



TRE  
The Resource Exchange

**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, October 21, 2020**

**MEMBERS PRESENT (via Zoom unless noted)**

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

**MEMBERS ABSENT:**

DAVE PAUL

**STAFF PRESENT (via Zoom unless noted)**

ELIZABETH ALBO, Donor Relations Manager - in person  
COLLEEN BATCHELOR, CEO – in person  
KYLE COX, Navigation and Enrollments Manager  
MEGAN ELLIS, Grants Manager  
REBEKEH FALETH, Nursing Home Supervisor  
ROB FRANC, Projects Manager - in person  
LORI GANZ, Clinical Services Director  
BRANDI GRIFFITHS, Service Coordination Manager  
NICHOLE GUERRA, Research and Evaluation Director  
DEMETRIA LOPEZ, Senior Coordinator, Benefits/Billings  
DANNI MEGYERI, Senior Coordinator, Prior Authorizations  
SARAH NOLAN, Break Time Coordinator  
KAREN RICE, EI Billings Manager  
STEPHANIE SAMORA, Benefits/Billing Supervisor  
KITTY SILVERS, Senior EI Billing Specialist  
CALLIE TOLBERT, State General Funds Manager  
NANCY VIGIL, Navigation and Quality Director  
JULIE WHITE, Marketing Coordinator  
HEATHER WHITWORTH, CFO  
JACKIE WOODS, Interim Human Resources Director

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**GUESTS (via Zoom unless noted)**

TIM CUNNINGHAM, Cheyenne Village  
INDY FRAZEE, The Independence Center  
AUBREY JOHNS  
LAURA OLSEN  
STEVEN STOCK, Cheyenne Village  
719.339.1743 (did not identify self when asked)

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:34 am by Chair Deena Hartje.

**II. PUBLIC COMMENTS**

None.

**III. MISSION MOMENT**

*Go Baby Go* is a program that was started at TRE in July 2017 with training and assistance from the University of Delaware. This program provides an adapted battery-operated car to children with significant motor delays and mobility challenges who struggle to explore their environment and learn and grow in that manner.

The difference between cars adapted at our event versus a power car purchased at retail stores is that the cars purchased at retail stores are powered with a foot pedal and have a flat plastic seat with no support. Cars built at *Go Baby Go* events use the cars off the shelf, but adapt the seat with supports necessary to safely support the child when seated and install electrical adaptations to shift operation from the foot pedal to other locations more accessible by the child, such as a large button on steering wheel or behind the child's head.

To date, six build events have been held providing vehicles to 47 children in the program. This program would not have been possible without the many volunteers and donated funds/sponsorships.

Due to restrictions on large gatherings, TRE has adapted these build events to serve a smaller number of children. The next event, sponsored by one of our tenants - Scheels, is scheduled for October 30 at TRE in the garage space. Scheel's will provide 2 build teams.

A short video on a recent build event (provided by KOAA) was shared with the group.

It is hoped that this program will reach families who do not know about TRE services, help educate the community on TRE and encourage sponsors and volunteers.

#### IV. APPROVAL OF MEETING MINUTES – September 16, 2020

A correction was provided for Page 7, Section VIII Old Business, Mission Statement Task Force, 4<sup>th</sup> paragraph. Chris Cipoletti email should be chis@cipoletticonsulting.com.

**A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY HEIDI BRANDON TO APPROVE THE SEPTEMBER 16, 2020 MEETING MINUTES WITH THE ABOVE CORRECTION. *Motion unanimously approved.***

#### 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 TRE was awarded the following grant money:

- \$16,000 from El Paso County Business Relief Fund (CARES Act) for business costs.
- \$30,000 from Office of eHealth Innovation (OeHI) to promote access to tele-health and tele-med sessions for families in services. Contract should be signed next month.
- \$3,000 from Pikes Peak Workforce for staff development.
- \$2,500 from Nutrition Camp for general operating expenses.

TRE was featured recently at the #1 spot on LinkedIn's Ways Nonprofits Can Recognize Employees' Hard Work.

The next virtual Art Show will kick-off on October 29. This on-line event will feature recorded interviews with a few of the artists and a special song presentation from A Positive Note from Colorado Springs Conservatory.

TRE has also kicked-off its 1<sup>st</sup> coloring contest as part of the Art Show. Submissions are accepted until Friday, November 15. Prizes will be awarded soon after.

TRE's Go Baby Go event was featured on KOAA. The next build event is Friday, October 30, sponsored by Sheel's.

TRE is once again participating in The Gazette's Best Workplaces.

Social media participation has rebounded – Instagram account has approximately 400 followers. If you haven't already, please follow TRE on FaceBook, Instagram, Twitter, LinkedIn and TRE YouTube pages for current events and exciting updates on TRE activities.

Colleen Batchelor, CEO shared thanks and recognition to the Community Engagement Team, even though the team lost their leader several months ago, the Community Engagement Team has demonstrated positive direction and excellent effort in a self-directed work team process. This is evident in all of their accomplishments this past month.

b. Finance and Investment Committee

Dan Mirer, Treasurer/Secretary reported.

*Investments* – TRE's Investment Broker provided the quarterly review at the October meeting. The committee will review its investment strategy and consider adjustments as needed prior to the third quarter review.

Overall stocks have performed well. The alternative stocks did not perform well and affected the overall net gains of the portfolio.

Total asset value is approximately \$2.5 million, most in cash. It was suggested that \$250,000 be moved to a .45% yield account and \$250,000 to a .35% yield account. The remaining \$1.5 million may be moved to a higher yielding account at another bank that would still be accountable by Integrity Wealth Advisors.

*Financial Summary* – Cash flow was good. Still experiencing slow payments for services from EI Colorado. No payments for FY 20-21 have been received to date.

Liabilities show that accrued vacation (PTO) now exceeds \$1 million. As a reminder, staff are researching different strategies to address this liability.

*6385 Corporate Drive LLC* – Nothing notable for September.

*Payroll Protection Plan Loan* – No additional funds were used in September. TRE continues to follow guidelines from the Bank of San Juans due to the constant changes to reporting requirements for forgiveness of this loan.

*Audits Updates* – Work continues. The general Audit is expected to be presented at the December Board Meeting. The Single Audit report may not be available until after the first of the year due to the learning curve involved with Single Entry Point reports and need to coordinate with the State on this audit.

c. Legislative Committee

Sarah Jack, Committee Chair shared that the virtual Annual Legislative Town Hall was excellent with approximately 100 participants. Eight elected officials participated.

One attendee of note was Bonnie Silva, HCPF. CEO Batchelor thanked her for attending and this presented an opportunity to discuss how to create more reciprocal communications so that our elected officials also understand what is happening at the State level to better interact with challenges that people in services experience. The

concept of holding a reverse town hall where State level staff can speak to people in services and elected officials to explain their processes and hear from stakeholders.

The planning group hopes to add this virtual component to future in-person events.

The entire planning committee was thanked for their efforts in making this event a success.

CEO Batchelor stated that the Joint Budget Committee's hearing schedule has been released and will be shared with Board members.

d. Nominating Committee

Ms. Jack, Committee Chair reported the most recent person interested in Board membership would like to become involved with a committee prior to pursuing full membership at this time.

A committee meeting will be scheduled in the near future to continue these discussions.

e. Executive Committee

Chair Hartje shared that discussion was held on the organization's structure and future changes, the changing relationship with Peak Vista at DDHC, and proposed legislation for participants in long term care waivers.

*Strategic Planning* – The group also discussed the need for the Board of Directors, Leadership Team and staff to move forward on work with strategic planning for the agency. The last specific report was provided just prior to David Ervin's departure. It was decided then to put this on hold until State contract changes were known.

CEO Batchelor asked that this again be made a priority due to all priorities/opportunities currently on the table for the organization. Once more current and specific priorities are adopted by the Board, this will assist in determining the leadership structure needed to support that direction.

A work group to determine a possible facilitator and initial process was formed by the Board of Directors. Volunteers for this work group are Deena Hartje, Dan Mirer, Judith Light, Chris Cipoletti, Sarah Jack, Laurie Huisingh, Heidi Brandon and Colleen Batchelor.

## VI. CHIEF EXECUTIVE OFFICER'S REPORT

*6385 Corporate Drive LLC* – Work continues with the prospective tenant (ERA Shields).

There is initial interest from several other agencies for space, smaller square footage spaces. One agency did not come through Olive Real Estate but are personal connections of the CEO.

*EI Colorado Budget* – A meeting was held with EI Colorado last week to review budget cuts needed over the next three quarters of this fiscal year. Many have already been implemented due to attrition, reduction in mileage, etc. It is likely that additional cuts may need to be made prior to July 2021. We await the receipt of this budget proposal in writing.

To date, TRE has not received any payments from EI Colorado for services provided this fiscal year. They are now outside of contract requirements (45 days). This late payment issue is across all Community Centered Boards (CCBs) and is being addressed with Alliance Colorado to address as a system-wide issue. It was felt if this was addressed as a system-wide issue versus individual CCB issue that the Department will have to respond more quickly. EI Colorado is a division under the Colorado Department of Human Services. Most of their funding is from Colorado's State General Fund and Federal IDEA.

*September Public Comments Follow-Up* – CEO Batchelor reported that a meeting was held with the flex staff who were impacted by TRE budget cuts. The conversation was good. Unfortunately, at this time, there are no good solutions to the challenges that staff are facing due to not knowing what budget cuts will be required from EI Colorado. It was agreed that all affected staff would remain as staff but in an inactive status. It is TRE's intent once the budget and referrals increase again, that these staff will be utilized.

Please note that TRE does have the needed expertise in this area of service in current full-time and part-time staff.

Suggestions were shared that could assist TRE in expressing and acknowledging their expertise and value to TRE.

Another meeting will be scheduled after the 1<sup>st</sup> of the year to continue to share status updates.

## **VII. NEW BUSINESS**

*Health Care Initiative Update* – CEO Batchelor shared that TRE has had a long-standing collaboration with Peak Vista around Developmental Disabilities Health Center (DDHC). TRE's role in this collaboration was to provide cross-systems care integration/coordination. The success of this coordination led TRE to pursue the three-year grant with Colorado Springs Health Foundation. Beginning in Year 3 of this grant, it was the intent to consider the model of cross-systems care integration that was implemented with DDHC and how to replicate it across other practices.

Peak Vista has made the decision to employ this position, now called Navigation Coordinator. With this decision, TRE's team must determine how we can continue true cross-systems care integration since TRE does not have a team member at DDHC.

Within the scope of the grant and efforts made in the past to identify how best to support cross-systems care integration specifically related to health outcomes, this team will focus efforts on developing this type of partnership with other practices in our area who already serve many people that TRE currently supports.

Currently TRE's team and Health Team Works (contracted agency working on grant) will develop potential strategies as follows:

- to replicate and increase access to competent integrated care.
- to expand this type of service to pediatric populations being served.
- to expand geographic reach of this type of care coordination.
- provide consultation to other organizations and partnerships that might want to replicate this.

A survey will be sent to several practices in this area who currently see patients also enrolled in long term care services through TRE to determine their understanding of cross-systems care integration, the benefits and challenges, and to determine interest to continue these discussions. Follow-up presentations will begin as quickly as possible once interest is expressed.

Work is also being done with Colorado Community Health Alliance and Amy Yutzy to show outcomes, not only health benefits but financial benefits of this type of cross-systems care coordination and how best to advocate with Medicaid to create innovation and payment reform to support this type of care coordination.

## VIII. OLD BUSINESS

*Mission Statement Task Force* – Chris Cipoletti reminded the group of the presentation of a mission statement for consideration at last month's meeting. Feedback received resulted in the proposed statement to read as follows:

"Advocating for independence and inclusion, TRE partners with children and adults who have a variety of disabilities, delays, mental health or long-term care needs. We do this using a person-centered approach in coordinating care, promoting choices, and collaborating with community partners."

It was also explained that the group did not choose to change TRE to The Resource Exchange due to "The Resource Exchange" not explicitly describing what the agency does.

**A MOTION WAS MADE BY JUDITH LIGHT, SECONDED BY HEIDI BRANDON TO APPROVE THE FOLLOWING MISSION STATEMENT FOR THE RESOURCE EXCHANGE - "Advocating for independence and inclusion, TRE partners with children and adults who have a variety of disabilities, delays, mental health or long-term care needs. We do this using a person-centered approach in coordinating care, promoting choices, and collaborating with community partners." Motion unanimously approved.**

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The group was thanked for their work on this task. The task force's next work will focus on vision and value statements.

*Diversity Work Group* – Diane Loschen, Vice Chair reported that the full group has met five times with the facilitator. The work has included interesting and eye-opening conversations helping the group understand their own personal biases in connection to the work of the group as a whole. Diversity is cultural. This is a paradigm shift for an organization to really do this work.

The group has created a book club to read and discuss some of the recommended materials. This is a foundation for helping individuals become comfortable having hard conversations. The current book choice is *White Fragility*. This book is highly recommended for anyone who would like to begin to explore diversity and set a foundation for being comfortable with these types of conversations and being open to understanding different perspectives.

Trust within TRE continually comes to the forefront of possible barriers. Working remotely doesn't necessarily help with this feeling amongst staff.

A smaller work group was formed to work on an action plan from completed work of the larger group that listed strengths, weaknesses, opportunities and threats.

Several members of the Work Group will attend the December Board meeting to share the action plan recommendations for the Board and the agency.

*TRE By-Laws Task Force* – Mr. Cipoletti reviewed the major changes that are being recommended by the task force.

Number of members of the Board. Recommendation is 15 members be the maximum number.

Recommendation for Board terms is that all terms begin on July 1 of each fiscal year, running for three years. Terms should be staggered so that ideally one-third of the Board will turnover each year or begin a second term. This should ensure historical knowledge and continuity to assist newer members.

The By-laws do not specifically address resignations. Members must be engaged and in attendance to be effective.

If a member leaves within eighteen months of first term, the replacement's term will be counted as a first term served. If second eighteen months, it will not be counted as a first term.

Notices for special meetings are recommended to be broken into two categories – regular meeting notifications and special meeting notifications.



Proxy voting specifications will be removed since it is not good practice.

The reference to the Immediate Past President serving on the Executive Committee will be removed.

An audit committee is not needed due to the agency using an external auditing company. If deemed necessary, the Audit Committee would be separate from the Finance and Investment Committee.

Recommendation to remove Development Committee and Program Committee as standing committees. The Board of Directors can designate additional advisory committees as needed. The only standing committees will be Executive, Finance and Nominating Committees.

CEO will be identified as an employed officer.

Recommended change to officers' term structure is that Chair and Vice Chair be elected one year and Treasurer and Secretary during the following year, all to serve two-year terms. The Secretary/Treasurer position is also recommended to be broken out into two separate positions.

Amending the by-laws was not addressed in original document. It is recommended that notice must be given for a review and comment meeting followed by meeting for adoption by super majority.

These suggested recommendations will be presented for vote at the November 2020 meeting. An updated clean copy will be provided to Board members prior to the November meeting.

## **IX. PUBLIC COMMENTS**

None.

## **X. SCHEDULE OF NEXT MEETING**

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

## **XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION**

Chair Hartje moved to adjourn into executive session pursuant to Colorado Revised Statutes Section 24-6-402(4) for the purpose of discussing TRE Social Enterprise ProForma.

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY CHRIS CIPOLETTI TO ADJOURN INTO EXECUTIVE SESSION. *Motion unanimously approved.***

## **XII. RECONVENE REGULAR MEETING**

The time is now 9:37 am. The Board's executive session has concluded, and we are now back in regular open session.

While in executive session, the Board did not take any formal action and did not adopt any policy, position, resolution, rule or regulation.

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Colorado Open Meetings law, I ask that you state your concerns for the record.

Hearing none, the next agenda item is adjournment of the regular meeting.

## **XIII. ADJOURNMENT**

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DIANE LOSCHEN TO ADJOURN THE REGULAR MEETING OF THE RESOURCE EXCHANGE BOARD OF DIRECTORS. *Motion unanimously approved.***

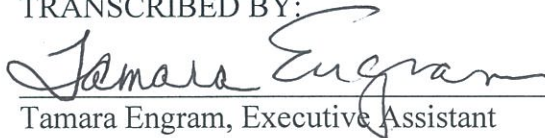
The regular meeting was adjourned at 9:39 am.

RECORDED AND SUBMITTED BY:



Colleen Head Batchelor, CEO

TRANSCRIBED BY:



Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:



Dan Mirer, Treasurer/Secretary

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