



THE RESOURCE EXCHANGE
BOARD OF DIRECTORS' MEETING NOTICE

TO: **BOARD OF DIRECTORS**

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

FROM: DEENA HARTJE, Chair

THE BOARD OF DIRECTORS OF THE RESOURCE EXCHANGE WILL MEET ON WEDNESDAY, MAY 19, 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 – Power in Parenting – Kim Santaniello and Chris Leaming
- 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 – April 21, 2021
 - b. Community Engagement Committee Updates
 - c. Legislative Committee Updates
- V. BOARD COMMITTEE REPORTS
 - a. Finance and Investment Committee
 - b. Nominating Committee
 - Board of Directors Nominations
 - Board Officers Nominations
 - c. Executive Committee
- VI. CEO REPORT – Colleen Batchelor
- VII. NEW BUSINESS
 - a. Board Member Discussion – TRE Financial Statements
- VIII. OLD BUSINESS
 - a. Diversity, Equity, and Inclusion Workgroup Update – Diane Loschen
 - b. Strategic Plan Development Update – Deena Hartje
 - c. 6385 Corporate Drive LLC Update – Chris Cipoletti
- IX. PUBLIC COMMENTS – 5 minutes
- X. EXECUTIVE SESSION
 - a. Mill Levy Research Update – Sarah Brittain Jack and Kyle Blakely
 - b. Concerned Parent Email to Board Members
- XI. SCHEDULE OF NEXT MEETING – June 16, 2021 @ 7:30 a.m.
- 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, April 21, 2021

MEMBERS PRESENT (via Zoom unless noted)

DEENA HARTJE, Chair – in person
DIANE LOSCHEN, Vice Chair – in person
DAN MIRER, Treasurer – in person
LAURIE HUISINGH, Secretary – in person
HEIDI BRANDON
SARAH BRITTAIN JACK – in person
CHRIS CIPOLETTI – in person
JUDITH LIGHT
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
KYLE COX, Manager of Navigation and Enrollments
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant
REBEKAH FALETTI, Nursing Home Supervisor
ROB FRANC, Project Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Manager – in person
BRANDI GRIFFITHS, Service Coordination Manager
PAMELA KNOTHE, Quality Enhancement Supervisor
DEMETRIA LOPEZ, Benefits/Billing Senior Coordinator
DANNI MEGYERI, Prior Authorization Senior 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
CHERI ULMER, Program Support Manager

NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing and Communications Manager
HEATHER WHITWORTH, CFO

GUESTS (via Zoom unless noted)

DYLAN ANDERSON, Community Advantage
ARIC BIDWELL, El Paso County Department of Human Services
MELINDA VANDERKOY, El Paso County Department of Human Services
INDY FRAZEE, The Independence Center
TAMARA TRUJILLO, Goodwill of Colorado
STEVEN STOCK, Cheyenne Village
iPHONE – did not identify self when asked

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:38 am by Chair Deena Hartje.

II. PUBLIC COMMENTS

None.

III. MISSION MOMENT

Nancy Vigil, Navigation and Quality Director introduced Aric Bidwell, Manager at El Paso County Department of Human Services and Melinda VanderKoy, Assistant Manager for Adult Eligibility Services from El Paso County Department of Human Services. Mr. Bidwell and Ms. VanderKoy expressed how well the partnership between The Resource Exchange and Department of Human Services serves our mutual clients, especially during the COVID pandemic.

During the public health emergency, the State of Colorado and Federal Government decided to not terminate anyone currently receiving Medicaid or Long Term Supports and Services. Work continues on cases with the partnership of TRE to secure needed paperwork to keep people eligible for Medicaid and Long-Term Services and Supports when the public health emergency ends.

The partnership between TRE and Adult Protective Services is equally important to the safety and well-being of mutual clients who may be in harm's way.

IV. CONSENT AGENDA

A more up-to-date report from the Nominating Committee was provided. Sarah Brittain Jack, Committee Chair shared that several members of the committee met with Lois Landgraf. Ms. Landgraf will attend the May 2021 Board of Directors' meeting.



Several Committee members are also meeting with George Mentz in early May to provide him with additional information and determine his interest and fit with the TRE Board of Directors.

Julia Sands de Melendez, Incoming Committee Chair asked for clarification on when nominations to the Board of Directors and Executive Committee occur. Director Cipoletti stated that he would review the bylaws with the Nominating Committee members.

A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY SARAH BRITTAIN JACK TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (Board of Directors' Meeting Minutes dated March 17, 2021, Legislative Committee Update and Nominating Committee Update). *Motion unanimously approved.*

V. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee

Dan Mirer, Treasurer reviewed the Fiscal Year-to-date Overview metrics for March 2021. The savings indicator has decreased as expected as we move closer to the fiscal year-end.

One indicator shown against budget is that TRE revenue is lower than projected. This is occurring for a multitude of reasons, i.e., staffing, timing of revenue streams. Expenses are lower than projected as well.

401K Presentation – Bob Book, Strategic Financial Partners provided an overview of TRE's 401k Plan. Following are recommendations from them:

1. Setting up a separate committee (or use current FIC) to specifically manage the 401k investments. HR leadership should be involved with this committee.
2. Consider detailed review of current 401k plan.

Financial Summary – Financial Statement summary shows a loss of \$133,000 for March 2021. Treasurer Mirer reviewed program areas. It is believed that TRE is still confident in our fiscal year trend to end at approximately \$400,000 deficit. The Payroll Protection Plan loan is assisting TRE during this time.

Electronic Medical Record (EMR) System – The FIC reviewed and supports the approval of a proposed expenditure of \$149,265 in support of the implementation of a new EMR system. Approximately \$10,000 was not included in the budget for this expenditure but is a good trade-off (approximately \$80,000 for new servers and \$50,000 implementation costs).

Colleen Batchelor, CEO shared that this move to a cloud-based system will eliminate the need for two separate systems (Medisked-storing records and Medisoft- billing). KanTime (new EMR) will handle both processes. It will also assist with the opportunity to pursue enhanced rates if deemed positive for TRE.

A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE FOR THE BOARD OF DIRECTORS TO APPROVE THE EXPENDITURE OF \$149,265 FOR IMPLEMENTATION OF A NEW ELECTRONIC MEICAL RECORD. *Motion unanimously approved.*

Consultant for Community Works (co-working space) – The FIC reviewed and recommends the expenditure of \$135,000 (\$7500/month) in support of the consulting expense for further development of the business components of 6385 Corporate Drive LLC and Community Works. This expenditure will be over the span of approximately 18 months.

CEO Batchelor further explained that TRE must be very intentional and timely in how 6385 Corporate Drive LLC and co-working space concepts are developed in order to benefit from the market as things begin opening back up. The demands on TRE staff necessitates the need for this consultation work. The scope of work includes setting up the Board of Directors for the LLC, setting up business operations including marketing and branding of co-working space, financials systems set-up, and identification of grants and other fundraising opportunities. This set up will eventually enable 6385 Corporate Drive LLC staff to assume the work currently being performed by an outside property management company,

A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE FOR THE BOARD OF DIRECTORS TO APPROVE THE EXPENDITURE OF \$135,000 (OVER 18 MONTHS) TO COVER THE COST OF CONSULTING EXPENSES IN SUPPORT OF FURTHER DEVELOPMENT OF THE BUSINESS COMPONENTS OF 6385 CORPORATE DRIVE LLC AND COMMUNITY WORKS. **Motion passed. Judith Light abstained.*

**It was confirmed that Chris Cipoletti did not enter a vote.*

Building (6385 Corporate Drive LLC) – work continues on formalizing the business components for the LLC.

Budget Process – A draft TRE budget will be presented at the May FIC meeting.

Payroll Protection Plan Loan – The application for forgiveness of this loan has been submitted.

Single Audit – The audit firm continues work to finalize this audit.

b. Executive Committee

Chair Hartje thanked all who attended the first Strategic Planning session. Please complete the survey sent by Mountain Sage to continue this work.

The group also discussed a training for the Board of Directors at the May meeting on TRE Financial Statements.

The Committee is also in the process of developing an annual calendar for the Board of Directors that would outline specific topics and duties by month.

Sarah Brittain Jack and Kyle Blakely will be invited to the next Executive Committee meeting to continue discussions surrounding the possible future pursuit of a mill levy.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive (TRE Building) – Renovations have begun in the ERA Shields space on the third floor.

Still awaiting cost estimates on the proposed renovations on the first floor for TRE's space.

Negotiations continue with Asbury Wealth on their lease renewal.

COVID Updates – Vaccine clinics held at TRE are going well and we do not anticipate the need to schedule additional clinics at TRE at this time.

A team of TRE staff are working to contact people receiving services from TRE and who are potentially homebound to determine if they need assistance accessing the vaccine if they choose.

Currently TRE does not require staff to receive a vaccine but is making information available to support staff in obtaining vaccines.

Federal CMS, Colorado's Department of Health Care Policy and Financing and EI Colorado are maintaining current requirements and restrictions with providing supports and services. TRE, as well as other providers in the State, should receive 90-day notice of any changes to current restrictions.

TRE is also being told that there will be no requirement for a staff person to communicate to a person receiving services whether they have received a vaccine.

VII. NEW BUSINESS

a. Blue Notebooks for Board of Directors
CEO Batchelor shared that TRE staff are looking at electronic ways to share information that the Board of Directors may need during their service to TRE. The blue notebooks in question represent duplicate copies of materials that are or could be sent electronically.

Paper copies of the monthly meeting packets are already made available to those who attend in person and this practice will continue.



An Office 365 program-based folder for Board members will be set up and instructions on access provided to all Board Members prior to the next Board Meeting.

b. Use of Executive Sessions

Chair Hartje reviewed the acceptable topics for review in executive sessions. TRE, as a community centered board, is exempt from the Sunshine Law and governed by separate law. TRE Bylaws follow this same law outlining use of executive sessions.

It was noted that votes can be made in executive session but is not the best practice.

c. Board Moments Proposal

Board Moments should include timely topics regarding governance, Board member responsibilities, etc. Board members were encouraged to view the training provided by Colorado Nonprofit Association for refreshing that information. These could be included in the annual calendar for reference.

The group briefly discussed steps to be taken to begin to have in person public meetings again.

VIII. OLD BUSINESS

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

Chris Cipoletti, Director reported. The DEI Workgroup has created sub-workgroups to focus on specific plan topics. The full group will meet on a monthly basis. A second facilitator will work with the DEI Workgroup on implementation of this work into conversations and culture of TRE as a whole.

b. TRE Strategic Planning Workgroup

Chair Hartje reported. Discussion was held on whether the full Board of Directors should receive the initial results from voting topics at the first Strategic Planning session prior to the facilitator's meeting with the CEO and Chair of the Board. It was decided that this information will be shared after the meeting with the facilitator, CEO and Chair of the Board.

c. 6385 Corporate Drive LLC Next Steps/Action Plan

Director Cipoletti reported that he and CEO Batchelor met with TRE's attorney to review the business structure of 6385 Corporate Drive LLC. The goal of this organization is to help support TRE's pay down of the mortgage and provide additional operating revenue to TRE. TRE is the sole member of this limited liability company.

A separate Board of Directors will be established for 6385 Corporate Drive LLC. TRE's Board of Directors will approve members of this Board. Implementation start date will be July 1, 2021. Total number of members at this time will be five. Members of this Board will include two current TRE Board members, CEO of TRE, and two people from the community that also have a connection with TRE.

Financial statements will continue to be separate and managed by 6385 Corporate Drive LLC organization.

Discussion was held on the true concept of a co-working space and how work needs to be done now to be ready for when the public health emergency restrictions are lifted.

Olive Real Estate will continue to handle traditional leasing of space. The co-working space agreements, marketing, promotions etc. will be handled by staff of 6385 Corporate Drive LLC once hired.

Director Cipoletti and CEO Batchelor will be scheduling small group meetings with Board members to discuss future plans for the building and what success with the building looks like to each Board member.

A question was raised about Director Cipoletti's membership on the Board of Directors since he will be providing the consulting services for 6385 Corporate Drive LLC. Due to the appearance of a conflict of interest, Mr. Cipoletti stated that he will be submitting his resignation from TRE Board of Directors following the meeting today. After the consulting work is done, Mr. Cipoletti stated that he would be interested in serving on TRE Board of Directors again if his participation could benefit TRE.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, May 19, 2021** at 7:30 am at The Resource Exchange.

XI. ADJOURNMENT

A MOTION WAS MADE BY TINA SWONGER, SECONDED BY JULIA SANDS de MELENDEZ TO ADJOURN THE REGULAR MEETING OF THE RESOURCE EXCHANGE BOARD OF DIRECTORS. *Motion unanimously approved.*

The regular meeting was adjourned at 9:20 am.

SUBMITTED BY:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Laurie Huisinigh, Secretary



The Resource Exchange, Inc.

Chief Executive Officer Report

May 2021

TRE

- **6385 Corporate Drive Building Update.**
 - ERA Shields Lease – No updates at this time
 - TRE Space – No updates at this time
 - Community Works Co-Working Space – Meetings with smaller groups of board members are occurring between 4/26-5/7 and will be summarized and reported back to the Board at the May Board Meeting.

- **COVID-19 Updates.**
 - TRE will complete 3 full vaccine clinics by Thursday, May 6, vaccinating approximately 335 people. This was completed in collaboration with El Paso County Department of Health.
 - Public Health Emergency has been extended another 90 days by the federal government which will support HCPF to continue current restrictions and operations another 90 days. HCPF staff are currently working on guidance for the transition back once that is allowed.

- **FY 21-22 Budget Planning.** A draft of the FY 22 budget will be presented to the TRE Board Finance and Investment Committee. A final budget will be presented to the full Board at the June Board Meeting.

- **KanTime.** TRE has begun the implementation phase for the new Electronic Medical Record system. Initial activities will focus on KanTime's review of TRE processes of documentation and billing to better inform the setup of the system for TRE and the changes that might be necessary to existing processes. The full implementation is expected to take at least 90 days.

- **Leadership Development.** Staff across TRE have come together to establish a leadership development effort focused on building leadership qualities and skills across all levels of TRE staff. Activities to date of this group include:
 - Review of a leadership webinar
 - Research of topics relating to leadership qualities: Self-Awareness, perception, reflection, critical thinking, problem solving, communication, clarity, difficult conversations, flexibility, integrity, delegation, empowerment, vision, influence, trust, willingness try, willingness to fail/learning, Emotional intelligence, accountability, relationship building, coaching.
 - Brief group presentations on leadership topics to support further development:
 - Planning of Next steps:



The Resource Exchange, Inc.

Chief Executive Officer Report

May 2021

- Currently: all members have been tasked with taking the information learned during the first two discussions and practicing the tips within their teams and doing more research; They've also been asked to think of questions which will challenge our thinking.
 - Coaching presentation: May 2021
 - Small group discussions/presentations on remaining topics: June 2021
 - Selecting 3-5 topics (priorities) to dive deeper: July 2021
 - Based on this set of priorities, develop more in-depth presentations and tools to be offered to anyone interested in learning more about leadership development
 - Establish a book club on leadership
-
- **Early Childhood Mental Health Supports and Services.** TRE has not yet received notice on this RFP submission, but expects to learn the outcome sometime in May.

State

- **Health Care Policy and Finance (HCPF).**
 - HCPF began Performance and quality reviews approximately 6 years ago. These reviews were done in person, by HCPF staff and included reviews of assessments, support plans, documentation, employee records, human rights committee reviews, etc. Following the onsite review, we would get a report that required a corrective action plan to address deficiencies that were found. Our last audit was in 2017. This year, TRE was selected for a review. Due to COVID-19, these reviews were not done in person, but rather digitally by a third-party vendor, Telligen. Over the past few weeks, we were required to submit documentation for 300 individuals. We completed this as required and are now awaiting our results.
- **Early Intervention (EI).**
 - CDHS/EI Colorado is in the process of developing an EI Evaluation Bill to transfer the responsibility of EI evaluations from CDE to CDHS/EI Colorado. A draft of this bill has not yet been distributed but is expected in the very near future. Alliance Colorado will participate in a final review of the bill prior to its submission. Colleen Batchelor is a member of the EI Shock Team with Alliance Colorado and will participate in this review.

Colleen Batchelor

Respectfully submitted:

Colleen Batchelor, Chief Executive Officer

5 May 2021