



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, May 19, 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 – in person  
SARAH BRITTAIN JACK – 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  
COLLEEN BATCHELOR, CEO – in person  
ASHLEY BYE, Service Coordination Supervisor, Teller/Park Counties  
KYLE COX, Manager of Navigation and Enrollments  
MEGAN ELLIS, Grants Manager  
TAMARA ENGRAM, Executive Assistant – in person  
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  
KIM HARRIS, Child & Family Services Supervisor, Teller/Park Counties  
CHRIS LEAMING, Developmental Interventionist  
DEMETRIA LOPEZ, Benefits/Billing Senior Coordinator  
DANNI MEGYERI, Prior Authorization Senior Coordinator  
SARAH NOLAN, Break Time Program Coordinator  
KENDRA RANDERSON, Family Support Coordinator  
AMANDA REED, Early Intervention Manager  
KIM SANTANIELLO, Developmental Interventionist  
KITTY SILVERS, Senior EI Billing Specialist  
GINGER STRINGER, Physician and Community Outreach Specialist  
CALLIE TOLBERT, State General Funds Manager

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NANCY VIGIL, Navigation and Quality Director  
JULIE WHITE, Marketing and Communications Manager  
HEATHER WHITWORTH, CFO  
JACKIE WOOD, Interim Human Resources Director

**GUESTS (via Zoom unless noted)**

KYLE BLAKELY, Blakely and Company – in person  
CHRIS CIPOLETTI, Cipoletti Consulting – in person  
INDY FRAZEE, The Independence Center  
LOIS LANDGRAF, Prospective Board Member  
GEORGE MENTZ, Prospective Board Member  
LINDA MUSGRAVE, pH Wellness  
JOSHUA SIMPSON, Pikes Peak Respite Services  
STEVEN STOCK, Cheyenne Village  
TAMARA TRUJILLO, Goodwill of Colorado  
Call In User – did not identify self when asked

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:31 am by Chair Deena Hartje.

**II. PUBLIC COMMENTS**

None.

**III. MISSION MOMENT**

Kim Santaniello and Chris Leaming provided information on the Power in Parenting program for families with children with autism or others who are struggling in the area of social/communication. This program was adapted from the Early Start Denver Model (ESDM) and Help Is In Your Hands Model (online modules to support parents and caregivers of infants and toddlers). TRE Early Intervention staff help and support parent groups that meet to share strategies with each other that have worked or not worked for them.

It was shared how powerful these groups are for parents, building interactions to support them in helping each other. It empowers parents to know that they are not the only ones struggling in areas and/or being able to share successes with one another.

The group was encouraged to work towards offering this type of parenting and coaching program in school districts and for other age groups. The group will also evaluate outcomes from this program to determine its usefulness with research and publishing findings on its benefits.

*(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the May 2021 Board records for further review).*

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#### IV. CONSENT AGENDA

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JULIA SANDS de MELENDEZ TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (Board of Directors' Meeting Minutes dated April 21, 2021, Community Engagement Committee Update and Legislative Committee Update. *Motion unanimously approved.***

#### V. BOARD COMMITTEE REPORTS

##### a. Finance and Investment Committee

Dan Mirer, Treasurer informed the group that two financial metric summary pages were inadvertently shared in the packet. The first summary sheet is the correct sheet for review. TRE continues to be financially sound as an organization.

In the future, the Building section of this summary will be reported separately from TRE's report as operational processes are being set up for 6385 Corporate Drive LLC.

TRE continues to have approximately 2-1/2 months' cash on hand. Both Community Centered Board (CCB) and Single-Entry Point (SEP) services are back in line with budgeted revenues. Family Support Services continues to be slightly down due to serving fewer families than budgeted. Of note, staffing levels have remained constant during this fiscal year.

Treasurer Mirer reviewed other adjustments to the financial statements which included a refund from Pro Rodeo Hall of Fame (cancellation of event) and the correction of several categorizations during posting of information.

The group also discussed budgeted revenue for CCB and SEP services. These line items were budgeted for a loss for this fiscal year. They are performing better than predicted for the budget. Reasons could include: 1) staff vacancy savings and 2) maximizing new billing/rate methodology quicker than anticipated.

In anticipation for FY 22 budget and services being provided in the post-COVID era, are being discussed to understand the staffing necessary to return to in-person visits and maintain billing to maximize revenue.

*Budgeting Process* – Work continues on the budget for FY 22. A proposed budget will be presented to the Board of Directors at the June meeting.

*Payroll Protection Plan (PPP) Loan* – No feedback has been received from submitted application for forgiveness.

*Form 990* - This document has been completed and submitted by TRE's independent audit firm as required. Once accepted by the State, it will be posted on TRE's website.

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*401K Subcommittee Discussion* – The Committee decided that another subcommittee is not needed at this time. The FIC will serve as this group and will schedule an annual review of this plan and its investments.

*Single Audit* – Work continues on this audit.

b. Nominating Committee

It was noted that term dates listed in the report from the Nominating Committee were incorrect. All terms listed should be 07/2021-06/2024. The following was presented for consideration, with a formal vote to be conducted at the June 2021 meeting.

Renewal and New Terms:

Second Term –Amy Yutzy

First Term – Former State Representative Lois Landgraf  
George Mentz

Officers:

Chair	Deena Hartje
Vice Chair	Dan Mirer
Treasurer	Jordan Weimar

The Secretary position is not up for re-elections until July 2022.

c. Executive Committee

Chair Hartje shared a note of thanks from former Chair of the Board, Brad Hallock.

The committee reviewed updates on 6385 Corporate Drive LLC activity and mill levy research.

Colleen Batchelor, CEO shared information on the Board of Directors' Teams Channel on TRE's Microsoft Office application. Tammie Engram will send a link to all Board members that will hopefully assist with the process of signing into this site. Please use your personal email and passcode when signing in.

## VI. CHIEF EXECUTIVE OFFICER'S REPORT

*6385 Corporate Drive (TRE Building)* – CEO Batchelor reported that TRE staff will be working remotely on Tuesday, May 25 due to TRE's internet connections being moved from the third floor to the first floor.

*COVID Updates* – TRE will align restrictions and mask requirements for the building to the most recent updates for the State of Colorado from Governor Polis. Tenants of the building are allowed to implement their own restrictions as necessary for their business.



TRE offices are still closed to the public along with restrictions regarding in-person visits with persons receiving services in alignment with our State contracts.

*Early Childhood Mental Health Support and Services Update* – TRE received notice of this grant award in the amount of \$326,000 for these efforts. This is an increase from previous contracts, but less than what was requested. There is a possibility of additional funding in the next fiscal year.

*Early Intervention Update* – CEO Batchelor updated the group on the status of inactive staff that visited the Board of Directors last year. Unfortunately, this group of staff have been moved from inactive to terminated due to insufficient budget from Colorado Department of Human Services to continue those positions.

*Agency Staffing* – Recruitment of staff for open positions has become increasingly difficult. This may present TRE significant challenges in the new budget year. Strategies to cover these staff shortages will be included in budget planning.

*Legislative Updates* – CEO Batchelor reported on legislative activities to date. These include signing of the State budget; transportation bill; and subminimum wage bill (see Ed Bowditch's report for details).

Other legislative activity that could affect TRE services include transition of early intervention (EI) evaluations, creation of a new early childhood state department, and additional resources for more than 600 individuals to access the DD waiver.

EI Evaluations – this Bill addresses the movement of the responsibility of EI evaluations from the Colorado Department of Education to Colorado Department of Human Services, EI Colorado. All services, except for the evaluations, are governed by the Colorado Department of Human Services.

The creation of another state department focusing on early childhood development has been proposed and is a priority for Governor Polis. It is unknown, at this time, if this will impact EI services.

In addition, more than 600 resources in the DD waiver were made available this year. This will address the waiting list for services on the DD waiver. TRE will receive 89 of these resources.

Colorado's Legislative Session may adjourn over Memorial Day weekend and then be extended through mid-June. It is also anticipated that a special session in the Summer will be convened to address the allocation of federal care funds.

Sarah Brittain Jack then shared updates on Federal legislation that may benefit TRE. The legislature has agreed to unilaterally do earmarks again. Senator Bennet's office recently posted information on opportunities for grants, and other funding. One area that Senator Bennet will offer support to is addressing systemic public health and economic

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challenges for certain populations contributed to by the pandemic. Applications for any of this funding is due June 4 and must be spent by the end of this calendar year.

CEO Batchelor added that Colorado Departments of Health Care Policy and Financing and Human Services is also in process of gathering stakeholder feedback on how to allocate funds from State Stimulus funds. TRE is involved in these meetings.

## VII. NEW BUSINESS

### a. Board Member Training/Discussion – Finance 101

Treasurer Mirer shared that the purpose of this information is to provide context to non-profit and 501c3 accounting practices and fiscal responsibility of the Board of Directors.

**All activities of TRE must be in support of its mission.** Board members have three primary duties:

1. Care – prudent use of assets.
2. Loyalty – advance mission of the organization. Recognize conflicts.
3. Obedience – follow all laws and regulations (including bylaws)

Treasurer Mirer then reviewed information pertinent to all financial activity of TRE.

The full presentation will be provided to the Board as a resource. It will also be considered as a presentation for All Staff within TRE.

#### Key Points:

- Focus on mission
- Understand legal obligations – ask questions when unsure
- TRE has solid business processes in place
  - Knowledge of staff – accounting, grant writing, etc.
- Core building blocks
- Opportunities for growth

*(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the May 2021 Board records for further review).*

## VIII. OLD BUSINESS

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

Diane Loschen, Director asked for assistance with Board representation with the DEI Workgroup activities due to personal commitments. Diane expressed the importance of involvement and alignment of the Board with efforts to embed strategies that support diversity, equity and inclusion within the operations of TRE.

Please contact Diane or Colleen if interested. Chris Cipoletti, Cipoletti Consulting stated that he continues to be engaged with the workgroup and encourages Board member involvement.

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The workgroup continues to meet monthly and has begun focused subgroups on training/education, community engagement, book club, presentations to staff to help educate all on the vital need of real diversity, equity and inclusion in our workplace, etc.

b. TRE Strategic Planning Workgroup

Chair Hartje reported. It is felt that Mountain Sage Consulting is doing a great job. It was felt that it is important to add the Financial Task Force to the scope of work for the strategic planning process which will result in an additional \$4000 cost.

**THE EXECUTIVE COMMITTEE RECOMMENDS THE ADDITION OF THE FINANCIAL TASK FORCE TO THE SCOPE OF WORK FOR THE STRATEGIC PLANNING PROCESS WHICH WILL RESULT IN APPROXIMATELY \$4000 ADDITIONAL COST TO MOUNTAIN SAGE CONSULTING'S CONTRACT COST. *Motion unanimously approved.***

The Executive Team is in the process of building content for the meeting on June 8. This meeting will be held with the Program Planning Task Force which consists of key constituents across a variety of stakeholder groups. This meeting will provide TRE with validation of future program planning aspirations.

TRE Board members are not required to attend this meeting. If interested in attending, please contact Chair Hartje or CEO Batchelor.

The July strategic planning meeting will be with the Financial Planning Task Force. This group will review the financial assumptions and needed resources surrounding the program planning aspirations.

c. 6385 Corporate Drive LLC Update

Mr. Cipoletti shared that since 6385 Corporate Drive LLC is set up under TRE (a non-profit entity), it is part of the nonprofit asset. Heather added that any revenue generated by the LLC, TRE pays unrelated business income tax on that revenue.

Mr. Cipoletti thanked Board members for spending time with he and CEO Batchelor helping to identify what success looks like for 6385 Corporate Drive LLC. The list of specific items will be shared with all Board members soon. The overview of impressions include:

- Ensure understanding of dynamic between TRE and 6385 Corporate Drive LLC.
- The LLC must:
  - Pay the mortgage.
  - Cover expenses of building.
  - Giving back to TRE. Not just revenue source but having a positive social impact for community.
  - Use as an asset to community and TRE.



TRE Board of Directors will need to approve the proposed Board members for 6385 Corporate Drive LLC. The CEO of TRE will always be a member of this Board. In addition, two current TRE Board members and two community members (who know TRE's mission) will comprise membership of this Board. Terms will be two-year terms, and members can serve up to three consecutive terms. This Board of Directors will become active July 1, 2021.

The following nominations were presented for consideration. A formal vote will be taken at the June TRE Board meeting.

- Colleen Batchelor, CEO of TRE
- Dan Mirer, TRE Board Treasurer
- Tina Swonger, TRE Board Member
- Sarah Brittain Jack, Community Member (term-limited off of TRE Board end of June)
- Jesse Spaeth, Community Member, former Senior Vice President/Market President for Bank of the San Juans, current Senior Vice President/Market President for Independent Financial.

TRE Board of Directors will continue to receive monthly financial statements and will receive quarterly financial and building reports from a representative of the 6385 Corporate Drive LLC Board of Directors.

The Operating Agreement for 6385 Corporate Drive LLC will be presented at the June TRE Board of Directors' meeting for approval.

An RFP for Marketing and Branding Services for 6385 Corporate Drive LLC has been sent out. These services will also have a TRE component due to the need to coordinate the benefits of visibility for both agencies.

## **IX. PUBLIC COMMENTS**

Judith Light, Board member shared the following quote from 1904 by Christian Bovie (SP) in reference to TRE's Community Engagement Team members, mission moment participants –

“Those who are enterprising, plan with audacity and execute with vigor”

Go Baby Go will reconvene beginning in June. June's event will be held at TRE. July's event will be held at Scheel's All Sports.

## **X. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting is scheduled for **Wednesday, June 16, 2021** at 7:30 am at The Resource Exchange.

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**XI. ADJOURNMENT INTO EXECUTIVE SESSION**

**A MOTION WAS MADE BY HEIDI BRANDON, 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 9:25 am.

**XII. ADJOURNMENT OF EXECUTIVE SESSION**

The Executive Session was adjourned at 10:10 am. The regular meeting was then adjourned at 10:15 am.

**APPROVED AS SUBMITTED AT THE JUNE 16, 2021 BOARD OF DIRECTORS' MEETING**

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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Laurie Huisingsh, Secretary