



**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

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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.

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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](http://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.

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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.

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**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

Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

CWharton

Carolyn Wharton, Treasurer/Secretary

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