



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, July 15, 2020

MEMBERS PRESENT (via Zoom unless noted)

DEENA HARTJE, Chair-in person
DIANE LOSCHEN, Vice Chair
DAN MIRER, Treasurer/Secretary
JULIA SAND de MELENDEZ
HEIDI BRANDON-in person
DAVE PAUL
SARAH BRITTAIN JACK-in person
JORDAN WIEMAR
CHRIS CIPOLETTI-in person
AMY YUTZY
LAURIE HUISINGH

MEMBERS ABSENT:

JUDITH LIGHT

STAFF PRESENT

COLLEEN HEAD-BATCHELOR-in person
HEATHER WHITWORTH-in person
ROB FRANC-in person
DON GRAY-in person
CAMILLE BLAKELY- in person
KIRSTI GAULT
DEMETRIA LOPEZ
BRYSTAL BARBER
BRANDI GRIFFITH
LORI GANZ
LAURA THOMAS
MEGAN ELLIS
SARAH NOLAN
STEPHANIE SAMORA
DANNI MEGYERI
DAVID JUROVICH
ELIZABETH ALBO
JACKIE WOODS
LAURIE RYAN
REBEKAH FALETTI



GUESTS (via Zoom unless noted)

TIM CUNNINGHAM, Cheyenne Village
STEVE STOCK, Cheyenne Village
TAMRA FRENCH, Discover Goodwill
INDY FRAZEE, The Independence Center

I. CALL MEETING TO ORDER – Deena Hartje, Chair

The meeting was called to order by Chair Deena Hartje at 7:35 am.

II. PUBLIC COMMENTS – 10 minutes

No public comments.

III. APPROVAL OF MINUTES – June 17, 2020

A motion was made by Chris Cipoletti, seconded by Heidi Brandon to approve the June 17, 2020 TRE Board of Directors' meeting minutes as presented. *Motion unanimously approved.*

IV. BOARD COMMITTEE REPORTS

a. Community Engagement Committee – Judith Light

Elizabeth Albo presented information on activities over the past month.

- For Fiscal Year 2020, the group met 84% of goal for philanthropic efforts.
- The Summer Virtual Art Show went well. Several pieces were sold.
- Possible upcoming events include a virtual Go Baby Go and a community event-barn dance at Pro Rodeo Hall of Fame.
- Laurie and Dan were welcomed to the Committee.

b. Finance and Investment Committee – Dan Mirer

Dan Mirer, Treasurer reported on current financial statements. Operating revenue for the month of June is approximately \$351,000, YTD at \$562,000. Please note these totals will change throughout the upcoming audits.

6385 Corporate Drive shows revenue of \$340,000, mainly due to depreciation.

The group expressed the need to continue to monitor accrued PTO.

Accounting Software - CFO Whitworth shared that she moved forward with upgrading Great Plains software from server-based to cloud-based. It was noted that this process was not completed according to current policy (this policy is currently under review).



A motion was made by Sarah Brittain Jack, seconded by Heidi Brandon to approve the expenditure of approximately \$18,000 for the upgrade and implementation of cloud-based Great Plains accounting software. *Motion unanimously approved.*

Bank Accounts – New Signatories – Heather Whitworth

A motion was made by Dave Paul, seconded by Heidi Brandon to remove Carolyn Wharton and add Dan Mirer as signatory to all banking accounts at Integrity Bank and Trust and Bank of San Juans. Other signatories remain the same. *Motion unanimously approved.*

c. Legislative Committee – Sarah Brittain Jack
Sarah Brittain Jack welcomed Dave Paul to the Committee.

Preliminary planning for the Legislative Town Hall is in process. A meeting has been scheduled with planning partners on July 20.

d. Nominating Committee – Sarah Brittain Jack
Ms. Jack shared that the Committee is in the process of evaluating all areas of expertise needed on the Board of Directors.

e. Mission Statement Committee - Chris Cipoletti
Chris Cipoletti shared that options have been distributed to stakeholders for feedback. This feedback is due no later than July 31.

Recommendation for new mission statement will be presented at the September 2020 Board of Directors' meeting.

f. Social Enterprise Committee – Chris Cipoletti
Mr. Cipoletti shared that work on the co-working space project has been briefly put on hold due to interest from several possible tenants and uncertainty of location in building for this space.

Nichole Guerra, Director of Research, will take over the research needs for this group with Camille Blakely's departure.

g. By Laws Work Group-
This group will begin the review of current by laws in early August.

h. Executive Committee – Deena Hartje
Chair Hartje stated that the topics would be covered in the CEO report and turned the floor over to Collen Head Batchelor.

V. CEO REPORT – Colleen Batchelor

6385 Corporate Dr LLC - Olive Real Estate continues to work on securing future tenants for the building.

COVID-19- Two additional staff have potentially tested positive. These staff have not been working from the physical office.

EI Colorado- had originally projected a partial return to face-to-face services on August 3. This is once again on hold.

TRE Transition-Colleen Batchelor, CEO shared that work continues on TRE's back to work plan once State restrictions are eased.

VI. NEW BUSINESS

No new business.

VII. OLD BUSINESS

a. Diversity, Inclusion and Equity Workgroup Updates

Diversity Work Group - CEO Batchelor updated the group on interviews with 4 possible facilitators for this work. Next step includes members of the work group interviewing 2 of the potential facilitators, selecting one to begin work on the Action Plan.

VIII. PUBLIC COMMENTS – 5 minutes

Brystal Karber thanked the Board of Directors for their actions to address any discrimination at TRE.

IX. SCHEDULE OF NEXT MEETING – August 19, 2020 @ 7:30 a.m.

The next regular meeting is scheduled for Wednesday, August 19, 2020 beginning at 7:30 am.

X. ADJOURN

The regular meeting of the Board of Directors adjourned at 8:25 am.

SUBMITTED BY:

Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Dan Mirer, Treasurer/Secretary

APPROVED AT TRE'S BOARD OF DIRECTORS' MEETING ON AUGUST 19, 2020

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BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, August 19, 2020

MEMBERS PRESENT (via Zoom unless noted)

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

MEMBERS ABSENT:

HEIDI BRANDON

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager
COLLEEN BATCHELOR, CEO – in person
JOSH DAVIDSON, Service Coordinator
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANC, Projects Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Manager – in person
BRANDI GRIFFITHS, Service Coordination Manager
DEMETRIA LOPEZ, Senior Coordinator, Benefits/Billings
DANNI MEGYERI, Senior Coordinator, Prior Authorizations
SARAH NOLAN, Break Time Coordinator
STEPHANIE SAMORA, Benefits/Billing Supervisor
KITTY SILVERS, Senior EI Billing Specialist
GINGER STRINGER, Physician and Community Outreach Specialist
CALLIE TOLBERT, Lead Family Support Coordinator
NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO

JACKIE WOODS, Interim Human Resources Director

GUESTS (via Zoom unless noted)

TIM CUNNINGHAM, Cheyenne Village
STEVEN STOCK, Cheyenne Village
LAURA OLSEN, Community Link
KELLY MURPHY, Community Member
TAMARA FRENCH, Discover Goodwill
INDY FRAZEE, The Independence Center
PERSON IDENTIFIED AS B (chose not to identify self)

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

Josh Davidson introduced Kelly Murphy as one of the recipients of an IPAD from proceeds from the Giving Tuesday fundraising event. Mr. Murphy thanked the group for the IPAD. He is working very hard to learn all the benefits from this device.

IV. APPROVAL OF MEETING MINUTES – July 15, 2020

A MOTION WAS MADE BY CHRIS CIPOLETTI,, SECONDED BY JUDITH LIGHT TO APPROVE THE JULY 15, 2020 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

IV. 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 the plans for the Barn Dance fundraising event are moving forward. This event will be held at the Pro Rodeo Hall of Fame on June 12, 2021. Sarah Nolan is coordinating this effort.

The Summer Donor Newsletter was sent out along with updates on TRE's activities in relation to COVID 19.

The next Go Baby Go event is scheduled for September 12 at 6385 Corporate Drive, Garage area. One car will be built at a time and presented to children in need due to COVID 19 restrictions on social gatherings.

The group would like to acknowledge Total Office Solutions for their recent increased annual donation and two boxes of N95 face masks.

Empty Stocking Fund Campaign – Representatives from Empty Stocking Fund will kick off TRE's portion of the campaign at the September Board of Directors' meeting. It was decided to conduct an email vote for consensus on Board members' annual commitment to Empty Stocking Fund. Please look for this email in the next few weeks.

b. Finance and Investment Committee

Dan Mirer, Treasurer/Secretary and Heather Whitworth, CFO reported.

For the month of July 2020, TRE showed a loss of approximately \$153,000 mainly due to decreased revenue for Early Intervention (EI) services and changes to funding methodology for case management services. Cash flow is being impacted by delayed payments from HCPF for CCB and SEP activities. This is common at the beginning of each fiscal year.

Payroll Protection Plan Loan – TRE has received the forgiveness application for the Payroll Protection Plan (PPP) loan. TRE continues to follow guidelines from the Bank of San Juans due to the constant changes to reporting requirements for this loan.

6385 Corporate Drive – Revenue has decreased due to tenant transitions.

Audits Updates – The Single Entry Point (SEP) financial audit is underway. The Community Centered Board (CCB) financial audit has been postponed until mid-September.

Transition to New Accounting Software – It was reported that the transition to cloud-based Great Plains is complete with no major issues during transition. CFO Whitworth was thanked for spearheading this project.

Fiscal Year 2021 Budget Revisions – The group reviewed the needed changes to the current budget. These changes are needed due to an approximate \$400,000 decrease in revenue from the State (1% rate reduction, new funding methodology, only able to bill monthly versus weekly which affects cash flow).

A MOTION WAS MADE BY DIANE LOSCHEN, SECONDED BY JUDITH LIGHT TO APPROVE THE AMENDED FISCAL YEAR 2021 BUDGET AS PRESENTED. Motion unanimously approved.

TRE is using funds from the PPP loan to supplement this decrease in revenue. It was noted that work must begin now on the budget for Fiscal Year 2022 as there will not be supplemental funds to offset losses.



c. Legislative Committee

Sarah Jack, Committee Chair updated the group on the Annual Legislative Town Hall. The date selected is September 30, 2020, 5:30-8:30 pm (tentative time). Location is still to be determined due to the need for this event to be held virtually for families. Ed Bowditch will be the moderator. The agenda and specific topic questions from last year will be used.

The group was briefed on possible legislation to change waiver restrictions when a person receiving services is hospitalized or otherwise away from their residential setting. Currently the residential provider of service cannot bill for any services during this time. This can often create a hardship for the person receiving services and/or the family of person receiving services as staff are not able to assist family with coverage during any hospital stays. Review of federal guidelines and Medicaid regulations is being completed at this time.

d. Nominating Committee

Ms. Jack, Committee Chair reported that work continues to recruit additional members for the Board of Directors. TRE has reached out to Emerging Leaders Development Program (El Pomar) to determine mutual interest in pursuing this group for possible interest in Board or Committee membership. Julia Sands de Melendez will follow-up on this task.

e. Social Enterprise Committee

Chris Cipoletti, Committee Chair stated that review work continues regarding the concept of a co-working space and/or other projects that could be housed at 6385 Corporate Drive.

A meeting will be scheduled in the next few weeks to continue this work.

f. Executive Committee

Chair Hartje stated that most topics will be covered in the CEO's report.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Happy Birthday – The group wished Heidi Brandon a very happy birthday.

Thank You – The Board thanked Sarah Nolan for her excellent work in stepping in during Tammie Engram's absence. Great job!!

All Staff Meeting – The Board expressed an interest in thanking the entire staff of TRE for their work and dedication to the people we serve and each other during this unprecedented time of COVID 19.

The group was asked to send a short selfie video to Rob Franc by August 21. CEO Batchelor will send a reminder email to Board members with Mr. Franc's contact information.

6385 Corporate Drive LLC – A prospective tenant has revised their need for space, now looking at approximately 13,000 SF. It appears that they are still interested in the space that TRE now occupies.

The HVAC system maintenance work continues. It has been working well with the reduced need for operation over the past several months.

COVID 19 Preparedness Plan – The Tactical Leadership Group continues to update and revise TRE's preparedness plan for returning to more normal operations when permitted. TRE is currently following guidelines from the State (HCPF and CDHS/EI) and CDC.

The group asked about possible legal issues that could occur due to the pandemic.

VII. NEW BUSINESS

TRE Board Meeting Frequency – the group discussed the needed frequency of meetings for the Board of Directors. It was decided to continue with the monthly schedule.

VIII. OLD BUSINESS

Mission Statement Task Force – Chris Cipoletti, Board Director shared that the Task Force is currently editing the mission statement submissions in smaller work groups. A mission statement will be presented at the September 2020 Board of Directors' meeting for approval.

TRE By-Laws Task Force – Mr. Cipoletti shared that an email to all Board members will be sent in the next week that outlines proposed changes to current by-laws. These proposed revisions will be discussed in further detail at the September 2020 Board of Directors' meeting and will be voted on at the October 2020 meeting.

Diversity Work Group – Diane Loschen, Vice Chair reported that the group chose Pam Schipp as the facilitator for the group's work. The other candidate was also very good. The group may also use his services in the future. The next meeting is scheduled for September 2 to set goals and communication strategy. This meeting will be facilitated by Pam.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, September 16, 2020** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING



A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY JUDITH LIGHT TO ADJOURN THE REGULAR MEETING OF THE BOARD OF DIRECTORS' MEETING. *Motion unanimously approved.*

The regular meeting was adjourned at 8:40 am.

SUBMITTED BY:

Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Dan Mirer, Treasurer/Secretary

APPROVED AT TRE'S BOARD OF DIRECTORS' MEETING ON SEPTEMBER 16, 2020



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, September 16, 2020

MEMBERS PRESENT (via Zoom unless noted)

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

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager - in person
COLLEEN BATCHELOR, CEO – in person
CATHY CORTESE, Developmental Interventionist
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANC, Projects Manager - in person
LORI GANZ, Clinical Services Director
BRANDI GRIFFITHS, Service Coordination Manager
NICHOLE GUERRA, Research and Evaluation Director
DEMETRIA LOPEZ, Senior Coordinator, Benefits/Billings
ANN MANDICO, Developmental Interventionist
DANNI MEGYERI, Senior Coordinator, Prior Authorizations
SARAH NOLAN, Break Time Coordinator
STEPHANIE SAMORA, Benefits/Billing Supervisor
KITTY SILVERS, Senior EI Billing Specialist
GINGER STRINGER, Physician and Community Outreach Specialist
NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO
JACKIE WOODS, Interim Human Resources Director

GUESTS (via Zoom unless noted)

JIM BOUDREAU, Prospective Board Member
HENRY BRIGGS, Empty Stocking Fund
TIM CUNNINGHAM, Cheyenne Village
RACHEL ESPINOZA, Artist
RITA ESPINOZA, Parent
TAMARA FRENCH, Discover Goodwill
INDY FRAZEE, The Independence Center
CLAIRE GIRARDEAU, Empty Stocking Fund
K. HUSKEY
BRITTANY LOESER, Parent
DEB MAHAN, Gazette Charities Foundation
DENISE iPHONE (unknown)

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:36 am by Chair Deena Hartje.

II. PUBLIC COMMENTS

Ann Mandico, Developmental Interventionist with TRE who is currently on inactive status due to budget constraints addressed the group with concerns about the impact of making flex staff inactive for children who are deaf or hard of hearing and their families. Ms. Mandico was providing services to families utilizing the Colorado Home Intervention Program (CHIP). These services are part of an outreach program through the Colorado School for the Deaf and Blind.

Most flex and contracted employees in Early Intervention were placed on inactive status July 1, 2020 due to significant budget cuts and requirements for Early Intervention Programs to identify cost containment strategies. According to Ms. Mandico, this decision has negatively affected families who are considered high risk due to challenges with their situations. A few families have expressed their concerns to TRE regarding having different service providers assigned. Parents do not feel they were heard by TRE and their families' needs were not met professionally with these changes.

Ms. Mandico asked the Board of Directors to consider the following:

1. Please listen to parents' concerns.
2. Please consider reinstating the most experienced CHIP facilitators as soon as the budget allows.
3. Please do not eliminate or cut the flex or contracted CHIP professionals since they are vital to the community's deaf and hard of hearing babies and children.

Brittany Loesser, parent of three children who are deaf, also gave public comment. The family's chosen communication method is listening and spoken language. Ms. Loesser expressed concern with the implications of reducing experienced CHIP staff for them and the many other families in the same situation who prefer this method.

Ms. Loesser shared their experiences with several facilitators and the lack of knowledge and understanding of these facilitators to implement the families' wishes of listening and spoken language.

Switching facilitators impacts the child and family dramatically by delaying needed consistent therapies.

Cathy Cortese, a CHIP facilitator with TRE that was also placed on inactive status stated the CHIP facilitator that had been working with Ms. Loesser was a staff that was placed on inactive status.

Ms. Cortese shared that several flex staff had expressed a desire for additional hours, but TRE chose to hire additional CHIP facilitators full-time. Why were additional hours not offered to the current flex staff with seniority and more experience? Was age a factor? It was felt that the most experienced staff were asked to step aside to give the new hires enough work.

One other concern and question was why does TRE contract with an outside agency to provide interpretation services when she is in-house and qualified to interpret?

III. MISSION MOMENT

Elizabeth Albo introduced Rachel, an artist who has participated in TRE's Quarterly Art Shows. Copies of several of her favorite pieces were shown to the group. Ms. Albo read a statement expressing Rachel's experience in participating in the Art Shows. These shows help people with disabilities to make their own creative impact in their community.

The group thanked Rachel for sharing her work with us and our community.

Ms. Albo reminded the group that the next virtual Art Show is scheduled for the end of October.

IV. APPROVAL OF MEETING MINUTES – August 19, 2020

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JUDITH LIGHT TO APPROVE THE AUGUST 19, 2020 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

IV. 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 grants and fundraising are on track. Total Office Solutions donated \$2500 and N95 masks; \$25,000 grant from the Buell

Foundation for Early Childhood Mental Health Services; and Caring for Colorado has requested a site visit at the end of September to continue the process for our grant with them. Several other grant applications have been submitted. Great work Megan!

The Go Baby Go event was a success. This event was on a much smaller scale due to COVID. Colorado Cars and Coffee, a sponsor for this event, provided volunteers for the build team.

Ms. Albo informed Board members that she will be reaching out to individual members in the near future to review annual giving for this year. Ms. Light reminded the group of the importance of 100% Board participation in giving.

Empty Stocking Fund Campaign – Deb Mahan, Executive Director of Gazette Charities Foundation, Claire Girardeau and Henry Briggs, Fellows with El Pomar Foundation provided the following information on this year's campaign along with historical information on Empty Stocking Fund.

- A newly revamped website will be launched by the end of September along with new peer-to-peer donation capabilities.
- A video highlighting all agencies that are beneficiaries of Empty Stock Fund has been developed.
- A golf tournament is scheduled for October 2 where a partner agency will be featured at each hole on the course to share information.
- Holidays at Home is a revamped event to kick off the campaign.
- Trivia Night and Treasure Hunt will be on-line events.
- TRE's allocation percentage for this year's campaign is 4.09%.

b. Finance and Investment Committee

Dan Mirer, Treasurer/Secretary reported. For the month of August 2020, TRE showed a loss of approximately \$62,000; YTD loss of \$215,000. TRE is experiencing impacts of changes to the State's funding mechanism. September's financial report will be key to giving a strong indication of how accurate our estimations were and whether corrections need to be made to our budget plan.

Accrued PTO continues to be a concern, approaching \$1 million. Leadership and members from the Finance and Investment Committee will continue to research industry norms and practices and broaden conversations that could work in conjunction with TRE's flexible work environment.

The Wellness Committee budget line shows a credit due to Cigna Health providing credits to TRE for its wellness activities.

6385 Corporate Drive LLC – Nothing notable for August. The management company suggested that the mortgage be refinanced. Recommendation from the committee is to hold on any activity.

Payroll Protection Plan Loan – TRE continues to follow guidelines from the Bank of San Juans due to the constant changes to reporting requirements for forgiveness of this loan.

Audits Updates – Field work will begin in late September. Prep work is going well.

Other – Health Care Policy and Financing will host a virtual meeting in late September to discuss the possibility of directives to transition from the public health emergency which is set to expire on 10/23/20.

Integrity Wealth will provide a report on Investments at the October Finance and Investment Committee meeting.

c. Legislative Committee

Sarah Jack, Committee Chair updated the group on the Annual Legislative Town Hall on September 30. Please share the information and most importantly be certain to register for the event.

No additional updates on the waiver work with legislators. TRE's lobbyist, Ed Bowditch continues to follow this closely.

d. Nominating Committee

Ms. Jack, Committee Chair reported that she has been in email contact with a prospective candidate. A breakfast meeting has been scheduled for next week.

e. Social Enterprise Committee

Chris Cipoletti, Committee Chair reported that the committee is asking for verbal approval to proceed with ProForma work on the co-working space concept for the second-floor space now occupied by TRE case management/mobile staff. This work will include additional research on need for concept; budget; tenant finish cost; staffing needs; rental fee structure; privacy licensing of software, scanners, copiers; contract format and outside marketing plan.

It was confirmed that as this project moves forward, it will ultimately move under the 6385 Corporate Drive LLC umbrella for operating purposes.

The Board of Directors provided verbal approval to move forward with this work.

f. Executive Committee

Chair Hartje updated the group on discussion from the committee meeting.

The group was informed that TRE's attorney, David Kunstle has moved to a different firm. TRE has decided to move its legal business to the new firm, Sparks, Willson.

The relationship with Peak Vista and Developmental Disabilities Health Center (DDHC) is changing. TRE will no longer have a staff person at DDHC to provide care

coordination for persons receiving services from TRE. Peak Vista plans to hire staff to cover these duties.

The All Staff meeting was well attended and good feedback has been received. Rob Franc was thanked for putting together the thank you video from the Board of Directors.

A question was raised on whether inactive employees can attend and be paid to attend All Staff meetings.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Health Care Integration – With Peak Vista's decision on DDHC staff, TRE's team led by Ryan Kerner will broaden focus to additional medical practices in our community. This team will present its plan for health care integration to the Board of Directors at the October 2020 meeting.

6385 Corporate Drive LLC – Work continues with the prospective tenant (ERA Shields). They wish to take possession of the space (majority of third floor) in June 2021.

COVID 19 Preparedness Plan – Indications are that the Public Health Emergency Proclamation will expire on October 23, 2020. Health Care Policy and Financing (HCPF) is holding a telephone conference on September 24 to discuss the implications and obligations of TRE's contracts to deliver services and supports. EI Colorado has not provided any additional guidance on this possible change.

The Tactical Leadership Group continues to update and revise TRE's preparedness plan for returning to more normal operations when permitted. TRE is currently following guidelines from the State (HCPF and CDHS/EI) and CDC. Currently, it is TRE's intent to continue to provide support to all virtual options as allowed by our State contracts.

EI Colorado Rule Change – A group of early intervention providers and family members who did not want to see the eligibility change is working with EI Colorado to develop a model that would continue to address the needs of those impacted by the eligibility change (when budget money is available).

Public Comments Response – CEO Batchelor stated that she will meet with the Leadership Team in Early Intervention and Clinical Services to discuss public comments made. Follow-up will be provided to this group at the October 2020 Board of Directors' meeting.

VII. NEW BUSINESS

None.

VIII. OLD BUSINESS

Mission Statement Task Force – Chris Cipoletti, presented the following mission statement for consideration by the Board of Directors: "Advocating for independence and inclusion, TRE partners with children and adults who have a variety of disabilities, delays, mental health or long-term care needs. We do this by coordinating care, promoting choices, and collaborating with community partners using a person-centered approach."

A mission statement should provide information to the general public and hopefully should entice them to ask more questions about the organization.

A question was raised on whether TRE should be spelled out. The group has discussed this at length. The group felt that the community identifies with TRE, not The Resource Exchange.

The Board of Directors were encouraged to provide questions and/or comments/feedback to CEO Batchelor (cheadbatchelor@tre.org) or Mr. Cipoletti (chris@chriscipoletticonsulting.com) within the next two weeks. This mission statement with appropriate edits will be presented for approval at the October 2020 Board of Directors' meeting.

As a next step, this work group will begin work on TRE's vision statement that more specifically expresses aspirational goals and directions for the organization.

Sarah Nolan, Elizabeth Albo and Rob Franc were thanked for their work on organizing all feedback received into information the committee could work with.

TRE By-Laws Task Force – Mr. Cipoletti apologized for not getting an email sent last month and shared that an email outlining proposed changes to the current by-laws will be sent within the next week. These proposed revisions will be discussed in further detail at the October 2020 Board of Directors' meeting and will be voted on at the November 2020 meeting.

Diversity Work Group – Diane Loschen, Vice Chair reported that the full group met on September 2, 2020 to learn more about each member and individual experiences and perceptions, identify wishes for TRE and goals for the work group.

Building trust was identified as a huge goal for TRE. The group began discussion on tradition versus practices versus policies. The group also noted that it is okay to be passionate about a movement but not to forget about why you are passionate about that movement. The group encourages all to give grace, communicate and remember that almost everyone reacts based on their perception.

The suggested reading list from this work group's facilitator will be shared.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, October 21, 2020** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JUDITH LIGHT TO ADJOURN THE REGULAR MEETING OF THE BOARD OF DIRECTORS' MEETING. *Motion unanimously approved.*

The regular meeting was adjourned at 9:11 am.

SUBMITTED BY:

Colleen Head Batchelor, Interim CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Dan Mirer, Treasurer/Secretary

APPROVED AT TRE'S BOARD OF DIRECTORS' MEETING ON OCTOBER 21, 2020



TRE
The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, October 21, 2020

MEMBERS PRESENT (via Zoom unless noted)

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

MEMBERS ABSENT:

DAVE PAUL

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager - in person
COLLEEN BATCHELOR, CEO – in person
KYLE COX, Navigation and Enrollments Manager
MEGAN ELLIS, Grants Manager
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANC, Projects Manager - in person
LORI GANZ, Clinical Services Director
BRANDI GRIFFITHS, Service Coordination Manager
NICHOLE GUERRA, Research and Evaluation Director
DEMETRIA LOPEZ, Senior Coordinator, Benefits/Billings
DANNI MEGYERI, Senior Coordinator, Prior Authorizations
SARAH NOLAN, Break Time Coordinator
KAREN RICE, EI Billings Manager
STEPHANIE SAMORA, Benefits/Billing Supervisor
KITTY SILVERS, Senior EI Billing Specialist
CALLIE TOLBERT, State General Funds Manager
NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing Coordinator
HEATHER WHITWORTH, CFO
JACKIE WOODS, Interim Human Resources Director

GUESTS (via Zoom unless noted)

TIM CUNNINGHAM, Cheyenne Village
INDY FRAZEE, The Independence Center
AUBREY JOHNS
LAURA OLSEN
STEVEN STOCK, Cheyenne Village
719.339.1743 (did not identify self when asked)

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

Go Baby Go is a program that was started at TRE in July 2017 with training and assistance from the University of Delaware. This program provides an adapted battery-operated car to children with significant motor delays and mobility challenges who struggle to explore their environment and learn and grow in that manner.

The difference between cars adapted at our event versus a power car purchased at retail stores is that the cars purchased at retail stores are powered with a foot pedal and have a flat plastic seat with no support. Cars built at Go Baby Go events use the cars off the shelf, but adapt the seat with supports necessary to safely support the child when seated and install electrical adaptations to shift operation from the foot pedal to other locations more accessible by the child, such as a large button on steering wheel or behind the child's head.

To date, six build events have been held providing vehicles to 47 children in the program. This program would not have been possible without the many volunteers and donated funds/sponsorships.

Due to restrictions on large gatherings, TRE has adapted these build events to serve a smaller number of children. The next event, sponsored by one of our tenants - Scheels, is scheduled for October 30 at TRE in the garage space. Scheel's will provide 2 build teams.

A short video on a recent build event (provided by KOAA) was shared with the group.

It is hoped that this program will reach families who do not know about TRE services, help educate the community on TRE and encourage sponsors and volunteers.



IV. APPROVAL OF MEETING MINUTES – September 16, 2020

A correction was provided for Page 7, Section VIII Old Business, Mission Statement Task Force, 4th paragraph. Chris Cipoletti email should be chis@cipoletticonsulting.com.

A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY HEIDI BRANDON TO APPROVE THE SEPTEMBER 16, 2020 MEETING MINUTES WITH THE ABOVE CORRECTION. *Motion unanimously approved.*

IV. 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 TRE was awarded the following grant money:

- \$16,000 from El Paso County Business Relief Fund (CARES Act) for business costs.
- \$30,000 from Office of eHealth Innovation (OeHI) to promote access to tele-health and tele-med sessions for families in services. Contract should be signed next month.
- \$3,000 from Pikes Peak Workforce for staff development.
- \$2,500 from Nutrition Camp for general operating expenses.

TRE was featured recently at the #1 spot on LinkedIn's Ways Nonprofits Can Recognize Employees' Hard Work.

The next virtual Art Show will kick-off on October 29. This on-line event will feature recorded interviews with a few of the artists and a special song presentation from A Positive Note from Colorado Springs Conservatory.

TRE has also kicked-off its 1st coloring contest as part of the Art Show. Submissions are accepted until Friday, November 15. Prizes will be awarded soon after.

TRE's Go Baby Go event was featured on KOAA. The next build event is Friday, October 30, sponsored by Sheel's.

TRE is once again participating in The Gazette's Best Workplaces.

Social media participation has rebounded – Instagram account has approximately 400 followers. If you haven't already, please follow TRE on FaceBook, Instagram, Twitter, LinkedIn and TRE YouTube pages for current events and exciting updates on TRE activities.

Colleen Batchelor, CEO shared thanks and recognition to the Community Engagement Team, even though the team lost their leader several months ago, the Community Engagement Team has demonstrated positive direction and excellent effort in a self-directed work team process. This is evident in all of their accomplishments this past month.

b. Finance and Investment Committee

Dan Mirer, Treasurer/Secretary reported.

Investments – TRE's Investment Broker provided the quarterly review at the October meeting. The committee will review its investment strategy and consider adjustments as needed prior to the third quarter review.

Overall stocks have performed well. The alternative stocks did not perform well and affected the overall net gains of the portfolio.

Total asset value is approximately \$2.5 million, most in cash. It was suggested that \$250,000 be moved to a .45% yield account and \$250,000 to a .35% yield account. The remaining \$1.5 million may be moved to a higher yielding account at another bank that would still be accountable by Integrity Wealth Advisors.

Financial Summary – Cash flow was good. Still experiencing slow payments for services from EI Colorado. No payments for FY 20-21 have been received to date.

Liabilities show that accrued vacation (PTO) now exceeds \$1 million. As a reminder, staff are researching different strategies to address this liability.

6385 Corporate Drive LLC – Nothing notable for September.

Payroll Protection Plan Loan – No additional funds were used in September. TRE continues to follow guidelines from the Bank of San Juans due to the constant changes to reporting requirements for forgiveness of this loan.

Audits Updates – Work continues. The general Audit is expected to be presented at the December Board Meeting. The Single Audit report may not be available until after the first of the year due to the learning curve involved with Single Entry Point reports and need to coordinate with the State on this audit.

c. Legislative Committee

Sarah Jack, Committee Chair shared that the virtual Annual Legislative Town Hall was excellent with approximately 100 participants. Eight elected officials participated.

One attendee of note was Bonnie Silva, HCPF. CEO Batchelor thanked her for attending and this presented an opportunity to discuss how to create more reciprocal communications so that our elected officials also understand what is happening at the State level to better interact with challenges that people in services experience. The



concept of holding a reverse town hall where State level staff can speak to people in services and elected officials to explain their processes and hear from stakeholders.

The planning group hopes to add this virtual component to future in-person events.

The entire planning committee was thanked for their efforts in making this event a success.

CEO Batchelor stated that the Joint Budget Committee's hearing schedule has been released and will be shared with Board members.

d. Nominating Committee

Ms. Jack, Committee Chair reported the most recent person interested in Board membership would like to become involved with a committee prior to pursuing full membership at this time.

A committee meeting will be scheduled in the near future to continue these discussions.

e. Executive Committee

Chair Hartje shared that discussion was held on the organization's structure and future changes, the changing relationship with Peak Vista at DDHC, and proposed legislation for participants in long term care waivers.

Strategic Planning – The group also discussed the need for the Board of Directors, Leadership Team and staff to move forward on work with strategic planning for the agency. The last specific report was provided just prior to David Ervin's departure. It was decided then to put this on hold until State contract changes were known.

CEO Batchelor asked that this again be made a priority due to all priorities/opportunities currently on the table for the organization. Once more current and specific priorities are adopted by the Board, this will assist in determining the leadership structure needed to support that direction.

A work group to determine a possible facilitator and initial process was formed by the Board of Directors. Volunteers for this work group are Deena Hartje, Dan Mirer, Judith Light, Chris Cipoletti, Sarah Jack, Laurie Huisingsh, Heidi Brandon and Colleen Batchelor.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive LLC – Work continues with the prospective tenant (ERA Shields).

There is initial interest from several other agencies for space, smaller square footage spaces. One agency did not come through Olive Real Estate but are personal connections of the CEO.

EI Colorado Budget – A meeting was held with EI Colorado last week to review budget cuts needed over the next three quarters of this fiscal year. Many have already been implemented due to attrition, reduction in mileage, etc. It is likely that additional cuts may need to be made prior to July 2021. We await the receipt of this budget proposal in writing.

To date, TRE has not received any payments from EI Colorado for services provided this fiscal year. They are now outside of contract requirements (45 days). This late payment issue is across all Community Centered Boards (CCBs) and is being addressed with Alliance Colorado to address as a system-wide issue. It was felt if this was addressed as a system-wide issue versus individual CCB issue that the Department will have to respond more quickly. EI Colorado is a division under the Colorado Department of Human Services. Most of their funding is from Colorado's State General Fund and Federal IDEA.

September Public Comments Follow-Up – CEO Batchelor reported that a meeting was held with the flex staff who were impacted by TRE budget cuts. The conversation was good. Unfortunately, at this time, there are no good solutions to the challenges that staff are facing due to not knowing what budget cuts will be required from EI Colorado. It was agreed that all affected staff would remain as staff but in an inactive status. It is TRE's intent once the budget and referrals increase again, that these staff will be utilized.

Please note that TRE does have the needed expertise in this area of service in current full-time and part-time staff.

Suggestions were shared that could assist TRE in expressing and acknowledging their expertise and value to TRE.

Another meeting will be scheduled after the 1st of the year to continue to share status updates.

VII. NEW BUSINESS

Health Care Initiative Update – CEO Batchelor shared that TRE has had a long-standing collaboration with Peak Vista around Developmental Disabilities Health Center (DDHC). TRE's role in this collaboration was to provide cross-systems care integration/coordination. The success of this coordination led TRE to pursue the three-year grant with Colorado Springs Health Foundation. Beginning in Year 3 of this grant, it was the intent to consider the model of cross-systems care integration that was implemented with DDHC and how to replicate it across other practices.

Peak Vista has made the decision to employ this position, now called Navigation Coordinator. With this decision, TRE's team must determine how we can continue true cross-systems care integration since TRE does not have a team member at DDHC.



Within the scope of the grant and efforts made in the past to identify how best to support cross-systems care integration specifically related to health outcomes, this team will focus efforts on developing this type of partnership with other practices in our area who already serve many people that TRE currently supports.

Currently TRE's team and Health Team Works (contracted agency working on grant) will develop potential strategies as follows:

- to replicate and increase access to competent integrated care.
- to expand this type of service to pediatric populations being served.
- to expand geographic reach of this type of care coordination.
- provide consultation to other organizations and partnerships that might want to replicate this.

A survey will be sent to several practices in this area who currently see patients also enrolled in long term care services through TRE to determine their understanding of cross-systems care integration, the benefits and challenges, and to determine interest to continue these discussions. Follow-up presentations will begin as quickly as possible once interest is expressed.

Work is also being done with Colorado Community Health Alliance and Amy Yutzy to show outcomes, not only health benefits but financial benefits of this type of cross-systems care coordination and how best to advocate with Medicaid to create innovation and payment reform to support this type of care coordination.

VIII. OLD BUSINESS

Mission Statement Task Force – Chris Cipoletti reminded the group of the presentation of a mission statement for consideration at last month's meeting. Feedback received resulted in the proposed statement to read as follows:

"Advocating for independence and inclusion, TRE partners with children and adults who have a variety of disabilities, delays, mental health or long-term care needs. We do this using a person-centered approach in coordinating care, promoting choices, and collaborating with community partners."

It was also explained that the group did not choose to change TRE to The Resource Exchange due to "The Resource Exchange" not explicitly describing what the agency does.

A MOTION WAS MADE BY JUDITH LIGHT, SECONDED BY HEIDI BRANDON TO APPROVE THE FOLLOWING MISSION STATEMENT FOR THE RESOURCE EXCHANGE - "Advocating for independence and inclusion, TRE partners with children and adults who have a variety of disabilities, delays, mental health or long-term care needs. We do this using a person-centered approach in coordinating care, promoting choices, and collaborating with community partners." Motion unanimously approved.

The group was thanked for their work on this task. The task force's next work will focus on vision and value statements.

Diversity Work Group – Diane Loschen, Vice Chair reported that the full group has met five times with the facilitator. The work has included interesting and eye-opening conversations helping the group understand their own personal biases in connection to the work of the group as a whole. Diversity is cultural. This is a paradigm shift for an organization to really do this work.

The group has created a book club to read and discuss some of the recommended materials. This is a foundation for helping individuals become comfortable having hard conversations. The current book choice is *White Fragility*. This book is highly recommended for anyone who would like to begin to explore diversity and set a foundation for being comfortable with these types of conversations and being open to understanding different perspectives.

Trust within TRE continually comes to the forefront of possible barriers. Working remotely doesn't necessarily help with this feeling amongst staff.

A smaller work group was formed to work on an action plan from completed work of the larger group that listed strengths, weaknesses, opportunities and threats.

Several members of the Work Group will attend the December Board meeting to share the action plan recommendations for the Board and the agency.

TRE By-Laws Task Force – Mr. Cipoletti reviewed the major changes that are being recommended by the task force.

Number of members of the Board. Recommendation is 15 members be the maximum number.

Recommendation for Board terms is that all terms begin on July 1 of each fiscal year, running for three years. Terms should be staggered so that ideally one-third of the Board will turnover each year or begin a second term. This should ensure historical knowledge and continuity to assist newer members.

The By-laws do not specifically address resignations. Members must be engaged and in attendance to be effective.

If a member leaves within eighteen months of first term, the replacement's term will be counted as a first term served. If second eighteen months, it will not be counted as a first term.

Notices for special meetings are recommended to be broken into two categories – regular meeting notifications and special meeting notifications.

Proxy voting specifications will be removed since it is not good practice.

The reference to the Immediate Past President serving on the Executive Committee will be removed.

An audit committee is not needed due to the agency using an external auditing company. If deemed necessary, the Audit Committee would be separate from the Finance and Investment Committee.

Recommendation to remove Development Committee and Program Committee as standing committees. The Board of Directors can designate additional advisory committees as needed. The only standing committees will be Executive, Finance and Nominating Committees.

CEO will be identified as an employed officer.

Recommended change to officers' term structure is that Chair and Vice Chair be elected one year and Treasurer and Secretary during the following year, all to serve two-year terms. The Secretary/Treasurer position is also recommended to be broken out into two separate positions.

Amending the by-laws was not addressed in original document. It is recommended that notice must be given for a review and comment meeting followed by meeting for adoption by super majority.

These suggested recommendations will be presented for vote at the November 2020 meeting. An updated clean copy will be provided to Board members prior to the November meeting.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, November 18, 2020** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION

Chair Hartje moved to adjourn into executive session pursuant to Colorado Revised Statutes Section 24-6-402(4) for the purpose of discussing TRE Social Enterprise ProForma.



A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY CHRIS CIPOLETTI TO ADJOURN INTO EXECUTIVE SESSION. *Motion unanimously approved.*

XII. RECONVENE REGULAR MEETING

The time is now 9:37 am. The Board's executive session has concluded, and we are now back in regular open session.

While in executive session, the Board did not take any formal action and did not adopt any policy, position, resolution, rule or regulation.

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Colorado Open Meetings law, I ask that you state your concerns for the record.

Hearing none, the next agenda item is adjournment of the 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 9:39 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 NOVEMBER 18, 2021



TRE
The Resource Exchange

BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, November 18, 2020

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
SARAH BRITTAIN JACK
CHRIS CIPOLETTI – in person
LAURIE HUISINGH - in person
JUDITH LIGHT – in person
DAVE PAUL
JULIA SANDS de MELENDEZ
JORDAN WEIMAR
AMY YUTZY

STAFF PRESENT (via Zoom unless noted)

ASHLEY BYE, Service Coordination Supervisor-Teller and Park Counties
ELIZABETH ALBO, Donor Relations Manager - in person
COLLEEN BATCHELOR, CEO
TIFFANY COONEY, Service Coordinator
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant – in person
REBEKEH FALETH, Nursing Home Supervisor
ROB FRANC, Projects Manager - in person
LORI GANZ, Clinical Services Director
DAVID JUROVICH, HR Recruiter
DEMETRIA LOPEZ, Senior Coordinator, Benefits/Billings
DANNI MEGYERI, Senior Coordinator, Prior Authorizations
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
CALLIE TOLBERT, State General Funds Manager
NANCY VIGIL, Navigation and Quality Director
HEATHER WHITWORTH, CFO
JACKIE WOODS, Interim Human Resources Director

GUESTS (via Zoom unless noted)

INDY FRAZEE, The Independence Center
FREDRICK LEGGETT, Community Member
SHARLA LEGGETT, Community Member
STEVEN STOCK, Cheyenne Village
TAMARA FRENCH, Discover Goodwill
TINA SWONGER, Prospective Board Member
TRAVIS, Voyager

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 MOMENT

Ashley Bye, Service Coordination Supervisor for Teller and Park Counties introduced Sharla Leggett. Mrs. Leggett thanked TRE for providing services in Teller County and that she appreciated the work that Tiffany Cooney, Service Coordinator does for her family.

IV. APPROVAL OF MEETING MINUTES – October 21, 2020

A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY HEIDI BRANDON TO APPROVE THE OCTOBER 21, 2020 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

IV. 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 TRE was featured as one of Empty Stocking Fund's agencies in The Gazette.

The Fall Art Show and End-of-Year Kickoff was successful. Thanks to all who participated.

5 Day Deal will be matching end of year donations up to \$2500.

Giving Tuesday Sponsor – NTSOC has given \$1000 for this event.

TRE's impact statements will be sent to donors who have given in the past two years.

Drive Up Breakfast with Santa has tentatively been scheduled for December 12.

October Social Media was better than September with features on Go Baby Go, Fall Art Show and employee feature.

b. Finance and Investment Committee

Dan Mirer, Treasurer/Secretary reported.

Financial Summary – October 2020 was a good month. Cash flow has remained stable mainly due to receiving payments from contracting agencies and conservative spending by TRE staff. Accounts payable came down considerably due to the repayment of overpayments for Early Intervention, Family Support and State Supported Living Services.

Fiscal Year 2022 Budget Preparation – Work will begin in January.

6385 Corporate Drive LLC – Balance sheet show a cash balance of \$81,000 and receivables of \$184,000. The Income Statement also reflects a healthy month.

Payroll Protection Plan Loan – The forgiveness application will be completed shortly after TRE's audits are complete (December timeframe).

Audits Updates – Financial audit report will be provided at the December Board of Directors' meeting. The Single Audit will hopefully be completed by year's end with a report to the full Board of Directors in January or February 2021.

Strategic Planning – The Strategic Planning Workgroup asked for approval to use funds from the consultants' budgeted expense line item. The committee gave approval to spend no more than \$7000 for this initial work.

c. Legislative Committee

Sarah Jack, Committee Chair shared that the next regular Legislative Session will begin on January 13, 2021. Governor Polis has indicated that he will be calling a Special Session to address the need for a COVID-19 relief package for small businesses and citizens of Colorado. The start date for this session has not been confirmed as of today's date.

d. Nominating Committee

Ms. Jack, Committee Chair introduced Tina Swonger, prospective Board member. Ms. Swonger was recommended to TRE's Board of Directors from past member, Carolyn Wharton. Ms. Swonger indicated that she is very interested in learning more about The Resource Exchange and looks forward to serving on the Board.

Ms. Jack informed the group that Tracy Narvet has expressed interest in rejoining TRE's Board of Directors. Ms. Narvet owns her own financial consulting agency. Also, Lois

Landgraf who has served the citizens of El Paso County in the legislature and is term-limited has expressed an interest in serving on TRE's Board of Directors.

The group was also reminded that Ms. Jack's second term on the Board of Directors ends at the end of June 2021. Therefore, a new chair will be needed for both the Nominating and Legislative Committees.

e. Executive Committee

Chair Hartje shared that discussion was held on the roll-out celebration for TRE's new mission statement. This will likely be held in late Spring 2021. The Community Engagement Team is coordinating this celebration.

The group also discussed TRE's primary customer – people receiving services or contracting agencies (State of Colorado).

Plans for future Board and Leadership development were discussed.

Colleen Batchelor, CEO provided the updates on the current budget as well as projections for the next year's State Budget presented by Governor Polis.

Strategic Planning – Preliminary plans for the future TRE Strategic Planning sessions were discussed. A separate workgroup was formed to handle the planning of this important work.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive LLC – The lease with ERA Shields has been signed. They will take possession of areas on the third floor in June 2021 with the lease beginning in July 2021.

The agency that is leasing space on the second floor will move in the first week of December 2020. Carpet and paint are being completed now.

EI Colorado Budget – CEO Batchelor reported that TRE has been directed to cut approximately \$300,000 from its current budget with EI Colorado. Some of these cuts have been made by not filling positions when staff left their employment and not filling anticipated new growth positions. However, the direct services area of the program will be most significantly hit to meet the remaining needed cuts. A number of options are being explored to have the least impact on families and most equitable for staff.

Listening Sessions – Two sessions were held with approximately 40 staff on September 11. These listening sessions proved to be beneficial to both staff and CEO Batchelor. Staff shared their experiences during the pandemic, ideas on how to support each other and people receiving services during this time when face-to-face meetings cannot be held. They also discussed their fears and needs when work returns to in-person in the future.

These will be held on a monthly basis with staff focusing on different topics each month.

COVID Updates – CEO Batchelor reported that TRE has experienced additional staff being tested positive for COVID since her report. None of these staff have worked from the office during this time. TRE is still under the reporting requirements by El Paso County's Department of Health.

Many staff are utilizing the FFCRA program for paid leave related to COVID 19. This is presenting the need for teams to be creative in how best to meet the staffing needs and contract requirements for the agency.

VII. NEW BUSINESS

None presented.

VIII. OLD BUSINESS

a. TRE ByLaws Final Review and Approval

Chris Cipoletti presented the final draft of TRE ByLaws for final review and approval. Clarification was provided regarding recruitment of new Board members. Mr. Cipoletti stated that vacant positions can be filled at any time during the year.

The new officer position of Secretary will be added to the slate of officers to serve the term beginning July 1, 2021.

The only standing committees of the Board of Directors are Executive, Nominating and Finance. Other committees are established by one or more resolutions adopted by a majority of directors or by revision of the bylaws.

A MOTION WAS MADE BY CHRIS CIPOLETTI, SECONDED BY HEIDI BRANDON TO APPROVE THE RESOURCE EXCHANGE BYLAWS AS PRESENTED. *Motion unanimously approved.*

b. Diversity, Equity and Inclusion Work Group

Diane Loschen, Vice Chair reported that the full group held its final meeting with the facilitator. Representatives from this Workgroup will present the Mission Moment and Action Plan recommendations to the Board of Directors at the December 2020 meeting.

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, December 16, 2020** at 7:30 am at The Resource Exchange.

XI. ADJOURN REGULAR MEETING INTO EXECUTIVE SESSION

A MOTION WAS MADE BY DIANE LOSCHEN, SECONDED BY CHRIS CIPOLETTI TO ADJOURN INTO EXECUTIVE SESSION. *Motion unanimously approved.*

XII. RECONVENE REGULAR MEETING

The Executive Session was adjourned at 8:55 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 8:57 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 DECEMBER 16, 2020



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, December 16, 2020

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
CHRIS CIPOLETTI – in person
LAURIE HUISINGH - in person
DAVE PAUL
JULIA SANDS de MELENDEZ
JORDAN WEIMAR
AMY YUTZY

MEMBER ABSENT:

JUDITH LIGHT

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
ROB FRANC, Projects Manager
LORI GANZ, Clinical Services Director
KIRSTI GAULT, HR Representative
DON GRAY, Facilities Manager – in person
JOANN GRAY, Enrollment Coordinator
DEMETRIA LOPEZ, Senior Coordinator, Benefits/Billings
SARAH NOLAN, Break Time Program Coordinator/Events Coordinator
KATHLEEN SCOVIL, Service Coordinator
KITTY SILVERS, Senior EI Billing Specialist
CALLIE TOLBERT, State General Funds Manager
NANCY VIGIL, Navigation and Quality Director
HEATHER WHITWORTH, CFO
JULIE WHITE, Marketing and Communications Manager
JACKIE WOODS, Interim Human Resources Director



GUESTS (via Zoom unless noted)

DYLAN ANDERSON, Community Advantage
INDY FRAZEE, The Independence Center
TAMARA FRENCH, Discover Goodwill
CORY TWEDEN, Scheels All Sports

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 MOMENTS

a. Diversity, Equality and Inclusion (DEI) Workgroup

Joann Gray shared her experiences with this group and feels inspired and challenged in working with this group and other TRE staff in helping develop a path for the organization to move forward in these areas.

b. Scheels All Sport

Cory Tweden shared that his family has personal experience with TRE and thanked the group for these services.

Mr. Tweden then shared Scheels' experience in being a sponsor and build team for a recent Go Baby Go event. This was an awesome experience for their staff and they look forward to continuing to build the relationship with TRE.

IV. APPROVAL OF MEETING MINUTES – NOVEMBER 18, 2020

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY LAURIE HUISINGH TO APPROVE THE NOVEMBER 18, 2020 MEETING MINUTES AS PRESENTED. *Motion unanimously approved.*

IV. BOARD COMMITTEE REPORTS

Board members were asked to RSVP when planning to attend any Committee meetings.

a. Community Engagement Committee

Diane Loschen, Vice-Chair recognized and thanked the Community Engagement team for their hard work.

TRE received a first-time grant award from Anschutz in the amount of \$20,000 for general operating expenses. TRE also received a grant award from Caring for Colorado in the amount of \$35,000 to Early Childhood Mental Health services.

Members of the Board were reminded to send their annual gift for Empty Stocking Fund to Liz Albo at TRE. The donation from TRE's Board of Directors will be submitted as one gift.

Recent events benefitting the Empty Stocking Fund were Drive Thru Santa and Holidays from Home. Drive Thru Santa's event was a quick pivot from our annual Breakfast with Santa and was a very fun, heart-warming event. Santa Joe connected with 111 children and their families as they drove by. All the families received goody bags.

Deena Hartje presented at the Holidays from Home event and provided an excellent overview of her personal experience with TRE. This was the second year that TRE was asked to participate in this event which is an honor.

Elizabeth Albo thanked the Board of Directors for their participation in all of the events this past year. TRE and the Community Engagement Team has a small token of thanks for each Board member. These will be distributed safely this coming week.

b. Finance and Investment Committee
Dan Mirer, Treasurer/Secretary reported.

Financial Summary – November 2020 was a steady month. Cash flow has remained stable mainly due to receiving more timely payments from contracting agencies and conservative spending by TRE staff. TRE also received a refund from the IRS for overpayment of estimated unrelated income over the past several years.

The expenses incurred for 6385 Corporate Dr. were primarily for improvements completed in the proposed co-working space. Accrued liabilities are higher due to insurance payments being out of sync with payroll, which covers the employee portion of monthly premiums.

Revenue is down from the state mainly due to lack of in-person services being provided and reduced numbers being served in state funded programs. However, staff salary and benefits are also down due to several vacancies and high turnover in our services program areas. The committee will begin a more in-depth monthly review of specific program areas to determine if changes need to be made in how services are being offered and delivered.

6385 Corporate Drive LLC – Outlook for gaining new tenants is positive. Co-working space also has its first occupant.

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

Audits Updates – Both audit reports will be provided at the January Board of Directors' meeting.

Metrics – The committee reviewed an initial set of financial performance metrics/charts. The group will continue to refine these reports as a reporting tool to the full Board of Directors in the coming months.

c. Legislative Committee

Sarah Jack, Committee Chair shared that the Special Session focused on legislation for assistance to small businesses and others during this pandemic was held following Thanksgiving. The next regular Legislative Session/General Assembly will begin on January 13, 2021.

d. Nominating Committee

Ms. Jack, Committee Chair welcomed Tina Swonger to the Board of Directors. Ms. Swonger will complete the term vacated by Brad Hallock (ending in June 2021) and then will begin her first three-year term in July 2021.

The group was informed that Colleen Batchelor, CEO is hosting a virtual orientation with newer Board members on January 11. If others are interested in attending, please contact Tammie Ingram.

The only other term-limited member for FY 2021 is Ms. Jack, term ending in June 2021.

The Board of Directors currently has thirteen members. The bylaws are specific that new members will be seated beginning in July of each year unless filling a term vacated by a previous Board member.

Ms. Jack informed the group that she met with Tracy Narvet to discuss her interest in rejoining TRE's Board of Directors. A virtual meeting will be set up with other committee members soon. If other Board members are interested in attending this meeting, please advise Ms. Jack.

The group was also reminded that new Chairs and other volunteers are needed for both Legislative and Nominating Committees, before June 2021.

e. Executive Committee

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

- The group felt that the Drive-Thru with Santa was a great event. Thanks to everyone who participated.
 - The group briefly discussed research being done to determine if TRE should pursue a mill levy in the future.
 - Board development and strategic planning were discussed.
 - Early Intervention Services' budget cuts from the state were reviewed.
-

VI. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive LLC – Work continues to finalize details for the ERA Shields' lease agreement. It is hoped that this will be completed shortly after the first of the year.

Another organization has expressed interest in space (approximately 10,000 SF) on the first floor. TRE will provide estimates on finish-out for this space for their consideration.

If this agency chooses space in our building, this will result in most of the building's available space being occupied.

Joint Initiatives has moved into the co-working space on the second floor. Not much activity by their staff yet due to the shutdown.

EI Colorado Budget – CEO Batchelor reported that TRE must cut approximately \$350,000 in the direct services program area due to a directive from the Colorado Department of Human Services/EI Colorado. Developmental Intervention and Social/Emotional Intervention staff have been impacted the most by these cuts (25% reduction in hours) and by the decrease in referrals during the pandemic and the change in eligibility criteria.

Due to these reductions and the forecast for a slow return to more normal practices, several staff being affected by these cuts are being given the opportunity to provide cross-program support within the agency. Due to high turnover in other program areas, many of the EI staff who have had hours cut will be trained to assist in the other areas where needed. This solution was suggested by staff during one of the Listening Sessions in November.

TRE is also reaching out to community partner agencies (some being competitors) with advertised open positions to enquire about the possibility of contracting with TRE staff to provide needed services in their agencies.

Listening Sessions – Additional sessions were held in December. Themes heard from all sessions will be shared in the CEO's end-of-year update.

COVID Updates – CEO Batchelor shared that TRE is experiencing larger numbers of staff and people in services being affected during the past two months.

Joint Budget Committee (JBC) Hearings/Briefings – During the Medicaid services briefing (through Health Care Policy and Financing (HCPF), the JBC analyst was asked for additional information and proposed recommendations to be presented later this week on policy affecting residential services for adults with intellectual and development disabilities (IDD). This is not common practice of the JBC as most recommendations and/or action from the JBC is not made until approximately March. Advocates from around Colorado, including Alliance Colorado, have been very active in providing

education to all elected officials concerning services for people with IDD and have built trusting relationships with the JBC.

Early Intervention Monitoring – This virtual monitoring was recently completed by the Department of Human Services. Preliminary results showed minor findings that the team will be addressing. One question was raised by the team regarding how Nursing and Social Emotional Intervention Services are provided. The questions focused on services directed to support parents rather than directly to the child. Research shows that children develop within the context of relationships with their parents and caregivers, which demonstrates the importance of supporting parents through services. TRE will clarify with EI Colorado that the program does not provide mental health services to parents, but does support parents to build a child's social emotional development.

Mill Levy Research – CEO Batchelor shared that research is being done on the feasibility of pursuing a mill levy. TRE is the only community centered board (CCB) in Colorado that does not currently have a mill levy for supports and/or responsibilities that are not funded by federal and state programs. More information will be shared in January or February 2021.

VII. NEW BUSINESS

None presented.

VIII. OLD BUSINESS

a. TRE Strategic Planning Workgroup Update

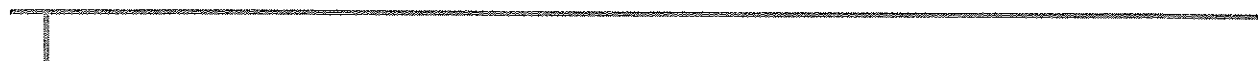
Chris Cipoletti reported that three agencies were identified for initial interviews to determine their strengths with board development, board governance and strategic planning. A Request for Proposal (RFP) will be sent out after these initial meetings are complete to begin planning the structure for future development and strategic direction, timing and cost. It is hoped to have information available for review no later than the February meeting.

Board development training will be held prior to the strategic planning work.

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

Jackie Woods, Interim Human Resources Director and member of DEI workgroup read a letter from another member of the workgroup sharing experiences of serving on this workgroup and excitement in engaging with other members of TRE's Board and staff in the future to be certain all staff and customers are valued and validated in order to develop the best services for persons in services and our community.

Ms. Woods then reviewed the current recommended action plan from the workgroup to continue and effect real change to the diversity, equity and inclusion practices/culture at TRE. Periodic reporting will be provided at future Board of Directors' meetings. *(The*



letter and PowerPoint Presentation is incorporated into these minutes by reference and can be found in the December 16, 2020 Board records for further review).

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, January 20, 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.*

XII. RECONVENE REGULAR MEETING

The Executive Session was adjourned at 9:08 am.

XIII. ADJOURNMENT

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY LAURIE HUISINGH TO ADJOURN THE REGULAR MEETING OF THE RESOURCE EXCHANGE BOARD OF DIRECTORS. *Motion unanimously approved.*

The regular meeting was adjourned at 9:10 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 JANUARY 20, 2021
