



TRE
The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, August 21, 2019

MEMBERS PRESENT:

BRAD HALLOCK, Chair
DEENA HARTJE, Vice Chair
CAROLYN WHARTON, Treasurer/Secretary
CHRIS CIPOLETTI
TONY FELTMAN – via telephone
JUDITH LIGHT
DIANE LOSCHEN
JULIA SANDS de MELENDEZ
DAN MIRER
AMY YUTZY – via telephone

MEMBERS ABSENT:

HEIDI BRANDON
SARAH BRITTAIN JACK

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager (via GoToMeeting)
COLLEEN BATCHELOR, CEO
CAMILLE BLAKELY, Community Engagement Director
ALICIA DAHLBERG, SEP Supervisor
DAVID JUROVICH, Human Resources Recruiter
JEN DeFRANCO, Human Resources Director
TAMARA ENGRAM, Executive Assistant
ROB FRANCO, Project Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Coordinator
PAMELA KNOTHE, Quality Enhancement Supervisor
GINGER STRINGER, Physician & Community Outreach Specialist (via GoToMeeting)
CALLIE TOLBERT, Lead Family Support Coordinator
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO
JACKIE WOODS, Human Resources Manager



GUESTS:

DANNETTE NELSON, Discover Goodwill
CLAIRE GIRARDEAU, Empty Stocking Fund
INDY FRAZEE, The Independence Center
TRACY HIESTER, The Independence Center
DEB MAHAN, Gazette Charities/Empty Stocking Fund

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:31 am by Chair Brad Hallock.

II. PUBLIC COMMENTS

None.

III. APPROVAL OF MEETING MINUTES – JULY 17, 2019

A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY CAROLYN WHARTON TO APPROVE THE JULY 17, 2019 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

IV. CONSENT AGENDA

None presented.

V. BOARD COMMITTEE REPORTS

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

a. Community Engagement Committee

Community Engagement – Camille Blakely, Community Engagement Director introduced Claire Girardeau and Deb Mahan, Empty Stocking Fund.

Ms. Girardeau shared information on Empty Stocking Fund. The campaign runs from Thanksgiving to January 17. Following are important dates to remember:

- Participating Agency Gear-up Meeting – September 9, 2019
- Opening Reception – November 20, 2019
- Board Reception – TBD
- Community Partner Events – look for emails with further information

The ways to donate are:

- Online at www.EmptyStockingFundCO.org
- Over the phone at 719.476.1673
- Mailing a check payable to Empty Stocking Fund to PO Box 910942, Denver, CO 80291-0942
- A text opportunity will be announced soon.

An MOU will be used with each agency this year. The allocation for The Resource Exchange for this campaign year will be 3.5% of total amount raised. Empty Stocking Fund does require 100% participation in donations from TRE Board of Directors.

Ms. Blakely shared that TRE sponsors one event with Empty Stocking Fund – Breakfast with Santa. It is scheduled for December 14, 2019 at Patty Jewett. More details soon.

Upcoming TRE Events:

- TRE Fall Art Show – November 6, 2019
- Go Baby Go – November 16, 2019

b. Finance and Investment Committee

Carolyn Wharton, Treasurer thanked Dan Mirer for attending. All Board members are encouraged to attend whenever possible.

Jason Akridge, Integrity Wealth Management provided review and updates on TRE Investment portfolio to the Finance and Investment Committee members.

Heather Whitworth, CFO, reported that July 2019 ended showing a profit of approximately \$148,000. Cash fluctuates depending on timing of payments from the State, payroll, and accounts payable runs.

TRE no longer has a balance due to Integrity Bank and Trust on the line of credit and is very close to paying off the balance on the line of credit to Bank of San Juans (6385 Corporate Drive LLC account).

CFO Whitworth then reviewed changes to the financial statements on how the budget was completed this year. Three expense lines (staff development, photography [video work] and furniture and equipment) were front-loaded because the funds are usually spent early in the year and not based on the 1/12th allocations.

Targeted Case Management (TCM) revenue is down for July but doesn't present a problem due to vacancy savings in case management.

Revenue for the payables due back to the State (that TRE was allowed to recognize) has not been booked and will be done at the end of this fiscal year.

The revenue for Early Intervention Services is down for July 2019 due to being on a holdover option with the State for FY2020. This holdover directs TRE to bill at FY2019 levels. It is still not known when TRE will receive its FY2020 contract for Early Intervention from CDHS.

TRE was also notified by Integrity Bank and Trust that our line of credit has been reduced to \$400,000 due to adjustments based on TRE's investment portfolio value.

CFO Whitworth added with the onboarding of the single entry point (SEP), for July 2019, \$105,000 was recognized for SEP billing.

c. Legislative Committee

Colleen Batchelor, Interim CEO thanked Sarah Brittain Jack for her assistance with the City of Colorado Springs' contract change issues with Envida for transportation services for at least 50 people that TRE serves. Envida's contract has been extended for a period of one year while work continues to secure funding for the future.

Ed Bowditch, TRE Lobbyist provided his annual update on legislative activities that could impact services for people with intellectual and developmental disabilities and/or provider approved service agencies' (PASAs) capacity and/or rates.

The 13th Annual Legislative Town Hall will be held on October 23, 2019. Three Roundtables are being held prior to the Town Hall to help inform topics/conversations with legislators. The Roundtables dates/times/locations:

1. Wednesday, September 18, 12noon-2:00pm at The Arc
2. Thursday, September 19, 6:00-8:00pm at TRE
3. Tuesday, October 1, 12noon-2:00pm at TRE

Please RSVP if you plan to attend any of the Roundtable sessions and/or Legislative Town Hall.

d. Nominating Committee

Chair Hallock welcomed Dan Mirer to the Board of Directors.

Chair Hallock added that Julia Sands de Melendez and Judith Light will be assisting with some of the new member onboarding activities.

e. Social Enterprise Committee

Chair Hallock again asked for volunteers to serve on this committee.

f. Executive Committee

Chair Hallock shared that the Futures' space has been subleased effective September 1.

Interim CEO Batchelor informed the group that she has been asked to serve on the Early Intervention Evaluation Task Force. This group has been asked to jointly explore and provide input on the various options that the Departments have generated as possible approaches to EI Evaluation administration.

Chair Hallock then added that education/information on new waiver services will be provided to the Board of Directors during future meetings. The list of waivers will be added to the Board books for reference, along with acronyms.

Interim CEO Batchelor was thanked for working with a personal connection of hers to provide a second opinion on what work may be needed to prolong the life of the HVAC system.

CEO Search – Chair Hallock informed the group that the search is ongoing. Thanks were extended to the Board of Directors and Leadership team for the time dedicated to this process.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Children's Habilitation Residential Program (CHRP) Waiver Emergency Rules – This waiver was originally under the County Department of Human Services for children with intellectual and developmental disabilities in foster care. This waiver's responsibility was moved to community centered boards effective July 1, 2019. The eligibility criteria was changed as well and no longer requires children to be in out-of-home placement. This waiver does offer supports for children who may need additional supports without removing them from their family home or who may need residential supports and services.

Single Entry Point Transition – The transition team continues to meet weekly to address any concerns. A representative from Health Care Policy and Financing (HCPF) has been attending these meetings as well. Other meetings have been scheduled with HCPF representatives to review this transition as the State prepares to move towards the potential of conflict free case management and case management agencies for all waiver services.

Leadership Team has been working very hard on its continued development as a cohesive team. The group is currently focusing on behavioral strategies – building trust, mastering conflict, achieving commitment, embracing accountability with one another and being results-oriented. The Leadership Team must be focused on TRE as a whole agency and not just supporting departments that each director represents.

VII. NEW BUSINESS

New Staff Introductions – New staff were welcomed to TRE.

TRE Conflicts of Interest and Code of Ethics Policies – Each year, TRE Board of Directors and staff are asked to review and acknowledge these two policies. Please return the signed acknowledgements with any identified conflicts to Tammie Engram as soon as possible.

VIII. OLD BUSINESS

Break Time Program Volunteers – The group was again encouraged to volunteer at future Break Time sessions. Ms. Engram was asked to email the volunteer schedule flyer to Board members. If you have questions, contact Sarah Nolan at snolan@tre.org.

The group was asked to provide recognition to the Air Force Cadets that continuously volunteer for these sessions. It is a very rewarding collaboration.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, August 21, 2019** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION

The regular meeting was adjourned at 8:40 am. The Executive Session was convened at 8:50 am.

XII. ADJOURN EXECUTIVE SESSION INTO REGULAR SESSION

The Executive Session was adjourned into Regular Session at 9:30 am.

The regular meeting was then adjourned at 9:35 am.

SUBMITTED BY:

Colleen Head Batchelor
Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram
Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

CWharton
Carolyn Wharton, Treasurer/Secretary