



TRE
The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, September 18, 2019

MEMBERS PRESENT:

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

MEMBERS ABSENT:

SARAH BRITTAIN JACK
JUDITH LIGHT

STAFF PRESENT:

COLLEEN BATCHELOR, INTERIM CEO
CAMILLE BLAKELY, Community Engagement Director
KYLE COX, Navigation and Enrollments Manager
ALICIA DAHLBERG, SEP Intake Supervisor
MEGAN ELLIS, Grants Manager
DAVID JUROVICH, Human Resources Recruiter
TAMARA ENGRAM, Executive Assistant
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANCO, Project Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Coordinator
RACHEL ORTIZ, SEP Case Management Supervisor
AMANDA REED, Early Intervention Manager
NICHOLAS ROBERTSON, Service Coordination Supervisor
GINGER STRINGER, Physician & Community Outreach Specialist (via GoToMeeting)
CALLIE TOLBERT, Lead Family Support Coordinator
NANCY VIGIL, Navigation and Quality Director
HEATHER WHITWORTH, CFO
SAMANTHA WINTER, SEP Case Management Supervisor

GUESTS:

TAMARA FRENCH, Discover Goodwill
INDY FRAZEE, The Independence Center
JORDAN WEIMAR, Prospective Board Member

I. CALL MEETING TO ORDER

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

II. PUBLIC COMMENTS

None.

III. APPROVAL OF MEETING MINUTES – AUGUST 21, 2019

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DIANE LOSCHEN TO APPROVE THE AUGUST 21, 2019 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

IV. CONSENT AGENDA

Family Support Services Emergency Fund Process Policy – New Policy

A MOTION WAS MADE BY CAROLYN WHARTON, SECONDED BY JULIA SANDS de MELENEZ TO APPROVE THE CONSENT AGENDA AS PRESENTED (FAMILY SUPPORT SERVICES EMERGENCY FUND PROCESS POLICY). *Motion unanimously approved.*

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 shared that the Committee met last week. The group reviewed a new process for tracking development and grant revenue. This information will be shared with the full Board of Directors in the near future.

Reports for current grants are being submitted as required. Work is on-going on connecting with current donors/grantors and building new relationships.

Mrs. Blakely will soon be drafting talking points/soundbites for Board members and staff outlining the changes at TRE.

A new branding video is also being developed that highlights the case management work that TRE does (the relationship/connection between the people we serve and TRE staff).

Board of Directors were encouraged to attend as many TRE and Empty Stocking Funds events as possible. The list of upcoming events was emailed earlier this week.

The group was also reminded how important it is for all members of TRE's Board of Directors to donate to TRE.

Diane Loschen, Board member recognized the Community Engagement staff for their hard work during this period of transition for TRE.

Chair Hallock asked again for a volunteer from the Board of Directors to serve as this committee's chair.

Community Engagement Committee meetings are moving to 9:00 am. Look for the meeting invitations from either Liz Albo or Tammie Engram.

b. Finance and Investment Committee

Heather Whitworth, CFO reported that August 2019 ended with a cash balance loss of \$504,000 due to the timing of payments and booking of the last August payroll.

CFO Whitworth explained that work is being done on updating financial statements with how items are being reported due to the addition of the Single Entry Point (SEP) contract. Also changes were made to how deferred revenue for the SEP contract is being recognized, it is now being recognized on a 1/12 basis per month over the fiscal year.

Expenses that were not recognized on a 1/12 basis per month in the line items of the budget were Staff Development, Marketing (video production). Also reporting included August as a three payroll period month which shows as extra expenses. Health Insurance expenses have also increased due to increased enrollment in these benefits.

c. Legislative Committee

The 13th Annual Legislative Town Hall will be held on October 23, 2019 at Centennial Hall. Sarah Jack, Board member, has personally invited all legislators which will be followed-up with a written invitation to attend the Town Hall.

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. 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 Jordan Weimar, prospective Board member. Mr. Weimar shared his past professional experiences and also personal reasons for being interested in volunteering for TRE's Board of Directors.

e. Social Enterprise Committee

Chair Hallock again asked for volunteers and a Board member to chair for this committee. The purpose of the social enterprise direction is to generate revenue to help diversify TRE's portfolio in order to continue to provide the best services and supports possible to the people that we serve.

f. Executive Committee

Colleen Batchelor, Interim CEO shared that the group discussed future HVAC needs for the building. Climate Systems has not yet finalized their work/recommendations on the system.

The Leadership team continues to focus on its strategic work

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 and also for the work on the update of the job specifications for this position. CEO Hallock will send the final version of the job specifications to the Board of Directors.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Futures – The Futures' space has been sublet to an insurance company.

CEO Batchelor introduced Nicholas Robertson as the new Futures Program Manager. Mr. Robertson will be working on strengthening the relationship with the Division of Vocational Rehabilitation, area school districts and their transition programs and employment desires of folks in these programs.

Early Intervention – TRE continues to wait on the Fiscal Year 2020 contract for Early Intervention services. TRE continues to bill for services based on the Fiscal Year 2019 contract. TRE will be allowed to bill for any additional expenses once the contract is approved.

Business Intelligence Brief – CEO Batchelor reviewed several data points that were shared in the CEO report. Various dashboards such as these will be included on a monthly basis to hopefully provide a better understanding of TRE's business models and address possible needed decisions based on true trending information.

The group briefly discussed the very high increase in intakes for services in the SEP waivers and also the increase in turnover for TRE in April 2019.

Leadership Team continues its work to focus on the strategic direction of the agency. The group has identified three key areas and work groups have been formed to complete more detailed work on the specific direction(s). Those areas are 1) Building; 2) Core Business Model(s) Options; and 3) Staff Retention and Training. Information will be shared as available.

VII. NEW BUSINESS

New Staff Introductions – New staff were welcomed to TRE.

Training – Single Entry Point (SEP) Waivers – An overview was provided on the SEP waivers and the processes involved in connecting people with the appropriate services and supports.

VIII. OLD BUSINESS

Conflict of Interest and Code of Ethics Policy Review and Acknowledgements – Chris Cipoletti, Board member shared concerns with the current Conflict of Interest and Code of Ethics policies. CEO Batchelor and Mr. Cipoletti will review and update these policies and procedures as needed. Once updated, these will be reissued to the Board of Directors and Leadership for review and disclosure of any possible conflicts.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, October 16, 2019** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:45 am.

SUBMITTED BY:



Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:



Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:



Carolyn Wharton, Treasurer/Secretary

