art. Twenty-five of the artists attended the event. Twenty pieces have sold.

Go Baby Go Spring Event is scheduled for Saturday, April 27 at Eagleview Middle School.

Mrs. Blakely provided an update on grants activity, donor relations and marketing:

- Quarterly grant report(s) will be shared with all Board members. First report will be shared in May.
- Work has begun on consistent branding of brochures, etc. (any info from TRE).

- Spring Mailing will focus on the Power of Peers program. The mailing will be sent in late April.
- A TRE Fall Festival concept was discussed. Proposed date is September 28.
- Sarah Nolan will now provide TRE event planning support to the Community Engagement Team.

b. Finance and Investment Committee

Carolyn Wharton, Treasurer thanked Heather Whitworth, CFO, for her hard work on the financial statements over the past months. CFO Whitworth reviewed the March Financials and YTD Profit & Loss Summary with the group. The month ended showing a profit of approximately \$910,000 and YTD profit of \$894,473. Cash flow is much more stable than past months. Deferred revenue is down. EI billing revenue increased mainly due to the three payroll period and reallocating salaries that were missed in earlier invoices to EI Colorado. Expenses continue to be down. Grants revenue and expenses were reviewed and allocated accurately.

Break Time is funded by several sources – salary is allocated to Family Support Services and sessions' expenses are funded mostly through grants. Families that are requesting this respite has grown dramatically this year. Several sessions have served up to 40 families at each event. Friday night sessions are held at Discover Goodwill Possibilities and Saturday afternoon sessions are held at the UCCS Family Development Center.

FY2020 Budget Hearings – Round one of budget hearings are complete. The initial budget proposal will be presented at the May Finance and Investment Committee meeting.

c. Legislative Committee

Sarah Brittain Jack, Committee Chair reported that the current session ends in two weeks.

The 13th Annual Legislative Town Hall will be held on October 23, 2019. The group is planning to work with Food 4 Thought to conduct a community gathering/roundtable before the Town Hall to help identify issues to be discussed in further detail at the Town Hall. More details soon.

A question was raised about proposed legislation that could be detrimental to nonprofits working with people with disabilities. Ms. Jack will research this and report back to the Board.

d. Nominating Committee

Ms. Jack, Committee Chair updated the group on recruiting efforts for Board membership.

e. Succession Planning Committee

Judith Light, Board Member informed the group that she, Julia Melendez and Amy Yutzy have met several times to begin the development of the plans for succession and recruitment of CEO, Board and Leadership staff (three separate plans).

f. Social Enterprise Committee

Jonathan Liebert, Vice Chair spoke to the group about the need for continued discussion about TRE's philosophy, strategy and messaging toward social enterprise. The future and new direction of foundations providing different types of one time funding for nonprofit's innovation (explore, risk, learn, implement, etc.) and social enterprise type ventures was discussed.

Board members and staff are encouraged to attend the Colorado Institute for Social Impact classes/events. A calendar of these free events will be sent to Board and staff after the meeting.

Vice Chair Liebert then provided an update on Futures' activities. Referrals are now being received from Division of Vocational Rehabilitation. Due to time constraints of current staff, Futures may be losing out on additional revenue opportunities. A part-time staff person is needed to continue the growth of Futures.

g. Executive Committee

Chair Hallock welcomed Colleen Head Batchelor as the Interim CEO. Mrs. Batchelor officially starts this position on April 29, 2019.

David Ervin, CEO continues work on the strategic plan outlined at the November 2018 retreat. The detailed framework will be submitted to the Board prior to May 10. Strategic coaching will continue with Third Sector Group.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Office of State Auditors' Performance Audit – TRE's request for a payment plan on the approximate \$23,000 was granted. Health Care Policy and Financing will hold back from payments to TRE on April 30 and May 15, 2019.

Early Intervention (EI) – Cost Reimbursement Payment – TRE has not yet received the final true up payment of approximately \$68,000 from EI Colorado. Mrs. Batchelor will follow-up later this week if payment is not received.

EI Budget for FY20 has been submitted for approval and/or direction to revise.

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, May 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 10:10 am.

SUBMITTED BY:

Colleen Head Batchelor, Child and Family Services Director

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Carolyn Wharton, Treasurer/Secretary



The Resource Exchange, Inc.

Chief Executive Officer Report

May 2019

TRE

- **Legislative Town Hall.** SAVE THE DATE: The 13th 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. In preparation for the Town Hall, Food 4 Though Community Conversations will be held to elicit the primary issues that are important to individuals living with intellectual and developmental disabilities.
- **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 have submitted \$23,567 in “unsupported claims.” TRE requested a request for a payment plan from the State Department of Health Care Policy and Financing (HCPF), which was granted. Two payments, to be paid 30 April and 15 May, of \$11,783 will be processed by way of offsets to ordinarily scheduled payments to TRE. Once made, this resolves fully and finally any claw back and related financial liabilities that resulted from the Audit.
- **CCB Designation, FY2020.** Each year, Colorado community centered boards (CCB) must apply for HCPF designation as the CCB for specific geographic regions of the State—in TRE’s case, for El Paso, Park and Teller counties. On 30 April 2019, TRE was informed that it has been designated as the CCB, through fiscal year 2020, for El Paso, Park and Teller counties. Congratulations to the Board, Leadership and staff of the organization.
- **FY20 Budget.** Budget planning is ongoing at this writing. The budget schedule is as follows:
 1. 13 May 2019: Leadership present preliminary recommended budget to Finance and Investment Committee (FIC) for review.
 2. 17 June 2019: Leadership present updated/revised (as needed) budget to FIC for review.
 3. 19 June 2019: Budget presented to TRE Board of Directors for action. (Reminder, there are two budgets presented for action, the capital budget and operating budget)
- **GOBabyGO.** Our Spring Go Baby Go! event, held at Eagleview Middle School on April 27, was a huge success. 10 children received a free mini motorized car, adapted by volunteers and decorated by families. The customized cars give mobility to children, often for the first time, which significantly increases their developmental growth and future learning opportunities.

State

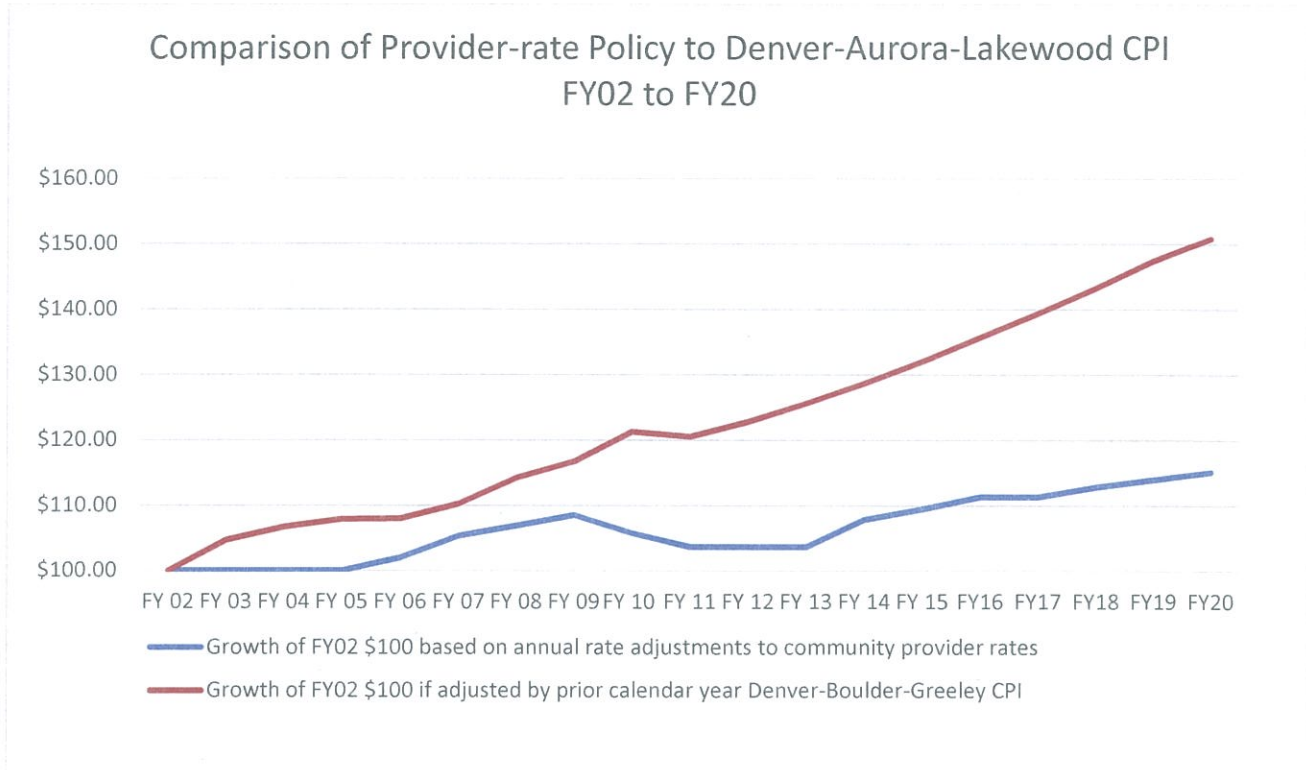
- **State Fiscal Year 2020.** The Colorado General Assembly passed the 2020 Long Bill (budget), which contains a 1.0% increase to rates and contracts in the Colorado system of supports for people with IDD. For TRE, 1.0% is approximately \$180,000. With the 1.0% applied, the comparison of adjusted IDD service rates against the Denver-Aurora-Lakewood CPI is shown below.



The Resource Exchange, Inc.

Chief Executive Officer Report

May 2019



Respectfully submitted: Colleen Batchelor
Colleen Batchelor, Interim Chief Executive Officer

10 May 2019