



TRE
The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, January 20, 2021

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 – in person
CHRIS CIPOLETTI
LAURIE HUISINGH - in person
JUDITH LIGHT
DAVE PAUL
JULIA SANDS de MELENDEZ
TINA SWONGER
JORDAN WEIMAR
AMY YUTZY

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
CAITLYN FRANTZ, Service Coordinator
LORI GANZ, Clinical Services Director
KIRSTI GAULT, HR Representative
DON GRAY, Facilities Manager – in person
TRACY HODNETT, Service Coordination Supervisor
DEMETRIA LOPEZ, Senior Coordinator, Benefits/Billings
DANNI MEGYERI, Prior Authorization Senior Coordinator
SARAH NOLAN, Break Time Program Coordinator/Events Coordinator
SANQUENETTA RUSSELL, Human Resources Generalist
KITTY SILVERS, Senior EI Billing Specialist
LAURA THOMAS, Case Management Director
CALLIE TOLBERT, State General Funds Manager
NANCY VIGIL, Navigation and Quality Director
HEATHER WHITWORTH, CFO

GUESTS (via Zoom unless noted)

DYLAN ANDERSON, Community Advantage

JASON CASTRO, The Arc of Pueblo
TIM CUNNINGHAM, Cheyenne Village
PAULINE DAVIS, Logan, Thomas & Johnson, CPA
INDY FRAZEE, The Independence Center
TAMARA FRENCH, Discover Goodwill
CALVIN LOGAN, Logan, Thomas & Johnson, CPA
RANDY MONTOYA, Community Member
STEVEN STOCK, Cheyenne Village
RACHEL (no other identifying information)

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:33 am by Chair Deena Hartje.

II. PUBLIC COMMENTS

None.

III. MISSION MOMENTS

Caitlyn Frantz, TRE Service Coordinator introduced Randy Montoya and Jason Castro, The Arc of Pueblo. Mr. Montoya receives services from TRE in Pueblo County. He and his guardian, Mr. Castro shared experiences with services since moving to Pueblo County.

Tracy Hodnett, Service Coordination Supervisor shared that the collaborative relationship between The Arc of Pueblo and TRE has helped to make success stories like this one possible.

IV. APPROVAL OF MEETING – DECEMBER 16, 2020

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY LAURIE HUISINGH TO APPROVE THE DECEMBER 16, 2020 MEETING MINUTES AS PRESENTED. *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 social media numbers increased for the month. TRE now has approximately 500 Instagram followers and over 600 LinkedIn followers.

Work continues on sharing TRE's new mission statement over various platforms. In addition, a new Mission Ambassadors' program is in the process of being launched.

TRE thanked the Corporate Sponsors for TRE events and the end-of-year campaign. TRE was the recipient of grant dollars from Caring for Colorado recently and will receive funds from Colorado Springs Health Foundation (final year of 3-year grant) sometime in the spring. TRE has also received the first payment from the Empty Stocking Fund. A final payment will be received by early February.

The Community Engagement Team has worked tirelessly in continuing to build relationships with new and past donors by providing updates on TRE activities, successes, etc. This has resulted in a number of donors from several years ago re-engaging with TRE and making donations.

TRE's large event, originally planned for June will be delayed to ensure participation in person is possible. The date of the Barn Dance has been moved to August.

Elizabeth Albo, Donor Relations Manager reported that she met with two past members of the Board of Directors and presented thank you gifts to them for their volunteer service to TRE.

b. Finance and Investment Committee

Independent Auditor's Report for Fiscal Year 2020 – Calvin Logan and Pauline Davis, Logan, Thomas and Johnson, CPA provided their findings from the FY2020 Consolidated Financial Statements and Independent Auditor's Report. *(This report is available for review at www.tre.org).*

It was noted that Management and General Expenses decreased by a significant amount compared to FY2019 due to reallocating Early Intervention billing staff from General Management to the Early Intervention program area.

A question was raised on the percentage of wages and how TRE compares to other agencies. It was noted that human services/non-profit agencies are considered high in this area due to the services being provided.

TRE received a qualified opinion, which is the best type of opinion to receive from an audit.

Mr. Logan and Ms. Davis thanked Heather Whitworth, CFO and her staff for providing information for the audit in a timely and well-organized manner, especially in light of the challenges presented by the COVID-19 pandemic.

The Single Audit should be complete by the end of January 2021.

Financial Summary – Dan Mirer, Treasurer/Secretary reviewed the new cumulative to date summary of revenue versus expenses.

For December 2020, TRE is slightly down in cash primarily due to 3 payroll month and Early Intervention October payments are behind.

The Community Engagement team was recognized for an outstanding month for philanthropic giving, grant revenue and miscellaneous income.

6385 Corporate Drive LLC – Word continues to spread about Community Works (co-working space). Currently have one tenant and they are very happy with the space.

The lease with ERA Shields is fully executed.

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

TRE does not qualify for the next wave of government loans due to size.

c. Legislative Committee

Sarah Jack, Committee Chair shared that the Legislature General Assembly was gavelled in on January 13, 2021. They were only in session for three days and focused on meeting constitutional guidelines of swearing in newly elected members of the General Assembly. Seven bills were passed consisting mostly of fixes to prior Bills. The current plan is to go back in session on February 16, 2021.

Unfortunately, due to pandemic and security issues, TRE's Annual Day at the Legislature is not being scheduled.

d. Nominating Committee

Ms. Jack, Committee Chair shared that the committee is scheduled to meet on January 26, 2021. Purpose of the meeting is to discuss the nomination(s) of a Secretary to meet the intent of the newly adopted ByLaws.

The group will also address the interest of a past Board member to return to the Board of Directors beginning July 1, 2021.

Ms. Jack again reminded the group that she will be term limited at the end of June 2021. Chairs for both the Nominating Committee and Legislative Committee are needed.

e. Executive Committee

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

- ERA Shields lease.
 - Other interested tenants.
 - Board Governance Training scheduled for February 4 beginning at 3:00 pm.
 - Strategic Planning – RFPs have been sent to five agencies.
 - Off-site Board meeting at Scheel's All Sport (once open).
 - PTO Policy
 - Upcoming meetings with elected officials and Ed Bowditch.
 - CEO's PTO in February 2021.
 - JBC Hearing Reports.
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All members of the Board of Directors were encouraged to attend a Committee meeting of their choice. Contact Tammie Engram for details.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive LLC – The lease with ERA Shields is fully executed. Lease is for approximately 14,000 SF on the third floor. Tenant finishes will begin in early April 2021.

TRE offices will move prior to early April. Location is yet to be determined due to a possible tenant's interest in 10,000 SF on the first floor of the building. If the prospective tenant chooses this building, TRE will move to the second floor. This tenant also expressed an interest in a move-in date of June.

Meetings are scheduled with the two current tenants in the building to determine what their plans and needs might be as their leases expire in May and June.

COVID Updates – CEO Batchelor shared that TRE continues to experience increases in the number of staff and people in services being affected. This is a national trend and is being watched closely. In addition, the vaccine schedules and shortages are also being monitored closely by leadership staff.

Data Systems – Changes to billing systems for State contracts are scheduled again for July 2021. Trainings are scheduled for February 4. The proposed changes are significant and will likely affect the way TRE provides services and supports and may create delays in payments starting in July.

Early Intervention Evaluation Task Force is meeting again. CEO Batchelor is a member of this group. It is not anticipated that proposed legislation will be presented this year to change the responsibility of early intervention evaluations from the Department of Education to Early Intervention Colorado because of the fiscal note that would be attached.

VII. NEW BUSINESS

None presented.

VIII. OLD BUSINESS

a. TRE Strategic Planning Workgroup Update

Chris Cipoletti reported that a sub-group was charged to identify and interview several agencies in regard to the upcoming strategic planning and then to develop an RFP that would be sent to five agencies (local to Colorado) with responses due by February 15, 2021.



Governance training will begin prior to this process beginning.

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

Diane Loschen reported that this group has committed to holding at least quarterly meetings during this new calendar year. The focus will be to continue to drive progress on the action plan (presented at December 2020 Board of Directors' meeting).

CEO Batchelor shared that the action plan has been shared with the Executive Leadership Team. Several members of the DEI Workgroup will meet with this team in early March to discuss the plan and how Leadership can support and be involved with the implementation of the recommended actions.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, February 17, 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.*

The Executive Session was adjourned at 9:23 am.

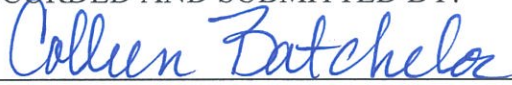
XII. RECONVENE REGULAR MEETING

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.*

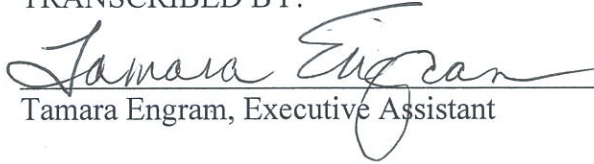
The regular meeting was adjourned at 9:25 am.

RECORDED AND SUBMITTED BY:



Colleen Head Batchelor, CEO

TRANSCRIBED BY:



Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:



Dan Mirer, Treasurer/Secretary