



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, November 20, 2019

MEMBERS PRESENT:

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

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager
COLLEEN BATCHELOR, Interim CEO
CAMILLE BLAKELY, Community Engagement Director
JEN DeFRANCO, Human Resources Director
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANC, Project Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Coordinator
DAVID JUROVICH, Human Resources Recruiter
NICHOLAS ROBERTSON, Futures Program Manager
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:

DANETTE NELSON, Discover Goodwill
INDY FRAZEE, The Independence Center

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. MISSION MOMENT

A video was shown highlighting the relationship between Brenda (TRE Service Coordinator) and Kailey (person receiving services). This video is a first in a series which features relationships between TRE staff and people receiving services.

Camille Blakely, Community Engagement Director informed the group that today's story will also be the feature/story in TRE's end-of-year solicitation campaign.

IV. APPROVAL OF MEETING MINUTES – OCTOBER 16, 2019

A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY JUDITH LIGHT TO APPROVE THE OCTOBER 16, 2019 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

V. CONSENT AGENDA

None submitted.

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 philanthropic goal for FY20.

The direct mail campaign will be sent before Thanksgiving. TRE is also participating in Giving Tuesday on December 3. TRE will be asking for donations for adaptive toys and will feature a different toy each hour on social media.

TRE's first quarterly newsletter is complete. This newsletter will provide updates/information to current TRE donors and prospective donors in hopes of keeping people updated and engaged with TRE throughout the year.

Julie White, TRE Marketing Coordinator provided information on TRE's social media efforts for the past month. Our recent Go Baby Go event at the Air Force Academy was featured on KOAA.

An event committee is being formed to assist TRE staff with planning a larger scale event. Kim Matthews (past TRE Board member) has offered to assist with this planning committee.

The group was reminded that Empty Stocking Fund's Kick-Off Reception will be held at Penrose House, 5:30-7:00 pm this evening.

Breakfast with Santa is scheduled for Saturday, December 14, 8:30-10:00 am at Patty Jewitt.

Mrs. Blakely shared that twelve pieces of art were sold at the recent Art Show.

Diane Loschen encouraged all Board members to donate to TRE. It is very important that TRE have 100% Board participation. Thank you.

b. Finance and Investment Committee

Heather Whitworth, CFO reported that on-going review of financial statements has resulted in several changes to how reporting of payments from the State for single entry point services are being reported. These funds will now be shown in deferred revenue until the actual services/projects are provided/completed. Due to this change, revenue for year-to-date dropped to approximately \$158,000.

For the month of October 2019, TRE shows a loss of approximately \$315,000, mainly due to Single Entry Point funds reporting changes explained above.

CFO Whitworth referenced changes to grant reporting guidelines from Generally Acceptable Accounting Principles (GAAP). To be considered a grant for funding purposes and revenue recognition, there must be very distinct milestones that must be met. This would then allow revenue to be deferred to the next fiscal year if necessary. The grant from Colorado Springs Health Foundation cannot be considered a grant. It must be reported as a contribution, therefore all of the funds for the first year were recognized in FY2017. The expenses and revenue will not match in the financial statements due to this. The expenses were incurred in FY2018 and part in FY2019.

The group was also reminded that the months of November through February usually show a drop in targeted case management (TCM) revenue due to staff holidays and families cancelling appointments.

The Receivables for October 2019 are higher due to payment timing. TRE awaits payment on two larger invoices for Early Intervention (EI) services. Work also continues on Targeted Case Management (TCM) claims from July and issues associated with rate changes in the Medicaid system.

FY20 Early Intervention Services contract should be released in early January 2020. The State has requested supplemental funding from the Joint Budget Committee and await approval of same.

TRE has requested a face-to-face meeting to review TRE's budget submission for FY20.

c. Legislative Committee

Sarah Jack informed the group that the Legislative Town Hall was cancelled due to inclement weather. Members of the planning committee are refocusing efforts to meet with legislators at a later time to share information from our Roundtables.

The Colorado Springs Chamber of Commerce hosts a Legislative Round Table (Speed Dating format) on December 3 beginning at 4:00 pm. Representatives from TRE and The Arc Pikes Peak Region will be in attendance to share information with legislators. If interested in attending, please contact Ms. Jack, Colleen Batchelor or Camille Blakely.

d. Nominating Committee

Ms. Jack shared that a meeting will be scheduled with Laurie Huisingh, a prospective Board member.

Work also continues on identifying possible prospects from Park and Teller Counties.

e. Social Enterprise Committee

No meeting.

f. TRE CEO Search Committee

Chair Hallock reported that the search is on-going. The process continues to evolve.

A question was raised about a recent recommendation received on one of the candidates. Chair Hallock will check with the consulting firm to verify that this was a transcript from a reference check conducted by telephone by the consulting firm.

g. Executive Committee

Carolyn Wharton, Treasurer/Secretary reported that the group discussed the Early Intervention contract hold-up and the Single Entry Point (SEP) Request for Proposal (RFP) which was submitted.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Single Entry Point (SEP) - TRE was notified that it was the only agency to submit a bid for the SEP contract in our region. It is likely that TRE will be awarded this contract, but have not received official affirmation.

The proposed rate changes to a new contract is felt to be positive. This hopefully will improve TRE's ability to meet all contract requirements and timelines and also increase the number of staff.

6385 Corporate Drive – Olive Real Estate has scheduled a Broker Open House on December 5 beginning at 4:00 pm.

Various options that have been discussed are still on the table for consideration. TRE staff would also like the group to consider whether the space in the building could become part of our social enterprise endeavors (co-working space model).

The group then discussed the critical need for “sooner than later” options/decisions on a plan for the building prior to The Classic Companies’ departure in March. A smaller group from the Building Work Group will meet very soon. Carolyn Wharton, Chris Cipoletti and Dan Mirer will serve on this group. Colleen Batchelor will identify key staff to participate.

Thank you was extended to Chris Cipoletti for introducing TRE to another insurance agency that offered a proposal that could significantly reduce the cost and improve coverage for the building. TRE plans to solicit bids from TRE’s current insurance broker for comparison. A decision should be made by mid-December 2019.

TRE will soon be providing an entry (to the building) badge to Board members.

VII. NEW BUSINESS

Training – Early Childhood Mental Health Program training was tabled.

VIII. OLD BUSINESS

None.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director’s meeting is scheduled for **Wednesday, December 18, 2019** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING


The regular meeting was adjourned at 8:35 am.

SUBMITTED BY:




Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:



Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:



Carolyn Wharton, Treasurer/Secretary

