



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, December 18, 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 – by telephone
AMY YUTZY – by telephone

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager – via GoToMeeting
COLLEEN BATCHELOR, Interim CEO
CAMILLE BLAKELY, Community Engagement Director
GABRIEL DAVIS, Staff Accountant
JEN DeFRANCO, Human Resources Director
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant
REBEKEH FALETH, Nursing Home Supervisor
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Coordinator
SARAH NOLAN, Break Time Program Coordinator
KITTY SILVERS, Senior EI Billing Specialist
CALLIE TOLBERT, Lead Family Support Coordinator
NANCY VIGIL, Navigation and Quality Director
HEATHER WHITWORTH, CFO
JACKIE WOODS, Human Resources Manager

GUESTS:

DANETTE NELSON, Discover Goodwill
INDY FRAZEE, The Independence Center
CAROL RABURN
JOANNA RABURN

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

A video was shown highlighting benefits of the Break Time program for all members of the Raburn family.

Carol Raburn emphasized how important it is for all of her children to be able to participate in TRE's Break Time sessions. So often siblings of children with a disability only get to watch the therapies, appointments, etc. It is very empowering to all members of the family to get to participate in activities as well as the parents to have some respite time.

IV. APPROVAL OF MEETING MINUTES – NOVEMBER 20, 2019

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY SARAH BRITTAIN JACK TO APPROVE THE NOVEMBER 20, 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 thanked all Board members for their support during the past year. Tokens of TRE's appreciation were distributed to all Board members. The flower pots were decorated by participants in recent Break Time sessions.

Ms. Blakely then displayed the trophy for 3rd Place in The Gazette's Best Workplace Extra Large Company Category. Congratulations TRE!!

TRE raised \$1700 in the recent Giving Tuesday fundraising event. This is the first year that TRE participated with a goal of \$1000. Thanks to everyone who shared the posts with their contacts. It is felt this strategy was key to the success of the day.

TRE has met 69% of its philanthropic goal for FY20.

Ms. Blakely shared information on social media posts for the past month. The post that received the most attention was one regarding the new American Girl doll who has Down Syndrome.

TRE is still awaiting information on the recently submitted El Pomar grant.

Breakfast with Santa (TRE's Empty Stocking Fund's event) at Patty Jewett was magical and very well attended. There were children of all ages as well as adults served by TRE.

Empty Stocking Fund's events are on-going and brings much needed exposure to TRE and our services. Ms. Blakely confirmed that there will be a Trivia Night again this year but the date has not yet been announced. It is typically in January. Ms. Albo will send information to all Board members with information on Empty Stocking Fund's Trivia Night.

Board members were also reminded to contact Liz Albo or Ms. Blakely about making their year-end donation to TRE. Also TRE will be making a donation to Empty Stocking Fund on behalf of TRE Board of Directors as a group.

Chair Hallock announced that Judith Light has agreed to serve as Chair of the Community Engagement Committee.

b. Finance and Investment Committee

Financial Statements – Heather Whitworth, CFO reported that TRE received several payments from the State and was able to reserve cash in the Money Market Account. These funds will be used for operating costs for services in the single entry point programs in coming months.

For November 2019, TRE shows a profit of approximately \$182,000 for year-to-date and \$24,000 for month-end. Revenues were expectedly lower due to the Thanksgiving holiday.

One correction to prior month's report of a credit entry of \$12,000 under Dues and Publications. This was coded incorrectly in a prior month and has been corrected.

Vacancy savings are being realized which shows in the Salaries line item. Case Management has been working very hard on filling open positions.

CFO Whitworth reviewed Purchase of Services line items. The following programs are purchase of services transactions (home modifications, equipment purchases, transportation): Medicaid-Comprehensive, Children's Extensive Services, Medicaid Supported Living Services and State Supported Living Services. TRE does not provide any services directly. TRE bills for the service provided by others and then pays those providers. Due to timing of transactions, the expenses and revenue are not always booked in time for monthly financial reports. Due to this, the remainder of purchase of services' expenses is booked to balance reports due to these programs being zero based programs.

Audits – Work continues on both audits. It is hoped that the reports can be presented at the January 2020 Board of Directors' meeting.

c. Legislative Committee

Sarah Brittain Jack reminded the group that the Legislative session begins in January.

The Round Table at the Chamber was an interesting experience. TRE representatives filled an entire table and were able to share issues with legislators that attended.

A Saturday Round Table with Legislators is being planned in late March/early April. Ed Bowditch is assisting with the planning. More information will be shared soon.

Discussion was held on possibly combining TRE's Day at the Legislature with The Colorado Springs Chamber. There are pros and cons to this idea. Pro is that some Colorado Springs community leaders could learn more about TRE while traveling to Denver. Con is that TRE would lose the personal connection with legislators during the visit. It might be possible to spend time with Mr. Bowditch and our delegation prior or after the floor tour.

d. Nominating Committee

Ms. Jack shared that she will follow-up with Laurie Huisinigh, a prospective Board member, to determine her continued interest in serving on TRE's Board of Directors.

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

Chair Hallock then congratulated Julia Sands de Melendez and Deena Hartje on completing their first terms. In June 2020, Carolyn Wharton, Judith Light and Diane Loschen will complete their first terms. In June 2021, Sarah Brittain Jack and Brad Hallock will term off of the Board with Amy Yutzy completing her first term. In 2022, Heidi Brandon, Chris Cipoletti, Dan Mirer and Jordan Weimar will complete their first terms.

e. Social Enterprise Committee

Chair Hallock introduced Chris Cipoletti as the new chair. Mr. Cipoletti reported that he has met with Rob Franc and Colleen Batchelor to share past information on TRE's social enterprise activities and brainstorm about the future direction.

Mr. Cipoletti asked Board members who are interested in serving on this committee to contact him or Colleen Batchelor.

f. TRE CEO Search Committee

Chair Hallock reported that the search is on-going, and will be discussed in more detail during the executive session.

g. Executive Committee

Chair Hallock reported that he and CEO Batchelor continue to meet with Kimberley Sherwood, Third Sector Group to review Board governance and Leadership direction. As a result of these discussions, the Executive Committee will begin to meet on the first Monday of the month to set the agenda for monthly Board of Directors' meeting.

6385 Corporate Drive LLC - CEO Batchelor reported that the Broker Open House went well. All options identified in previous months are still on the table for consideration.

It was noted that the checking account for 6385 Corporate Drive LLC which is managed by Olive Management Company was fraudulently accessed through counterfeit checks. The Bank of San Juans caught the fraud very quickly. Positive Pay is now in place that adds additional levels of security against fraud.

American Association for Intellectual and Developmental Disabilities (AAIDD) invited CEO Batchelor to participate in a panel discussion on Early Childhood and Early Intervention Services for children with disabilities in early June.

Mission/Vision Work Group –Mr. Cipoletti reported that the work group has decided to slow down the process on development of a new mission statement for the organization. This process will include many feedback loops from staff, clients, and partner community members. The group will consist of 3 Board members, 3 Program staff, and 3 Administrative staff.

Futures – Nick Robertson will present at the January 2022 Board of Directors' meeting.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Early Intervention Services Budget for Fiscal Year 2020 – CEO Batchelor reported that Department of Human Services/EI Colorado requested that TRE submit an amended budget for review/approval. It is hoped that more information will be available at the January 2020 Board of Directors' meeting.

Colorado Springs Health Foundation Grant Activities Update – This three-year grant is on-going. TRE has recently begun work in Year 2 of the grant. As part of this work, TRE will be adding a Health Integration Manager position which will provide oversight of grant work and moving the efforts forward with Health Team Works, Peak Vista and other partners to expand access to culturally competent and integrated healthcare for individuals with intellectual and developmental disabilities. In the future, this position will strategically coordinate the work that TRE does around all areas of health care. This position is currently funded by the grant.

VII. NEW BUSINESS

Training – Break Time Program. CEO Batchelor shared the story of how this program has grown under Sarah Nolan's leadership.

Ms. Nolan shared that through September-December, Break Time has hosted eleven events, served 350 children. 82% of enrolled families were able to receive respite at least twice during this term. Also during this term, 367 people have volunteered, 47 serving multiple times. Two Air Force Academy cadets have volunteered four of the eleven events. One other cadet has attended seven of the eleven events. This demonstrates the impact that volunteers feel as much as the families.

Fiscal year to date, Break Time hosted seventeen events, served 535 children. Currently have 115 families enrolled with 243 children receiving respite.

Everyone was encouraged to volunteer at these events when possible.

VIII. OLD BUSINESS

None.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, January 15, 2020** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION

The regular meeting was adjourned at 8:45 am.

XII. ADJOURN EXECUTIVE SESSION INTO REGULAR SESSION

The Executive Session was adjourned at 9:40 am.

XIII. ADJOURN REGULAR MEETING

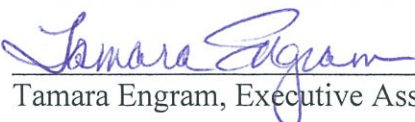
The regular meeting was adjourned at 9:42 am.

SUBMITTED BY:



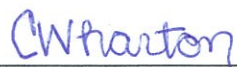
Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:



Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:



Carolyn Wharton, Treasurer/Secretary

