



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, January 20, 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
SARAH BRITTAIN JACK – in person
CHRIS CIPOLETTI
LAURIE HUISINGH - in person
JUDITH LIGHT
DAVE PAUL
JULIA SANDS de MELENDEZ
TINA SWONGER
JORDAN WEIMAR
AMY YUTZY

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager – in person
COLLEEN BATCHELOR, CEO – in person
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant – in person
REBEKEH FALETH, Nursing Home Supervisor
CAITLYN FRANTZ, Service Coordinator
LORI GANZ, Clinical Services Director
KIRSTI GAULT, HR Representative
DON GRAY, Facilities Manager – in person
TRACY HODNETT, Service Coordination Supervisor
DEMETRIA LOPEZ, Senior Coordinator, Benefits/Billings
DANNI MEGYERI, Prior Authorization Senior Coordinator
SARAH NOLAN, Break Time Program Coordinator/Events Coordinator
SANQUENETTA RUSSELL, Human Resources Generalist
KITTY SILVERS, Senior EI Billing Specialist
LAURA THOMAS, Case Management Director
CALLIE TOLBERT, State General Funds Manager
NANCY VIGIL, Navigation and Quality Director
HEATHER WHITWORTH, CFO

GUESTS (via Zoom unless noted)

DYLAN ANDERSON, Community Advantage

JASON CASTRO, The Arc of Pueblo
TIM CUNNINGHAM, Cheyenne Village
PAULINE DAVIS, Logan, Thomas & Johnson, CPA
INDY FRAZEE, The Independence Center
TAMARA FRENCH, Discover Goodwill
CALVIN LOGAN, Logan, Thomas & Johnson, CPA
RANDY MONTOYA, Community Member
STEVEN STOCK, Cheyenne Village
RACHEL (no other identifying information)

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:33 am by Chair Deena Hartje.

II. PUBLIC COMMENTS

None.

III. MISSION MOMENTS

Caitlyn Frantz, TRE Service Coordinator introduced Randy Montoya and Jason Castro, The Arc of Pueblo. Mr. Montoya receives services from TRE in Pueblo County. He and his guardian, Mr. Castro shared experiences with services since moving to Pueblo County.

Tracy Hodnett, Service Coordination Supervisor shared that the collaborative relationship between The Arc of Pueblo and TRE has helped to make success stories like this one possible.

IV. APPROVAL OF MEETING – DECEMBER 16, 2020

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY LAURIE HUISINGH TO APPROVE THE DECEMBER 16, 2020 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

Judith Light, Committee Chair shared that social media numbers increased for the month. TRE now has approximately 500 Instagram followers and over 600 LinkedIn followers.

Work continues on sharing TRE's new mission statement over various platforms. In addition, a new Mission Ambassadors' program is in the process of being launched.

TRE thanked the Corporate Sponsors for TRE events and the end-of-year campaign. TRE was the recipient of grant dollars from Caring for Colorado recently and will receive funds from Colorado Springs Health Foundation (final year of 3-year grant) sometime in the spring. TRE has also received the first payment from the Empty Stocking Fund. A final payment will be received by early February.

The Community Engagement Team has worked tirelessly in continuing to build relationships with new and past donors by providing updates on TRE activities, successes, etc. This has resulted in a number of donors from several years ago re-engaging with TRE and making donations.

TRE's large event, originally planned for June will be delayed to ensure participation in person is possible. The date of the Barn Dance has been moved to August.

Elizabeth Albo, Donor Relations Manager reported that she met with two past members of the Board of Directors and presented thank you gifts to them for their volunteer service to TRE.

b. Finance and Investment Committee

Independent Auditor's Report for Fiscal Year 2020 – Calvin Logan and Pauline Davis, Logan, Thomas and Johnson, CPA provided their findings from the FY2020 Consolidated Financial Statements and Independent Auditor's Report. *(This report is available for review at www.tre.org).*

It was noted that Management and General Expenses decreased by a significant amount compared to FY2019 due to reallocating Early Intervention billing staff from General Management to the Early Intervention program area.

A question was raised on the percentage of wages and how TRE compares to other agencies. It was noted that human services/non-profit agencies are considered high in this area due to the services being provided.

TRE received a qualified opinion, which is the best type of opinion to receive from an audit.

Mr. Logan and Ms. Davis thanked Heather Whitworth, CFO and her staff for providing information for the audit in a timely and well-organized manner, especially in light of the challenges presented by the COVID-19 pandemic.

The Single Audit should be complete by the end of January 2021.

Financial Summary – Dan Mirer, Treasurer/Secretary reviewed the new cumulative to date summary of revenue versus expenses.

For December 2020, TRE is slightly down in cash primarily due to 3 payroll month and Early Intervention October payments are behind.

The Community Engagement team was recognized for an outstanding month for philanthropic giving, grant revenue and miscellaneous income.

6385 Corporate Drive LLC – Word continues to spread about Community Works (co-working space). Currently have one tenant and they are very happy with the space.

The lease with ERA Shields is fully executed.

Payroll Protection Plan Loan – The forgiveness application will be completed in January. There currently is no deadline for submitting this application.

TRE does not qualify for the next wave of government loans due to size.

c. Legislative Committee

Sarah Jack, Committee Chair shared that the Legislature General Assembly was gavelled in on January 13, 2021. They were only in session for three days and focused on meeting constitutional guidelines of swearing in newly elected members of the General Assembly. Seven bills were passed consisting mostly of fixes to prior Bills. The current plan is to go back in session on February 16, 2021.

Unfortunately, due to pandemic and security issues, TRE's Annual Day at the Legislature is not being scheduled.

d. Nominating Committee

Ms. Jack, Committee Chair shared that the committee is scheduled to meet on January 26, 2021. Purpose of the meeting is to discuss the nomination(s) of a Secretary to meet the intent of the newly adopted ByLaws.

The group will also address the interest of a past Board member to return to the Board of Directors beginning July 1, 2021.

Ms. Jack again reminded the group that she will be term limited at the end of June 2021. Chairs for both the Nominating Committee and Legislative Committee are needed.

e. Executive Committee

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

- ERA Shields lease.
 - Other interested tenants.
 - Board Governance Training scheduled for February 4 beginning at 3:00 pm.
 - Strategic Planning – RFPs have been sent to five agencies.
 - Off-site Board meeting at Scheel's All Sport (once open).
 - PTO Policy
 - Upcoming meetings with elected officials and Ed Bowditch.
 - CEO's PTO in February 2021.
 - JBC Hearing Reports.
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All members of the Board of Directors were encouraged to attend a Committee meeting of their choice. Contact Tammie Engram for details.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive LLC – The lease with ERA Shields is fully executed. Lease is for approximately 14,000 SF on the third floor. Tenant finishes will begin in early April 2021.

TRE offices will move prior to early April. Location is yet to be determined due to a possible tenant's interest in 10,000 SF on the first floor of the building. If the prospective tenant chooses this building, TRE will move to the second floor. This tenant also expressed an interest in a move-in date of June.

Meetings are scheduled with the two current tenants in the building to determine what their plans and needs might be as their leases expire in May and June.

COVID Updates – CEO Batchelor shared that TRE continues to experience increases in the number of staff and people in services being affected. This is a national trend and is being watched closely. In addition, the vaccine schedules and shortages are also being monitored closely by leadership staff.

Data Systems – Changes to billing systems for State contracts are scheduled again for July 2021. Trainings are scheduled for February 4. The proposed changes are significant and will likely affect the way TRE provides services and supports and may create delays in payments starting in July.

Early Intervention Evaluation Task Force is meeting again. CEO Batchelor is a member of this group. It is not anticipated that proposed legislation will be presented this year to change the responsibility of early intervention evaluations from the Department of Education to Early Intervention Colorado because of the fiscal note that would be attached.

VII. NEW BUSINESS

None presented.

VIII. OLD BUSINESS

a. TRE Strategic Planning Workgroup Update
Chris Cipoletti reported that a sub-group was charged to identify and interview several agencies in regard to the upcoming strategic planning and then to develop an RFP that would be sent to five agencies (local to Colorado) with responses due by February 15, 2021.

Governance training will begin prior to this process beginning.

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

Diane Loschen reported that this group has committed to holding at least quarterly meetings during this new calendar year. The focus will be to continue to drive progress on the action plan (presented at December 2020 Board of Directors' meeting).

CEO Batchelor shared that the action plan has been shared with the Executive Leadership Team. Several members of the DEI Workgroup will meet with this team in early March to discuss the plan and how Leadership can support and be involved with the implementation of the recommended actions.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, February 17, 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 Executive Session was adjourned at 9:23 am.

XII. RECONVENE REGULAR MEETING

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 9:25 am.

RECORDED AND SUBMITTED BY:

Colleen Head Batchelor, CEO

TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Dan Mirer, Treasurer/Secretary

APPROVED AT TRE'S BOARD OF DIRECTORS' MEETING ON FEBRUARY 17, 2021



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

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.

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.

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 Huisingh for this position.

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.

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

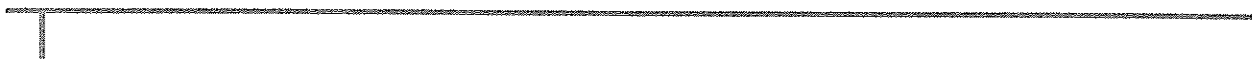
Diane Loschen reported that several members of the workgroup presented at the January All Staff Meeting. A follow-up meeting with Executive Leadership Team is scheduled for early March to stress the need for support and next steps on the recommended action plans. Members of the ancillary book club are 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.

SUBMITTED BY:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Dan Mirer, Treasurer/Secretary

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



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 FRANC, 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 Ingram, 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

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 Huisingh, Secretary

APPROVED AT TRE'S BOARD OF DIRECTORS' MEETING ON APRIL 21, 2021



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 VANDERKOOY, 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

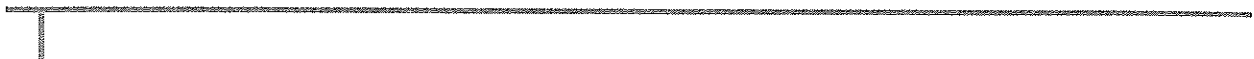
Nancy Vigil, Navigation and Quality Director introduced Aric Bidwell, Manager at El Paso County Department of Human Services and Melinda Vanderkooy, Assistant Manager for Adult Eligibility Services from El Paso County Department of Human Services. Mr. Bidwell and Ms. Vanderkooy expressed how well the 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 Huisingsh, Secretary

APPROVED AT TRE'S BOARD OF DIRECTORS' MEETING ON MAY 19, 2021.

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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

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).

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 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.

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

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.

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.

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:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Laurie Huisingh, Secretary



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, June 16, 2021

MEMBERS PRESENT (via Zoom unless noted)

DIANE LOSCHEN, Vice Chair – in person
DAN MIRER, Treasurer – in person
HEIDI BRANDON – in person
SARAH BRITTAIN JACK – in person
DAVE PAUL
JULIA SANDS de MELENDEZ – in person
TINA SWONGER
JORDAN WEIMAR – in person
AMY YUTZY

MEMBERS ABSENT:

DEENA HARTJE, Chair
LAURIE HUISINGH, Secretary
JUDITH LIGHT

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 – in person
REBEKAH FALETTI, Nursing Home Supervisor
ROB FRANC, Project Manager
LORI GANZ, Clinical Services Director
MICHELLE GARRISON, Intake Coordinator
DON GRAY, Facilities Manager – in person
BRANDI GRIFFITHS, Service Coordination Manager
DEMETRIA LOPEZ, Benefits/Billing Senior Coordinator
DANNI MEGYERI, Prior Authorization Senior Coordinator
EMILY MILLER, Senior Intake Coordinator
CALLIE MURPHY, State General Funds Manager
SARAH NOLAN, Break Time Program Coordinator
AMANDA REED, Early Intervention Manager
KAREN RICE, EI Billing Manager
STEPHANIE SAMORA, Benefits/Billing Supervisor



KITTY SILVERS, Senior EI Billing Specialist
AMANDA STEINGIESSER, Intake CCB Supervisor
GINGER STRINGER, Physician and Community Outreach Specialist
LAURA THOMAS, Case Management Director
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)

CHRIS CIPOLETTI, Cipoletti Consulting – in person
TIM CUNNINGHAM, Cheyenne Village
INDY FRAZEE, The Independence Center
JORDAN STRUB, Strub Heer Fund - in person
MICHELE STRUB-HEER, Strub Heer Fund - in person
TAMARA TRUJILLO, Goodwill of Colorado

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:32 am by Vice Chair Diane Loschen.

II. PUBLIC COMMENTS

None.

III. MISSION MOMENT

Michele Strub-Heer and Jordan Strub, Strub Heer Fund of Pikes Peak Community Foundation, shared their experiences working with The Resource Exchange as a funder of TRE's Early Childhood Mental Health programs and supports. Mrs. Strub-Heer shared their first-hand experience with TRE staff working with children in the community. They have been funders to TRE since 2017 and were very complimentary of the support and involvement of TRE staff to families in the Pikes Peak Region.

IV. CONSENT AGENDA

A MOTION WAS MADE BY JULIA SAND de MELENDEZ, SECONDED BY HEIDI BRANDON TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (Board of Directors' Meeting Minutes dated May 19, 2021, Community Engagement Committee Update and Legislative Committee Update. *Motion unanimously approved.*

V. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee

TRE Financial Statement Review – Dan Mirer, Treasurer reviewed the May 2021 TRE Financial Statements. May ended with a positive balance of \$10,373.

This fiscal year-end results will be very close to break-even, primarily due to vacancy savings. While this does favorably impact the agency's bottom line, it is concerning due to the impact that the extra workload has on current employees.

TRE continues to experience stable cash on hand. Slight revenue uptick in EI Medicaid revenue and Tri-Care due to more in-person services.

Payroll Protection Plan (PPP) Loan – TRE received notice from Bank of the San Juans that the loan was 100% forgiven. Thank you, Heather Whitworth, for your detailed work on this loan and forgiveness application.

Form 990 - This document has been accepted by the State and is posted on TRE's website.

Single Audit – Work continues on this very work intensive audit.

6385 Corporate Drive LLC - Co-working space shows revenue of approximately \$15,000.

ERA Shields has moved in. Rent starts in October 2021 per their lease agreement.

Fiscal Year 2022 Budget – Colleen Batchelor, CEO shared that this recommended budget proposal focuses on TRE's recovery for staff, equipment and processes.

Treasurer Mirer reviewed the following budget assumptions.

Known revenue changes include a 2.5% increase to Colorado Department of Health Care Policy and Financing Contracts for Community Centered Board (CCB), Single Entry Point (SEP) service coordination and State General Fund Supported Living and Family Support Services.

No change to Colorado Department of Human Services Early Intervention Contract from revised (decreased) FY21 contract. TRE has not yet received the final contract for FY22.

Decrease of 7.2% to Colorado Department of Human Services Home Care Allowance (HCA) contract.

TRE received a grant of \$385,000 from the Colorado Department of Human Services for Early Childhood Mental Health services. In the past, TRE was paid as a subcontractor via



Joint Initiatives/Alliance for Kids for these services. This new contract is an increase for this program.

It is also anticipated that TRE will receive one-time investments for specific program areas from American Rescue Plan Act (ARPA) funds.

Expenses – Staff salary increases of a minimum of 3% for all eligible employees is included. Eligible employees whose salaries were below market were adjusted to meet the 50th percentile of the new market range. New employees will be hired in at the 40th percentile market rate of the new range.

No new positions were added across the organization. This will be considered throughout the year as additional funds become available.

TRE estimated vacancy savings from unfilled open positions for budgeting purposes.

Assumptions include 10% increase to medical and 2.75% increase in dental premiums, shared with employees.

Operational expenses include the addition of staff development funding for in-house training and compliance requirements only.

Equipment leases for replacement of 104 surface laptops that are aging out during the year. Other equipment purchases over two years for replacement of 267 cell phones which age out in early FY22.

Mileage rate increased to State of Colorado rate of \$0.56 per mile with reduced utilization due to probable continued teleworking activities through the remainder of the calendar year.

Consultants added for continued strategic planning and research/evaluation of possible Mill Levy campaign.

IT Consultant expenses are based on FY 21 rates, however, a decrease of IT support fees due to transition of phone system from Digium to Zoom are anticipated.

Increased audit fees due to the extensive nature of Single Audit requirements.

Capital Expenditure – Conversion of Active Directory to Microsoft Azure at \$71,800, to be depreciated over 36 months.

401(k) Match – It is recommended to continue 401(k) match at 2.5% for the first 6% of income contributed by employee.

A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE FISCAL YEAR 2022 BUDGET AS PRESENTED SHOWING APPROXIMATELY \$317,000 DEFICIT. *Motion unanimously approved.*

A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE CAPITAL EXPENDITURE OF \$71,800 FOR THE CONVERSION OF THE ACTIVE DIRECTORY TO MICROSOFT AZURE. *Motion unanimously approved.*

A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE CONTINUED 401(k) MATCH AT 2.5% FOR THE FIRST 6% OF INCOME CONTRIBUTED BY THE EMPLOYEE. *Motion unanimously approved.*

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.

Renewal and New Terms:

Second Term –Amy Yutzy

First Term – Former State Representative Lois Landgraf
Commissioner George Mentz

A MOTION WAS PRESENTED BY THE NOMINATING COMMITTEE TO APPROVE THE SECOND TERM OF AMY YUTZY. *Motion unanimously approved.*

A MOTION WAS PRESENTED BY THE NOMINATING COMMITTEE TO APPROVE THE FIRST TERM OF FORMER STATE REPRESENTATIVE LOIS LANDGRAF. *Motion unanimously approved.*

A MOTION WAS PRESENTED BY THE NOMINATING COMMITTEE TO APPROVE THE FIRST TERM OF COMMISSIONER GEORGE MENTZ. *Motion unanimously approved.*

Officers:

Chair Deena Hartje

Vice Chair Dan Mirer

Treasurer Jordan Weimar

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

A MOTION WAS PRESENTED BY THE NOMINATING COMMITTEE TO APPROVE THE SECOND YEAR OF TERM OF DEENA HARTJE FOR THE POSITION OF CHAIR OF THE BOARD OF DIRECTORS. *Motion unanimously approved.*

A MOTION WAS PRESENTED BY THE NOMINATING COMMITTEE TO APPROVE THE FIRST YEAR OF TERM OF DAN MIRER FOR THE POSITION OF VICE CHAIR OF THE BOARD OF DIRECTORS. *Motion unanimously approved.*

A MOTION WAS PRESENTED BY THE NOMINATING COMMITTEE TO APPROVE THE FIRST YEAR OF TERM OF JORDAN WEIMAR FOR THE POSITION OF TREASURER OF THE BOARD OF DIRECTORS. *Motion unanimously approved.*

The Board of Directors and staff of The Resource Exchange thanked Sarah Brittain Jack for her many years of service.

c. Executive Committee

Vice Chair Loschen shared that correspondence from families and persons in services will be discussed/resolved, when possible, using the Board's Teams Channel.

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

An annual calendar for Board activities is being developed. This will include annual Board responsibilities as well as agency happenings. Once completed, it will be saved on the Board's Teams Channel.

The Executive Committee is also working on the CEO's annual performance evaluation.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive (TRE Building) – CEO Batchelor reported that ERA Shields has moved in. Haas Vision has moved out with office hours continuing until June 18.

Health Integration Work – Work continues to develop partnerships with other medical practices that serve people also receiving services from TRE. Colorado Springs Health Foundation (grantor) is also working with us as we transition from just working with Developmental Disabilities Health Center (DDHC).

Tracy Hodnett will assume the responsibilities of the Health Integration Manager as Ryan Kerner is moving out of Colorado.

TRE also trademarked 'Cross Systems Care Integration' as this project moves forward.

State Funding – CEO Batchelor informed the group that conversations continue with the Colorado Department of Health Care Policy and Financing (HCPF) about how the current structure of funding is not adequate to provide quality services and supports when individuals are working with multiple agencies/systems which creates more complex coordination requirements. It is hoped with continued collaboration with them that they will consider a more tiered system of funding.

Early Intervention Update – Congratulations to Lisa Bisbee. She won Outstanding State EI Service Coordinator of the Year Award.

VII. NEW BUSINESS

Upcoming Presentations – The group was informed that Ed Bowditch, TRE's lobbyist will provide an updated on the Legislation Session at August's Board of Directors' meeting.

Empty Stocking Fund Fellows will present at the September Board of Directors' Meeting.

VIII. OLD BUSINESS

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

The workgroup continues to meet monthly and has begun the focused work on 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.

The workgroup will hold a joint meeting with the Executive Team on June 30 to continue the collaboration across the agency.

b. TRE Strategic Planning Workgroup

CEO Batchelor shared that the Program Planning Task Force Meeting was very well attended with great feedback from all stakeholders.

The Financial Planning Task Force meeting is scheduled for July 13, 2021. Tammie will send the meeting invite to all Board members.

c. 6385 Corporate Drive LLC Update

Mr. Cipoletti asked for questions regarding the Operating Agreement that was presented at last month's meeting. One typo error was provided.

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JULIA SANDS de MELENDEZ TO APPROVE THE OPERATING AGREEMENT FOR 6385 CORPORATE DRIVE LLC AS PRESENTED WITH THE CORRECTION OF THE TYPO ERROR. *Motion unanimously approved.*

The following nominations for the Board of Directors for 6385 Corporate Drive LLC were presented for approval.

- 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.

Mr. Cipoletti explained that the Board of Directors for 6385 Corporate Drive LLC will meet in early July. At this initial meeting, the group will determine what member(s) will serve the 1- and 2-year terms.

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JORDAN WEIMAR TO APPROVE THE SLATE OF OFFICERS PRESENTED ABOVE FOR 6385 CORPORATE DRIVE LLC. *Motion unanimously approved.*

Mr. Cipoletti then updated the group on activities to date. There may be marketing and building expenses submitted to the TRE Board of Directors for consideration if 6385 Corporate Drive LLC does not have funds available. Those items could include marketing expenses for co-working space and building, expansion of co-working space, event center renovations, parking lot, ramp on south side of building and additional landscaping.

It was decided that any request for expense coverage and investment dollars should be submitted to TRE's Finance and Investment Committee first. This committee will then make recommendations to the full Board of Directors.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, July 21, 2021** at 7:30 am at The Resource Exchange and via Zoom.

XI. ADJOURNMENT

The Regular Session was adjourned at 9:00 am.

**APPROVED AT THE JULY 21, 2021
BOARD OF DIRECTORS' MEETING**

SUBMITTED BY:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Laurie Huisingh, Secretary