



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, November 18, 2020

MEMBERS PRESENT (via Zoom unless noted)

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

STAFF PRESENT (via Zoom unless noted)

ASHLEY BYE, Service Coordination Supervisor-Teller and Park Counties
ELIZABETH ALBO, Donor Relations Manager - in person
COLLEEN BATCHELOR, CEO
TIFFANY COONEY, Service Coordinator
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant – in person
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANC, Projects Manager - in person
LORI GANZ, Clinical Services Director
DAVID JUROVICH, HR Recruiter
DEMETRIA LOPEZ, Senior Coordinator, Benefits/Billings
DANNI MEGYERI, Senior Coordinator, Prior Authorizations
SARAH NOLAN, Break Time Program Coordinator/Events Coordinator
AMANDA REED, Early Intervention Manager
STEPHANIE SAMORA, Benefits/Billing Supervisor
KITTY SILVERS, Senior EI Billing Specialist
GINGER STRINGER, Physician and Community Outreach Specialist
CALLIE TOLBERT, State General Funds Manager
NANCY VIGIL, Navigation and Quality Director
HEATHER WHITWORTH, CFO
JACKIE WOODS, Interim Human Resources Director

GUESTS (via Zoom unless noted)

INDY FRAZEE, The Independence Center
FREDRICK LEGGETT, Community Member
SHARLA LEGGETT, Community Member
STEVEN STOCK, Cheyenne Village
TAMARA FRENCH, Discover Goodwill
TINA SWONGER, Prospective Board Member
TRAVIS, Voyager

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. MISSION MOMENT

Ashley Bye, Service Coordination Supervisor for Teller and Park Counties introduced Sharla Leggett. Mrs. Leggett thanked TRE for providing services in Teller County and that she appreciated the work that Tiffany Cooney, Service Coordinator does for her family.

IV. APPROVAL OF MEETING MINUTES – October 21, 2020

A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY HEIDI BRANDON TO APPROVE THE OCTOBER 21, 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 TRE was featured as one of Empty Stocking Fund's agencies in The Gazette.

The Fall Art Show and End-of-Year Kickoff was successful. Thanks to all who participated.

5 Day Deal will be matching end of year donations up to \$2500.

Giving Tuesday Sponsor – NTSOC has given \$1000 for this event.

TRE's impact statements will be sent to donors who have given in the past two years.

Drive Up Breakfast with Santa has tentatively been scheduled for December 12.

October Social Media was better than September with features on Go Baby Go, Fall Art Show and employee feature.

b. Finance and Investment Committee

Dan Mirer, Treasurer/Secretary reported.

Financial Summary – October 2020 was a good month. Cash flow has remained stable mainly due to receiving payments from contracting agencies and conservative spending by TRE staff. Accounts payable came down considerably due to the repayment of overpayments for Early Intervention, Family Support and State Supported Living Services.

Fiscal Year 2022 Budget Preparation – Work will begin in January.

6385 Corporate Drive LLC – Balance sheet show a cash balance of \$81,000 and receivables of \$184,000. The Income Statement also reflects a healthy month.

Payroll Protection Plan Loan – The forgiveness application will be completed shortly after TRE's audits are complete (December timeframe).

Audits Updates – Financial audit report will be provided at the December Board of Directors' meeting. The Single Audit will hopefully be completed by year's end with a report to the full Board of Directors in January or February 2021.

Strategic Planning – The Strategic Planning Workgroup asked for approval to use funds from the consultants' budgeted expense line item. The committee gave approval to spend no more than \$7000 for this initial work.

c. Legislative Committee

Sarah Jack, Committee Chair shared that the next regular Legislative Session will begin on January 13, 2021. Governor Polis has indicated that he will be calling a Special Session to address the need for a COVID-19 relief package for small businesses and citizens of Colorado. The start date for this session has not been confirmed as of today's date.

d. Nominating Committee

Ms. Jack, Committee Chair introduced Tina Swonger, prospective Board member. Ms. Swonger was recommended to TRE's Board of Directors from past member, Carolyn Wharton. Ms. Swonger indicated that she is very interested in learning more about The Resource Exchange and looks forward to serving on the Board.

Ms. Jack informed the group that Tracy Narvet has expressed interest in rejoining TRE's Board of Directors. Ms. Narvet owns her own financial consulting agency. Also, Lois

Landgraf who has served the citizens of El Paso County in the legislature and is term-limited has expressed an interest in serving on TRE's Board of Directors.

The group was also reminded that Ms. Jack's second term on the Board of Directors ends at the end of June 2021. Therefore, a new chair will be needed for both the Nominating and Legislative Committees.

e. Executive Committee

Chair Hartje shared that discussion was held on the roll-out celebration for TRE's new mission statement. This will likely be held in late Spring 2021. The Community Engagement Team is coordinating this celebration.

The group also discussed TRE's primary customer – people receiving services or contracting agencies (State of Colorado).

Plans for future Board and Leadership development were discussed.

Colleen Batchelor, CEO provided the updates on the current budget as well as projections for the next year's State Budget presented by Governor Polis.

Strategic Planning – Preliminary plans for the future TRE Strategic Planning sessions were discussed. A separate workgroup was formed to handle the planning of this important work.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive LLC – The lease with ERA Shields has been signed. They will take possession of areas on the third floor in June 2021 with the lease beginning in July 2021.

The agency that is leasing space on the second floor will move in the first week of December 2020. Carpet and paint are being completed now.

EI Colorado Budget – CEO Batchelor reported that TRE has been directed to cut approximately \$300,000 from its current budget with EI Colorado. Some of these cuts have been made by not filling positions when staff left their employment and not filling anticipated new growth positions. However, the direct services area of the program will be most significantly hit to meet the remaining needed cuts. A number of options are being explored to have the least impact on families and most equitable for staff.

Listening Sessions – Two sessions were held with approximately 40 staff on September 11. These listening sessions proved to be beneficial to both staff and CEO Batchelor. Staff shared their experiences during the pandemic, ideas on how to support each other and people receiving services during this time when face-to-face meetings cannot be held. They also discussed their fears and needs when work returns to in-person in the future.

These will be held on a monthly basis with staff focusing on different topics each month.

COVID Updates – CEO Batchelor reported that TRE has experienced additional staff being tested positive for COVID since her report. None of these staff have worked from the office during this time. TRE is still under the reporting requirements by El Paso County's Department of Health.

Many staff are utilizing the FFCRA program for paid leave related to COVID 19. This is presenting the need for teams to be creative in how best to meet the staffing needs and contract requirements for the agency.

VII. NEW BUSINESS

None presented.

VIII. OLD BUSINESS

a. TRE ByLaws Final Review and Approval

Chris Cipoletti presented the final draft of TRE ByLaws for final review and approval. Clarification was provided regarding recruitment of new Board members. Mr. Cipoletti stated that vacant positions can be filled at any time during the year.

The new officer position of Secretary will be added to the slate of officers to serve the term beginning July 1, 2021.

The only standing committees of the Board of Directors are Executive, Nominating and Finance. Other committees are established by one or more resolutions adopted by a majority of directors or by revision of the bylaws.

A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY HEIDI BRANDON TO APPROVE THE RESOURCE EXCHANGE BYLAWS AS PRESENTED. *Motion unanimously approved.*

b. Diversity, Equity and Inclusion Work Group

Diane Loschen, Vice Chair reported that the full group held its final meeting with the facilitator. Representatives from this Workgroup will present the Mission Moment and Action Plan recommendations to the Board of Directors at the December 2020 meeting.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

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

XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION

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

XII. RECONVENE REGULAR MEETING

The Executive Session was adjourned at 8:55 am.

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.*

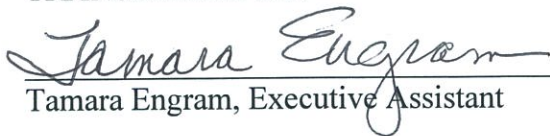
The regular meeting was adjourned at 8:57 am.

RECORDED AND SUBMITTED BY:



Colleen Head Batchelor, CEO

TRANSCRIBED BY:



Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:



Dan Mirer, Treasurer/Secretary
