

THE RESOURCE EXCHANGE
BOARD OF DIRECTORS' MEETING NOTICE

TO: BOARD OF DIRECTORS

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

FROM: DEENA HARTJE, Chair

THE BOARD OF DIRECTORS OF THE RESOURCE EXCHANGE WILL MEET ON WEDNESDAY, SEPTEMBER 16, 2020 AT 7:30 A.M. VIA ZOOM (SEE WEBSITE FOR LOG IN INFORMATION). PLEASE CONTACT TAMMIE ENGRAM ON 719.785.6425 or TENGRAM@TRE.ORG TO CONFIRM YOUR ATTENDANCE OR WITH ANY QUESTIONS.

MEETING AGENDA

- I. CALL MEETING TO ORDER – Deena Hartje, Chair
- II. PUBLIC COMMENTS – 10 minutes
- III. MISSION MOMENT – Elizabeth Albo
- IV. APPROVAL OF MINUTES – August 19, 2020
- V. BOARD COMMITTEE REPORTS
 - a. Community Engagement Committee – Judith Light
 - Empty Stocking Fund Campaign Kickoff
 - b. Finance and Investment Committee – Dan Mirer
 - c. Legislative Committee – Sarah Brittain Jack
 - d. Nominating Committee – Sarah Brittain Jack
 - e. Social Enterprise Committee – Chris Cipoletti
 - f. Executive Committee – Deena Hartje
- VI. CEO REPORT – Colleen Batchelor
- VII. NEW BUSINESS
- VIII. OLD BUSINESS
 - a. Mission Statement Committee Update – Chris Cipoletti
 - b. By Laws Workgroup Update – Chris Cipoletti
 - c. Diversity, Inclusion, and Equity Workgroup Update – Diane Loschen
 - d. Building (6385 Corporate Drive) Update – Chris Cipoletti
 - e. Early Intervention Update – Colleen Batchelor
- IX. PUBLIC COMMENTS – 5 minutes
- X. SCHEDULE OF NEXT MEETING – October 21, 2020 @ 7:30 a.m.
- XI. ADJOURN



TRE
The Resource Exchange

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

MEMBERS PRESENT (via Zoom unless noted)

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

MEMBERS ABSENT:

HEIDI BRANDON

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager
COLLEEN BATCHELOR, CEO – in person
JOSH DAVIDSON, Service Coordinator
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANC, Projects Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Manager – in person
BRANDI GRIFFITHS, Service Coordination Manager
DEMETRIA LOPEZ, Senior Coordinator, Benefits/Billings
DANNI MEGYERI, Senior Coordinator, Prior Authorizations
SARAH NOLAN, Break Time Coordinator
STEPHANIE SAMORA, Benefits/Billing Supervisor
KITTY SILVERS, Senior EI Billing Specialist
GINGER STRINGER, Physician and Community Outreach Specialist
CALLIE TOLBERT, Lead Family Support Coordinator
NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO

JACKIE WOODS, Interim Human Resources Director

GUESTS (via Zoom unless noted)

TIM CUNNINGHAM, Cheyenne Village
STEVEN STOCK, Cheyenne Village
LAURA OLSEN, Community Link
KELLY MURPHY, Community Member
TAMARA FRENCH, Discover Goodwill
INDY FRAZEE, The Independence Center
PERSON IDENTIFIED AS B (chose not to identify self)

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:38 am by Chair Deena Hartje.

II. PUBLIC COMMENTS

None.

III. MISSION MOMENT

Josh Davidson introduced Kelly Murphy as one of the recipients of an IPAD from proceeds from the Giving Tuesday fundraising event. Mr. Murphy thanked the group for the IPAD. He is working very hard to learn all the benefits from this device.

IV. APPROVAL OF MEETING MINUTES – July 15, 2020

A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY JUDITH LIGHT TO APPROVE THE JULY 15, 2020 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

IV. BOARD COMMITTEE REPORTS

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

a. Community Engagement Committee

Judith Light, Committee Chair shared the plans for the Barn Dance fundraising event are moving forward. This event will be held at the Pro Rodeo Hall of Fame on June 12, 2021. Sarah Nolan is coordinating this effort.

The Summer Donor Newsletter was sent out along with updates on TRE's activities in relation to COVID 19.

The next Go Baby Go event is scheduled for September 12 at 6385 Corporate Drive, Garage area. One car will be built at a time and presented to children in need due to COVID 19 restrictions on social gatherings.

The group would like to acknowledge Total Office Solutions for their recent increased annual donation and two boxes of N95 face masks.

Empty Stocking Fund Campaign – Representatives from Empty Stocking Fund will kick off TRE's portion of the campaign at the September Board of Directors' meeting. It was decided to conduct an email vote for consensus on Board members' annual commitment to Empty Stocking Fund. Please look for this email in the next few weeks.

b. Finance and Investment Committee

Dan Mirer, Treasurer/Secretary and Heather Whitworth, CFO reported.

For the month of July 2020, TRE showed a loss of approximately \$153,000 mainly due to decreased revenue for Early Intervention (EI) services and changes to funding methodology for case management services. Cash flow is being impacted by delayed payments from HCPF for CCB and SEP activities. This is common at the beginning of each fiscal year.

Payroll Protection Plan Loan – TRE has received the forgiveness application for the Payroll Protection Plan (PPP) loan. TRE continues to follow guidelines from the Bank of San Juans due to the constant changes to reporting requirements for this loan.

6385 Corporate Drive – Revenue has decreased due to tenant transitions.

Audits Updates – The Single Entry Point (SEP) financial audit is underway. The Community Centered Board (CCB) financial audit has been postponed until mid-September.

Transition to New Accounting Software – It was reported that the transition to cloud-based Great Plains is complete with no major issues during transition. CFO Whitworth was thanked for spearheading this project.

Fiscal Year 2021 Budget Revisions – The group reviewed the needed changes to the current budget. These changes are needed due to an approximate \$400,000 decrease in revenue from the State (1% rate reduction, new funding methodology, only able to bill monthly versus weekly which affects cash flow).

A MOTION WAS MADE BY DIANE LOSCHEN, SECONDED BY JUDITH LIGHT TO APPROVE THE AMENDED FISCAL YEAR 2021 BUDGET AS PRESENTED. Motion unanimously approved.

TRE is using funds from the PPP loan to supplement this decrease in revenue. It was noted that work must begin now on the budget for Fiscal Year 2022 as there will not be supplemental funds to offset losses.



c. Legislative Committee

Sarah Jack, Committee Chair updated the group on the Annual Legislative Town Hall. The date selected is September 30, 2020, 5:30-8:30 pm (tentative time). Location is still to be determined due to the need for this event to be held virtually for families. Ed Bowditch will be the moderator. The agenda and specific topic questions from last year will be used.

The group was briefed on possible legislation to change waiver restrictions when a person receiving services is hospitalized or otherwise away from their residential setting. Currently the residential provider of service cannot bill for any services during this time. This can often create a hardship for the person receiving services and/or the family of person receiving services as staff are not able to assist family with coverage during any hospital stays. Review of federal guidelines and Medicaid regulations is being completed at this time.

d. Nominating Committee

Ms. Jack, Committee Chair reported that work continues to recruit additional members for the Board of Directors. TRE has reached out to Emerging Leaders Development Program (El Pomar) to determine mutual interest in pursuing this group for possible interest in Board or Committee membership. Julia Sands de Melendez will follow-up on this task.

e. Social Enterprise Committee

Chris Cipoletti, Committee Chair stated that review work continues regarding the concept of a co-working space and/or other projects that could be housed at 6385 Corporate Drive.

A meeting will be scheduled in the next few weeks to continue this work.

f. Executive Committee

Chair Hartje stated that most topics will be covered in the CEO's report.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Happy Birthday – The group wished Heidi Brandon a very happy birthday.

Thank You – The Board thanked Sarah Nolan for her excellent work in stepping in during Tammie Ingram's absence. Great job!!

All Staff Meeting – The Board expressed an interest in thanking the entire staff of TRE for their work and dedication to the people we serve and each other during this unprecedented time of COVID 19.

The group was asked to send a short selfie video to Rob Franc by August 21. CEO Batchelor will send a reminder email to Board members with Mr. Franc's contact information.

6385 Corporate Drive LLC – A prospective tenant has revised their need for space, now looking at approximately 13,000 SF. It appears that they are still interested in the space that TRE now occupies.

The HVAC system maintenance work continues. It has been working well with the reduced need for operation over the past several months.

COVID 19 Preparedness Plan – The Tactical Leadership Group continues to update and revise TRE's preparedness plan for returning to more normal operations when permitted. TRE is currently following guidelines from the State (HCPF and CDHS/EI) and CDC.

The group asked about possible legal issues that could occur due to the pandemic.

VII. NEW BUSINESS

TRE Board Meeting Frequency – the group discussed the needed frequency of meetings for the Board of Directors. It was decided to continue with the monthly schedule.

VIII. OLD BUSINESS

Mission Statement Task Force – Chris Cipoletti, Board Director shared that the Task Force is currently editing the mission statement submissions in smaller work groups. A mission statement will be presented at the September 2020 Board of Directors' meeting for approval.

TRE By-Laws Task Force – Mr. Cipoletti shared that an email to all Board members will be sent in the next week that outlines proposed changes to current by-laws. These proposed revisions will be discussed in further detail at the September 2020 Board of Directors' meeting and will be voted on at the October 2020 meeting.

Diversity Work Group – Diane Loschen, Vice Chair reported that the group chose Pam Schipp as the facilitator for the group's work. The other candidate was also very good. The group may also use his services in the future. The next meeting is scheduled for September 2 to set goals and communication strategy. This meeting will be facilitated by Pam.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, September 16, 2020** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING



A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY JUDITH LIGHT TO ADJOURN THE REGULAR MEETING OF THE BOARD OF DIRECTORS' MEETING. *Motion unanimously approved.*

The regular meeting was adjourned at 8:40 am.

SUBMITTED BY:

Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Dan Mirer, Treasurer/Secretary



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- **6385 Corporate Drive Building Update.**
 - In general, Olive reports summer and vacations have slowed the market and no additional interest has been received.
 - ERA Shields Updates – ERA Shields returned to the building to walk the 3rd floor. They are reducing the square footage needed by approximately 2,000 sf which would translate to a lease for 13,000 sf. Olive believes that ERA would “get to yes” if TRE could start a deal at a lower sf rate with a turnkey. East facing signage is critical to ERA. In addition, Olive reports that the group continues to have a strong preference to purchase the third floor and Olive has recommendations for this if TRE determines this is a viable option.
 - InBloom Autism – Olive reports they have not received any response from the brokers for InBloom and therefore believe they are pursuing other building options.

- **Coronavirus Updates.**
 - No new updates at this time. All guidance from CDHS and HCPF remain the same.

- **TRE Budget Updates.**
 - TRE continues to wait for the proposed Early Intervention budget from EI Colorado. CCBs have been informed that EI Colorado intends to negotiate budgets by the end of September.

- **Diversity Workgroup Updates** – The workgroup is holding its first meeting with facilitator, Pam Shipp on Wednesday, September 2. The group was asked to complete an implicit bias assessment and submit responses to several questions to Pam in preparation for the first meeting. Further updates will be provided at the September Board Meeting.

- **Legal Representation** – TRE has partnered with Dave Kunstle for legal representation, most recently through Lewis Roca Rothgerber Christie LLP. Effective 9/1/20, Dave Kunstle is moving to Sparks Wilson, P.C. and TRE has transferred records to remain working with Dave Kunstle.

- **Presentations and Publications and Certifications.** None at this time

State

- Early Intervention (EI) - Colorado Department of Human Services (CDHS/EI Colorado) will be proposing a rule change to the Medical Services Board for the 3rd time on 9/4/20. The rule change continues to propose changing eligibility for services from a 25% delay in one or more areas of development to a 33% delay in one or more areas. In addition, the proposed rule includes



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language for at risk children with delays between 25% and 32% in one or more areas. The intent would be to create a separate program that would be available to these programs and would not fall under the Part C of the Individuals with Disabilities Education Act (IDEA) requirements. It would provide more limited services and may be delivered by programs other than or in addition to EI programs. This program would only be instituted when state revenues are available to support it.

Colleen Batchelor

Respectfully submitted:

Colleen Batchelor, Chief Executive Officer

2 September 2020