



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

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

TONY FELTMAN

**STAFF PRESENT:**

ELIZABETH ALBO, Donor Relations Manager (via GoToMeeting)  
COLLEEN BATCHELOR, Interim CEO  
CAMILLE BLAKELY, Community Engagement Director  
MEGAN ELLIS, Grants Manager  
TAMARA ENGRAM, Executive Assistant  
REBEKEH FALETH, Nursing Home Supervisor  
ROB FRANCO, Project Manager  
LORI GANZ, Clinical Services Director  
DON GRAY, Facilities Coordinator  
TRACY HODNETT, Service Coordination Supervisor  
GINGER McBRIDE, IDD Specialist, TRE Liaison to EPCDHS  
GINGER STRINGER, Physician & Community Outreach Specialist  
LAURA THOMAS, Case Management Director  
CALLIE TOLBERT, Lead Family Support Coordinator  
NANCY VIGIL, Navigation and Quality Director  
JULIE WHITE, Marketing Coordinator  
HEATHER WHITWORTH, CFO  
JACKIE WOODS, Human Resources Manager



**GUESTS:**

DANETTE NELSON, Discover Goodwill  
INDY FRAZEE, The Independence Center  
TRACY HIESTER, The Independence Center  
LAURIE HUISINGH, Prospective Board Member

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:30 am by Chair Brad Hallock.

**II. PUBLIC COMMENTS**

None.

**III. MISSION MOMENT**

Ginger Stringer introduced Madison and Cayden Shuman to the group. Madison shared their story and how important TRE's Early Intervention Team was to Cayden's success. TRE was thanked for sharing their caring expertise with her family.

**IV. APPROVAL OF MEETING MINUTES – SEPTEMBER 18, 2019**

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY CHRIS CIPOLETTI TO APPROVE THE SEPTEMBER 18, 2019 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.***

**V. CONSENT AGENDA**

Brad Hallock, Board Chair thanked Chris Cipoletti and Colleen Batchelor for their work on updating these policies.

*Code of Ethics Policy/Procedures* – no change to policy. Procedural changes were made and volunteers added to the list of people to which the policy applies.

*Conflict of Interest Policy/Procedures* – changes were made to align policy and procedures with current IRS recommendations.

**A MOTION WAS MADE BY JUDITH LIGHT, SECONDED BY HEIDI BRANDON TO APPROVE THE CONSENT AGENDA AS PRESENTED (CODE OF ETHICS AND CONFLICT OF INTEREST POLICIES). *Motion unanimously approved.***

These will be sent out to all Board of Directors' and Leadership members for their review, disclosure statements and signatures.



## VI. 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 reported that TRE has met 28% of its annual goal through just three months.

TRE staff have been very busy with community events sharing information about TRE services and supports.

Community Engagement will be launching a quarterly newsletter for TRE donors to keep them engaged in our activities.

Social engagement continues to grow and is getting lots of interaction from our followers.

Mrs. Blakely and Liz Albo will be meeting with Board members individually to review Board member commitment forms for this coming year, and also to talk about ways that Board members can assist staff in building connections with community members.

Board members were invited to attend any future New Employee Welcome session. The next session is scheduled for October 29, 8:00 am-12 noon.

*Go Baby Go* – Judith Light challenged all Board members to attend the next Go Baby Go event on November 16 at the Air Force Academy Youth Center. Please contact Lori Ganz or Sarah Nolan no later than November 1 if you plan to attend.

#### b. Finance and Investment Committee

Heather Whitworth, CFO reported that the committee held discussion on the monthly financials and upcoming changes that will affect 6385 Corporate Drive LLC. The group will be meeting with Olive Real Estate (the LLC's management firm) to discuss all future options.

Accounts Receivable is higher this month due to timing of August invoice for Early Intervention services. Payment is expected no later than early next week.

Accrued PTO liability is approximately \$10,000 higher than this time last year. Changes were made to the policy. Leadership is following these numbers closely.

For the month of September 2019, TRE shows a \$600,000 gain with a year-to-date gain of \$473,000. Of note, targeted case management units (revenue) are usually down November through January due to holidays.

The group also discussed cash flow, specifically for single entry point services later in the contract year.

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Several corrections were made to last month's report in Health benefits costs and Payroll reporting since changing from Paylocity to Paycom.

CFO Whitworth reminded Board members that she is available to meet individually to review the complex financial reporting system for TRE. Please contact her if interested.

*Audits* – The financial audits have begun. Due to our growth and changes in reporting requirements, these audits are more complicated than past years.

c. Legislative Committee

Sarah Jack reminded the group of the Legislative Town Hall on Wednesday, Oct 23 at Centennial Hall. Approximately 9 elected officials have RSVP'd to serve on our panel. Picnic Basket has offered a 60% discount on the cost of food for this event.

Talking points gathered at recent roundtables will be shared with all soon.

d. Nominating Committee

Jordan Weimar was welcomed to the Board of Directors.

Ms. Jack reported that she is meeting with Commissioner Norm Steen in Teller County on the possibility of identifying candidates for Board service.

Ms. Jack then introduced Laurie Huisingh, a prospective Board member.

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

*TRE CEO Search* – Work continues with the consultants on identifying candidates to interview for this position.

*Leadership Work Groups* – The group was updated regarding on-going work being done by the Leadership team on staff retention, the building and core business model.

It was noted that TRE needs to begin work on the agency's mission and vision statements. It was felt that the core values will remain the same. A work group was formed to begin work in these areas. Tammie will schedule a meeting in the near future. Board members who volunteered to serve are Brad Hallock, Dan Mirer, Chris Cipoletti, Diane Loschen, Heidi Brandon and Judith Light.

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

*Agency News* – Interim CEO Batchelor shared that emotional support animals in the workplace are being phased out by the agency. TRE is working with affected staff to identify other support systems along with the help of their personal physicians.

*Break Time/Respite Program* – Interim CEO Batchelor commended Sarah Nolan for her creative work in finding volunteers for the Break Time sessions. TRE recently had 41 volunteers from the El Paso County Sheriff's and Colorado Springs Police Departments. This was a great experience for all involved.

*TRE Dashboard Data* – Rob Franc, Project Manager shared several data points with the group on targeted case management (TCM).

The group was then asked how this type of information should be shared. Board members shared that they would like a PDF report on a monthly basis versus the live log-in information. Any questions, please contact Mr. Franc.

## **VII. NEW BUSINESS**

*Training* – Children's Habilitation Residential Program (CHRP) Waiver – This waiver was previously administered by the county Departments of Human Services. On July 1, 2019, this waiver responsibility was shifted to community centered boards.

The purpose/goal of this waiver is to provide in-home supports to families with children with intellectual and developmental disabilities who are exhibiting very challenging behavioral or medical needs.

Providers of services is a very huge obstacle for this program's goal of keeping the children in the natural home. TRE's staff are working very hard in developing relationships with providers outside of our service area with the hope of expanding opportunities for families.

## **VIII. OLD BUSINESS**

None.

## **IX. PUBLIC COMMENTS**

None.

## **X. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting is scheduled for **Wednesday, November 20, 2019** at 7:30 am at The Resource Exchange.

## **XI. ADJOURN REGULAR MEETING**

The regular meeting was adjourned into executive session at 8:55 am. The Executive Session was adjourned at 9:35 am.

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Leadership's Building Work Group will be expanded to include Brad Hallock, Carolyn Wharton and Jordan Weimar. Tammie Engram was asked to schedule the next meeting.

The meeting was adjourned at 9:40 am.

SUBMITTED BY:

Colleen Batchelor  
Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram  
Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Carolyn Wharton  
Carolyn Wharton, Treasurer/Secretary