



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, July 21, 2021**

**MEMBERS PRESENT (via Zoom unless noted)**

DEENA HARTJE, Chair – in person  
DAN MIRER, Vice Chair – in person  
JORDAN WEIMAR, Treasurer – in person  
LAURIE HUISINGH, Secretary – in person  
DIANE LOSCHEN  
HEIDI BRANDON – in person  
LOIS LANDGRAF – in person  
JUDITH LIGHT  
GEORGE MENTZ  
DAVE PAUL  
JULIA SANDS de MELENDEZ  
TINA SWONGER  
AMY YUTZY

**STAFF PRESENT (via Zoom unless noted)**

ELIZABETH ALBO, Donor Relations Manager  
COLLEEN BATCHELOR, CEO – in person  
MEGAN ELLIS, Grants Manager  
TAMARA ENGRAM, Executive Assistant – in person  
REBEKAH FALETTI, Nursing Home Supervisor  
ROB FRANCO, Project Manager  
DON GRAY, Facilities Manager – in person  
BRANDI GRIFFITHS, Service Coordination Manager  
RYAN KUYPER, Service Coordination Training Manager  
DEMETRIA LOPEZ, Benefits/Billing Senior Coordinator  
DANNI MEGYERI, Prior Authorization Senior Coordinator  
CALLIE MURPHY, State General Funds Manager  
VAUGHNA PELLICA, Prior Authorization Supervisor  
KENDRA RANDERSON, Family Support Coordinator  
AMANDA REED, Early Intervention Manager  
KAREN RICE, EI Billing Manager  
KITTY SILVERS, Senior EI Billing Specialist  
GINGER STRINGER, Physician and Community Outreach Specialist  
JULIE WHITE, Marketing and Communications Manager  
HEATHER WHITWORTH, CFO

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**GUESTS (via Zoom unless noted)**

CHRIS CIPOLETTI, Cipoletti Consulting – in person  
TIM CUNNINGHAM, Cheyenne Village

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:32 am by Chair Deena Hartje.

**II. PUBLIC COMMENTS**

None.

**III. CONSENT AGENDA**

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DIANE LOSCHEN TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (Board of Directors' Meeting Minutes dated June 16, 2021 and Equal Employment Opportunity Policy and Procedure. *Motion unanimously approved.***

**IV. BOARD COMMITTEE REPORTS**

a. Finance and Investment Committee (FIC)

**TRE Financial Statement Review** – Jordan Weimar, Treasurer reviewed the preliminary financial statements for June 2021 (Fiscal Year'21). These should be considered preliminary financials due to remaining revenues and expenses that continue to come in and will need to be applied to the final version for year-end. For example, TRE anticipates an increase in revenue of approximately \$200,000 for Community Centered Board (CCB) COVID Impact payment and other miscellaneous expenses as they come in over July/August for fiscal year 2021.

Cash on hand is slightly down while Accounts Receivables have increased. These are due to the timing of payments at month's end from state contractors but have already been received in July.

Fiscal Year 2021 operating income was \$498,340 to the positive which is a very strong performance, particularly considering there was a large projected loss in the budget for the year. Also shown is \$118,000 credit in Bad Debt posted as an expense since it was previously recognized as a loss. This relates to old claims from prior years that were actually paid in this fiscal year. This will likely be reclassified as revenue for the audit.

**Single Audit** – Work continues on this very intensive audit. Since this is the first year that a single audit has been required for TRE that incorporates SEP funds, the documentation being pulled for review is quite large.



**Map Out Finance Committee Annual Calendar** - The FIC is creating a calendar showing work/reviews that must be completed on an annual basis along with showing due dates for this work.

**Finance and Investment Committee Members** -

**A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPOINT DEENA HARTJE, DAN MIRER AND JORDAN WEIMAR TO SERVE ON THE FINANCE AND INVESTMENT COMMITTEE FOR FY2022. Motion unanimously approved.**

**6385 Corporate Drive LLC**

**Funding for Marketing Services** – The FIC reviewed a request dated July 14, 2021 from 6385 Corporate Drive LLC to fund the cost of marketing services for the building and co-working space, not to exceed \$20,000.

**A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE \$20,000 FOR THE COST OF MARKETING SERVICES FOR 6385 CORPORATE DRIVE LLC (INCLUDING CO-WORKING SPACE). Motion unanimously approved.**

**Tenant Finish Costs** - Heather Whitworth, CFO advised the group that \$212,000 is due this week for tenant finish costs for the third floor. TRE will pay this cost so that 6385 Corporate Drive LLC won't have to use their line of credit and incur interest costs.

**A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE EXPENDITURE OF \$212,000 FOR TENANT FINISH WORK ON THE THIRD FLOOR OF THE BUILDING. Motion unanimously approved.**

**Strategic Plan – Revenue Diversification** - The group also discussed best practices for continued discussion on various methods of diversifying revenue when needed, reviewing 6385 Corporate Drive LLC financial statements and fundraising efforts, etc.

**Finance and Investment Committee Meeting Report Approval** - July 19, 2021  
**A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE JULY 19, 2021 FINANCE REPORT AS PRESENTED. Motion unanimously approved.**

b. Executive Committee

Chair Hartje reminded the Board of Directors and Executive Team to complete the CEO Performance Evaluation Survey no later than July 28, 2021. This initial review will provide a benchmark to work from in conjunction with the Strategic Plan.

CEO Batchelor will also complete a self-evaluation covering the past year.

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CEO Batchelor will be joining the Vistage Program in August. This is a mentor and coaching program with other CEO-level members in the Pikes Peak Region.

Ed Bowditch, TRE Lobbyist will provide an overview of the past Legislative session and possible focus for the upcoming session at the August meeting.

TRE's current 401(k) plan is being reviewed by an outside agency who will provide feedback on possible changes that could be made.

The group also discussed the beginning of discussions on Shared Enterprise Structure and the variety of organizational options that could be available in the future.

## **V. CHIEF EXECUTIVE OFFICER'S REPORT**

*6385 Corporate Drive (TRE Building)* – No changes or updates at this time.

*IT Request for Proposals* - The Executive Team is in the process of reviewing responses to the RFP.

*American Rescue Plan Act Funding* - Still awaiting information from the Colorado Department of Health Care Policy and Financing (HCPF) and EI Colorado on how they plan to allocate these funds.

## **VI. NEW BUSINESS**

### **a. Board Discussion – Mission Moments**

The group shared that many mission moments have been very informative and impactful while others appeared to have needed additional support/coaching in order to share their story.

When planning and preparing for the mission moments, TRE staff are asked to help prepare the family or individual receiving services in sharing who and what they valued the most in working with TRE.

## **VII. OLD BUSINESS**

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

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

As the education piece continues, TRE is moving forward from a more tactical approach to efforts to evolve culture supports and provide an inclusive work environment that supports staff, people in services, and community partners. This culture focuses on respect for varying perspectives, openness to listening to hear, and willingness to learn.

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There continue to be varying opinions on how to measure the progress of the integration of this work into the daily operations of the organization. CEO Batchelor explained that staff retention and engagement are the focus for measures of success that would demonstrate the organization's culture changing by demonstrating a reduction in turnover as a result of staff experiencing a more inclusive and supportive work environment.

It is important for all to understand that not all people need to be in total agreement with the information being shared, but that we all have an obligation to be aware of and own our actions/words and be willing to engage in difficult conversations when necessary.

Discussion was held on the growth of the current DEI Work Group and how they have developed their diverse perspectives on inclusion, respect, dignity and values in a group setting.

c. TRE Strategic Planning Workgroup

The Financial Planning Task Force meeting held on July 13, 2021, was well attended with many past Board members joining the work session. It was good to hear perceptions from past Board members and other community partners on the continued evolution of TRE and the improved financial status.

TRE Board of Directors and Executive Team will receive a survey in the next couple of days that will support work planned for the August meeting on the Strategic Plan. The next work session is scheduled for August 10 and will focus on a review of the Program Planning and Financial Planning Task Forces findings.

Critical key issues, in conjunction with the aspirations, will be well defined that will continue to help finalize the operational plan of the Strategic Plan to be developed in September.

d. 6385 Corporate Drive LLC Update

Mr. Cipoletti thanked the Board of Directors for approving the funding for the work on the Marketing and Branding plan for both the building and co-working space.

The Board of Directors for 6385 Corporate Drive LLC held its first meeting on July 7. The following officers were elected: Jesse Spaeth, Chair, Tina Swonger, Secretary. Colleen Batchelor as CEO of TRE will serve as Treasurer.

The property management agreement with Olive Real Estate will be terminated effective August 31, 2021. 6385 Corporate Drive LLC will assume those property management responsibilities. Don Gray will be handling most of these responsibilities minus the accounting responsibilities which will be handled by Mr. Cipoletti until a manager is hired.

The co-working space operates on a month-to-month membership agreement with tenants. Feedback from the current tenant is good. However, evaluation on a true co-



working experience cannot be evaluated yet due to the lack of other tenants sharing the same area.

CEO Batchelor shared that work has begun on the social enterprise component of the co-working space. A meeting was held with several provider agencies who provide training and employment supports for individuals that receive supports from TRE to look at how best to formulate efforts to become a training location as well as an employer of people that TRE serves.

The August meeting will focus on the budget for this fiscal year for 6385 Corporate Drive LLC.

### **XIII. PUBLIC COMMENTS**

None.

### **IX. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting is scheduled for **Wednesday, August 18, 2021** at 7:30 am at The Resource Exchange and via Zoom.

### **X. ADJOURNMENT**

The Regular Session was adjourned at 8:24 am.

**APPROVED AT THE AUGUST 18, 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

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