TRE

THE RESOURCE EXCHANGE
BOARD OF DIRECTORS' MEETING NOTICE

TO: BOARD OF DIRECTORS

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

FROM: DEENA HARTJE, Chair

THE BOARD OF DIRECTORS OF THE RESOURCE EXCHANGE WILL MEET ON WEDNESDAY, MARCH 17, 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 MOMENT – Lynette Pacheco Coleman, EI Service Coordinator

IV. CONSENT AGENDA (These items requiring Board action will be considered together by one vote of the Board. Any officer or director may object to including a single item on the Consent, and the item will be added to New or Old Business below for full discussion.)
   a. BOARD OF DIRECTORS' MEETING MINUTES
      - February 17, 2021

V. BOARD COMMITTEE REPORTS
   a. Community Engagement Committee
   b. Finance and Investment Committee
   c. Legislative Committee
   d. Nominating Committee
   e. Executive Committee
   f. April shift to Consent Agenda for Committee Reports

VI. CEO REPORT – Colleen Batchelor

VII. NEW BUSINESS

VIII. OLD BUSINESS
   a. Diversity, Equity, and Inclusion Workgroup Update – Diane Loschen
   b. Strategic Plan Development Update – Deena Hartje/Chris Cipoletti
   c. Community Works Next Steps/Action Plan

IX. PUBLIC COMMENTS – 5 minutes

X. SCHEDULE OF NEXT MEETING – April 21, 2021 @ 7:30 a.m.

XI. EXECUTIVE SESSION
   a. Mill Levy Research Report – Sarah Brittain Jack/Kyle Blakely

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.

TRE
The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, February 17, 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
CHRIS CIPOLETTI – in person
LAURIE HUISINGH - in person
DAVE PAUL
JULIA SANDS de MELENDEZ
TINA SWONGER
JORDAN WEIMAR
AMY YUTZY

MEMBERS ABSENT:

SARAH BRITTAIN JACK
JUDITH LIGHT (due to technology issues)

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager – in person
TROY COOKE, IT Project Manager
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant – in person
DORA FERNANDEZ, Bilingual Developmental Interventionist
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Manager – in person
BRANDI GRIFFITHS, Service Coordination Manager
DANNI MEGYERI, Prior Authorization Senior Coordinator
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
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)

AUDREY DOAK, Overture
AMY FRAZEE
INDY FRAZEE, The Independence Center
TAMARA FRENCH, Discover Goodwill
PATRICK SARGENT, PASCO

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 MOMENTS

Callie Tolbert, Family Support Services Manager read a letter from the Holstun family thanking TRE and the Family Support Services program for the support received.

A video was also shared from the Lazarko family expressing gratitude for assistance from the Family Support Services program.

(The letter and video are incorporated into these minutes by reference and can be found in the February 2021 Board records for further review).

IV. APPROVAL OF MEETING – JANUARY 20, 2021

A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY HEIDI BRANDON TO APPROVE THE JANUARY 20, 2021 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

Fundraising Goals – Elizabeth Albo, Donor Relations Manager shared that the calendar year-end fundraising total is $29,898. This amount has increased approximately $8000 from previous years. One reason for the increase is having matching funds available to donations.

Third Party donations have also increased with the addition of the Kroger Rewards Program.

Development Update –
Empty Stocking Fund's campaign raised a record $1.5 million this year. TRE has not received its final allocation.

Thank you to those who attended the Closing Reception.

Grants – TRE received $10,000 from the Strub Heer Fund of the Pikes Peak Community Foundation.

Research is on-going for federal level funding related to Tele-Medicine funding.

Upcoming events include:

- Quarterly Art Show to be scheduled possibly as an outside event.
- Goat Patch Bleating Heart Night is scheduled for June 15, 2021.
- TRE's Big Event is tentatively scheduled for August 21 at Pro Rodeo Hall of Fame. This will be an outside event also.
- Intimate Donor Appreciation Evening is being planned in October. Location will be TRE building.

Marketing Update –
Public Relations – A reporter from Fox 21 contacted TRE for assistance with a news story on children with disabilities and the struggles of online learning. Lori Ganz and the Early Intervention team assisted this reporter. No air date available yet.

b. Finance and Investment Committee
Dan Mirer, Treasurer and Jordan Weimar, Board Director reported.
Metrics – The group reviewed the Financial Metrics document developed to show an overview of TRE's financial positions, broken down by company. The areas to be included with benchmarks and goals at this time are:

- Months Cash on Hand – 3 months on hand is TRE's goal at the current time.
- Savings Indicator – Shows how much TRE is saving each year. The current negative percentage is because the budget projects that TRE will spend more than brought in for FY21.
- Current Ratio – Highlights the amount of money coming in over the next 90 days compared to how much will be expended. Comparing currents assets versus liabilities. Percentage should not be lower than 1.
- Debt Ratio – Did not break this metric down between businesses. This evaluates whether there is too much debt for the organization. Under 40% is a good range.

A question was asked on how PTO (taken vs accrued) is reported in the metrics document. PTO accrued shows on the balance sheet as a liability. When someone takes PTO, the balance sheet line is reduced by that amount, and the same amount shows as paid in the Payroll line in the P&L.

The remaining metrics show that cumulative net income is down approximately $218,000, mainly due to mid-year true up adjustments.

The goal for this metrics sheet is to provide a quick overview and hopefully allow for more meaningful strategic discussions on the financial planning for TRE.

(The metric sheet is incorporated into these minutes by reference and can be found in the February 2021 Board records for further review).

Financial Summary – The balance sheet shows a healthy position on cash. Early Intervention is current on payments. There is a slight increase on Investments in 6385 due to needed tenant finishes.

6385 Corporate Drive LLC – The building shows a loss of $196,000 YTD; positive $312,000 before depreciation.

Payroll Protection Plan Loan – Heather Whitworth, CFO continues to work with the bank on reporting worksheets. While TRE does expect full forgiveness for the loan, it is likely that this will not be known until next fiscal year.

The original guidelines stated that repayments would begin at one year from receiving the loan. A new set of rules/guidelines is anticipated that will delay the repayments.

Audits – The single audit is still in process. The expanded audit which includes SEP is new to TRE and is very detailed which requires additional work in compiling needed records by TRE staff. Previously, TRE single audit has only included EI.

The financial audit that was presented during January's Board of Directors' meeting requires formal acceptance by the Board of Directors.

A MOTION WAS MADE BY DAN MIRER, SECONDED BY CHRIS CIPOLETTI TO APPROVE AND ACCEPT THE FISCAL YEAR 2020 FINANCIAL AUDIT AS PRESENTED AT THE JANUARY 20, 2021 BOARD OF DIRECTORS' MEETING. *Motion unanimously approved.*

Community Works Pro-Forma – The committee received clarification on several line items on the Lease/Leasehold and payroll assumptions. On the payroll line item, it was noted that the position will be split between Community Works, 6385 Corporate Drive LLC and TRE activities. The amount shown in the pro-forma only represents Community Works' portion of salary.

c. Legislative Committee
The Legislative Assembly reconvened on February 22, 2021.

d. Nominating Committee
Chair Hartje reported the committee discussed the need to fill the newly created Secretary position created by the revision of ByLaws. The committee recommends the nomination of Laurie Huisingh for this position.

A MOTION WAS MADE BY DIANE LOSCHEN, SECONDED BY HEIDI BRANDON TO ELECT LAURIE HUISINGH TO THE POSITION OF SECRETARY ON THE BOARD OF DIRECTORS. MS. HUISINGH WILL ALSO SERVE ON THE BOARD OF DIRECTORS' EXECUTIVE COMMITTEE. ***Motion unanimously passed.***

The committee is also in the process of interviewing other individuals who have expressed an interest in serving on TRE's Board of Directors.

The group was also informed that Julia Sands de Melendez will assume the Chair of this committee in June 2021.

e. Executive Committee
Chair Hartje thanked all who were able to attend the Board training on February 4.

A change was suggested to the format of the Board of Directors' meetings. All meeting minutes and committee reports will now be included on the consent agenda since all minutes and reports are provided to members prior to the meeting. If discussion is needed on any item, the item will be moved to New Business.

With the above change, it is hoped that these monthly meetings will become more strategic conversation and less reporting. Also 'Board Moments' could be added to have more in-depth conversations in areas of importance to staff and members of the Board of Directors (i.e., fundraising, changes to funding methodology).

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

- CEO evaluation process and continued coaching opportunities.
- Responses to the RFP for strategic planning have been received. A meeting for the full workgroup will be scheduled soon.
- Updates on Community Works.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Care in Case Management – Nancy Vigil, Director of Navigation and Quality and Laura Thomas, Director of Case Management reviewed Colorado Department of Health Care Policy and Financing's (HCPF) graphic and provided new information and timelines on upcoming changes to fully incorporate conflict-free case management in statewide case management services. This new concept will combine language, databases and services for Community Centered Board (CCB) waiver funding, Single Entry Point (SEP) waiver funding and State General Funded programs.

The five goals outlined by HCPF are 1) federal regulation compliance; 2) quality; 3) simplicity; 4) Stability; and 5) Accountability for all. Many current processes are quite cumbersome and time-consuming for families and/or individuals needing services. It is hoped this new system will simplify the processes.

Current activities are:

- Cleanup of database information.
- Catchment area redesign. (Nancy Vigil is a member of this group)
- Human Rights Committee redesign. (Brandi Griffith is a member of this group)
- Changes to the Intake and Eligibility processes.
- Training for staff to begin in April 2021. HCPF's goal is to train every case manager throughout the state.
- Person centered budget algorithms will be implemented during July 2021 – June 2023.
- Person centered budget pilot will roll out and become active in July 2022.

It was noted that this is an entirely new approach to how services and supports are coordinated and delivered in Colorado. TRE is eager to partner with HCPF and other agencies to make this transition as easy as possible for families and staff. The number of changes being continuously implemented are creating a stressful work environment.

Possible Tenant for 6385 Corporate Drive – Don reported that the company has expressed a pull back on their interest due to concerns with additional parking availability. Official word should be received very soon.

VII. NEW BUSINESS

None presented.

VIII. OLD BUSINESS

a. Diversity, Equity and Inclusion (DEI) Workgroup Update
Diane Loschen reported that several members of the workgroup presented at the January All Staff Meeting. A follow-up meeting with Executive Leadership Team is scheduled for early March to stress the need for support and next steps on the recommended action plans. Members of the ancillary book club are reading *How To Be An Anti-Racist.* It was noted that the Executive Leadership Team is also reading and discussing this same book.

Chris Cipoletti, Board Director informed the group that he will share the links to Harvard's Bias Tests. All are encouraged to take the tests on gender, race, and religion bias identification. These are self-reporting and helps a person identify biases that they might not have been aware of.

b. Social Enterprise Update – Community Works
The group was asked if there were additional questions on the pro-forma for Community Works.

Chair Hartje shared results of conversations that she had with TRE's auditor, a commercial realtor and a small business enterprise consultant in our community. All felt, given their brief overview of the venture, it could be a positive step for TRE. It was

widely agreed that 6385 Corporate Drive is an incredible location. The office space pricing is fair, and timing is a critical factor as there is competition in the local market.

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY LAURIE HUISINGH TO MOVE FORWARD WITH THE SOCIAL ENTERPRISE, COMMUNITY WORKS. ***Motion unanimously approved.***

Defined next steps for implementation will be discussed at the March 2021 Board of Directors' meeting.

Tina Swonger, Board Director offered to share information with other real estate contacts and community members explaining the availability of co-working space at Community Works.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, March 17, 2021** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION

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

The Regular Meeting was adjourned at 8:45 am.

XII. RECONVENE REGULAR MEETING

A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY DAVE PAUL TO ADJOURN THE EXECUTIVE SESSION INTO REGULAR MEETING. ***Motion unanimously approved.***

The Regular Meeting was reconvened at 9:06 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 9:08 am.

SUBMITTED BY:

_____

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

_____

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

_____

Dan Mirer, Treasurer/Secretary

The Resource Exchange, Inc.
Chief Executive Officer Report
March 2021

TRE

- **6385 Corporate Drive Building Update.**
  - ERA Shields Lease – Tenant finish proposals have been received and the proposed costs have come in within the limits established in the lease.
  - HopeBridge – HopeBridge has removed their Letter of Intent for the space on the 1st Floor due to limits in parking at the building. They needed 6 spaces per 1,000 square feet, which far exceeds the standard 3.5 spaces typically allocated and would put burden on the parking for other tenants.
  - Scheel's – Scheel's has vacated the space on the second floor and moved into their new facility permanently. Their lease extends through April 2021. Olive Real Estate Group has this space in the marketing materials for the building.
  - Dr. Haas – Dr. Haas has given us notice that he plans to move out of the building when his lease expires at the end of May. The U-shaped space he occupies is not conducive to effective staff supervision and he is seeking a better configuration for that purpose. Olive Real Estate Group has this space (along with the space TRE currently occupies at that end of the 3rd floor) in the marketing materials for the building.
  - TRE Space – TRE is taking the necessary steps to move staff to the 1st floor of the building. Bids and resulting contracts for paint and carpet have been initiated. It is anticipated that TRE will move within the first couple of weeks of April in order to enable tenant finish for ERA Shields to begin.
  - Community Works Co-Working Space – No updates at this time

- **COVID-19 Updates.** While numbers continue to increase in incidence, the growth trajectory slowed in February relative to December and January.
  - Staff Affected Since March 2020
    - 44 (+1) Total staff testing positive
    - 76 (0) Total using FFCRA Benefits
  - Clients Affected Since March 2020 – numbers in parentheses show increase since last report.
    - CCB/SEP
      - 227 (+19) Total testing positive – 142 (+6) in SEP Waivers and 85 (+13) in CCB Waivers
      - 18 (+1) Total Deaths – 16 (+1) in SEP Waivers and 2 (0) in CCB Waivers
    - EI – 37 (+10) Parents and Others in Home and 8 (0) Children testing positive – no deaths

- Vaccine Updates
  - In alignment with Colorado's vaccine implementation schedule, Lori Ganz is facilitating establishing at least 2 vaccine clinics to support TRE staff and hopefully people we serve who fall within the 1.B.3 phase. The first clinic will be held between 3/17-3/23 for 100 staff. A sign-up link will be sent out within the next few days. An additional clinic is planned between 4/14-4/19 for additional staff and people in services with two or more qualifying conditions.
  - 56 of our clinical staff have received their first and second vaccination through our partnership with Children's Hospital as a part of Phase 1b2.
  - TRE is not requiring staff to obtain a vaccine but is participating in Alliance of Colorado's Roll Up Your Sleeves campaign to support awareness, accurate information, and resources. We are also working to make access to the vaccine as easy as possible for staff.

- **Diversity, Equity, and Inclusion Work Updates**. The workgroup is meeting with TRE's Executive Team on 3/9/21 to determine next steps in implementation of the plan and support needed for that.

- **FY 21-22 Budget Planning.** The Executive Team has scheduled multiple budget planning sessions for March to begin the processes of building the FY 21-22 budget. Initial sessions will focus on each of our contracts (CCB, SEP, and EI) and our overall Administration. Current budget priorities include:
  - Staff pay increase and staffing capacity
  - Leadership development
  - Organizational structure changes needed
  - System engineering efforts to improve efficiency and effectiveness
  - Building

State

- **Health Care Policy and Finance (HCPF)** – As HCPF continues work towards a new system for CCB and SEP work, TRE continues to participate in collaborative meetings through Alliance of Colorado to provide feedback and influence this work. Most recently, efforts are underway to determine catchment areas or geographic regions for the responsibilities under each of these contracts. Alliance of Colorado, through feedback from its members has asked that HCPF consider the following priorities in the determination of these catchment areas:
  - Impact to people in services – creating the simplest system to support people to easily navigate access to services to meet their needs must drive decision-making.
  - Limiting disruption - long term and short term

- Mill Levy and local supports - There are over $60 million in local tax dollars supporting vital services and supports for people with IDD throughout the State. Ensuring that these dollars remain in effect through this transition is imperative.
- Sustainability of organizations - Ensuring that the size of an organization is big enough to sustain risk, while not being "too big too fail" or out of touch with their area.
- Local reputation, relationships, and expertise – Building on sustaining existing and effective relationships and partnerships that are working effectively for people in services.

In addition, TRE staff are participating in HCPF stakeholder workgroups to inform the system changes.

- **Early Intervention (EI)** – No updates at this time.

Respectfully submitted:

Colleen Batchelor, Chief Executive Officer

3 March 2021