



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, July 17, 2019

MEMBERS PRESENT:

BRAD HALLOCK, Chair
DEENA HARTJE, Vice Chair
CAROLYN WHARTON, Treasurer/Secretary (via telephone)
HEIDI BRANDON
CHRIS CIPOLETTI
TONY FELTMAN – via telephone
JUDITH LIGHT
DIANE LOSCHEN
JULIA SANDS de MELENDEZ
AMY YUTZY

MEMBERS ABSENT:

SARAH BRITTAIN JACK

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager
COLLEEN BATCHELOR, CEO
CAMILLE BLAKELY, Community Engagement Director
DAVID JUROVICH, Human Resources Recruiter
KYLE COX, Navigation Supervisor
JEN DeFRANCO, Human Resources Director
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant
ROB FRANC, Project Manager
DON GRAY, Facilities Coordinator
SARAH NOLAN, Break Time Program Coordinator
GINGER STRINGER, Physician and Community Outreach Specialist
CALLIE TOLBERT, Lead Family Support Coordinator
NANCY VIGIL, Navigation and Quality Director
HEATHER WHITWORTH, CFO
LISA WIENER, Human Resources Coordinator
JACKIE WOODS, Human Resources Manager

GUESTS: ALAYNE KELLY, PASCO Home Health
DAN MIRER, Prospective Board Member
DANNETTE NELSON, Discover Goodwill
INDY FRAZEE, The Independence Center
TRACY HIESTER, The Independence Center

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:33 am by Chair Brad Hallock.

II. PUBLIC COMMENTS

Indy Frazee, The Independence Center shared questions concerning the recent transition for single entry point services and supports.

- Have communications been sent to clients/families and providers of services with updated contact information for case managers, supervisors, etc. to ensure continuity of care?

Letters were sent via US Mail to families/clients receiving single entry point services with information on how to contact TRE and with direct numbers for their case managers. Providers of services/supports and referral agencies are being contacted via the case managers/supervisors with updated information.

- Will TRE host a “meet and greet” for providers who have not worked with TRE before this transition?

A “meet and greet” gathering will be planned soon. Right now focus is on the continuity of care for recipients of services and supports.

III. APPROVAL OF MEETING MINUTES – JUNE 19, 2019

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DEENA HARTJE TO APPROVE THE JUNE 19, 2019 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

IV. CONSENT AGENDA

Megan Ellis, Grants Manager provided an overview of the request for Board approval to submit a competitive grant to El Pomar Foundation in support of TRE’s Early Childhood Mental Health Initiative. The grant application requires that the applicant’s Board of Directors’ approve the submission of this grant request.

A MOTION WAS MADE BY JUDITH LIGHT, SECONDED BY JULIA SANDS de MELENDEZ TO APPROVE THE CONSENT AGENDA AS SUBMITTED AND DISCUSSED. *Motion unanimously approved.*

V. 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 shared that the committee did not meet while awaiting new leadership and representation from the Board of Directors

As a reminder if any Board member is interested in serving on this committee, please contact Chair Hallock.

All Board members were invited to attend the upcoming New Employee Welcome scheduled for July 30, 8am-12noon at TRE. Please contact Tammie Engram if interested.

Fundraising – Sponsorship with Integrity Bank and Trust has been renewed in the amount of \$15,000.

Grants – TRE received a grant award from Pikes Peak United Way in the amount of \$50,000.

Marketing – Social media exposure continues to grow.

Upcoming Events –

- Bleating Heart Night at Goat Patch Brewery on July 23, 5-9:00pm. \$1 will be donated to TRE for every pint of beer sold.
- Red Robin, 1410 Jamboree on July 31, 11am-10pm. TRE will receive 20% of sales for the entire day.

Board of Directors' Annual Giving – Chair Hallock reminded members that there is not a specified amount required for Board members to give to TRE, but ask that all give something. This is very important to demonstrate that TRE has 100% Board participation in giving back to the organization.

b. Finance and Investment Committee

Heather Whitworth, CFO, reported that the Committee met and reviewed the preliminary year-end financial statements. The month ended showed a profit of approximately \$767,000. The group was reminded that this report is preliminary and numbers will change prior to and during the upcoming year-end audit.

It is anticipated that TRE will return approximately \$100,000 for the State Supported Living Services Program (SLS). Also it is expected that Children and Family Services will experience a loss. This being the first year that the Colorado Department of Human Services (CDHS) moved to a cost based reimbursement method paying for Early Intervention (EI) supports and services, several areas of the submitted budget needed to be increased and CDHS did not allow this. CDHS is working with TRE to meet the additional salary needs for supports and services provided.

Targeted Case Management numbers will be reviewed more closely to verify that funds booked are collectible.

The Board thanked staff of TRE for their work this past year in keeping expenses in line.

c. Legislative Committee

The committee did not meet. Ed Bowditch, TRE Lobbyist will provide updates at the August Board of Directors' Meeting.

The 13th Annual Legislative Town Hall will be held on October 23, 2019.

d. Nominating Committee

Chair Hallock welcomed Christopher Cipoletti and Heidi Brandon to the Board of Directors.

Dan Mirer was introduced to the group as a prospective Board member. Mr. Mirer has worked in government contracting and has served on various boards through his church and other nonprofit organizations. Mr. Mirer has also been involved with the single entry point contract transition to TRE.

e. Social Enterprise Committee

Chair Hallock again asked for volunteers to serve on this committee.

The group was informed that Jonathan Liebert will provide information on social enterprises at the August 6 Leadership meeting beginning at 9:00am. The group was also encouraged to follow Colorado Institute for Social Impact (ci4si) on Twitter and/or Facebook. Great information available.

f. Executive Committee

Chair Hallock shared that the group welcomed Deena Hartje to the executive committee.

The group discussed turnover and requested that CEO Batchelor continue to send the trending information on a quarterly basis or as needed.

The group was also updated on the single entry point transition, continued working relationship with Peak Vista at DDHC and changes being implemented by using work groups within the Leadership team. The agency's future organizational structure was also discussed in light of the recent growth of the organization.

CEO Search – The search committee is scheduled to meet next week. To date there have been approximately 150 applicants. The search firm has been interviewing prospects and has identified 3-4 strong candidates. The current plan is for interviews with these candidates with the search committee to be scheduled in August.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Legislative Town Hall – CEO Batchelor stated that information on the roundtables, etc. will be shared as details are confirmed.

Single Entry Point Transition – The transition team continues to meet to address any issues that arise throughout this transition. The staff turnover from this transition is higher than we would have liked, but still reasonable. All open positions are posted. All involved staff are very active with cross-training – both with job responsibilities/caseloads and learning/blending cultures.

Organizational charts for the entire organization are being updated that will assist all with the chain of command, who to contact, etc.

Case management for CCB waivers and SEP waivers will be kept separate for the time being. The reporting and funding requirements under these contracts are all very different which could make it very challenging for staff.

Wait Lists Status – It was reported that Children and Family Services and State Supported Living Services do not have wait lists. The State continues to slowly allocate resources for the comprehensive services waiver wait list.

Early Intervention Colorado – TRE has not received approval on the Early Intervention FY20 budget. Representatives from EI Colorado did visit TRE to learn more about why TRE's Medicaid revenue is less than other CCBs across the state. The main identified reason for this is due to the high population of children who have Medicaid but have another primary insurance (for example, Tri-Care).

Futures – A program manager position has been internally posted and interviews will be held soon. Work continues to maintain the relationship with the Division for Vocational Rehabilitation (DVR).

Peak Vista/Developmental Disabilities Health Center (DDHC) – The new physician, Dr. Emily Johnson will join the DDHC staff in early August. Several other positions (psychiatric nurse practitioner, social worker) will be replaced and/or added as well. TRE Leadership and Peak Vista will be meeting in late August/early September to reinforce the needed collaboration between our agencies and identify other possible partners to enhance services.

Targeted Case Management (TCM) – Case management and Navigation and Quality staff were recognized for their efforts in producing amazing outcomes this past year.

VII. NEW BUSINESS

New Staff Introductions – None were in attendance.

Break Time Program Volunteers – The group was encouraged to volunteer at future Break Time sessions. If you have questions, contact Sarah Nolan at snolan@tre.org.

VIII. OLD BUSINESS

None.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, August 21, 2019** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING

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:

Carolyn Wharton, Treasurer/Secretary



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, August 21, 2019

MEMBERS PRESENT:

BRAD HALLOCK, Chair
DEENA HARTJE, Vice Chair
CAROLYN WHARTON, Treasurer/Secretary
CHRIS CIPOLETTI
TONY FELTMAN – via telephone
JUDITH LIGHT
DIANE LOSCHEN
JULIA SANDS de MELENDEZ
DAN MIRER
AMY YUTZY – via telephone

MEMBERS ABSENT:

HEIDI BRANDON
SARAH BRITTAIN JACK

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager (via GoToMeeting)
COLLEEN BATCHELOR, CEO
CAMILLE BLAKELY, Community Engagement Director
ALICIA DAHLBERG, SEP Supervisor
DAVID JUROVICH, Human Resources Recruiter
JEN DeFRANCO, Human Resources Director
TAMARA ENGRAM, Executive Assistant
ROB FRANC, Project Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Coordinator
PAMELA KNOTHE, Quality Enhancement Supervisor
GINGER STRINGER, Physician & Community Outreach Specialist (via GoToMeeting)
CALLIE TOLBERT, Lead Family Support Coordinator
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO
JACKIE WOODS, Human Resources Manager

GUESTS:

DANNETTE NELSON, Discover Goodwill
CLAIRE GIRARDEAU, Empty Stocking Fund
INDY FRAZEE, The Independence Center
TRACY HIESTER, The Independence Center
DEB MAHAN, Gazette Charities/Empty Stocking Fund

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:31 am by Chair Brad Hallock.

II. PUBLIC COMMENTS

None.

III. APPROVAL OF MEETING MINUTES – JULY 17, 2019

A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY CAROLYN WHARTON TO APPROVE THE JULY 17, 2019 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

IV. CONSENT AGENDA

None presented.

V. 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 introduced Claire Girardeau and Deb Mahan, Empty Stocking Fund.

Ms. Girardeau shared information on Empty Stocking Fund. The campaign runs from Thanksgiving to January 17. Following are important dates to remember:

- Participating Agency Gear-up Meeting – September 9, 2019
- Opening Reception – November 20, 2019
- Board Reception – TBD
- Community Partner Events – look for emails with further information

The ways to donate are:

- Online at www.EmptyStockingFundCO.org
- Over the phone at 719.476.1673
- Mailing a check payable to Empty Stocking Fund to PO Box 910942, Denver, CO 80291-0942
- A text opportunity will be announced soon.

An MOU will be used with each agency this year. The allocation for The Resource Exchange for this campaign year will be 3.5% of total amount raised. Empty Stocking Fund does require 100% participation in donations from TRE Board of Directors.

Ms. Blakely shared that TRE sponsors one event with Empty Stocking Fund – Breakfast with Santa. It is scheduled for December 14, 2019 at Patty Jewett. More details soon.

Upcoming TRE Events:

- TRE Fall Art Show – November 6, 2019
- Go Baby Go – November 16, 2019

b. Finance and Investment Committee

Carolyn Wharton, Treasurer thanked Dan Mirer for attending. All Board members are encouraged to attend whenever possible.

Jason Akridge, Integrity Wealth Management provided review and updates on TRE Investment portfolio to the Finance and Investment Committee members.

Heather Whitworth, CFO, reported that July 2019 ended showing a profit of approximately \$148,000. Cash fluctuates depending on timing of payments from the State, payroll, and accounts payable runs.

TRE no longer has a balance due to Integrity Bank and Trust on the line of credit and is very close to paying off the balance on the line of credit to Bank of San Juans (6385 Corporate Drive LLC account).

CFO Whitworth then reviewed changes to the financial statements on how the budget was completed this year. Three expense lines (staff development, photography [video work] and furniture and equipment) were front-loaded because the funds are usually spent early in the year and not based on the 1/12th allocations.

Targeted Case Management (TCM) revenue is down for July but doesn't present a problem due to vacancy savings in case management.

Revenue for the payables due back to the State (that TRE was allowed to recognize) has not been booked and will be done at the end of this fiscal year.

The revenue for Early Intervention Services is down for July 2019 due to being on a holdover option with the State for FY2020. This holdover directs TRE to bill at FY2019 levels. It is still not known when TRE will receive its FY2020 contract for Early Intervention from CDHS.

TRE was also notified by Integrity Bank and Trust that our line of credit has been reduced to \$400,000 due to adjustments based on TRE's investment portfolio value.

CFO Whitworth added with the onboarding of the single entry point (SEP), for July 2019, \$105,000 was recognized for SEP billing.

c. Legislative Committee

Colleen Batchelor, Interim CEO thanked Sarah Brittain Jack for her assistance with the City of Colorado Springs' contract change issues with Envida for transportation services for at least 50 people that TRE serves. Envida's contract has been extended for a period of one year while work continues to secure funding for the future.

Ed Bowditch, TRE Lobbyist provided his annual update on legislative activities that could impact services for people with intellectual and developmental disabilities and/or provider approved service agencies' (PASAs) capacity and/or rates.

The 13th Annual Legislative Town Hall will be held on October 23, 2019. Three Roundtables are being held prior to the Town Hall to help inform topics/conversations with legislators. The Roundtables dates/times/locations:

1. Wednesday, September 18, 12noon-2:00pm at The Arc
2. Thursday, September 19, 6:00-8:00pm at TRE
3. Tuesday, October 1, 12noon-2:00pm at TRE

Please RSVP if you plan to attend any of the Roundtable sessions and/or Legislative Town Hall.

d. Nominating Committee

Chair Hallock welcomed Dan Mirer to the Board of Directors.

Chair Hallock added that Julia Sands de Melendez and Judith Light will be assisting with some of the new member onboarding activities.

e. Social Enterprise Committee

Chair Hallock again asked for volunteers to serve on this committee.

f. Executive Committee

Chair Hallock shared that the Futures' space has been subleased effective September 1.

Interim CEO Batchelor informed the group that she has been asked to serve on the Early Intervention Evaluation Task Force. This group has been asked to jointly explore and provide input on the various options that the Departments have generated as possible approaches to EI Evaluation administration.

Chair Hallock then added that education/information on new waiver services will be provided to the Board of Directors during future meetings. The list of waivers will be added to the Board books for reference, along with acronyms.

Interim CEO Batchelor was thanked for working with a personal connection of hers to provide a second opinion on what work may be needed to prolong the life of the HVAC system.

CEO Search – Chair Hallock informed the group that the search is ongoing. Thanks were extended to the Board of Directors and Leadership team for the time dedicated to this process.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Children's Habilitation Residential Program (CHRP) Waiver Emergency Rules – This waiver was originally under the County Department of Human Services for children with intellectual and developmental disabilities in foster care. This waiver's responsibility was moved to community centered boards effective July 1, 2019. The eligibility criteria was changed as well and no longer requires children to be in out-of-home placement. This waiver does offer supports for children who may need additional supports without removing them from their family home or who may need residential supports and services.

Single Entry Point Transition – The transition team continues to meet weekly to address any concerns. A representative from Health Care Policy and Financing (HCPF) has been attending these meetings as well. Other meetings have been scheduled with HCPF representatives to review this transition as the State prepares to move towards the potential of conflict free case management and case management agencies for all waiver services.

Leadership Team has been working very hard on its continued development as a cohesive team. The group is currently focusing on behavioral strategies – building trust, mastering conflict, achieving commitment, embracing accountability with one another and being results-oriented. The Leadership Team must be focused on TRE as a whole agency and not just supporting departments that each director represents.

VII. NEW BUSINESS

New Staff Introductions – New staff were welcomed to TRE.

TRE Conflicts of Interest and Code of Ethics Policies – Each year, TRE Board of Directors and staff are asked to review and acknowledge these two policies. Please return the signed acknowledgements with any identified conflicts to Tammie Engram as soon as possible.

VIII. OLD BUSINESS

Break Time Program Volunteers – The group was again encouraged to volunteer at future Break Time sessions. Ms. Engram was asked to email the volunteer schedule flyer to Board members. If you have questions, contact Sarah Nolan at snolan@tre.org.

The group was asked to provide recognition to the Air Force Cadets that continuously volunteer for these sessions. It is a very rewarding collaboration.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, August 21, 2019** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION

The regular meeting was adjourned at 8:40 am. The Executive Session was convened at 8:50 am.

XII. ADJOURN EXECUTIVE SESSION INTO REGULAR SESSION

The Executive Session was adjourned into Regular Session at 9:30 am.

The regular meeting was then adjourned at 9:35 am.

SUBMITTED BY:

Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Carolyn Wharton, Treasurer/Secretary



BOARD OF DIRECTORS' MEETING MINUTES
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MEMBERS PRESENT:

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TONY FELTMAN – via telephone
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JULIA SANDS de MELENDEZ
DAN MIRER
AMY YUTZY – via telephone

MEMBERS ABSENT:

SARAH BRITTAIN JACK
JUDITH LIGHT

STAFF PRESENT:

COLLEEN BATCHELOR, INTERIM CEO
CAMILLE BLAKELY, Community Engagement Director
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MEGAN ELLIS, Grants Manager
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ROB FRANC, Project Manager
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DON GRAY, Facilities Coordinator
RACHEL ORTIZ, SEP Case Management Supervisor
AMANDA REED, Early Intervention Manager
NICHOLAS ROBERTSON, Service Coordination Supervisor
GINGER STRINGER, Physician & Community Outreach Specialist (via GoToMeeting)
CALLIE TOLBERT, Lead Family Support Coordinator
NANCY VIGIL, Navigation and Quality Director
HEATHER WHITWORTH, CFO
SAMANTHA WINTER, SEP Case Management Supervisor

GUESTS:

TAMARA FRENCH, Discover Goodwill
INDY FRAZEE, The Independence Center
JORDAN WEIMAR, Prospective Board Member

I. CALL MEETING TO ORDER

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

II. PUBLIC COMMENTS

None.

III. APPROVAL OF MEETING MINUTES – AUGUST 21, 2019

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DIANE LOSCHEN TO APPROVE THE AUGUST 21, 2019 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

IV. CONSENT AGENDA

Family Support Services Emergency Fund Process Policy – New Policy

A MOTION WAS MADE BY CAROLYN WHARTON, SECONDED BY JULIA SANDS de MELENEZ TO APPROVE THE CONSENT AGENDA AS PRESENTED (FAMILY SUPPORT SERVICES EMERGENCY FUND PROCESS POLICY). *Motion unanimously approved.*

V. 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 shared that the Committee met last week. The group reviewed a new process for tracking development and grant revenue. This information will be shared with the full Board of Directors in the near future.

Reports for current grants are being submitted as required. Work is on-going on connecting with current donors/grantors and building new relationships.

Mrs. Blakely will soon be drafting talking points/soundbites for Board members and staff outlining the changes at TRE.

A new branding video is also being developed that highlights the case management work that TRE does (the relationship/connection between the people we serve and TRE staff).

Board of Directors were encouraged to attend as many TRE and Empty Stocking Funds events as possible. The list of upcoming events was emailed earlier this week.

The group was also reminded how important it is for all members of TRE's Board of Directors to donate to TRE.

Diane Loschen, Board member recognized the Community Engagement staff for their hard work during this period of transition for TRE.

Chair Hallock asked again for a volunteer from the Board of Directors to serve as this committee's chair.

Community Engagement Committee meetings are moving to 9:00 am. Look for the meeting invitations from either Liz Albo or Tammie Ingram.

b. Finance and Investment Committee

Heather Whitworth, CFO reported that August 2019 ended with a cash balance loss of \$504,000 due to the timing of payments and booking of the last August payroll.

CFO Whitworth explained that work is being done on updating financial statements with how items are being reported due to the addition of the Single Entry Point (SEP) contract. Also changes were made to how deferred revenue for the SEP contract is being recognized, it is now being recognized on a 1/12 basis per month over the fiscal year.

Expenses that were not recognized on a 1/12 basis per month in the line items of the budget were Staff Development, Marketing (video production). Also reporting included August as a three payroll period month which shows as extra expenses. Health Insurance expenses have also increased due to increased enrollment in these benefits.

c. Legislative Committee

The 13th Annual Legislative Town Hall will be held on October 23, 2019 at Centennial Hall. Sarah Jack, Board member, has personally invited all legislators which will be followed-up with a written invitation to attend the Town Hall.

Roundtables are being held prior to the Town Hall to help inform topics/conversations with legislators. The Roundtables dates/times/locations:

1. Wednesday, September 18, 12noon-2:00pm at The Arc
2. Tuesday, October 1, 12noon-2:00pm at TRE

Please RSVP if you plan to attend any of the Roundtable sessions and/or Legislative Town Hall.

d. Nominating Committee

Chair Hallock welcomed Jordan Weimar, prospective Board member. Mr. Weimar shared his past professional experiences and also personal reasons for being interested in volunteering for TRE's Board of Directors.

e. Social Enterprise Committee

Chair Hallock again asked for volunteers and a Board member to chair for this committee. The purpose of the social enterprise direction is to generate revenue to help diversify TRE's portfolio in order to continue to provide the best services and supports possible to the people that we serve.

f. Executive Committee

Colleen Batchelor, Interim CEO shared that the group discussed future HVAC needs for the building. Climate Systems has not yet finalized their work/recommendations on the system.

The Leadership team continues to focus on its strategic work

CEO Search – Chair Hallock informed the group that the search is ongoing. Thanks were extended to the Board of Directors and Leadership team for the time dedicated to this process and also for the work on the update of the job specifications for this position. CEO Hallock will send the final version of the job specifications to the Board of Directors.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Futures – The Futures' space has been sublet to an insurance company.

CEO Batchelor introduced Nicholas Robertson as the new Futures Program Manager. Mr. Robertson will be working on strengthening the relationship with the Division of Vocational Rehabilitation, area school districts and their transition programs and employment desires of folks in these programs.

Early Intervention – TRE continues to wait on the Fiscal Year 2020 contract for Early Intervention services. TRE continues to bill for services based on the Fiscal Year 2019 contract. TRE will be allowed to bill for any additional expenses once the contract is approved.

Business Intelligence Brief – CEO Batchelor reviewed several data points that were shared in the CEO report. Various dashboards such as these will be included on a monthly basis to hopefully provide a better understanding of TRE's business models and address possible needed decisions based on true trending information.

The group briefly discussed the very high increase in intakes for services in the SEP waivers and also the increase in turnover for TRE in April 2019.

Leadership Team continues its work to focus on the strategic direction of the agency. The group has identified three key areas and work groups have been formed to complete more detailed work on the specific direction(s). Those areas are 1) Building; 2) Core Business Model(s) Options; and 3) Staff Retention and Training. Information will be shared as available.

VII. NEW BUSINESS

New Staff Introductions – New staff were welcomed to TRE.

Training – Single Entry Point (SEP) Waivers – An overview was provided on the SEP waivers and the processes involved in connecting people with the appropriate services and supports.

VIII. OLD BUSINESS

Conflict of Interest and Code of Ethics Policy Review and Acknowledgements – Chris Cipoletti, Board member shared concerns with the current Conflict of Interest and Code of Ethics policies. CEO Batchelor and Mr. Cipoletti will review and update these policies and procedures as needed. Once updated, these will be reissued to the Board of Directors and Leadership for review and disclosure of any possible conflicts.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, October 16, 2019** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:45 am.

SUBMITTED BY:

Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Carolyn Wharton, Treasurer/Secretary



TRE

The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES

Wednesday, October 16, 2019

MEMBERS PRESENT:

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JUDITH LIGHT
DIANE LOSCHEN
DAN MIRER
JULIA SANDS de MELENDEZ
JORDAN WEIMAR
AMY YUTZY – via telephone

MEMBERS ABSENT:

TONY FELTMAN

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager (via GoToMeeting)
COLLEEN BATCHELOR, Interim CEO
CAMILLE BLAKELY, Community Engagement Director
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANC, Project Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Coordinator
TRACY HODNETT, Service Coordination Supervisor
GINGER McBRIDE, IDD Specialist, TRE Liaison to EPCDHS
GINGER STRINGER, Physician & Community Outreach Specialist
LAURA THOMAS, Case Management Director
CALLIE TOLBERT, Lead Family Support Coordinator
NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO
JACKIE WOODS, Human Resources Manager



GUESTS:

DANETTE NELSON, Discover Goodwill
INDY FRAZEE, The Independence Center
TRACY HIESTER, The Independence Center
LAURIE HUISINGH, Prospective Board Member

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

Ginger Stringer introduced Madison and Cayden Shuman to the group. Madison shared their story and how important TRE's Early Intervention Team was to Cayden's success. TRE was thanked for sharing their caring expertise with her family.

IV. APPROVAL OF MEETING MINUTES – SEPTEMBER 18, 2019

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY CHRIS CIPOLETTI TO APPROVE THE SEPTEMBER 18, 2019 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

V. CONSENT AGENDA

Brad Hallock, Board Chair thanked Chris Cipoletti and Colleen Batchelor for their work on updating these policies.

Code of Ethics Policy/Procedures – no change to policy. Procedural changes were made and volunteers added to the list of people to which the policy applies.

Conflict of Interest Policy/Procedures – changes were made to align policy and procedures with current IRS recommendations.

A MOTION WAS MADE BY JUDITH LIGHT, SECONDED BY HEIDI BRANDON TO APPROVE THE CONSENT AGENDA AS PRESENTED (CODE OF ETHICS AND CONFLICT OF INTEREST POLICIES). *Motion unanimously approved.*

These will be sent out to all Board of Directors' and Leadership members for their review, disclosure statements and signatures.

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 reported that TRE has met 28% of its annual goal through just three months.

TRE staff have been very busy with community events sharing information about TRE services and supports.

Community Engagement will be launching a quarterly newsletter for TRE donors to keep them engaged in our activities.

Social engagement continues to grow and is getting lots of interaction from our followers.

Mrs. Blakely and Liz Albo will be meeting with Board members individually to review Board member commitment forms for this coming year, and also to talk about ways that Board members can assist staff in building connections with community members.

Board members were invited to attend any future New Employee Welcome session. The next session is scheduled for October 29, 8:00 am-12 noon.

Go Baby Go – Judith Light challenged all Board members to attend the next Go Baby Go event on November 16 at the Air Force Academy Youth Center. Please contact Lori Ganz or Sarah Nolan no later than November 1 if you plan to attend.

b. Finance and Investment Committee

Heather Whitworth, CFO reported that the committee held discussion on the monthly financials and upcoming changes that will affect 6385 Corporate Drive LLC. The group will be meeting with Olive Real Estate (the LLC's management firm) to discuss all future options.

Accounts Receivable is higher this month due to timing of August invoice for Early Intervention services. Payment is expected no later than early next week.

Accrued PTO liability is approximately \$10,000 higher than this time last year. Changes were made to the policy. Leadership is following these numbers closely.

For the month of September 2019, TRE shows a \$600,000 gain with a year-to-date gain of \$473,000. Of note, targeted case management units (revenue) are usually down November through January due to holidays.

The group also discussed cash flow, specifically for single entry point services later in the contract year.

Several corrections were made to last month's report in Health benefits costs and Payroll reporting since changing from Paylocity to Paycom.

CFO Whitworth reminded Board members that she is available to meet individually to review the complex financial reporting system for TRE. Please contact her if interested.

Audits – The financial audits have begun. Due to our growth and changes in reporting requirements, these audits are more complicated than past years.

c. Legislative Committee

Sarah Jack reminded the group of the Legislative Town Hall on Wednesday, Oct 23 at Centennial Hall. Approximately 9 elected officials have RSVP'd to serve on our panel. Picnic Basket has offered a 60% discount on the cost of food for this event.

Talking points gathered at recent roundtables will be shared with all soon.

d. Nominating Committee

Jordan Weimar was welcomed to the Board of Directors.

Ms. Jack reported that she is meeting with Commissioner Norm Steen in Teller County on the possibility of identifying candidates for Board service.

Ms. Jack then introduced Laurie Huisingh, a prospective Board member.

e. Social Enterprise Committee

Chair Hallock again asked for volunteers and a Board member to chair for this committee. The purpose of the social enterprise direction is to generate revenue to help diversify TRE's portfolio in order to continue to provide the best services and supports possible to the people that we serve.

f. Executive Committee

TRE CEO Search – Work continues with the consultants on identifying candidates to interview for this position.

Leadership Work Groups – The group was updated regarding on-going work being done by the Leadership team on staff retention, the building and core business model.

It was noted that TRE needs to begin work on the agency's mission and vision statements. It was felt that the core values will remain the same. A work group was formed to begin work in these areas. Tammie will schedule a meeting in the near future. Board members who volunteered to serve are Brad Hallock, Dan Mirer, Chris Cipoletti, Diane Loschen, Heidi Brandon and Judith Light.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Agency News – Interim CEO Batchelor shared that emotional support animals in the workplace are being phased out by the agency. TRE is working with affected staff to identify other support systems along with the help of their personal physicians.

Break Time/Respite Program – Interim CEO Batchelor commended Sarah Nolan for her creative work in finding volunteers for the Break Time sessions. TRE recently had 41 volunteers from the El Paso County Sheriff's and Colorado Springs Police Departments. This was a great experience for all involved.

TRE Dashboard Data – Rob Franc, Project Manager shared several data points with the group on targeted case management (TCM).

The group was then asked how this type of information should be shared. Board members shared that they would like a PDF report on a monthly basis versus the live log-in information. Any questions, please contact Mr. Franc.

VII. NEW BUSINESS

Training – Children's Habilitation Residential Program (CHRP) Waiver – This waiver was previously administered by the county Departments of Human Services. On July 1, 2019, this waiver responsibility was shifted to community centered boards.

The purpose/goal of this waiver is to provide in-home supports to families with children with intellectual and developmental disabilities who are exhibiting very challenging behavioral or medical needs.

Providers of services is a very huge obstacle for this program's goal of keeping the children in the natural home. TRE's staff are working very hard in developing relationships with providers outside of our service area with the hope of expanding opportunities for families.

VIII. OLD BUSINESS

None.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, November 20, 2019** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING

The regular meeting was adjourned into executive session at 8:55 am. The Executive Session was adjourned at 9:35 am.

Leadership's Building Work Group will be expanded to include Brad Hallock, Carolyn Wharton and Jordan Weimar. Tammie Engram was asked to schedule the next meeting.

The meeting was adjourned at 9:40 am.

SUBMITTED BY:

Colleen Batchelor
Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram
Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Carolyn Wharton
Carolyn Wharton, Treasurer/Secretary



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, November 20, 2019

MEMBERS PRESENT:

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

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager
COLLEEN BATCHELOR, Interim CEO
CAMILLE BLAKELY, Community Engagement Director
JEN DeFRANCO, Human Resources Director
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANC, Project Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Coordinator
DAVID JUROVICH, Human Resources Recruiter
NICHOLAS ROBERTSON, Futures Program Manager
GINGER STRINGER, Physician & Community Outreach Specialist – via GoToMeeting
CALLIE TOLBERT, Lead Family Support Coordinator
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO
JACKIE WOODS, Human Resources Manager

GUESTS:

DANETTE NELSON, Discover Goodwill
INDY FRAZEE, The Independence Center

I. CALL MEETING TO ORDER

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

II. PUBLIC COMMENTS

None.

III. MISSION MOMENT

A video was shown highlighting the relationship between Brenda (TRE Service Coordinator) and Kailey (person receiving services). This video is a first in a series which features relationships between TRE staff and people receiving services.

Camille Blakely, Community Engagement Director informed the group that today's story will also be the feature/story in TRE's end-of-year solicitation campaign.

IV. APPROVAL OF MEETING MINUTES – OCTOBER 16, 2019

A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY JUDITH LIGHT TO APPROVE THE OCTOBER 16, 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 reported that TRE has met 28% of its philanthropic goal for FY20.

The direct mail campaign will be sent before Thanksgiving. TRE is also participating in Giving Tuesday on December 3. TRE will be asking for donations for adaptive toys and will feature a different toy each hour on social media.

TRE's first quarterly newsletter is complete. This newsletter will provide updates/information to current TRE donors and prospective donors in hopes of keeping people updated and engaged with TRE throughout the year.

Julie White, TRE Marketing Coordinator provided information on TRE's social media efforts for the past month. Our recent Go Baby Go event at the Air Force Academy was featured on KOAA.

An event committee is being formed to assist TRE staff with planning a larger scale event. Kim Matthews (past TRE Board member) has offered to assist with this planning committee.

The group was reminded that Empty Stocking Fund's Kick-Off Reception will be held at Penrose House, 5:30-7:00 pm this evening.

Breakfast with Santa is scheduled for Saturday, December 14, 8:30-10:00 am at Patty Jewitt.

Mrs. Blakely shared that twelve pieces of art were sold at the recent Art Show.

Diane Loschen encouraged all Board members to donate to TRE. It is very important that TRE have 100% Board participation. Thank you.

b. Finance and Investment Committee

Heather Whitworth, CFO reported that on-going review of financial statements has resulted in several changes to how reporting of payments from the State for single entry point services are being reported. These funds will now be shown in deferred revenue until the actual services/projects are provided/completed. Due to this change, revenue for year-to-date dropped to approximately \$158,000.

For the month of October 2019, TRE shows a loss of approximately \$315,000, mainly due to Single Entry Point funds reporting changes explained above.

CFO Whitworth referenced changes to grant reporting guidelines from Generally Acceptable Accounting Principles (GAAP). To be considered a grant for funding purposes and revenue recognition, there must be very distinct milestones that must be met. This would then allow revenue to be deferred to the next fiscal year if necessary. The grant from Colorado Springs Health Foundation cannot be considered a grant. It must be reported as a contribution, therefore all of the funds for the first year were recognized in FY2017. The expenses and revenue will not match in the financial statements due to this. The expenses were incurred in FY2018 and part in FY2019.

The group was also reminded that the months of November through February usually show a drop in targeted case management (TCM) revenue due to staff holidays and families cancelling appointments.

The Receivables for October 2019 are higher due to payment timing. TRE awaits payment on two larger invoices for Early Intervention (EI) services. Work also continues on Targeted Case Management (TCM) claims from July and issues associated with rate changes in the Medicaid system.

FY20 Early Intervention Services contract should be released in early January 2020. The State has requested supplemental funding from the Joint Budget Committee and await approval of same.

TRE has requested a face-to-face meeting to review TRE's budget submission for FY20.

c. Legislative Committee

Sarah Jack informed the group that the Legislative Town Hall was cancelled due to inclement weather. Members of the planning committee are refocusing efforts to meet with legislators at a later time to share information from our Roundtables.

The Colorado Springs Chamber of Commerce hosts a Legislative Round Table (Speed Dating format) on December 3 beginning at 4:00 pm. Representatives from TRE and The Arc Pikes Peak Region will be in attendance to share information with legislators. If interested in attending, please contact Ms. Jack, Colleen Batchelor or Camille Blakely.

d. Nominating Committee

Ms. Jack shared that a meeting will be scheduled with Laurie Huisingh, a prospective Board member.

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

e. Social Enterprise Committee

No meeting.

f. TRE CEO Search Committee

Chair Hallock reported that the search is on-going. The process continues to evolve.

A question was raised about a recent recommendation received on one of the candidates. Chair Hallock will check with the consulting firm to verify that this was a transcript from a reference check conducted by telephone by the consulting firm.

g. Executive Committee

Carolyn Wharton, Treasurer/Secretary reported that the group discussed the Early Intervention contract hold-up and the Single Entry Point (SEP) Request for Proposal (RFP) which was submitted.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Single Entry Point (SEP) - TRE was notified that it was the only agency to submit a bid for the SEP contract in our region. It is likely that TRE will be awarded this contract, but have not received official affirmation.

The proposed rate changes to a new contract is felt to be positive. This hopefully will improve TRE's ability to meet all contract requirements and timelines and also increase the number of staff.

6385 Corporate Drive – Olive Real Estate has scheduled a Broker Open House on December 5 beginning at 4:00 pm.

Various options that have been discussed are still on the table for consideration. TRE staff would also like the group to consider whether the space in the building could become part of our social enterprise endeavors (co-working space model).

The group then discussed the critical need for “sooner than later” options/decisions on a plan for the building prior to The Classic Companies’ departure in March. A smaller group from the Building Work Group will meet very soon. Carolyn Wharton, Chris Cipoletti and Dan Mirer will serve on this group. Colleen Batchelor will identify key staff to participate.

Thank you was extended to Chris Cipoletti for introducing TRE to another insurance agency that offered a proposal that could significantly reduce the cost and improve coverage for the building. TRE plans to solicit bids from TRE’s current insurance broker for comparison. A decision should be made by mid-December 2019.

TRE will soon be providing an entry (to the building) badge to Board members.

VII. NEW BUSINESS

Training – Early Childhood Mental Health Program training was tabled.

VIII. OLD BUSINESS

None.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director’s meeting is scheduled for **Wednesday, December 18, 2019** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:35 am.

SUBMITTED BY:

Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Carolyn Wharton, Treasurer/Secretary



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 Huisingh, 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.

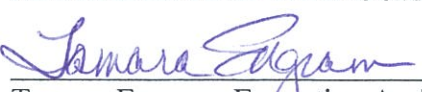
XIII. ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:42 am.

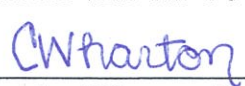
SUBMITTED BY:


Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:


Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:


Carolyn Wharton, Treasurer/Secretary