



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, March 18, 2020

MEMBERS PRESENT:

BRAD HALLOCK, Chair
DEENA HARTJE, Vice Chair
HEIDI BRANDON
SARAH BRITTAIN JACK – via Go To Meeting
CHRIS CIPOLETTI
LAURIE HUISINGH
JUDITH LIGHT
DIANE LOSCHEN
DAN MIRER
JULIA SANDS de MELENDEZ – via Go To Meeting
DAVE PAUL – via Go To Meeting
JORDAN WEIMAR – via Go To Meeting
AMY YUTZY – by telephone

MEMBERS ABSENT:

CAROLYN WHARTON, Treasurer/Secretary

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager – via Go To Meeting
CAMILLE BLAKELY, Community Engagement Director
JEN DeFRANCO, Human Resources Director – via Go To Meeting
MEGAN ELLIS, Grants Manager – via Go To Meeting
TAMARA ENGRAM, Executive Assistant
REBEKEH FALETH, Nursing Home Supervisor – via Go To Meeting
ROB FRANCO, Projects Manager – via Go To Meeting
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Coordinator
DAVID JUROVICH, Human Resources Recruiter
EMILY MILLER, Senior Navigation Coordinator
NICHOLAS ROBERTSON, Transition/Career Svs Mgr – via Go To Meeting
AMANDA STEINGIESSER, Navigation Supervisor
GINGER STRINGER, Physician Outreach Specialist – via Go To Meeting
CALLIE TOLBERT, Lead Family Support Coordinator – via Go To Meeting
HEATHER WHITWORTH, CFO

GUESTS:

TIM CUNNINGHAM, Cheyenne Village – via Go To Meeting
DANETTE NELSON, Discover Goodwill – via Go To Meeting
INDY FRAZEE, The Independence Center – via Go To Meeting
CHARLOTTE McCLANAHAN, MK Legacy – via Go To Meeting
TINA – via Go To Meeting

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:35 am by Chair Brad Hallock.

II. PUBLIC COMMENTS

Indy Frazee, The Independence Center asked what TRE is doing in regards to COVID 19 and communications to persons receiving services and service provider agencies. Chair Hallock stated that this would be addressed later in the meeting.

III. MISSION MOMENT

Lori Ganz, Clinical Services Director provided background information on TRE's Early Childhood Mental Health Program and how it directly impacts the lives of the families utilizing these benefits. *(The PowerPoint presentation and Program Brochure are incorporated into these minutes by reference and can be found in the March 18, 2020 Board records for further review.)*

Colleen Batchelor, CEO informed the group that there is currently proposed legislation to increase funding for these types of programs.

IV. APPROVAL OF MEETING MINUTES – FEBRUARY 19, 2020

A MOTION WAS MADE BY DIANE LOSCHEN, SECONDED BY HEIDI BRANDON TO APPROVE THE FEBRUARY 19, 2020 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

V. CONSENT AGENDA

The Global Information Technology and Flexible Work Policies were presented for approval by the Board of Directors. Both are new policies that will assist TRE with the current transition of more staff to a tele-commuting model.

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JUDITH LIGHT TO APPROVE THE GLOBAL INFORMATION TECHNOLOGY AND FLEXIBLE WORK POLICIES AS PRESENTED. *Motion unanimously approved.*

VI. BOARD COMMITTEE REPORTS

Board members were asked to RSVP when planning to attend any Committee meetings.

a. Finance and Investment Committee

Heather Whitworth, CFO reported that Integrity Wealth Partners met with the Finance and Investment Committee on Monday to review TRE's investment portfolio in reference to past performance and possible future options. The group focused on whether TRE should invest a portion of cash in equities. The Committee recommends that \$45,000 of available cash in the portfolio be invested in equities based on current TRE Investment Policy.

The Board of Directors directed CFO Whitworth to work with Integrity Wealth Partners to invest \$45,000 of the available cash in the portfolio in equities to balance TRE's investments in line with the current policy.

CFO Whitworth then informed the group of fraudulent activity on TRE's operating account at Integrity Bank and Trust. This activity was caught and there hasn't been additional activity since early March. TRE is in the process of closing and opening a new operating account.

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JUDITH LIGHT TO AUTHORIZE OPENING A NEW OPERATING ACCOUNT WITH THE SAME SIGNATORIES AT INTEGRITY BANK AND TRUST. *Motion unanimously approved.*

For the month of February 2020, TRE showed a positive of approximately \$35,000, YTD \$582,000.

CFO Whitworth shared concern that TRE has approximately \$1 million in Accounts Receivables for Targeted Case Management (TCM). Health Care Policy and Finance (HCPF) made a change in mid-January in processes to bill for TCMs and only gave two weeks of notice to implement needed changes. While TRE fulfilled all the necessary requirements for these changes, state level processing has been significantly delayed creating the backlog in payment. CEO Batchelor and CFO Whitworth continue to work closely with HCPF to correct any issues at their level.

The Committee also discussed in detail the need for all Board of Directors to be extra attentive to its fiduciary responsibilities at this time. While not becoming involved in the operational aspects, the Board must recognize that it is anticipated that revenue will be drastically down. TRE is close to pulling down all available funds for Single Entry Point (SEP) contract. Those SEP funds that have not yet been expended have been deferred for the remainder of the year's expenses in SEP and this may contribute to cash flow challenges. In addition, there may be other indicators that are yet unknown. CEO Batchelor and CFO Whitworth were asked to keep the Board fully informed of TRE's financial position during this uncertain time. If needed, special session will be scheduled.

It was noted that a majority of other community centered boards in Colorado have mill levy funds to assist them during these times, TRE does not.

TRE staff are working diligently to reduce expenses while providing as much service as possible that can be billed and is meaningful for the people receiving services.

CEO Batchelor shared information on communications and directives from HCPF, Department of Human Services and EI Colorado. All agencies have been directed that no face-to-face (in person) visits should be conducted at this time. Delivery of case management services and early intervention services should be completed via video- or tele-conference, telephone, email, text. Target case management will be paid using these means. Of note, productivity most likely will not be at the same level due to families cancelling, not being available, and shorter interactions through phone or computers, etc.

Communications will be sent to all persons receiving services, families, partners and others with information on how TRE will continue to conduct business and how to contact staff at TRE. TRE wants to provide a steady connection with persons in services so they can be assured that TRE staff are available to them. Service coordinators are contacting people on their caseload and where not doable due to the size of the caseloads, other TRE staff will assist to touch base with everyone. All contacts must be log noted in the State system. This will also assist where follow-up is needed.

TRE offices will be closed to visitors effective Monday, March 23, 2020. Staff currently have the choice to work from home or from the office.

Communications will continue via various means (email, social media, TRE website) in order to keep everyone connected to TRE as informed as possible.

6385 Corporate Drive LLC – CEO Batchelor provided an update on leasing activities. The new (short-term) tenant will be completing their own tenant finishes on the second floor. They may also be interested in leasing additional space in the garage area for storage purposes.

Classic Companies are expecting to move around April 16. The current situation with COVID 19 may delay their departure. They have agreed to move to the first floor if necessary.

b. Community Engagement Committee

Community Engagement – Judith Light, Committee Chair shared that philanthropic goals are at 77% of the annual goal for Fiscal Year 2020.

Grants activity continued last month with meetings/reporting/proposals all being worked on.

Upcoming events have been cancelled or postponed.

Donor relation strategies include reaching out to current and past donors to provide updates on TRE and re-establish and/or continue these relationships.

Marketing reports show that followers and interest in posts continue to increase.

Work also continues on converting collateral materials to Spanish and hopefully soon to Braille. The Colorado School for the Deaf and Blind has offered to assist with that printing at a nominal fee.

The group is also in the process of planning various get togethers to introduce the new CEO to staff, persons receiving services/families and community partners once hired and in place.

c. Legislative Committee

Sarah Brittain Jack, Chair reported that the Legislative Sessions are closed until further notice. It was noted that the State of Colorado's revenue reports already show a decline. This will continue to be monitored and reported on by Ed Bowditch, TRE's lobbyist.

d. Nominating Committee

Ms. Jack welcomed Dave Paul to the Board of Directors.

There currently is no activity in terms of recruitment for additional Board members. Please contact Sarah if additional details are needed.

e. Social Enterprise Committee

Chris Cipoletti, Chair informed the group that the concept of a co-working space in 6385 Corporate Drive is being reviewed. The data compiled by WeWork, a large international co-working space business, provides TRE with confirmation that a co-working space on the north side of the Springs could be a feasible business concept. WeWork had issued a Letter of Intent to open a site on the far north side of the community but pulled out of opening after their company was scrutinized for some business dealings in the past.

f. TRE CEO Search Committee

Chair Hallock reported that work continues on the offer package for the candidate that all met last month.

g. Executive Committee

Chair Hallock reported that today's agenda was set at the meeting. The group also discussed the organization restructure work being done by the Leadership Team. Implementation of any major changes will be put on hold due to the uncertainty of work environment, etc. due to COVID 19. Work will continue on the refinement of the plan and various communication strategies involved with these changes.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Early Intervention Contract – The contract has been finalized for FY19-20. A budget proposal for FY20-21 has been submitted for approval. Continuation amendments past July 1 are expected.

Case Management Redesign – Many meetings and conversations are in process with the State on this proposed change. The implementation of this redesign has been pushed back to 2024. TRE is and will continue to use this proposed direction while planning TRE's organizational restructure. TRE has been asked to work closely with the State as TRE is the only community centered board in the state that does not provide direct services for either CCB and SEP services.

VII. NEW BUSINESS

Welcome New Staff – New staff were welcomed to TRE.

VIII. OLD BUSINESS

Mission Statement Committee Update – Mr. Cipoletti thanked everyone who participated in the survey. A big shout out to Nichole Guerra, TRE Reseach Director for compiling the responses in an understandable format.

The Committee will hopefully meet in the next several weeks to being processing the data. This work will involve developing a series of statements for continued feedback and refinement.

IX. PUBLIC COMMENTS

Chair Hallock reminded the group to reach out to/engage friends, family, neighbors during this time of social distancing.

X. SCHEDULE OF NEXT MEETING

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

**XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION
A MOTION WAS MADE BY JUDITH LIGHT, SECONDED BY HEIDI
BRANDON TO ADJOURN THE REGULAR SESSION OF THE BOARD OF
DIRECTORS' MEETING. *Motion unanimously approved.***

The regular meeting was adjourned at 8:50 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 9:45 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:

Deena Hartje

Deena Hartje, Vice Chair