



BOARD OF DIRECTORS' MEETING NOTICE

TO: **BOARD OF DIRECTORS**

DEENA HARTJE, Vice Chair	JUDITH LIGHT
CAROLYN WHARTON, Treasurer/Secretary	DIANE LOSCHEN
HEIDI BRANDON	DAN MIRER
SARAH BRITTAIN JACK	JULIA SANDS de MELENDEZ
CHRIS CIPOLETTI	DAVE PAUL
LAURIE HUISINGH	JORDAN WEIMAR
	AMY YUTZY

FROM: BRAD HALLOCK, Chair

THE BOARD OF DIRECTORS OF THE RESOURCE EXCHANGE WILL MEET ON WEDNESDAY, MARCH 18, 2020 AT 7:30 A.M. AT 6385 CORPORATE DRIVE #301, COLORADO SPRINGS CO. PLEASE CONTACT TAMMIE ENGRAM ON 719.785.6425 or TENGRAM@TRE.ORG TO CONFIRM YOUR ATTENDANCE.

REVISED MEETING AGENDA

- I. CALL MEETING TO ORDER – Brad Hallock, Chair
- II. PUBLIC COMMENTS – 10 minutes
- III. MISSION MOMENT -- Board of Directors' Training - Early Childhood Mental Health Program
- IV. APPROVAL OF MINUTES – February 19, 2020
- V. CONSENT AGENDA (These items requiring Board action will be considered together by one vote of the Board. Any officer or director may object to including a single item on the Consent, and the item will be added to New or Old Business below for full discussion.)

Policy Name	Explanation
Global Information Technology	New Policy/Procedure
Flexible Work	New Policy/Procedure

- VI. BOARD COMMITTEE REPORTS
 - a. Finance and Investment Committee – Carolyn Wharton
 - b. Community Engagement Committee – Judith Light
 - c. Legislative Committee – Sarah Brittain Jack
 - d. Nominating Committee – Sarah Brittain Jack
 - e. Social Enterprise Committee – Chris Cipoletti
 - f. CEO Search Committee – Brad Hallock
 - g. Executive Committee – Brad Hallock
- VII. CEO REPORT – Colleen Batchelor
- VIII. NEW BUSINESS
 - a. Welcome New Staff
- IX. OLD BUSINESS
 - a. Mission Statement Committee Update – Chris Cipoletti
- X. PUBLIC COMMENTS – 5 minutes
- XI. EXECUTIVE SESSION
- XII. SCHEDULE OF NEXT MEETING – April 15, 2020 @ 7:30 a.m.
- XIII. ADJOURN



TRE
The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, February 19, 2020

MEMBERS PRESENT:

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

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager
CAMILLE BLAKELY, Community Engagement Director
KYLE COX, Navigation & Enrollments Manager
ALICIA DAHLBERG, SEP Intake Supervisor – via Go To Meeting
GABRIEL DAVIS, 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
DAVID JUROVICH, Human Resources Recruiter
DEMETRIA LOPEZ, Benefits/Billing Senior Supervisor – via Go To Meeting
DANNI MEGYERI, Prior Authorization Senior Coordinator
HEATHER MEIZIS, Quality and Nursing Facilities Manager
AMANDA REED, Early Intervention Services Manager – via Go To Meeting
NICHOLAS ROBERTSON, Transition and Career Services Manager
STEPHANIE SAMORA, Benefits/Billing Supervisor
CALLIE TOLBERT, Lead Family Support Coordinator
CHERI ULMER, Program Support Manager

NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing Manager
HEATHER WHITWORTH, CFO
JACKIE WOODS, Human Resources Manager

GUESTS:

TIM CUNNINGHAM, Cheyenne Village
STEVEN STOCK, Cheyenne Village
DANETTE NELSON, Discover Goodwill
CALVIN LOGAN, Logan, Thomas & Johnson, LLC
PAULINE DAVIS, Logan, Thomas & Johnson, LLC
TRACY HIESTER, The Independence Center
DAVE PAUL, TRE Board of Directors' Candidate
BRIAN MARTIN, TRE CEO Candidate
JOSHUA SHUPMAN, Pikes Peak Respite Services
K – via Go To Meeting

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

Tabled until the March 2020 meeting.

IV. APPROVAL OF MEETING MINUTES – JANUARY 15, 2020

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JULIA SANDS de MELENDEZ TO APPROVE THE JANUARY 15, 2020 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. Finance and Investment Committee

Financial Statements Review – Heather Whitworth, CFO that the financial statements for January 2020 are not yet complete. However, preliminary review shows no significant variances.

TRE did receive approval from Department of Human Services for the Fiscal Year 2020 Early Intervention budget with approximately 15% being cut from the submitted budget proposal. TRE's budget proposal for Fiscal Year 2021 is due on Monday, February 24, 2020. In light of the cuts made for Fiscal Year 2020, TRE plans to submit a budget with a 5% increase for Fiscal Year 2021.

Independent Audit's Report for Fiscal Year 2019 – Calvin Logan and Pauline Davis, Logan, Thomas & Johnson LLC reviewed findings from the FY2019 financial audit. (This document is available for review at www.tre.org).

From the consolidated statements of position, total net assets are now classified as “without donor restrictions” and “with donor restrictions”. Overall, current assets increased by \$580,000 over the prior year, with current liabilities showing a decrease of approximately \$200,000 over the prior year.

The group reviewed the reasons behind the significant ratio drop between 2015-2018. Reasons included issues with billing and collectability of claims from the State and rapid growth of the agency.

Overall increase in revenue came from Early Intervention Services (from State General Fund) and the State's change in how services were paid.

Approximately 84% of total expenses were related to program. For every dollar that was spent, 84 cents went to programs. Administrative costs remain low at 12%.

The group also reviewed the Notes to the Financial Statements in detail emphasizing the new reporting requirements.

The single audit is not yet complete due to the very detailed testing, etc. that must be completed with this audit. This audit is required due to TRE receiving in excess of \$750,000 of federal funding.

Mr. Logan thanked CFO Whitworth and staff for providing information for these audits in a timely and organized manner.

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JUDITH LIGHT TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2019 AS PRESENTED. *Motion unanimously approved.*

b. Community Engagement Committee
Community Engagement –Camille Blakely, Community Engagement Director reported that the goals were reviewed at the February meeting.

Philanthropic goals are at 72% of the annual goal for Fiscal Year 2020. The majority of Empty Stocking Fund's campaign proceeds were received last week.

TRE has decided not to pursue being a recipient of IndyGives and continue to focus efforts and honor relationships with Empty Stocking Fund.

Grants activity is busy during the month of February. Proposals are being submitted to several new possible grantors.

The Committee also discussed the importance of the collaboration of all areas with TRE's Research Department. The analytical reports necessary for reporting purposes to many of our grantors is valuable in showing how funds are helping to meet established goals for the people we serve.

Staff are meeting with Board members individually to review their fundraising commitment and also to assist with connections in the community.

Also Board members will be asked to make calls, write cards, etc. to thank donors.

Marketing report included examples of the most tagged and/or shared social media posts over the last month.

Mission Statement Work Group Update – Chris Cipoletti shared that the group is working on finalizing language for the three question survey to be sent to stakeholders asking for feedback. The survey will be sent later this week and is due back prior to March 9, 2020. After the information is compiled, those stakeholders who indicated an interest to provide additional information will be contacted to continue the process. It is hoped that final options will be presented to the Board of Directors by mid-Summer.

c. Legislative Committee

Sarah Brittain Jack, Chair reported the TRE's Day at the Legislature on February 6. Eighteen staff and Board members attended. Legislators were very busy and only one was able to join our group for lunch. TRE is very appreciative of their time and the time that Ed Bowditch took to arrange our visit.

The Spring Legislative Roundtable that was being planned for early April has been cancelled due to scheduling conflicts.

Planning is beginning for the Annual Legislative Town Hall next fall (September or October).

d. Nominating Committee

Ms. Jack introduced Dave Paul. Mr. Paul lives in Teller County and shared past experiences with politics, services available for young adults with disabilities and is still very active in that community.

e. Social Enterprise Committee

Chris Cipoletti informed the group that this committee has not met. Work continues with CEO Batchelor on concepts that have been shared from staff. Several toured co-working spaces in Denver to get a feel of what might be involved in creating this type of space in 6385 Corporate Drive. More details soon.

f. TRE CEO Search Committee

Chair Hallock introduced Brian Martin, a candidate that is visiting TRE today. Mr. Martin will meet with the Board of Directors during Executive Session today.

g. Executive Committee

Chair Hallock reported that today's agenda was set at the meeting. Discussion was also held on activities surrounding 6385 Corporate Drive, turnover reports for TRE, Leadership work group activities, and Early Intervention's contract.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Turnover Data Report – The group acknowledged that turnover is higher than wanted but understand that some positions are hard to recruit for and retain. Work continues to identify areas/trends that could be refined.

Human Resources was asked to present at a future Board of Directors' meeting to review staffing, trends, etc. with the group. Jen DeFranco, HR Director asked for feedback on specific areas that the Board would like her to focus.

Presentation and Publications – Lori Ganz and Nichole Guerra were recognized for their work on the most recent publication in *The American Journal of Occupational Therapy*. Congratulations!

VII. NEW BUSINESS

Welcome New Staff – No new staff were in attendance.

VIII. OLD BUSINESS

Building Committee Update – Chair Hallock reported that the short term lease option is progressing on space on the second floor.

The Classic Companies have revised their departure date to April 30, 2020. They have also agreed that any remaining Classic staff can move to the first floor location if needed due to leasing of their current space.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, March 18, 2020** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION
The regular meeting was adjourned at 8:40 am.

XII. ADJOURN EXECUTIVE SESSION INTO REGULAR SESSION
The Executive Session was adjourned at 10:15 am.

XIII. ADJOURN REGULAR MEETING
The regular meeting was adjourned at 10:17 am.

SUBMITTED BY:

Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Carolyn Wharton, Treasurer/Secretary



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- **6385 Corporate Drive Building Update.**
 1. A lease has been signed and executed with Scheel's Sporting Goods. Scheel's will move into the space on 5/1/20 or sooner if Classic moves out sooner than 4/30/20. They will be occupying the north end of the second floor.
 2. Olive Real Estate Group has notified us that there is an additional prospect to lease another approximately 8,000 sf. The exact location in the building is not known at this time. The prospect has not yet come to tour the building.
 3. Olive Property Management has proposed to shift HVAC Maintenance and Service to Climate Systems, which originally installed the system within the building and maintained it for the first decade or so under Classic. They have extensive knowledge of the system and this is seen as a very positive move for supporting a planful approach to the ultimate replacement of the system.
 4. As discussed at the January Board of Directors' Meeting, building insurance will be purchased through State Farm beginning April 2020.
- **Coronavirus Preparedness Planning.** TRE has initiated communications with staff to support good infection control practices and establish a plan for process if the virus spreads to Colorado and Colorado Springs. The CDC and Colorado Department of Public Health and Environment currently report that Coloradans are at low risk for becoming infected with the coronavirus and there are currently no confirmed cases of the infection in Colorado.
- **UCCS Public Relations Class.** A PR Class at UCCS will be using TRE as a Case Study Project. Ten student teams will be working to develop proposals to help meet a TRE organizational goal using public relations tactics. The teams will be working on a recommendation to inspire and educate the general community about the work TRE does. The goal will be to raise awareness of the TRE brand. Our Community Engagement office will be challenging them to apply research methods to determine a benchmark to measure their progress against. The 10 teams will present to Camille Blakely on April 29 and May 6 and Camille will determine who TRE would "hire" as a PR firm based on those presentations. That team will be the winner of the competition.

State

- **Early Intervention Program Contract.** TRE was notified that it would be approved for a 5% increase over the FY18-19 budget, so staff submitted an updated budget to CDHS, El Colorado on 02/24/2020. In addition, budgets for FY 20-21 have been requested and a budget that is increased by 5% from the current fiscal year was also submitted on 02/24/2020.
- **Single Entry Point (SEP).** Single Entry Point contracts have been received, including funding methodology for this contract for FY 20-21. A meeting is scheduled with HCPF on 03/19/2020 to



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discuss the contract. Budgetary discussions have begun with SEP Service Coordination and Navigation/Quality to project revenue and expenses for this contract in the next fiscal year, given the new funding methodology.

- **State General Fund Programs Request for Information (RFI).** HCPF has distributed an RFI to obtain feedback on a new funding methodology for State General Fund Programs which includes State Supported Living Services (State SLS), Family Supports and Services Program (FSSP), and Omnibus Reconciliation Act of 1987 Specialized Services Program (OBRA-SS). The proposed funding rates are very similar to the new CCB and SEP rates for FY 20-21. TRE is currently in the process of developing feedback to submit for this RFI.
- **Community Centered Board (CCB).** Contracts and funding rates for CCB functions have not yet been received from HCPF. These are anticipated sometime in March and a meeting to discuss the contract is currently scheduled for 04/08/2020.
- **Case Management Redesign.** Colorado HCPF has been working for several years on redesigning Case Management in order to meet federal requirements for conflict free case management. Initial recommendations allowed for CCBs to be both a Case Management Agency (CMA) and a Service Provider (PASA) as long as they did not serve in both capacities for the same person. Recent discussions would change these recommendations and have removed the option so CCBs may be forced to choose between being a CMA or a Direct Service Provider. In addition, discussions to integrate CCB and CMA responsibilities under contracts with individual agencies is being proposed. Current indications are that HCPF will implement Regional Management Entities responsible for Intake, Eligibility, Administrative Functions, Outreach and Coordination, Selection of Direct Service Providers, as well as Ongoing Case Management. In addition, other agencies will be eligible to become CMAs only so that there is choice within communities for people receiving services for ongoing case management. Due to TRE's status as the only CCB that only provides case management and does not provide direct services, our staff are being sought to provide information and feedback to support the development of this model. State outcomes HCPF would like to reach with the new design include:
 1. Federal compliance with conflict free case management
 2. Accessibility to needed services and ease of access
 3. Quality – standardized quality outcomes
 4. Stability – for members receiving services and for organizations
 5. Accountability – public reporting of quality indicators



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Colleen Batchelor

Respectfully submitted:

Colleen Batchelor, Interim Chief Executive Officer

3 March 2020

