



TRE
The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES

Wednesday, January 15, 2020

MEMBERS PRESENT:

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

MEMBER ABSENT:

DIANE LOSCHEN

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager
COLLEEN BATCHELOR, Interim CEO
CAMILLE BLAKELY, Community Engagement Director
KYLE COX, Navigation & Enrollments Manager
JEN DeFRANCO, Human Resources Director
MEGAN ELLIS, Grants Manager – via Go To Meeting
TAMARA ENGRAM, Executive Assistant
REBEKEH FALETH, Nursing Home Supervisor
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Coordinator
BRANDI GRIFFITHS, Service Coordination Manager
COLLEEN HESNAN, Service Coordination Manager
RYAN KERNER, Health Integration Manager
VAUGHNA PELLICCIA, Prior Authorization Supervisor
NICHOLAS ROBERTSON, Transition and Career Services Manager
STEPHANIE SAMORA, Benefits/Billing Supervisor
GINGER STRINGER, Physician Outreach Specialist – via Go To Meeting
CALLIE TOLBERT, Lead Family Support Coordinator



JULIE WHITE, Marketing Manager
HEATHER WHITWORTH, CFO
DR. ASHLEY WILLIAMS, Psychologist
JACKIE WOODS, Human Resources Manager

GUESTS:

DANETTE NELSON, Discover Goodwill
INDY FRAZEE, The Independence Center
CHRISTINA LaFORGE, Parent
RJ LaFORGE, Parent
TEIGAN LaFORGE

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. MISSION MOMENT

Christina LaForge shared her family's experiences with TRE's Early Childhood Mental Health (ECMH) Services Program.

IV. APPROVAL OF MEETING MINUTES – DECEMBER 18, 2019

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY SARAH BRITTAIN JACK TO APPROVE THE DECEMBER 18, 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. Finance and Investment Committee

Financial Statements Review – Heather Whitworth, CFO reported. For December 2019, TRE showed a profit of approximately \$254,000 for year-to-date and \$72,000 for month-end. Targeted Case Management (TCM) and other program billing revenue was lower due to the holidays and fewer contacts with people served. TRE also received payment in the amount of \$290,000 for the Colorado Springs Health Foundation grant which is recognized as revenue due to new reporting guidelines.

Additional clean-up/adjustments were made in the program revenue areas of Supported Living Services (SLS) and Children's Extensive Services waivers.

Liability Insurance Coverage – It was reported that quotes have been received for this coverage. IMA quoted the same coverage as last year at \$73,898/year. TRE bound the coverage as is with one change. IMA was asked to add new coverage in the amount of \$1 million for workplace violence. The cost for this coverage is \$1,890.

CFO Whitworth recommended that TRE increase the Executive Risk Package (Director and Officer Coverage) to \$2 million coverage and increase the cyber liability policy to \$2 million coverage due to our growth over the past several years. Cost of these is \$3,875 per policy.

Total cost for the above recommended coverages is approximately \$83,000.

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JUDITH LIGHT TO APPROVE THE COST OF APPROXIMATELY \$83,000 FOR COVERAGE ON LIABILITY INSURANCE AND WORKPLACE VIOLENCE, AND INCREASING COVERAGE FOR CYBER LIABILITY AND EXECUTIVE RISK PACKAGE. Motion unanimously approved.

Building Coverage (6385 Corporate Drive LLC) – Quotes were received from IMA, State Farm and Liberty Mutual (current policyholder). The State Farm policy cost is approximately \$30,000 that includes no separate extra deductible for wind and hail damage. Cost for current policy with Liberty Mutual is approximately \$41,000.

CFO Whitworth was asked to determine the cost of cancelling the current policy with Liberty Mutual. If there is a cancellation fee, TRE may wait until the policy renews. This will be discussed at the February Finance and Investment Committee meeting.

One additional note was shared for information purposes only. Abuse and/or molestation coverage may no longer be part of the umbrella coverage in coming years.

Audits – CFO Whitworth reported that audits are still in progress. The financial audit review for Fiscal Year 2019 will be presented at the February 2020 Board of Directors' meeting.

The single audit is very extensive requiring very detailed review of the use of all federal funds received.

b. Community Engagement Committee

Community Engagement – Judith Light, Chair reported that she is becoming more familiar with the main objectives of this department and committee. Camille Blakely, Community Engagement Director reports that the committee's purpose is to provide strategic direction to the department by brainstorming, having discussions on branding, events, donor relationships, connections, website information and sharing TRE information. Other committee functions include reporting on department goals, status and

strategies, provide feedback on marketing tools as needed and to share TRE's story in our communities.

Philanthropic goals are at 72% of the annual goal for Fiscal Year 2020. The end of year campaign raised \$21,300. Empty Stocking Fund's campaign ends this week.

TRE received \$5000 from The Giddings Foundation and \$10,000 from El Pomar.

Mrs. Blakely shared a note from a family member who attended TRE's Breakfast with Santa thanking TRE for its efforts and hosting this fantastic event.

Marketing report included a 73.3% increase on Facebook over the previous year. Instagram and Twitter also experienced increases over the past year.

c. Legislative Committee

Sarah Brittain Jack, Chair reminded the group of TRE's Day at the Legislature on February 6. Currently have 27 people attending. If interested, please contact Tammie Engram.

The Legislative Town Hall Planning Committee is planning a Spring Legislative Roundtable. It is tentatively scheduled for Saturday, April 4. More details soon.

Also planning is beginning for the Annual Legislative Town Hall next fall.

The group was encouraged to review the updates from Ed Bowditch each month. If you have questions and/or need additional information, please contact Ms. Jack.

d. Nominating Committee

Ms. Jack welcomed Laurie Huisingh to TRE's Board of Directors.

Several Board members will be meeting with a possible candidate for the Board from Teller County.

The group was also encouraged to introduce prospective Board members through TRE Board committee membership. Please contact Ms. Jack or Chair Hallock with any questions.

e. Social Enterprise Committee

Chris Cipoletti informed the group that he and Colleen Batchelor will meet next week to review committee members and committee focus and opportunities.

f. TRE CEO Search Committee

Chair Hallock shared the changes to the search process. The Search Committee is speaking with the consultants every two weeks to receive status updates. Also a video conference call will be scheduled soon for all Board members to meet the consultants and ask questions as needed.

g. Executive Committee

The Executive Committee is now meeting prior to the meeting agenda being posted on the first Wednesday of each month.

The group reviewed the services agreement with TRE's lobbyist and approved moving forward with this yearly agreement.

All Board members were asked to get involved with at least one of the Board Committees. Please contact Chair Hallock with any questions.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

End the Wait – Alliance Colorado and its members along with many advocacy organizations are supporting this proposed bill. This relates to the comprehensive services waiver which is the only waiver left with an existing waiting list for services. This bill requests funding that would end that wait list. The cost for this is estimated at \$25 million and the Joint Budget Committee (JBC) will be asked to carry this bill.

The Resource Exchange is a supporter of this proposed legislation. CEO Batchelor has met with several members of our delegation and discussion was held on this as a foundation for future waiver adjustments and consolidation due to Colorado's waivers system being so complex.

Alliance Colorado – CEO Batchelor added that TRE is once again being courted to become a member of Alliance Colorado, a statewide association of CCBs and PASAs. The evaluation of benefits to TRE versus the cost is being evaluated now.

Early Intervention Services Budget for Fiscal Year 2020 – CEO Batchelor reported that an amended budget was submitted to the Department of Human Services/EI Colorado on December 23, 2019. To date, TRE has not received a response from them.

Health Integration Manager – Ryan Kerner was introduced to the group. This position is new to TRE and will focus on the integration of health care with the long term services already provided by TRE. Through the grant from the Colorado Springs Health Foundation, TRE is looking at how all systems might work better together in order to improve access to culturally competent and integrated health care for all people receiving services from TRE.

Leadership Work Groups Updates – These work groups all interconnect with each other. The Core Business Model group is looking at what service areas TRE should focus on as an organization, what skill sets are needed as an organization to be successful and how to fill any gaps.

As Colorado moves towards Case Management Agencies, No Wrong Door, Conflict Free Case Management and considering the fact that rural Colorado struggles to find adequate resources or personnel, TRE could have the potential to fill some of those needs.

This work group is also looking at ways to be more effective and efficient and ensure that our work truly meets the mission of the organization and individuals we support. And that it is also sustainable and possible to replicate and expand.

Staff Retention and Training Work Group's focus is on how TRE improves its retention of quality, honest, and competent staff. This group is analyzing what TRE needs at the individual level in staff, what competencies, skills and knowledge are needed. TRE will develop a plan to build our capacity associated with a curriculum that offers a variety of learning methodologies for all.

This work group also identified the organizational needs, i.e., clear, consistent policies /procedures and guidelines; effective leadership who understand the systems in which we operate, understand adult learning and motivation and also understand reflective leadership techniques; effective organizational communication; promotes an overall culture of learning that integrates the future of advanced information technology with our work; have a willingness to look at things differently to include work/life balance; and encourage partnerships and collaboration that are team focused.

CEO Batchelor will send the slides presented today to all Board members.

Building Work Group (separate group from the Board's Building Group) is focusing on what TRE needs in relation to actual space at 6385 Corporate Drive. This group is updating current Information Technology/Equipment policies to ensure that the proper equipment and support of that equipment is available and expectations of use of this equipment are established clearly for staff as TRE moves to different work environments.

It was further explained that several members of Leadership serve on all three work groups and the full Leadership team receives updates and holds discussions to plan how to best pursue feedback loops with staff and how best to begin to implement needed changes now.

Also the Leadership Team continues to focus on many of the strategies identified in the book, *The Advantage*. Currently, six questions that help form mission, vision, values and the way we operate are being discussed in great and fascinating detail.

Research Center – The group was congratulated on their most recent publication on multi-sensory environments.

6385 Corporate Drive LLC – The group met with representatives from Olive Real Estate for an update on leasing activity. There is a group that is potentially interested in a short-term lease that could be a good bridge as TRE considers how to move forward with the use of the building. There are also several other interested in leasing space but not in an immediate need status. TRE continues to work with Olive Real Estate on pursuing any interest.

VII. NEW BUSINESS

Futures' Update – Chair Hallock provided a brief review of the intent of the Futures' program. It was developed as a social enterprise and how to support the people we serve with their educational and vocational goals. Futures contracted with the Division of Vocational Rehabilitation (DVR) to create new job development opportunities for people with intellectual and developmental disabilities. Unfortunately, the model was not totally successful due to slow referrals to the program and parameters set by DVR.

Nicholas Robertson provided an overview of activities to date to refocus this program on areas that TRE could leverage to once again focus on career opportunities for the people we serve.

The first activity is to leverage relationships with those agencies already providing job development/support for the people we serve which mainly consists of school districts' transition programs and DVR at this time.

Another activity is to involve school transition teams and other partners with the interdisciplinary teams to help develop a true plan on how to meet the person's goals for employment.

Also needed is the actual training of TRE staff to better understand and interact with the different partners to plan for the educational and vocational goals of the person in services. TRE currently has teams of service coordinators that primarily work with transition age persons (ages 14-24) and also working age adults.

One other activity involves benefits planning through the Social Security Administration and how working could affect benefits received for long term care and Medicaid. There is a national certification required for this type of planning and TRE is pursuing this certification now.

In the past several years, the Legislature passed legislation that requires all supported employment providers be nationally certified or accredited in order to provide supported employment services. TRE is currently building a curriculum to meet the requirements to become a trainer for this national certification. TRE hopes to be a training resource for area agency staff.

All referrals from the original contract with DVR have been referred to other area agencies offering this service.

Board Training – Tabled until February 2020 meeting.

VIII. OLD BUSINESS

Single Entry Point (SEP) Contract – CEO Batchelor informed the group that TRE was officially awarded the SEP contract for this region.

TRE will also be working with Rocky Mountain Human Services (A CCB in the Denver area) who was awarded the SEP contract in the Denver area. They have asked for our assistance in reference to the transition process of this contract which TRE experienced earlier in 2019.

Empty Stocking Fund Event – Ms. Light reported that TRE's team at the Trivia Night had a great time. Next year's team should be more strategically recruited in order to be much more competitive.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, February 19, 2020** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION

The regular meeting was adjourned at 9:10 am.

XII. ADJOURN EXECUTIVE SESSION INTO REGULAR SESSION

The Executive Session was adjourned at 9:50 am.

XIII. ADJOURN REGULAR MEETING

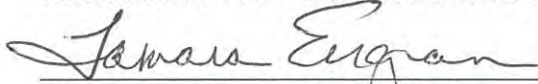
The regular meeting was adjourned at 9:52 am.

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 Educator

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

MEMBERS PRESENT:

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

STAFF PRESENT:

ELIZABETH ALBO, Donor Relations Manager
CAMILLE BLAKELY, Community Engagement Director
KYLE COX, Navigation & Enrollments Manager
ALICIA DAHLBERG, SEP Intake Supervisor – via Go To Meeting
GABRIEL DAVIS, Accountant
JEN DeFRANCO, Human Resources Director
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant
REBEKEH FALETH, Nursing Home Supervisor
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Coordinator
DAVID JUROVICH, Human Resources Recruiter
DEMETRIA LOPEZ, Benefits/Billing Senior Supervisor – via Go To Meeting
DANNI MEGYERI, Prior Authorization Senior Coordinator
HEATHER MEIZIS, Quality and Nursing Facilities Manager
AMANDA REED, Early Intervention Services Manager – via Go To Meeting
NICHOLAS ROBERTSON, Transition and Career Services Manager
STEPHANIE SAMORA, Benefits/Billing Supervisor
CALLIE TOLBERT, Lead Family Support Coordinator
CHERI ULMER, Program Support Manager

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

GUESTS:

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

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:30 am by Chair Brad Hallock.

II. PUBLIC COMMENTS

None.

III. MISSION MOMENT

Tabled until the March 2020 meeting.

IV. APPROVAL OF MEETING MINUTES – JANUARY 15, 2020

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JULIA SANDS de MELENDEZ TO APPROVE THE JANUARY 15, 2020 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

V. CONSENT AGENDA

None submitted.

VI. BOARD COMMITTEE REPORTS

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

a. Finance and Investment Committee

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. Legislative Committee

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

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

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

d. Nominating Committee

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

e. Social Enterprise Committee

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

f. TRE CEO Search Committee

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

g. Executive Committee

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

VI. CHIEF EXECUTIVE OFFICER'S REPORT

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

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

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

VII. NEW BUSINESS

Welcome New Staff – No new staff were in attendance.

VIII. OLD BUSINESS

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

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

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

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

XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION

The regular meeting was adjourned at 8:40 am.

XII. ADJOURN EXECUTIVE SESSION INTO REGULAR SESSION

The Executive Session was adjourned at 10:15 am.

XIII. ADJOURN REGULAR MEETING

The regular meeting was adjourned at 10:17 am.

SUBMITTED BY:

Colleen Head Batchelor

Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

CWharton

Carolyn Wharton, Treasurer/Secretary



TRE
The Responder Exchange

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 FRANC, 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 Research Director for compiling the responses in an understandable format.

The Committee will hopefully meet in the next several weeks to begin 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 Directors' 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



BOARD OF DIRECTORS' SPECIAL MEETING MINUTES
Wednesday, March 26, 2020

MEMBERS PRESENT: (via Zoom except where noted)

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

STAFF PRESENT: (via Zoom except where noted)

CAMILLE BLAKELY, Community Engagement Director
COLLEEN BATCHELOR, Interim CEO – in person
TAMARA ENGRAM, Executive Assistant
ROB FRANCO, Projects Manager
LORI GANZ, Clinical Services Director
NANCY VIGIL, Navigation & Quality Director
HEATHER WHITWORTH, CFO

GUESTS: None.

I. CALL MEETING TO ORDER AND PURPOSE OF SPECIAL MEETING

The meeting was called to order at 11:05 am by Vice Chair Deena Hartje.

The purpose of the special meeting is to elect a new officers for the Board of Directors due to resignation of Brad Hallock.

II. PUBLIC COMMENTS

None

III. OFFICERS NOMINATIONS/APPROVAL

Nominations were opened for the position of Chair. Deena Hartje was nominated by Julia Sands de Melendez. No other nominations were offered.

A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY DIANE LOSCHEN TO NOMINATE DEENA HARTJE AS THE CHAIR FOR THE BOARD OF DIRECTORS. *Motion unanimously approved.*

Nominations for Vice Chair were tabled until the April 15, 2020 meeting.

- V. ADJOURN SPECIAL MEETING INTO EXECUTIVE SESSION**
A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY HEIDI BRANDON TO ADJOURN THE REGULAR SESSION OF THE BOARD OF DIRECTORS' MEETING. *Motion unanimously approved.*

The regular meeting was adjourned at 11:10 am.

- VI. ADJOURN EXECUTIVE SESSION INTO REGULAR SESSION**
The Executive Session was adjourned at 11:35 am.

- VII. NEW BUSINESS**
Office 365 Teams – CEO Batchelor informed the group that a Teams invite was sent to Board members to enable members to connect with TRE, review updates/communications with staff and attend meetings with TRE staff.

- VIII. PUBLIC COMMENTS**
None.

- XIII. ADJOURN REGULAR MEETING**
A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY SARAH BRITAIN JACK TO ADJOURN THE REGULAR SESSION OF THE BOARD OF DIRECTORS' MEETING. *Motion unanimously approved.*

The regular meeting was adjourned at 11:37 am.

RECORDED AND SUBMITTED BY:

Colleen Head Batchelor, Interim CEO

TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Carolyn Wharton, Treasurer/Secretary



TRE

The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, April 15, 2020

MEMBERS PRESENT (via Zoom unless noted)

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

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager
COLLEEN BATCHELOR, Interim CEO – in person
CAMILLE BLAKELY, Community Engagement Director
KYLE COX, Navigation and Enrollments Manager
JEN DeFRANCO, Human Resources Director
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant – in person
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANCO, Projects Manager
LORI GANZ, Clinical Services Director
BRANDI GRIFFITHS, Service Coordination Manager
SARAH NOLAN, Break Time Coordinator
AMANDA REED, Early Intervention Services Manager
NICHOLAS ROBERTSON, Transition/Career Services Manager
CALLIE TOLBERT, Lead Family Support Coordinator
CHERI ULMER, Program Support Manager
NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO – in person

GUESTS (via Zoom unless noted)

TIM CUNNINGHAM, Cheyenne Village
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 Deena Hartje.

II. PUBLIC COMMENTS

None.

III. APPROVAL OF MEETING MINUTES – March 18 and March 26, 2020

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JUDITH LIGHT TO APPROVE THE MARCH 18, 2020 MEETING MINUTES AS NOTED BELOW AND THE MARCH 26, 2020 MEETING MINUTES AS PRESENTED.

Motion unanimously approved.

Correction to March 18, 2020 as follows:

Page 6, Section VIII. Old Business. Second Paragraph. Change the following sentence to read (change highlighted in yellow): "The Committee will hopefully meet in the next several weeks to begin processing the data."

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

Judith Light, Committee Chair shared that the committee did not meet in April. Updates from the Community Engagement team include:

- The Winter Donor Newsletter was sent as well as an update on TRE's activities in relation to COVID 19.
- TRE received the final check from Empty Stocking Fund. Total amount received was \$42,925.80.
- Giving Tuesday, which is a nationally promoted gift to nonprofit day has been moved to May 5 in order to assist with the current need of donations to nonprofit organizations.
- Grant request proposal in the amount of \$50,000 has been submitted to Anschutz Foundation.
- Pikes Peak United Way Foundation has postponed its site visit and awarding of grant funding.

- Medisked (electronic health record vendor for TRE) published an article about how TRE is handling continued service and supports in the midst of COVID 19. Thanks to Rob for providing feedback and information for this article.
- Community Engagement staff are also working on/assisting with several projects: mission statement work group, TRE future event planning, creating a donor recognition wall, Board orientation/training materials and coworking space business plan.

The group was informed that currently individual donations for most nonprofits have decreased dramatically.

b. Finance and Investment Committee

Carolyn Wharton, Treasurer/Secretary and Heather Whitworth, CFO reported. It was decided to continue to offer a video-conference choice for this monthly meeting.

A new format for review includes a one-page summary of the financial statements along with the condensed reports. Please provide comments on the one-page summary sheet to CFO Whitworth.

CFO Whitworth noted that the balance sheet shows approximately \$1 million in the Sweep account shown on the Investment line. This is due to several payments being received at one time, close to the end of the month.

For the month of March 2020, TRE showed a loss of approximately \$350,000, YTD profit of \$233,000. March included ½ month of normal operations and ½ month of responding to COVID 19. Also, TRE received and processed many older invoices for purchase of services (POS) from vendors possibly due to the pandemic and vendors concern for their cashflow. Revenues were slightly down. CFO Whitworth did not express concern at this time. The April financials will determine if any corrective action is necessary.

Colleen Batchelor, Interim CEO noted that staff salaries are higher than anticipated for March 2020. TRE has not experienced as much turnover/transition of staff probably due to COVID 19. TRE also implemented a hiring freeze during this time.

The group also briefly discussed Paid Time Off (PTO). Some PTO is being taken now and it is hard to anticipate what the short-term future requests will be. TRE does offer a one time per year PTO buy-out option, up to \$1000, for employees.

TRE was funded through the Payroll Protection Program Loan in the amount of \$3.7 million to draw upon as needed during the pandemic. A big thank you to the business office staff, Jesse Spaeth at the Bank of San Juans and the Board of Directors for quick action on applying for this payroll assistance.

The committee also discussed the budgeting process for Fiscal Year 2020-21. The Colorado Department of Health Care Policy and Financing (HCPF) is changing funding

methodology for community centered board (CCB) and single entry point (SEP) program funding beginning July 1. They are shifting from a 15-minute unit billing structure to one based on rates for activities required under the contracts. TRE is waiting for the billing manual from HCPF which will define the data that will be used to determine completion of activities that will trigger payment. This will assist leadership in determining what organizational and process changes may be needed to maximize payments and continue to meet the individual needs of people served under these contracts.

Budget preparation work is currently focusing on the expense side of the process. It is hoped that a very preliminary budget can be presented to the Finance and Investment Committee on May 18. Leadership is preparing the budget with the assumption of flat funding and very little staffing increases. True revenue projections may not be known until late May or early June. It is also possible that HCPF and CDHS will issue Option Letters to extend the current fiscal year contracts for a few months. CFO Whitworth noted that due to the changes in funding mechanisms and the State's response to revenue forecasts due to COVID 19 that the budget for Fiscal Year 2020-21 may need to be revised in, at least, the first quarter of the new fiscal year.

c. Legislative Committee

Sarah Jack, Committee Chair reminded the group that the general assembly is slated to return to session on May 18. It is anticipated that they will focus on school finance and approval of the budget for next fiscal year. They may also address Family Leave and Public Option legislation.

CEO Batchelor added that new state revenue projections should be received around May 12.

d. Nominating Committee

Ms. Jack, Committee Chair addressed the reason the agenda for today's meeting was amended regarding the presentation of nominations for the Vice Chair position on the Board of Directors. According to TRE's By-laws, the Nominating Committee should present the slate of nominations for officers of the Board of Directors for FY2020-21 and also nominate those members who are up for a second term. This information must be presented to the Board of Directors at least thirty days prior to voting.

If anyone has nominations, questions or comments, please contact Ms. Jack. A Nominating Committee meeting will be scheduled in the very near future. Current members of the Committee are Sarah Jack, Carolyn Wharton, Julia Melendez, and Judith Light. Heidi Brandon volunteered to serve as well.

e. Social Enterprise Committee

Chris Cipoletti, Committee Chair stated that review work continues regarding the concept of a co-working space in 6385 Corporate Drive. No other ventures are being brought forward at this time due to COVID 19.



f. TRE CEO Search Committee

Chair Hartje reported that moving forward with an offer is on pause at this time. Chair Hartje added that she continues to keep the candidate updated on TRE activities.

g. Executive Committee

Chair Hartje stated that most topics will be covered in the CEO's report. The Committee set the agenda for today's meeting and discussed State directives and information on COVID 19.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive LLC – Scheel's Corporation is still on schedule to move in around May 1. (9000 SF). Don Gray, Facilities Manager will meet with them on April 24 to review their final tenant finish plan which includes removing cubicles, creating a couple of training rooms and installing doors to limit access to their area from the second floor common space.

The Classic Companies still plan to be totally moved by April 30. This will impact rent and common area revenue for the building. (34,000 SF)

Dr. Haas has requested a deferment in paying May and June rent due to their office being shut down due to COVID 19. These amounts will be repaid beginning in July over the next six months. CAMs will be paid during the deferment time.

Olive Real Estate Group provided information that a broker from Denver is looking for space for a company that is potentially interested in approximately 10,000 SF. Conversations also continue with a realty firm that are interested in approximately 14,000 SF beginning in 2021 for a 5-7 years lease. This company was once interested in purchasing the second floor of the building. A walk-through is tentatively being scheduled for next week with this possible tenant to view the space available on the 3rd floor.

TRE will very soon re-evaluate its needs for space. The COVID 19 pandemic that forced TRE to move more quickly than anticipated to a more flexible tele-commuting/working from home model will most likely change the amount of space that TRE will need for permanent office space.

Olive representatives have continued to suggest significant and costly tenant finish on the second floor. TRE has again informed them that this is not an option at this time and does not align with the long-term vision for the building. Olive also inquired as to whether TRE may be interested in selling the entire building since the organization does not anticipate utilizing as much space as had been anticipated when the building was purchased. It was shared with them that TRE's Board considers all options for the building but is not interested in selling at this time.

The group was also informed that the listing agreement with Olive Real Estate expires at the end of October 2020. This will be revisited in the July timeframe to begin evaluating all options.

Bank of San Juans – The line of credit for the building was renewed with the Bank of San Juans.

Colleen Batchelor, Interim CEO then recognized the amazing partnership with the Bank of San Juans, particularly Jesse Spaeth, in collaborating with TRE to support general operations on the loan for the building and in assisting TRE with the submittal of the SBA's Payroll Protection Program loan application.

Thanks to the Board of Directors, CFO Whitworth and staff for the quick action/work in preparing for this loan application.

It was suggested to send a thank you note from the Board of Directors to the Bank of San Juans.

COVID 19 and Impacts – In the Early Intervention (EI) program, there is a reduction in referrals due to physicians' offices being closed to well check appointments. Those that are referred are being seen for evaluations via a virtual evaluation to determine eligibility and then will be followed-up with an in-person assessment of need at a later time.

Currently, more than 90% of families receiving EI services have agreed to tele-intervention services. EI billings are at approximately 2/3rds of what is normal, due to sessions not being as long as in-person visits and no travel time being billed.

It is hoped that this period will benefit our staff with identifying ways to deliver services more efficiently. It is hoped that TRE will be able to offer more services via tele-intervention to the more rural areas of southeastern Colorado where capacity tends to be an issue.

The Single Entry Point (SEP) and Community Centered Board (CCB) billings are at approximately 90% of normal each week. The staff have all quickly adapted to working remotely and obtaining needed signatures, etc. via electronic means. Responses from people receiving services and provider agencies have been positive regarding the timeliness of responses from TRE staff.

It was noted that targeted case management (TCM) services for many of TRE clients are reaching their cap limit. Services will be continued as necessary but TRE will not be able to be paid for these supports.

CEO Batchelor then provided an update on the Family First Coronavirus Relief Act (FFCRA). TRE has fifteen staff who are accessing this benefit mainly due to child care and/or homeschooling necessities.

TRE has had two staff that have showed symptoms of the virus since the Stay at Home Order was implemented, indicating they did not contract the virus through work activities. However, TRE has worked with these staff to determine if they had any contact with other TRE staff during the identified watch period.

TRE Leadership has begun planning for staff transition back from the Stay at Home Order. It is anticipated that the transition will be gradual due to continued school closures and potential restrictions for groups gathering. Leadership is currently interacting with our teams to ask 1) what has worked well working remotely; 2) what have been challenges experienced; 3) what equipment/space/support does staff need moving forward; and 4) what are the fears involved with returning to the office or to work in the community and home.

FY2020-21 Budget Preparation – EI budget has been submitted to the Colorado Department of Human Services (CDHS) with a 5% increase. Funding for services in the SEP and CCB contracts with Colorado Department of Health Care Policy and Financing (HCPF) are dramatically changing. Preparation work for these changes include process changes and organizational changes to maximize funding for services while focusing on the quality of these services/supports to the individuals TRE supports.

HCPF has promised a billing manual (not yet received) that outlines the activities/categories that can be billed/reported for payment. Most activities will be paid on a per member/per month basis (which in the past had been billed for in 15-minutes increments (TCM)). It has not yet been determined what data will be used to drive payment for these activities. The number of contract deliverables will increase over past years which requires more administrative work.

Due to the short time provided for the organization to operationalize the funding methodology changes, conservative revenue projections are being used for the first quarter and will gradually build into the second quarter.

Due to both oil/gas/energy prices falling and the economic impact of the COVID responses, revenue projections for Colorado in FY20-21 are \$2-3 billion short of what is needed to maintain current spending levels. It is not anticipated that services/supports in our area will be cut but is unknown until the Joint Budget Committee meets and provides an updated budget for the legislature.

CCHA Partnership – CEO Batchelor highlighted the partnership with CCHA on one of their incentive programs which could result in approximately \$189,000 revenue over the calendar year. This partnership was already producing 80% of the work needed for this program. The program is a collaborative effort between agencies to improve health outcomes for individuals that both agencies support.

Microsoft Teams – All Board members have been added to TRE Teams site in order to use the programs offered by Microsoft Office 365. This will enable virtual meetings with TRE staff and also assist in communications agency-wide. This will hopefully reduce the

number of emails being sent. Board members were asked to contact CEO Batchelor if assistance is needed.

VII. NEW BUSINESS

Welcome New Staff – No new staff.

TRE Governing Documents – It was noted that TRE needs to be very observant and cautious about closely following TRE's governing documents.

TRE By-Laws have not been reviewed since 2017 and it was felt that Board should review and update (as needed) on at least an annual basis. This item will be added to follow-up in July 2020 for the possible formation of a work group or an on-going committee to review governing documents and provide training to the full Board on an annual basis.

VIII. OLD BUSINESS

Mission Statement Committee Update – Director Cipoletti thanked Camille Blakeley, Liz Albo and Sarah Nolan for their work in categorizing the responses to the survey into several themes. The committee will meet in the next several weeks to continue work that involves the development of several mission statement themes for continued feedback from stakeholders.

It was also noted that Board members should schedule time to meet directly with people receiving services in various settings. This type of activity will be added to the Board orientation/training package.

Organization Structure Workgroup – Director Cipoletti reported that he and Julia Sands de Melendez attended a recent Leadership Team meeting where team structures were discussed which will enhance communications, work efficiency and decision-making across the agency.

A preliminary graph showing the higher level of leadership in the organizational structure and how self-directed teams could operate was shared. The CEO currently has 13 individuals reporting to her, which creates many challenges in effectively managing the organization in a progressive direction. Once the quarantine is over, the group hopes to continue to move the agency in this new operating direction focusing on strategic and tactical leadership teams. Many of the concepts being shared have been adapted from the book *Reinventing Organizations: An Illustrated Invitation to Join the Conversation on next-Stage Organizations*.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, May 20, 2020** at 7:30 am at The Resource Exchange.

- XI. **ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION**
A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY HEIDI BRANDON TO ADJOURN THE REGULAR MEETING OF THE BOARD OF DIRECTORS' MEETING INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS. *Motion unanimously approved.*

The regular meeting was adjourned at 9:10 am.

- XII. **ADJOURN EXECUTIVE SESSION INTO REGULAR MEETING**
The Executive Session was adjourned at 9:30 am. No decisions were made.

- XIII. **ADJOURN REGULAR MEETING**
A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JULIA SANDS de MELENEZ TO ADJOURN THE REGULAR MEETING OF THE BOARD OF DIRECTORS. *Motion unanimously approved.*

The regular meeting was adjourned at 9:35 am.

SUBMITTED BY:

Colleen 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



TRE
The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, May 20, 2020

MEMBERS PRESENT (via Zoom unless noted)

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

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager
COLLEEN BATCHELOR, Interim CEO – in person
CAMILLE BLAKELY, Community Engagement Director
KYLE COX, Navigation and Enrollments Manager
GABRIEL DAVIS, Staff Accountant
JEN DeFRANCO, Human Resources Director
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant – in person
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANCO, Projects Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Manager in person
BRANDI GRIFFITHS, Service Coordination Manager
DAVID JUROVICH, HR Recruiter
DEMETRIA LOPEZ, Benefits/Billing Senior Coordinator
DANNI MEGYERI, Prior Authorization Senior Coordinator
SARAH NOLAN, Break Time Coordinator
VAUGHNA PELLICCIA, Prior Authorization Supervisor
AMANDA REED, Early Intervention Services Manager
NICHOLAS ROBERTSON, Transition/Career Services Manager

STEPHANIE SAMORA, Benefits/Billing Supervisor
GINGER STRINGER, Physician and Community Outreach Specialist
LAURA THOMAS, Case Management Director
CALLIE TOLBERT, Lead Family Support Coordinator
CHERI ULMER, Program Support Manager
NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO

GUESTS (via Zoom unless noted)

EDWARD BOWDITCH, Bowditch & Cassell Public Affairs
STEVEN STOCK, Cheyenne Village
DANETTE NELSON, Discover Goodwill
INDY FRAZEE, The Independence Center

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:30 am by Chair Deena Hartje.

II. PUBLIC COMMENTS

None.

III. APPROVAL OF MEETING MINUTES – April 15, 2020

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DAVE PAUL TO APPROVE THE APRIL 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 that the following updates from the group:

- Fundraising goal is at 80% of year-end goal.
- Giving Tuesday was a great success. \$10,030.18 (double the goal) was raised to assist with the purchase of equipment for families who don't have access to on-line tools to continue therapies and other services in the virtual format.
 - The group was asked to provide a breakdown showing new donors, repeat donors, etc. for review.
- Donor Relations Report:
 - Board members will receive a packet in the mail from Liz Albo with notecards for you to write personal thank you notes to recent and past donors.
 - The Spring Donor Newsletter was sent to over 1500 people.
 - Board members were thanked for their quick turnaround with the thank you photos for videos to be shared with partner agencies.

- The Summer Art Show is scheduled for July 8. This show will be done in a virtual format.
- Grants Report:
 - Grant funds received included \$50,000 from McCaully Trust for general operating expenses; \$2500 Ent Center Yes Grant for BreakTime Respite.
 - A grant proposal has been sent to The Nutrition Camp. The Buell Foundation has again invited TRE to apply for grant funds.
 - Pikes Peak United Way virtual site visit is scheduled for May 26 at 1:00 pm. If interested in attending, please contact Camille Blakely or Megan Ellis.
- Marketing Report:
 - Social Media activity increased over 200% since April.
 - The TRE Blog is again underway. Focus will be educating the public on TRE activities during COVID19 and also a focus on mental health services available.

b. Finance and Investment Committee

Carolyn Wharton, Treasurer/Secretary and Heather Whitworth, CFO reported.

Audits – All audits for Fiscal Year 2019 have been completed. The 990 Form should be complete in the next several weeks.

TRE Financial Statements Review – For the month of April 2020, TRE showed a \$214,000 profit with Year-To-Date profit of \$448,000. CFO Whitworth noted that the reported cash on hand includes the Paycheck Protection Plan loan that was funded on April 10. TRE is still within the eight-week period in gathering information on all necessary expenses that will report against that loan to determine forgiveness amount.

Productivity in revenue generating service areas is down but not significantly. Staff are doing a great job in making certain that services/supports are continuing for the people we support.

Funders from Colorado Health Foundation allowed \$25,000 from current grant funds to be allocated to an area within our budget most needed. These funds were used in Early Childhood Mental Health service payment shortages.

Mileage expenses showed a huge decrease due to work being done in a virtual environment.

6385 Corporate Drive LLC Financial Statements Review – The Classic Companies moved out effective April 30, 2020. Therefore, beginning in May the rental income and CAM income will drop. Scheel's Sporting's lease begins in May but is significantly less than Classic. TRE does pay rent on one suite on the third floor to assist with cash flow for the building account.

The transition to State Farm Insurance is complete and went well. Thanks again to Chris Cipoletti for making this introduction.

The loss of \$27,000 for the month of April is mainly due to depreciation which is a non-cash item.

Proposed Budget for Fiscal Year 2021 – CFO Whitworth reviewed what has been completed while TRE awaits more final contract amounts from the State departments and changes that need to be made due to funding changes and/or operating changes (due to COVID19 experience).

The goal is to present a draft budget proposal to TRE's Finance and Investment Committee on June 15 for recommendations to the full Board of Directors at their June 17 meeting. At this time, Leadership feels that there will need to be several budget reviews/revisions during the fiscal year due to State revenue forecasts and changes that could be passed on to community centered boards and early intervention brokers throughout the year.

c. Legislative Committee

Sarah Jack, Committee Chair and Ed Bowditch, TRE Lobbyist reviewed the current activities at the State level to try to balance the State budget proposal in light of lost revenue due to COVID19 and Oil and Gas crisis. It is estimated that the State budget is out of balance by approximately \$3.3 billion. The Joint Budget Committee (JBC) has been looking at every single program to identify areas for cost savings and cuts.

Currently there is very strong support from the JBC for programs for people with intellectual and developmental disabilities. It is proposed that provider rates only be reduced by 1% at this time. No increases will be granted for Early Intervention services even though no children can be turned away for needed services.

Most likely the Bills to End the Wait List; to Eliminate Subminimum wage; and Paid Family Leave will not be pushed in this legislative session. The Paid Family Leave legislation measure may be put on the 2020 ballot.

The State Legislature plans to reconvene on Tuesday, May 26 for a three-week session to focus on the budget and school finance act.

Mr. Bowditch referenced the back pages of his report to the Board on the Gallagher Amendment regarding property tax rates. This proposed amendment is great news for homeowners, but it will decrease local revenues including County revenues significantly, which in turn will affect funds available for programs throughout the State in Fiscal Year 2022.

d. Nominating Committee

Ms. Jack, Committee Chair referenced the report from the Committee's April 29th meeting outlining recommendations from the Nominating Committee.

In reviewing past information while preparing for current nominations, the Committee found that action was not taken in nominating and electing several members to second terms.

Carolyn Wharton has decided to not seek a second term. Her term ends June 30, 2020.

A MOTION WAS MADE BY SARAH BRITTAIN JACK, SECONDED BY HEIDI BRANDON TO NOMINATE DEENA HARTJE TO A SECOND THREE-YEAR TERM RETRO TO JUNE 30, 2019. SECOND TERM ENDING JUNE 30, 2022. Motion unanimously approved.

A MOTION WAS MADE BY SARAH BRITTAIN JACK, SECONDED BY HEIDI BRANDON TO NOMINATE JULIA SANDS de MELENDEZ TO A SECOND THREE-YEAR TERM RETRO TO JUNE 30, 2019. SECOND TERM ENDING JUNE 30, 2022. Motion unanimously approved.

The Committee then presented the following nominations for consideration by the Board of Directors, to be voted on at the June 17, 2020 Board of Directors' meeting.

For second three-year term: Judith Light and Diane Loschen

For officers for FY2021, the following slate was presented for consideration:

Chairperson	Deena Hartje
Vice Chairperson	Diane Loschen
Secretary/Treasurer	Dan Mirer

Nominations may also be advanced from the floor by any member of the Board of Directors for consideration at the June Board of Directors' meeting.

Ms. Jack then provided information on a prospective Board member, referred by Mrs. Wharton. A Zoom meeting will be set up with the interested party and several Board members.

e. Social Enterprise Committee

Chris Cipoletti, Committee Chair reported that he has met with Colleen Batchelor and Camille Blakely regarding a co-working space concept for the north side of Colorado Springs. A Pro Forma and budget are being developed to determine feasibility of use of space in our building for this venture. The group will hopefully have information to share at the July 15 Board of Directors' meeting.

f. TRE CEO Search Committee

Chair Hartje reported that current members of the committee met on May 7 and determined that additional members are needed for this group to assist in determining the direction for TRE's CEO search. Interested Board members were asked to contact Ms. Hartje by email or phone no later than Friday, May 22 to express interest. The group was

cautioned that it is likely that not all interested can be considered to keep the committee size workable. Heidi Brandon expressed interest.

Chair Hartje also indicated that she continues regular contact with current candidate to keep him informed on TRE activities and CEO search status.

g. Executive Committee

Chair Hartje stated that most topics will be covered in the CEO's report. The Committee set the agenda for today's meeting, discussed Board governance and training materials along with the need to establish a Board Training group to assist in keeping the full Board of Directors up-to-date on governance and agency strategic direction work. The group also discussed recognition for past Board members.

The group briefly discussed the pros and cons to rejoining Alliance Colorado. CEO Batchelor shared additional information on this group and the benefits of being a member of this statewide group. It is felt that the next two-three years will most likely require the statewide collaboration that Mr. Bowditch provides and that Alliance Colorado could provide as well.

Mr. Bowditch shared that the Alliance staff also have much more access/contact with State agency staff than he does in his lobbying activities. CEO Batchelor will send Alliance's current handbook which outlines the work they currently do. The cost for membership is approximately \$24,000. Leadership Team will need to determine if this fits within the current budget.

V. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive LLC – A local real estate company is very interested in approximately 15,000SF on the third floor for a 5-7 year lease beginning at the end of the second quarter of 2021. Proposed costs for suggested tenant finishes are being evaluated at this time.

Other possible interest in space includes a nursing school (1 full floor), law firm (approximately 7,000SF) and another agency (7-10,000 SF on south side of first floor).

COVID 19 and Impacts – Colorado Department of Human Services (Early Intervention (EI)) continues to direct that virtual means of interacting with clients and families will continue until at least end of June. Colorado Department of Health Care Policy and Financing's (Community Centered Board (CCB) and Single Entry Point (SEP)) directives are less clear but indicate through the first quarter of next fiscal year likely.

Colorado Department of Human Services has been asked to cut a percentage of their overall budget for next fiscal year. EI Colorado was not asked to do the same thing but were asked to seek out potential cost containment and budget cut strategies from local programs. TRE's response includes (many already implemented): current hiring freeze, freeze future vacant positions, consider cutting back on number of flex staff being used in EI, and continue to build on efforts of tele-health appointments/services.

The funding methodology for SEP and CCB services is changing in the new fiscal year. Instead of billing in 15-minute increments for case management activities, TRE will now bill in single units for different deliverables that HCPF defines. In order to become more efficient, reduce overhead and still provide quality services, TRE must shift many processes currently in place. Several meetings with HCPF to discuss this new methodology are in the near future. It is hoped that better clarification will be provided during these meetings.

A hiring freeze is also in place for SEP and CBB staff. As processes and roles are likely to shift to meet the new demands, it is hoped to protect current staff positions by making needed shifts in job responsibilities instead of layoffs.

Turnover Data – CEO Batchelor then reviewed last year's turnover data versus the current third quarter data with the group and discussed current agency staff retention strategies to continue to address this area.

Isolation Concerns for Staff and Clients – A question was raised as to how our staff may be interacting with clients experiencing isolation and challenges related to that. Our Provider Agencies most closely interact with our clients on a more regular basis and interact with this challenge. Also, some of our customers may express and/or participate more in virtual environments due to not being intimidated or overwhelmed. Also, phone calls and/or virtual meetings are sometimes longer due to the desire to continue to interact with each other. Service Coordinators are offering assistance to clients and to provider agencies in accessing supports for anyone experiencing challenges related to isolation.

EI Budget Response – Due to the amount of growth experienced by this program each year, programs are asked for cost containment strategies. One area that CDHS is proposing is to cut the eligibility criteria from 25% to 33% in one area. This will require a rule change and potentially an emergency rule change will be sought to speed up this implementation. Children referred to TRE with a speech delay will be most impacted by this change. Other areas of cost containment strategies include requiring Medicaid to cover all EI services which would add the federal match dollars to this reimbursement, setting Admin Cap Rates, establishing state provider rates, and issuing an RFP for EI Brokers. This last option is the least desired by CDHS/OEC as it would create significant disruption to the system and would not provide the cost reductions being sought.

VI. NEW BUSINESS

None.

VII. OLD BUSINESS

Mission Statement Committee Update – Director Cipoletti reported that the committee voted on various proposed statements. The committee will meet in the next several weeks to refine/wordsmith the top proposed statements. These will be sent to the Board of Directors for feedback. These suggestions will be sent back out to stakeholders for their



feedback. And then back to the Board of Directors to hopefully select a new mission statement for TRE by July or August.

Organization Structure Workgroup – CEO Batchelor informed the group that the Leadership Team continues its evolution into a way of working that creates subgroups focused on strategic direction and priorities for the agency and tactical steps necessary to drive the agency towards those strategic priorities. A culture shift is being focused on to be less of a reactive organization that is regulated and dictated by State contracts to be more proactive in our thinking on how to interact with the many regulations, economy-related activities/changes that occur in our work. CEO Batchelor shared several strategic directives with the group and will send the current outline to the Board of Directors.

One example shared is that TRE has operated in a very conservative manner in relation to technology due to costs and yet this mindset puts TRE in a negative position to become as adaptable, efficient, productive and accountable as we could be. Our tactical leadership group will focus on needed implementation and budget needs in this area as well as the other strategic priorities.

VIII. PUBLIC COMMENTS

None.

IX. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for Wednesday, June 17, 2020 at 7:30 am at The Resource Exchange.

X. ADJOURN REGULAR MEETING

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

The regular meeting was adjourned at 8:55 am.

SUBMITTED BY:



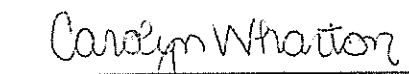
Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:



Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:



Carolyn Whatton, Treasurer/Secretary



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, June 17, 2020

MEMBERS PRESENT (via Zoom unless noted)

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

MEMBER ABSENT

LAURIE HUISINGH

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager
COLLEEN BATCHELOR, Interim CEO – in person
CAMILLE BLAKELY, Community Engagement Director – in person
CHRISTINA BODE, Senior Service Coordinator
ASHLEY BYE, Service Coordination Supervisor, Teller and Park Counties
TROY COOKE, Service Coordinator
KYLE COX, Navigation and Enrollments Manager
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant – in person
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANCO, Projects Manager – In Person
LORI GANZ, Clinical Services Director
BRANDI GRIFFITHS, Service Coordination Manager
COLLEEN HESNAN, Service Coordination Manager
DEMETRIA LOPEZ, Benefits/Billing Senior Coordinator
DANNI MEGYERI, Prior Authorization Senior Coordinator
EMILY MILLER, Senior Navigation Coordinator
SARAH NOLAN, Break Time Coordinator
CIEANN PELLICCIA, Case Aide, Front Desk Supervisor
VAUGHNA PELLICCIA, Prior Authorization Supervisor

NICHOLAS ROBERTSON, Transition/Career Services Manager
STEPHANIE SAMORA, Benefits/Billing Supervisor
KITTY SILVERS, Senior EI Billing Specialist
AMANDA STEINGIESSER, Navigation Specialist
GINGER STRINGER, Physician and Community Outreach Specialist
LAURA THOMAS, Case Management Director
CHERI ULMER, Program Support Manager
NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO
LISA WIENER,
JACKIE WOODS, Interim Human Resources Director

GUESTS (via Zoom unless noted)

TIM CUNNINGHAM, Cheyenne Village
STEVEN STOCK, Cheyenne Village
TAMARA FRENCH, Discover Goodwill
INDY FRAZEE, The Independence Center
ALAYNE KELLY, PASCO Host Homes
CHLOE – unknown to transcriber

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:35 am by Chair Deena Hartje.

II. PUBLIC COMMENTS

None.

III. APPROVAL OF MEETING MINUTES – May 20, 2020

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DIANE LOSCHEN TO APPROVE THE MAY 20, 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 following updates from the committee meeting:

- Giving Tuesday was a great success. \$10,030.18 was raised to assist with the purchase of equipment for families who don't have access to on-line tools to continue therapies and other services in the virtual format. Equipment is being delivered directly to the recipients. Look for highlights on this on social media. Thanks to Sarah Nolan for her negotiating skills with Best Buy and all of her work on this project.

- The Board asked for tracking or trending information that might be available related to how other agencies performed on Giving Tuesday.
- The Summer Art Show is scheduled for July 8. This show will be done in a virtual format. Have had a good response from artists wishing to participate.
- Donor Relations:
 - TRE is planning to again offer the monthly subscription plan for donors. Look for details soon.
- Grants Report:
 - Grant funds received included \$5,000 from Colorado COVID Relief Fund and \$5,000 from The Nutrition Camp.
 - TRE expects to receive \$100,000 Colorado Health Foundation in July for our second year of this grant.

b. Finance and Investment Committee

Carolyn Wharton, Treasurer/Secretary and Heather Whitworth, CFO reported.

TRE Financial Statements Review – For the month of May 2020, TRE showed approximately \$4,000 profit with Year-To-Date profit of \$452,000.

Several entries were reclassified due to being coded incorrectly last month.

Leased equipment increased due to one-time funding from Colorado Department of Health Care Policy and Financing (HCPF) for the Single Entry Point (SEP) program that must be used prior to the end of the fiscal year. These funds were used to pay off the equipment leases for SEP staff.

Proposed Budget for Fiscal Year 2021 – CFO Whitworth reviewed the budget proposal and emphasized that this budget year will be very fluid due to expected revenue changes. The proposed budget shows a deficit budget of \$639,865.68. It is anticipated that the Paycheck Protection Program loan forgiveness funds will be recognized in FY2021 to assist in the cost of salaries due to revenue reduction.

The Early Invention (EI) program anticipates at least a one percent (1%) cut in revenue for health care allowance (HCA) and EI services. EI Colorado also requested that TRE identify more extensive savings across the programs as the CDHS has been asked to find 10% cost savings across the department. TRE's proposal for these additional cuts has been submitted.

State General Fund and Medicaid Waiver Service Coordination funding methodology is changing for FY21. TRE continues to wait for confirmation from HCPF on whether the rates for this new funding methodology will remain intact. The new funding resembles a fee for service methodology. TRE will be paid for certain required activities. Unfortunately, it does not appear that full Administrative Costs are covered in this new methodology.

In reviews to date, it appears that the Community Centered Board (CCB) revenue contracted amount is decreasing by approximately twenty-five percent (25%). This is consistent across CCBs in Colorado. The SEP contract shows an increase. The bottom line of both contracts combined still shows a significant decrease in overall revenue for TRE.

Once the Long Bill is signed by Governor Polis, it is hoped that HCPF will quickly share established rates, etc. The proposed budget is based on FY20 funding and new information shared to date.

CFO Whitworth noted changes in the following revenue areas:

- Community Engagement grant revenue is now being reported in the categories/areas that grant monies will be used.
- Futures is no longer a stand-alone program and is now reported under Service Coordination/Case Management.
- Service Coordination and Navigation/Quality will most likely take most of the first quarter to determine how best to maximize revenue from the new funding mechanisms, reports required for payment, etc.
- No investment income funds are included.

CFO Whitworth then reviewed proposals to the expense areas:

- Continue hiring freeze. To be evaluated each month to determine critical position needs.
 - Eliminated 19 currently vacant positions from FY20.
 - Thirteen positions are included in the budget but will not be filled until at least the third and fourth quarters of FY21, so those salaries are prorated for partial year expense.
 - Eliminated one position in the Business Office that is a non-revenue generating position.
 - Only currently vacant position carried over is unfilled CEO position.
 - EI Flex Staff (those not guaranteed a set number of hours) will become inactive until caseload and funding warrants use of flex positions. A few flex positions remain in the budget where it is necessary to provide services in rural areas or where current part-time and full-time staff lack the expertise required for the service.
 - Will reduce the use of contracted providers in EI unless necessary to support rural areas of specific required expertise.
 - Eliminated two administrative positions in EI.
 - Eliminated a flex position in Family Support Services Program (FSSP).
 - Furlough of one week in each of the first two quarters of TRE Leadership staff.
 - No pay increase for staff.
 - 10.8% increase in medical and dental benefits which was shared with employees. Cost share of these benefits was moved to a more traditional method of percentage of premium paid by employer/employee vs a flat rate.
-

- Request to maintain current agency match for TRE's 401(k) program. The match is 2.5% up to the first 6% of income – which calculates to 4.167% match. (*will require separate approval by TRE's Board of Directors*).
- Staff development funds were not included, except where necessary due to compliance requirements. Hoping to utilize in-house expertise for staff trainings and professional development.
- Equipment leases included only for equipment that will age-out during FY21.
- Establish shared working areas in the office for staff that are mostly working remotely and reduce overall space necessary for TRE business.
- Mileage was reduced for the first six months of budget in response to current requirements for virtual services. Will reimburse at the State of Colorado rate of \$0.55/mile instead of the Federal rate of \$0.575/mile.

CFO continued to review other expense items:

- Budgeted moving expenses due to TRE relocating within the building. This will most likely include moving IT assets (data, cabling, servers).
- Budgeted PPE safety equipment.
- Copier leases continue through FY2021 and 2022. Need will be evaluated as lease expires.
- Capital expense needs include:
 - the purchase of new EMR software program. Medisked is not performing as needed for the entire organization. Will hopefully move forward with implementation in the third and fourth quarters of FY2021.
 - Server replacement. Early Intervention Billing and Accounting software is not able, at this time, to move to a cloud-based environment. Research will continue to hopefully identify sufficient cloud-based programs in these areas.

Leadership shared that work will continue to identify resources and improved processes coming from staff-based solutions that will help reduce the proposed deficit. Additional research on available grants will be done and TRE will apply for all that are within our areas of need.

A concern was noted on staffing levels. The Leadership Team was encouraged to evaluate the hiring freeze and need for additional staff on at least a monthly basis.

Discussion was held on new guidelines for the Paycheck Protection Program. It was decided to add a line item showing the Paycheck Protection Program's anticipated revenue (at least in the amount of the proposed deficit).

CFO Whitworth was asked to provide a breakdown of how the Paycheck Protection Program funds were expended (focus on staffing levels). This will be reviewed at the July 2020 Finance and Investment Committee meeting and the Board of Directors' meeting.

A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY HEIDI BRANDON TO APPROVE THE FY2021 BUDGET AS AMENDED WITH

THE ADDITION OF A LINE ITEM SHOWING PROPOSED REVENUE FROM THE PAYCHECK PROTECTION PROGRAM LOAN FORGIVENESS IN THE AMOUNT OF \$639,865.68. *Motion unanimously approved.*

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JULIA SANDS de MELENDEZ TO MAINTAIN THE 401k MATCH OF 2.5%, UP TO 6% OF TOTAL INCOME OR 4.167% MATCH. *Motion unanimously approved.*

c. Legislative Committee

Sarah Jack, Committee Chair referenced Ed Bowditch's summary report from the Legislative Session. All agencies receiving State of Colorado funding experienced cuts to revenue in some form.

Ms. Jack also reviewed the various Bills that passed and await the Governor's signature or veto.

d. Nominating Committee

Ms. Jack, Committee Chair presented the following nominations for a second, 3-year term on the Board of Directors.

A NOMINATION WAS MADE BY SARAH BRITTAIN JACK ON BEHALF OF THE NOMINATING COMMITTEE TO APPROVE THAT JUDITH LIGHT SERVE A SECOND THREE-YEAR TERM. SECOND TERM ENDING JUNE 30, 2022. *Motion unanimously approved.*

A NOMINATION WAS MADE BY SARAH BRITTAIN JACK ON BEHALF OF THE NOMINATING COMMITTEE TO APPROVE THAT DIANE LOSCHEN SERVE A SECOND THREE-YEAR TERM. SECOND TERM ENDING JUNE 30, 2023. *Motion unanimously approved.*

For officers for FY2021 and 2022, the following slate was presented for consideration:

Chairperson	Deena Hartje
Vice Chairperson	Diane Loschen
Secretary/Treasurer	Dan Mirer

No nominations were presented from the floor.

THE NOMINATIONS FOR OFFICERS FOR THE BOARD OF DIRECTORS WAS MADE BY SARAH BRITTAIN JACK ON BEHALF OF THE NOMINATING COMMITTEE TO APPROVE THE FOLLOWING SLATE OF OFFICERS: CHAIRPERSON-DEENA HARTJE; VICE CHAIRPERSON-DIANE LOSCHEN, SECRETARY/TREASURER-DAN MIRER, TO SERVE A TWO-YEAR TERM. OFFICER TERMS ENDING JUNE 30, 2022. *Motion unanimously approved.*

e. Social Enterprise Committee

Chris Cipoletti, Committee Chair reported that he, Colleen Batchelor and Camille Blakely continue research on a co-working space concept for the north side of Colorado Springs. A Pro Forma and budget are being developed to determine feasibility of use of space in our building for this venture. The group will hopefully have a plan to share during the 1st Quarter of the new fiscal year.

f. TRE CEO Search Committee

Chair Hartje informed the group that this will be discussed in Executive Session with information being shared as the end of the meeting.

g. Executive Committee

Chair Hartje stated that most topics will be covered in the CEO's report. The Committee set the agenda for today's meeting and Leadership Team member changes with Jen DeFranco's resignation.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Colleen Batchelor, Interim CEO asked if there were any questions on her submitted report. None were presented.

Due to events at TRE over the past several weeks, the group discussed systemic racism, prejudice, equality and discrimination. Ms. Batchelor started the conversation by stating that the discussions over the past two weeks could have been handled better. It is believed that the intentions of these online conversations were misunderstood. Full support of varying perspectives was an objective of the proposed strategies, but many felt the conversation was being avoided. Ms. Batchelor met with several individual staff who shared perspective and helped evolve thoughts on the direction the organization should take.

An update was sent to staff and Board of Directors on Monday to share Ms. Batchelor's thoughts and TRE's plans to move forward. Since the initial conversations did not result in a thoughtful, unified agency response, it is hoped that a conversation at this level might provide additional patience, clarity, education and tolerance of all viewpoints. Steps that TRE will take include:

- TRE will make a public statement (internal and external) that TRE will not tolerate any instances of systemic racism, prejudice, or discrimination in the workplace.
- TRE will invite interested staff to join a facilitated conversation/work group to drive the discussion on what the issues are at TRE, what currently works well, what doesn't work well, and to develop recommendations for the agency to consider and implement (strategic and value-driven plans, action steps, trainings that embrace the diverse culture at TRE).

Ms. Batchelor informed the group that she has met with several potential facilitators/consultants to assist with discussions, action plans. Etc. It is the intent that this group will be convened within the next several weeks.

It was also recommended that the Board of Directors participate in this work, in the work group, and identify actions that they can take to better represent leadership for the agency and community in these areas.

A question was raised on any issues (now or past) at TRE and how they were handled. It is not felt or understood that any specific situations have occurred nor that it exists at TRE. However, it must be clear and emphasized that discrimination of any kind is not acceptable and is something that staff know the procedures and feel safe to report. It was recognized that TRE's Board of Directors or staff probably don't have the needed expertise to recognize when potential issues exist. TRE must also be thoughtful in how it responds as an employer to any issues such as these being experienced now.

Most felt that TRE should not take on every societal issue, especially based on the agency's mission and the people that we support. However, it is important that TRE take a stand on human rights issues where people are marginalized, discriminated and not safe in our community and nation.

It was decided that the Board of Directors will support Leadership in drafting an agency statement of support to be published on our social media platforms before the end of the week.

VI. NEW BUSINESS

Thank You – The Board of Directors and staff thanked Carolyn Wharton for her support and dedication to TRE over the past years.

TRE Bylaws Review Work Group – The following members of the Board of Directors were thanked for volunteering to review and update TRE's Bylaws – Sarah Brittain Jack, Dave Paul and Chris Cipoletti. The group will begin work in the next several weeks and hope to be completed by mid-September.

VII. OLD BUSINESS

Mission Statement Committee Update – Director Cipoletti referred the group to the several draft statements that were sent via email earlier this week. Several felt that the statement should include more heart, describe what TRE does behind the connections provided (enrich lives, help with pursuit of a meaningful life).

Camille stated that the group intentionally developed statements that didn't have emotional, marketing language because once a mission statement is approved, staff will develop a shorter tag line. A Vision Statement will also be developed that is more aspirational and future driven.

The committee was tasked with developing at least one different statement with more emotion prior to sending to stakeholders for feedback.

Organization Structure Workgroup – No updates at this time.

VIII. PUBLIC COMMENTS

None.

IX. ADJOURN REGULAR MEETING

A MOTION WAS MADE BY DEENA HARTJE, SECONDED BY CHRIS CIPOLETTI TO ADJOURN THE REGULAR MEETING INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES. *Motion unanimously approved.*

The regular meeting was adjourned at 9:19 am.

X. EXECUTIVE SESSION

The Executive Session was adjourned at 9:36 am.

XI. RECONVENE OPEN SESSION

A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY DIANE LOSCHEN TO OFFER THE PERMANENT CHIEF EXECUTIVE OFFICER POSITION TO COLLEEN HEAD BATCHELOR, TERMS TO BE NEGOTIATED. *Motion unanimously approved.*

XII. NEXT MEETING

The next regular meeting of The Resource Exchange's Board of Directors' meeting is scheduled for Wednesday, July 15, 2020 beginning at 7:30 am.

XIII. ADJOURN REGULAR MEETING

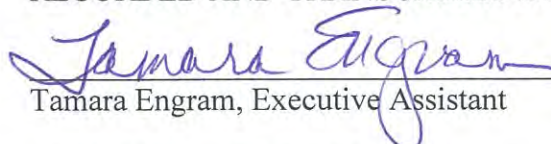
The regular session was adjourned at 9:40 am.

SUBMITTED BY:



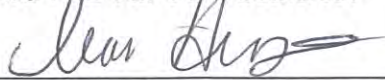
Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:



Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:



Deena Hartje, Chair

