



**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

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**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.

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***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 current 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.

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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 Huisingsh for this position.

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**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.

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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.

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SUBMITTED BY:

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Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

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Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

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Dan Mirer, Treasurer/Secretary

Approved at the March 17, 2021 TRE Board of Directors' Meeting.

