



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, March 17, 2021

MEMBERS PRESENT (via Zoom unless noted)

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

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager – in person
COLLEEN BATCHELOR, CEO – in person
LYNETTE PACHECO COLEMAN, EI Service Coordinator
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant – in person
REBEKAH FALETTI, Nursing Home Supervisor
ROB FRANCO, Project Manager
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
AMANDA REED, Early Intervention Manager
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

GUESTS (via Zoom unless noted)

KYLE BLAKELY, Blakely & Company
AUDREY CENIZINSKI

INDY FRAZEE, The Independence Center
TAMARA FRENCH, Discover Goodwill
NICHELLE WHISPER PANCHOO, Parent
STEVEN STOCK, Cheyenne Village

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 MOMENT

Lynette Pacheco Coleman, Early Intervention (EI) Service Coordinator introduced Nichelle Whisper Panchoo, parent of children in EI services.

Ms. Panchoo expressed appreciation for the love and support received from TRE and her team. The past year has been a difficult year with COVID and three floods. Her family's TRE team was so supportive, both physically and emotionally. They certainly met all of her family members' needs and the children have grown so much with TRE's supports.

IV. CONSENT AGENDA

Chair Hartje shared that pertinent committee reports and past meeting minutes will be shared and reviewed prior to the meeting beginning in April. These items will be presented via the Consent Agenda for approval. If any officer or director requests that an item be discussed further that item will be moved to New or Old Business for full discussion. This is intended to enhance meetings for more strategic discussions rather than simple reporting of committee activities. The group requested that Finance Committee reports continue to be presented to the full board and this was consensus of all members.

The group discussed the best way to share Committee reports after the initial packet is sent for review. In the final packet sent on the Tuesday prior to the Board meeting, Tammie Engram, Executive Assistant will note what information is new.

a. Board of Directors' Meeting Minutes – February 17, 2021

One correction was noted under Members Present, Julia Sands de Melendez was not in attendance.

A MOTION WAS MADE BY JUDITH LIGHT, SECONDED BY HEIDI BRANDON TO APPROVE THE FEBRUARY 17, 2021 MEETING MINUTES AS AMENDED. *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 reported that TRE's Big Event that was tentatively scheduled for August 2021 has been cancelled due to limited resources at this time and a need to determine the intended outcome of holding such an event.

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.
- Intimate Donor Appreciation Evening is tentatively being planned in the Fall. Location will be TRE building.

Tina Swonger, Board member offered to include TRE as a fundraiser recipient at her company's upcoming event on August 14. Members of the Community Engagement team will meet with Ms. Swonger to work out details.

Recognition was given to Lori Ganz, TRE Clinical Director for her work on the COVID Vaccine Clinics being held at TRE.

b. Finance and Investment Committee

Dan Mirer, Treasurer reported.

Financial Summary – The balance sheet, cash/cash flow continues to be stable. Accrued Paid Time Off (PTO) continues to be focus. Staff continue to research possible options to address this liability.

Expected trend to approximately \$300,000 deficit for this fiscal year.

6385 Corporate Drive LLC – TRE will be relocating to the first floor in early April.

Payroll Protection Plan Loan – Heather Whitworth, CFO continues to work on the forgiveness application.

Budget Process – Budget for EI is due to the State on March 24. Total agency initial budget to be presented no later than May.

Audits – The single audit is still in process with the completion date estimated to be April 2021.

Board Training – Financial Statement training will be held at the May 2021 Board of Directors' meeting.

c. Legislative Committee

City of Colorado Springs Council elections are scheduled for April 6, 2021.

The Colorado Department of Health Care Policy and Finance (HCPF) will be presenting a bill for consideration that will reorganize/redefine the scope of work that community centered boards and single-entry points are required to provide.

Work is also beginning at the State level that will realign the regional areas in the state for case management for HCBS Waivers.

d. Nominating Committee

Sarah Jack, Committee Chair reported.

Amy Yutzy, Board member has committed to serving a second 3-year term. The Board was encouraged to work with Ms. Yutzy to facilitate her involvement in meetings, etc due to schedule conflicts.

Several other interested parties are in various stages of the interview process.

e. Executive Committee

Chair Hartje shared that work continues on TRE's strategic planning process. Mark Holdt, Mountain Sage Consulting has been hired to facilitate this process.

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

- CEO evaluation process and continued coaching opportunities.
- Mission-related discussion at each Board of Directors' meeting (i.e., fundraising, waiver changes).
- Changes to format of monthly Board of Directors' meeting.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive (TRE Building) – Work continues on the first-floor space (paint, new carpet) to support TRE's move to that location. Additional tenant finish work is needed for a secure reception area, handicap accessible security doors going into office areas, and handicap accessible ramp at first-floor entrance.

ERA Shields is scheduled to move in to the leased third floor space in late June/early July. The tenant finish work is estimated to be complete in five weeks.

Classic's old design center and garage are being looked at as a possible event space. An architect will submit a design and proposed costs for this renovation will be obtained to inform necessary fundraising and investment.

The relationship with Scheel's All Sports continues beyond their tenure in space in the building. Scheel's has invited TRE to hold a future Board of Directors' meeting at their

location. Also, a future Go Baby Go event will be held at their location along with sponsorship.

Dr. Haas has informed TRE that they will be vacating their space at the end of May. The configuration of his space at 6385 Corporate Drive is not conducive to his needed business environment.

COVID Updates – Staff cases continue to drop consistent with the State's information. TRE is sponsoring several vaccine clinics targeting persons in services and staff who are eligible for the vaccine. Volunteers are needed for the March 30 and April 7 sessions. Please contact Lori Ganz if interested/available.

Budget Planning – Work has begun on the budget planning for next fiscal year and years beyond. Initial meetings focus on strategic priorities. It is hoped this initial work will help staff understand the priorities and what is driving the conversations and decisions.

Treasurer Mirer attended these meetings and felt that the process is good. Discussions on priorities have been open and thoughtful.

The Board can expect budget updates in April with a preliminary budget presentation at the May meeting.

VII. NEW BUSINESS

None presented.

VIII. OLD BUSINESS

a. Diversity, Equity and Inclusion (DEI) Workgroup Update
Chris Cipoletti, Director reported.

Representatives from the DEI Workgroup met with the Executive Team to review the proposed action plan for TRE. This work is at the beginning stages. Members of the Executive Team are supportive. However, this work needs to be integrated into all areas of the organization, including the Board of Directors.

Colleen Batchelor has become a member of the DEI Workgroup. By encouraging members of leadership to be a part of the workgroup, it is hoped that the full integration of this culture into mindful conversations will become apparent that this is a full agency effort, not just a workgroup assignment.

Dr. Pam Shipp will also be working with the Executive Team to help with the integration and education aspects of this work.

The group asked for a more detailed outline of expectations and responsibilities of Board members. The group wondered if Dr. Shipp will also work with the Board of Directors.

b. TRE Strategic Planning Workgroup
Chair Hartje reported.

The second Tuesday of each month, 3:30-5:00 pm are being set aside for work sessions for strategic planning with Mr. Holdt.

Board members and Executive Team members will receive a survey from Mr. Holdt asking questions that will assist initial conversations about where TRE is right now and how to move forward with strategic planning.

CEO Batchelor was asked to send (to the full Board of Directors) the scope of work proposal and graphics put together by Mr. Holdt showing the phases of work to be done and who should be involved in each phase.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, April 21, 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 Regular Meeting was adjourned at 8:30 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 9:40 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 9:43 am.

SUBMITTED BY:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Laurie Huisingsh, Secretary

Approved at the April 21, 2021 TRE Board of Directors' Meeting.