



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, September 16, 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 – in person  
CHRIS CIPOLETTI – in person  
LAURIE HUISINGH - in person  
JUDITH LIGHT – in person  
JULIA SANDS de MELENDEZ  
DAVE PAUL  
JORDAN WEIMAR  
AMY YUTZY

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

ELIZABETH ALBO, Donor Relations Manager - in person  
COLLEEN BATCHELOR, CEO – in person  
CATHY CORTESE, Developmental Interventionist  
MEGAN ELLIS, Grants Manager  
TAMARA ENGRAM, Executive Assistant  
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  
ANN MANDICO, Developmental Interventionist  
DANNI MEGYERI, Senior Coordinator, Prior Authorizations  
SARAH NOLAN, Break Time Coordinator  
STEPHANIE SAMORA, Benefits/Billing Supervisor  
KITTY SILVERS, Senior EI Billing Specialist  
GINGER STRINGER, Physician and Community Outreach Specialist  
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)**

JIM BOUDREAU, Prospective Board Member  
HENRY BRIGGS, Empty Stocking Fund  
TIM CUNNINGHAM, Cheyenne Village  
RACHEL ESPINOZA, Artist  
RITA ESPINOZA, Parent  
TAMARA FRENCH, Discover Goodwill  
INDY FRAZEE, The Independence Center  
CLAIRE GIRARDEAU, Empty Stocking Fund  
K. HUSKEY  
BRITTANY LOESER, Parent  
DEB MAHAN, Gazette Charities Foundation  
DENISE iPHONE (unknown)

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:36 am by Chair Deena Hartje.

**II. PUBLIC COMMENTS**

Ann Mandico, Developmental Interventionist with TRE who is currently on inactive status due to budget constraints addressed the group with concerns about the impact of making flex staff inactive for children who are deaf or hard of hearing and their families. Ms. Mandico was providing services to families utilizing the Colorado Home Intervention Program (CHIP). These services are part of an outreach program through the Colorado School for the Deaf and Blind.

Most flex and contracted employees in Early Intervention were placed on inactive status July 1, 2020 due to significant budget cuts and requirements for Early Intervention Programs to identify cost containment strategies. According to Ms. Mandico, this decision has negatively affected families who are considered high risk due to challenges with their situations. A few families have expressed their concerns to TRE regarding having different service providers assigned. Parents do not feel they were heard by TRE and their families' needs were not met professionally with these changes.

Ms. Mandico asked the Board of Directors to consider the following:

1. Please listen to parents' concerns.
2. Please consider reinstating the most experienced CHIP facilitators as soon as the budget allows.
3. Please do not eliminate or cut the flex or contracted CHIP professionals since they are vital to the community's deaf and hard of hearing babies and children.

Brittany Loesser, parent of three children who are deaf, also gave public comment. The family's chosen communication method is listening and spoken language. Ms. Loesser expressed concern with the implications of reducing experienced CHIP staff for them and the many other families in the same situation who prefer this method.

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Ms. Loesser shared their experiences with several facilitators and the lack of knowledge and understanding of these facilitators to implement the families' wishes of listening and spoken language.

Switching facilitators impacts the child and family dramatically by delaying needed consistent therapies.

Cathy Cortese, a CHIP facilitator with TRE that was also placed on inactive status stated the CHIP facilitator that had been working with Ms. Loesser was a staff that was placed on inactive status.

Ms. Cortese shared that several flex staff had expressed a desire for additional hours, but TRE chose to hire additional CHIP facilitators full-time. Why were additional hours not offered to the current flex staff with seniority and more experience? Was age a factor? It was felt that the most experienced staff were asked to step aside to give the new hires enough work.

One other concern and question was why does TRE contract with an outside agency to provide interpretation services when she is in-house and qualified to interpret?

### III. MISSION MOMENT

Elizabeth Albo introduced Rachel, an artist who has participated in TRE's Quarterly Art Shows. Copies of several of her favorite pieces were shown to the group. Ms. Albo read a statement expressing Rachel's experience in participating in the Art Shows. These shows help people with disabilities to make their own creative impact in their community.

The group thanked Rachel for sharing her work with us and our community.

Ms. Albo reminded the group that the next virtual Art Show is scheduled for the end of October.

### IV. APPROVAL OF MEETING MINUTES – August 19, 2020

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JUDITH LIGHT TO APPROVE THE AUGUST 19, 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 grants and fundraising are on track. Total Office Solutions donated \$2500 and N95 masks; \$25,000 grant from the Buell
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Foundation for Early Childhood Mental Health Services; and Caring for Colorado has requested a site visit at the end of September to continue the process for our grant with them. Several other grant applications have been submitted. Great work Megan!

The Go Baby Go event was a success. This event was on a much smaller scale due to COVID. Colorado Cars and Coffee, a sponsor for this event, provided volunteers for the build team.

Ms. Albo informed Board members that she will be reaching out to individual members in the near future to review annual giving for this year. Ms. Light reminded the group of the importance of 100% Board participation in giving.

*Empty Stocking Fund Campaign* – Deb Mahan, Executive Director of Gazette Charities Foundation, Claire Girardeau and Henry Briggs, Fellows with El Pomar Foundation provided the following information on this year's campaign along with historical information on Empty Stocking Fund.

- A newly revamped website will be launched by the end of September along with new peer-to-peer donation capabilities.
- A video highlighting all agencies that are beneficiaries of Empty Stock Fund has been developed.
- A golf tournament is scheduled for October 2 where a partner agency will be featured at each hole on the course to share information.
- Holidays at Home is a revamped event to kick off the campaign.
- Trivia Night and Treasure Hunt will be on-line events.
- TRE's allocation percentage for this year's campaign is 4.09%.

b. Finance and Investment Committee

Dan Mirer, Treasurer/Secretary reported. For the month of August 2020, TRE showed a loss of approximately \$62,000; YTD loss of \$215,000. TRE is experiencing impacts of changes to the State's funding mechanism. September's financial report will be key to giving a strong indication of how accurate our estimations were and whether corrections need to be made to our budget plan.

Accrued PTO continues to be a concern, approaching \$1 million. Leadership and members from the Finance and Investment Committee will continue to research industry norms and practices and broaden conversations that could work in conjunction with TRE's flexible work environment.

The Wellness Committee budget line shows a credit due to Cigna Health providing credits to TRE for its wellness activities.

*6385 Corporate Drive LLC* – Nothing notable for August. The management company suggested that the mortgage be refinanced. Recommendation from the committee is to hold on any activity.



*Payroll Protection Plan Loan* – 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* – Field work will begin in late September. Prep work is going well.

*Other* – Health Care Policy and Financing will host a virtual meeting in late September to discuss the possibility of directives to transition from the public health emergency which is set to expire on 10/23/20.

Integrity Wealth will provide a report on Investments at the October Finance and Investment Committee meeting.

c. Legislative Committee

Sarah Jack, Committee Chair updated the group on the Annual Legislative Town Hall on September 30. Please share the information and most importantly be certain to register for the event.

No additional updates on the waiver work with legislators. TRE's lobbyist, Ed Bowditch continues to follow this closely.

d. Nominating Committee

Ms. Jack, Committee Chair reported that she has been in email contact with a prospective candidate. A breakfast meeting has been scheduled for next week.

e. Social Enterprise Committee

Chris Cipoletti, Committee Chair reported that the committee is asking for verbal approval to proceed with ProForma work on the co-working space concept for the second-floor space now occupied by TRE case management/mobile staff. This work will include additional research on need for concept; budget; tenant finish cost; staffing needs; rental fee structure; privacy licensing of software, scanners, copiers; contract format and outside marketing plan.

It was confirmed that as this project moves forward, it will ultimately move under the 6385 Corporate Drive LLC umbrella for operating purposes.

The Board of Directors provided verbal approval to move forward with this work.

f. Executive Committee

Chair Hartje updated the group on discussion from the committee meeting.

The group was informed that TRE's attorney, David Kunstle has moved to a different firm. TRE has decided to move its legal business to the new firm, Sparks, Willson.

The relationship with Peak Vista and Developmental Disabilities Health Center (DDHC) is changing. TRE will no longer have a staff person at DDHC to provide care

coordination for persons receiving services from TRE. Peak Vista plans to hire staff to cover these duties.

The All Staff meeting was well attended and good feedback has been received. Rob Franc was thanked for putting together the thank you video from the Board of Directors.

A question was raised on whether inactive employees can attend and be paid to attend All Staff meetings.

## **VI. CHIEF EXECUTIVE OFFICER'S REPORT**

*Health Care Integration* – With Peak Vista's decision on DDHC staff, TRE's team led by Ryan Kerner will broaden focus to additional medical practices in our community. This team will present its plan for health care integration to the Board of Directors at the October 2020 meeting.

*6385 Corporate Drive LLC* – Work continues with the prospective tenant (ERA Shields). They wish to take possession of the space (majority of third floor) in June 2021.

*COVID 19 Preparedness Plan* – Indications are that the Public Health Emergency Proclamation will expire on October 23, 2020. Health Care Policy and Financing (HCPF) is holding a telephone conference on September 24 to discuss the implications and obligations of TRE's contracts to deliver services and supports. EI Colorado has not provided any additional guidance on this possible change.

The Tactical Leadership Group continues to update and revise TRE's preparedness plan for returning to more normal operations when permitted. TRE is currently following guidelines from the State (HCPF and CDHS/EI) and CDC. Currently, it is TRE's intent to continue to provide support to all virtual options as allowed by our State contracts.

*EI Colorado Rule Change* – A group of early intervention providers and family members who did not want to see the eligibility change is working with EI Colorado to develop a model that would continue to address the needs of those impacted by the eligibility change (when budget money is available).

*Public Comments Response* – CEO Batchelor stated that she will meet with the Leadership Team in Early Intervention and Clinical Services to discuss public comments made. Follow-up will be provided to this group at the October 2020 Board of Directors' meeting.

## **VII. NEW BUSINESS**

None.

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## VIII. OLD BUSINESS

*Mission Statement Task Force* – Chris Cipoletti, presented the following mission statement for consideration by the Board of Directors: "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 by coordinating care, promoting choices, and collaborating with community partners using a person-centered approach."

A mission statement should provide information to the general public and hopefully should entice them to ask more questions about the organization.

A question was raised on whether TRE should be spelled out. The group has discussed this at length. The group felt that the community identifies with TRE, not The Resource Exchange.

The Board of Directors were encouraged to provide questions and/or comments/feedback to CEO Batchelor ([cheadbachelor@tre.org](mailto:cheadbachelor@tre.org)) or Mr. Cipoletti ([chris@chriscipoletticonsulting.com](mailto:chris@chriscipoletticonsulting.com)) within the next two weeks. This mission statement with appropriate edits will be presented for approval at the October 2020 Board of Directors' meeting.

As a next step, this work group will begin work on TRE's vision statement that more specifically expresses aspirational goals and directions for the organization.

Sarah Nolan, Elizabeth Albo and Rob Franc were thanked for their work on organizing all feedback received into information the committee could work with.

*TRE By-Laws Task Force* – Mr. Cipoletti apologized for not getting an email sent last month and shared that an email outlining proposed changes to the current by-laws will be sent within the next week. These proposed revisions will be discussed in further detail at the October 2020 Board of Directors' meeting and will be voted on at the November 2020 meeting.

*Diversity Work Group* – Diane Loschen, Vice Chair reported that the full group met on September 2, 2020 to learn more about each member and individual experiences and perceptions, identify wishes for TRE and goals for the work group.

Building trust was identified as a huge goal for TRE. The group began discussion on tradition versus practices versus policies. The group also noted that it is okay to be passionate about a movement but not to forget about why you are passionate about that movement. The group encourages all to give grace, communicate and remember that almost everyone reacts based on their perception.

The suggested reading list from this work group's facilitator will be shared.

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**IX. PUBLIC COMMENTS**

None.

**X. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting is scheduled for **Wednesday, October 21, 2020** at 7:30 am at The Resource Exchange.

**XI. ADJOURN REGULAR MEETING**

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

The regular meeting was adjourned at 9:11 am.

SUBMITTED BY:

  
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Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

  
\_\_\_\_\_  
Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

  
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Dan Mirer, Treasurer/Secretary