



THE RESOURCE EXCHANGE
BOARD OF DIRECTORS' MEETING NOTICE

TO: BOARD OF DIRECTORS

DIANE LOSCHEN Vice Chair	CHRIS CIOLETTI	JULIA SANDS de MELENDEZ
DAN MIRER Treasurer/Secretary	LAURIE HUISINGH	TINA SWONGER
HEIDI BRANDON	JUDITH LIGHT	JORDAN WEIMAR
SARAH BRITAIN JACK	DAVE PAUL	AMY YUTZY

FROM: DEENA HARTJE, Chair

THE BOARD OF DIRECTORS OF THE RESOURCE EXCHANGE WILL MEET ON WEDNESDAY, JANUARY 20, 2021 AT 7:30 A.M. VIA ZOOM (SEE WEBSITE FOR LOG IN INFORMATION). PLEASE CONTACT TAMMIE ENGRAM ON 719.785.6425 or TENGRAM@TRE.ORG TO CONFIRM YOUR ATTENDANCE OR WITH ANY QUESTIONS.

MEETING AGENDA

- I. CALL MEETING TO ORDER – Deena Hartje, Chair
- II. PUBLIC COMMENTS – 10 minutes
- III. MISSION MOMENTS –
 - a. Pueblo County – Tracy Hodnett and Randy Montoya
- IV. APPROVAL OF MINUTES – December 16, 2020
- V. BOARD COMMITTEE REPORTS
 - a. Community Engagement Committee – Judith Light
 - b. Finance and Investment Committee – Dan Mirer
 - FY20 Audit Reports – Calvin Logan and Pauline Davis, Logan, Thomas & Johnson CPA
 - December 2020 Financial Statement Review
 - c. Legislative Committee – Sarah Brittain Jack
 - d. Nominating Committee – Sarah Brittain Jack
 - e. Executive Committee – Deena Hartje
- VI. CEO REPORT – Colleen Batchelor
- VII. NEW BUSINESS
- VIII. OLD BUSINESS
 - a. TRE Strategic Planning Workgroup Update – Chris Cipoletti
 - b. Diversity, Equity, and Inclusion Workgroup Update – Diane Loschen
- IX. PUBLIC COMMENTS – 5 minutes
- X. SCHEDULE OF NEXT MEETING – February 17, 2021 @ 7:30 a.m.
- XI. EXECUTIVE SESSION
 - a. Social Enterprise Committee Update – Chris Cipoletti
- XII. ADJOURN

TRE Mission

*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.*



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, December 16, 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 – in person
SARAH BRITTAIN JACK
CHRIS CIPOLETTI – in person
LAURIE HUISINGH - in person
DAVE PAUL
JULIA SANDS de MELENDEZ
JORDAN WEIMAR
AMY YUTZY

MEMBER ABSENT:

JUDITH LIGHT

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager – in person
COLLEEN BATCHELOR, CEO – in person
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant – in person
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANC, Projects Manager
LORI GANZ, Clinical Services Director
KIRSTI GAULT, HR Representative
DON GRAY, Facilities Manager – in person
JOANN GRAY, Enrollment Coordinator
DEMETRIA LOPEZ, Senior Coordinator, Benefits/Billings
SARAH NOLAN, Break Time Program Coordinator/Events Coordinator
KATHLEEN SCOVIL, Service Coordinator
KITTY SILVERS, Senior EI Billing Specialist
CALLIE TOLBERT, State General Funds Manager
NANCY VIGIL, Navigation and Quality Director
HEATHER WHITWORTH, CFO
JULIE WHITE, Marketing and Communications Manager
JACKIE WOODS, Interim Human Resources Director



GUESTS (via Zoom unless noted)

DYLAN ANDERSON, Community Advantage
INDY FRAZEE, The Independence Center
TAMARA FRENCH, Discover Goodwill
CORY TWEDEN, Scheels All Sports

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 MOMENTS

a. Diversity, Equality and Inclusion (DEI) Workgroup
Joann Gray shared her experiences with this group and feels inspired and challenged in working with this group and other TRE staff in helping develop a path for the organization to move forward in these areas.

b. Scheels All Sport
Cory Tweden shared that his family has personal experience with TRE and thanked the group for these services.

Mr. Tweden then shared Scheels' experience in being a sponsor and build team for a recent Go Baby Go event. This was an awesome experience for their staff and they look forward to continuing to build the relationship with TRE.

IV. APPROVAL OF MEETING MINUTES – NOVEMBER 18, 2020

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY LAURIE HUISINGH TO APPROVE THE NOVEMBER 18, 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
Diane Loschen, Vice-Chair recognized and thanked the Community Engagement team for their hard work.

TRE received a first-time grant award from Anschutz in the amount of \$20,000 for general operating expenses. TRE also received a grant award from Caring for Colorado in the amount of \$35,000 to Early Childhood Mental Health services.

Members of the Board were reminded to send their annual gift for Empty Stocking Fund to Liz Albo at TRE. The donation from TRE's Board of Directors will be submitted as one gift.

Recent events benefitting the Empty Stocking Fund were Drive Thru Santa and Holidays from Home. Drive Thru Santa's event was a quick pivot from our annual Breakfast with Santa and was a very fun, heart-warming event. Santa Joe connected with 111 children and their families as they drove by. All the families received goody bags.

Deena Hartje presented at the Holidays from Home event and provided an excellent overview of her personal experience with TRE. This was the second year that TRE was asked to participate in this event which is an honor.

Elizabeth Albo thanked the Board of Directors for their participation in all of the events this past year. TRE and the Community Engagement Team has a small token of thanks for each Board member. These will be distributed safely this coming week.

b. Finance and Investment Committee
Dan Mirer, Treasurer/Secretary reported.

Financial Summary – November 2020 was a steady month. Cash flow has remained stable mainly due to receiving more timely payments from contracting agencies and conservative spending by TRE staff. TRE also received a refund from the IRS for overpayment of estimated unrelated income over the past several years.

The expenses incurred for 6385 Corporate Dr. were primarily for improvements completed in the proposed co-working space. Accrued liabilities are higher due to insurance payments being out of sync with payroll, which covers the employee portion of monthly premiums.

Revenue is down from the state mainly due to lack of in-person services being provided and reduced numbers being served in state funded programs. However, staff salary and benefits are also down due to several vacancies and high turnover in our services program areas. The committee will begin a more in-depth monthly review of specific program areas to determine if changes need to be made in how services are being offered and delivered.

6385 Corporate Drive LLC – Outlook for gaining new tenants is positive. Co-working space also has its first occupant.

Payroll Protection Plan Loan – The forgiveness application will be completed in January. There currently is no deadline for submitting this application.

Audits Updates – Both audit reports will be provided at the January Board of Directors' meeting.

Metrics – The committee reviewed an initial set of financial performance metrics/charts. The group will continue to refine these reports as a reporting tool to the full Board of Directors in the coming months.

c. Legislative Committee

Sarah Jack, Committee Chair shared that the Special Session focused on legislation for assistance to small businesses and others during this pandemic was held following Thanksgiving. The next regular Legislative Session/General Assembly will begin on January 13, 2021.

d. Nominating Committee

Ms. Jack, Committee Chair welcomed Tina Swonger to the Board of Directors. Ms. Swonger will complete the term vacated by Brad Hallock (ending in June 2021) and then will begin her first three-year term in July 2021.

The group was informed that Colleen Batchelor, CEO is hosting a virtual orientation with newer Board members on January 11. If others are interested in attending, please contact Tammie Engram.

The only other term-limited member for FY 2021 is Ms. Jack, term ending in June 2021.

The Board of Directors currently has thirteen members. The bylaws are specific that new members will be seated beginning in July of each year unless filling a term vacated by a previous Board member.

Ms. Jack informed the group that she met with Tracy Narvet to discuss her interest in rejoining TRE's Board of Directors. A virtual meeting will be set up with other committee members soon. If other Board members are interested in attending this meeting, please advise Ms. Jack.

The group was also reminded that new Chairs and other volunteers are needed for both Legislative and Nominating Committees, before June 2021.

e. Executive Committee

Chair Hartje shared an overview of information that was discussed at the committee meeting.

- The group felt that the Drive-Thru with Santa was a great event. Thanks to everyone who participated.
- The group briefly discussed research being done to determine if TRE should pursue a mill levy in the future.
- Board development and strategic planning were discussed.
- Early Intervention Services' budget cuts from the state were reviewed.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive LLC – Work continues to finalize details for the ERA Shields' lease agreement. It is hoped that this will be completed shortly after the first of the year.

Another organization has expressed interest in space (approximately 10,000 SF) on the first floor. TRE will provide estimates on finish-out for this space for their consideration.

If this agency chooses space in our building, this will result in most of the building's available space being occupied.

Joint Initiatives has moved into the co-working space on the second floor. Not much activity by their staff yet due to the shutdown.

EI Colorado Budget – CEO Batchelor reported that TRE must cut approximately \$350,000 in the direct services program area due to a directive from the Colorado Department of Human Services/EI Colorado. Developmental Intervention and Social/Emotional Intervention staff have been impacted the most by these cuts (25% reduction in hours) and by the decrease in referrals during the pandemic and the change in eligibility criteria.

Due to these reductions and the forecast for a slow return to more normal practices, several staff being affected by these cuts are being given the opportunity to provide cross-program support within the agency. Due to high turnover in other program areas, many of the EI staff who have had hours cut will be trained to assist in the other areas where needed. This solution was suggested by staff during one of the Listening Sessions in November.

TRE is also reaching out to community partner agencies (some being competitors) with advertised open positions to enquire about the possibility of contracting with TRE staff to provide needed services in their agencies.

Listening Sessions – Additional sessions were held in December. Themes heard from all sessions will be shared in the CEO's end-of-year update.

COVID Updates – CEO Batchelor shared that TRE is experiencing larger numbers of staff and people in services being affected during the past two months.

Joint Budget Committee (JBC) Hearings/Briefings – During the Medicaid services briefing (through Health Care Policy and Financing (HCPF), the JBC analyst was asked for additional information and proposed recommendations to be presented later this week on policy affecting residential services for adults with intellectual and development disabilities (IDD). This is not common practice of the JBC as most recommendations and/or action from the JBC is not made until approximately March. Advocates from around Colorado, including Alliance Colorado, have been very active in providing

education to all elected officials concerning services for people with IDD and have built trusting relationships with the JBC.

Early Intervention Monitoring – This virtual monitoring was recently completed by the Department of Human Services. Preliminary results showed minor findings that the team will be addressing. One question was raised by the team regarding how Nursing and Social Emotional Intervention Services are provided. The questions focused on services directed to support parents rather than directly to the child. Research shows that children develop within the context of relationships with their parents and caregivers, which demonstrates the importance of supporting parents through services. TRE will clarify with EI Colorado that the program does not provide mental health services to parents, but does support parents to build a child's social emotional development.

Mill Levy Research – CEO Batchelor shared that research is being done on the feasibility of pursuing a mill levy. TRE is the only community centered board (CCB) in Colorado that does not currently have a mill levy for supports and/or responsibilities that are not funded by federal and state programs. More information will be shared in January or February 2021.

VII. NEW BUSINESS

None presented.

VIII. OLD BUSINESS

a. TRE Strategic Planning Workgroup Update

Chris Cipoletti reported that three agencies were identified for initial interviews to determine their strengths with board development, board governance and strategic planning. A Request for Proposal (RFP) will be sent out after these initial meetings are complete to begin planning the structure for future development and strategic direction, timing and cost. It is hoped to have information available for review no later than the February meeting.

Board development training will be held prior to the strategic planning work.

b. Diversity, Equity and Inclusion (DEI) Workgroup Update

Jackie Woods, Interim Human Resources Director and member of DEI workgroup read a letter from another member of the workgroup sharing experiences of serving on this workgroup and excitement in engaging with other members of TRE's Board and staff in the future to be certain all staff and customers are valued and validated in order to develop the best services for persons in services and our community.

Ms. Woods then reviewed the current recommended action plan from the workgroup to continue and effect real change to the diversity, equity and inclusion practices/culture at TRE. Periodic reporting will be provided at future Board of Directors' meetings. *(The*

letter and PowerPoint Presentation is incorporated into these minutes by reference and can be found in the December 16, 2020 Board records for further review).

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, January 20, 2021** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION

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

XII. RECONVENE REGULAR MEETING

The Executive Session was adjourned at 9:08 am.

XIII. ADJOURNMENT

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

The regular meeting was adjourned at 9:10 am.

RECORDED AND SUBMITTED BY:

Colleen Head Batchelor, CEO

TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Dan Mirer, Treasurer/Secretary



The Resource Exchange, Inc.

Chief Executive Officer Report

January 2021

TRE

- **6385 Corporate Drive Building Update.**
 - ERA Shields Lease – A final lease has been forwarded to ERA Shields. Olive Real Estate Group anticipates a signed lease early in January 2021.
 - HopeBridge – TRE's building made the short list of preferred spaces and plans for tenant finish are in process to understand the estimated costs of tenant finish.
- **COVID-19 Updates.**
 - Staff Affected Since March 2020
 - 39 Total staff testing positive
 - 76 Total using FFCRA Benefits
 - 7 Current using FFCRA Benefits – Federal FFCRA benefits expired 12/31/20 and Colorado has rule which extends this to 1/24/21. This will only be extended if the public health emergency is renewed or extended further.
 - Clients Affected Since March 2020
 - CCB/SEP
 - 157 Total testing positive – 103 in SEP Waivers and 54 in CCB Waivers
 - 12 Total Deaths – 10 in SEP Waivers and 2 in CCB Waivers
 - EI – 23 Parents and 8 Children testing positive – no deaths
 - Shift to Level Orange response to COVID 19 infection rates – Governor Polis has moved all counties in Colorado which have been under the Level Red response to Orange, effective January 4, 2021. TRE will continue to operate as we have been with supporting staff to continue working remotely and maintaining enough space within the office to allow appropriate distance between employees who must be in the office or who prefer to work from the office all or part of the time. A graphic with more details on the impact of Level Orange response can be found at this link - <https://mcusercontent.com/4ca930b5d88a04fd2f7f949f5/compressed/06188a7a-cf46-4d7c-aba6-390938429e34.jpg>
 - Vaccine Updates – The chart attached shows the distribution for vaccines and anticipated timelines. It is currently anticipated that both people in services with TRE and staff of the organization will be included in Phase 2 of the vaccination efforts anticipated to begin in early Spring. Further details on the process and timelines are expected to be provided by both EI Colorado and HCPF in January.
- **Diversity, Equity, and Inclusion Work Updates.** The workgroup has provided their action plan and work is beginning on establishing strategies for implementation over the coming months. Colleen Batchelor will be meeting with Dr. Pam Shipp to review the action plan developed by



The Resource Exchange, Inc.

Chief Executive Officer Report

January 2021

the workgroup in early January and to discuss implementation strategies that will support meeting the outcomes established. This will include leadership development strategies as well. A full description of these plans will be provided as they are established.

- **Early Intervention Budget Updates.** As described in December, the Early Intervention program was required to reduce its direct service budget by more than \$350,000 for the remainder of this fiscal year. Additional details as to how these cuts are being absorbed within the program are below:
 - 19 staff members have reduced normal work hours (FTE) by 25%. Of those, 6 will be working some or all of those reduced hours in support of SEP/CCB Case Management.
 - 9 Flex employees remain in-active. Four additional flex employees who were on in-active status have made the decision to terminate employment with TRE.
 - 6 Contract providers have been discontinued.
 - Total FTE for EI direct service has been reduced from 65.45 to 60.57.
 - Savings to the program include the above as well as staff salaries covered by recent grant receipts through Colorado CARES Act program and Caring for Colorado.
 - In addition, through attrition, the program has also eliminated 5 Service Coordination and 2 Data positions.
- **Legislative Updates.** Colleen Batchelor has scheduled several 1 on 1 meetings with local elected officials and Ed Bowditch during the month of January in an effort to build better relationships and get to know the elected officials at a more personal level as well as share information as to TRE and the needs of the people we serve. The legislative session begins officially on 01/13/2021.
- **2020 Year End Review.** 2020 was an unprecedented year for responsiveness, flexibility, improvisation, creativity, and grace. Our 400 employees rose to this year's challenges with dedication and perseverance and worked tirelessly to make a difference in the lives of the people we serve and to support one another. Our Community Engagement Team put together a look back on the challenges and successes of 2020. Click to view our TRE 2020 Year In Review! <https://youtu.be/IKHQx40kBaM>

State

- JBC Budget Briefings and Hearings – The Joint Budget Committee (JBC) has scheduled briefings and hearings related to TRE's contracts with HCPF and CDHS/EI Colorado. These will be available virtually to the public.
 - HCPF Office of Community Living Hearing – 1/7/21, 9:00-12:00



The Resource Exchange, Inc.

Chief Executive Officer Report

January 2021

- Health Care Policy and Finance (HCPF) – HCPF is planning to implement a new Care and Case Management System beginning July 2021. This system will replace three current data systems and is intended to improve efficiency by automating functions for process related to determination of level of care needed, Assessments and Support Planning, and Person-Centered Budgeting processes. As a part of this implementation, HCPF will be facilitating Business Process Re-engineering in support of Case Management Agencies like TRE. TRE has already begun developing a system engineering team and process re-engineering which will position the organization well to both inform and implement the new system.
- Early Intervention (EI) – The EI Evaluation Task Force will begin meeting again in January and February. It is unlikely that legislation will be pursued this year to move EI Evaluations from CDE to EI Colorado due to the fiscal impact of this move and the current budget situation in Colorado.

Colleen Batchelor

Respectfully submitted:

Colleen Batchelor, Chief Executive Officer

5 January 2021

PHASE 1 Winter

1A

Highest-risk health care workers and individuals:

- People who have direct contact with COVID-19 patients for 15 minutes or more over a 24-hour period.
- Long-term care facility staff and residents.

1B

Coloradans age 70+, moderate-risk health care workers, first responders, frontline essential workers, and continuity of state government:

- Health care workers with less direct contact with COVID-19 patients (e.g. home health, hospice, pharmacy, dental, etc.) and EMS.
- Firefighters, police, COVID-19 response personnel, correctional workers, and funeral services.
- People age 70 and older.
- Frontline essential workers in education, food and agriculture, manufacturing, U.S. postal service, public transit and specialized transportation staff, grocery, public health, frontline essential human service workers, and direct care providers for Coloradans experiencing homelessness.
- Essential officials from executive, legislative and judicial branches of state government.
- Essential frontline journalists.

PHASE 2 Spring

2

Higher-risk individuals and other essential workers:

- People age 60-69.
- People age 16-59 with obesity, diabetes, chronic lung disease, significant heart disease, chronic kidney disease, cancer, or are immunocompromised.
- Other essential workers and continuity of local government.
- Adults who received a placebo during a COVID-19 vaccine clinical trial.

3

The general public:

- Anyone age 16-59.

*Timeline subject to change based on supply chain. Prioritization subject to change based on data, science, availability.

Note: CDPHE recognizes the Tribal sovereignty of the Ute Mountain Ute and Southern Ute Indian Tribes, and that the Tribes have the authority to determine how vaccine supply will be prioritized for their populations, even if their prioritization scheme is different than what CDPHE recommends. Some federal entities such as the Bureau of Prisons, Department of Defense, Department of State, Veteran's Hospital Association, and Indian Health Services will be vaccinated by the federal government. Children and pregnant people are not included in this preliminary phased approach; they may be prioritized for vaccine contemporaneously when/if safety and efficacy data are available with the appropriate ACIP recommendation.