



THE RESOURCE EXCHANGE
BOARD OF DIRECTORS' MEETING NOTICE

TO: BOARD OF DIRECTORS

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

FROM: DEENA HARTJE, Chair

THE BOARD OF DIRECTORS OF THE RESOURCE EXCHANGE WILL MEET ON WEDNESDAY, AUGUST 18, 2021 AT 7:30 A.M. VIA ZOOM (SEE WEBSITE FOR LOG IN INFORMATION). PLEASE CONTACT TAMMIE ENGRAM ON 719.785.6425 or TENGRAM@TRE.ORG TO CONFIRM YOUR ATTENDANCE OR WITH ANY QUESTIONS.

MEETING AGENDA

- I. CALL MEETING TO ORDER – Deena Hartje, Chair
- II. PUBLIC COMMENTS – 10 minutes
- III. MISSION MOMENT –
- IV. LEGISLATIVE UPDATE – Ed Bowditch
- V. CONSENT AGENDA (These items requiring Board action will be considered together by one vote of the Board. Any officer or director may object to including a single item on the Consent, and the item will be added to New or Old Business below for full discussion.)
 - a. Board of Directors' Meeting Minutes – July 21, 2021
- VI. BOARD COMMITTEE REPORTS
 - a. Community Engagement Committee
 - b. Finance and Investment Committee – Jordan Weimar, Treasurer
 - Financial Statements Review
 - c. Executive Committee – Deena Hartje, Chair
- VII. CEO REPORT – Colleen Batchelor
- VIII. NEW BUSINESS
- IX. OLD BUSINESS
 - a. Diversity, Equity, and Inclusion Workgroup Update – Colleen Batchelor
 - b. Strategic Plan Development Update – Deena Hartje/Colleen Batchelor
 - c. 6385 Corporate Drive LLC Update – Chris Cipoletti
- X. PUBLIC COMMENTS – 5 minutes
- XI. SCHEDULE OF NEXT MEETING – September 15, 2021 @ 7:30 a.m.
- XII. ADJOURN

TRE Mission

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



TRE

The Resource Exchange

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

MEMBERS PRESENT (via Zoom unless noted)

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

STAFF PRESENT (via Zoom unless noted)

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

GUESTS (via Zoom unless noted)

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

I. CALL MEETING TO ORDER

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

II. PUBLIC COMMENTS

None.

III. CONSENT AGENDA

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

IV. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee (FIC)

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

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

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

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

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

Finance and Investment Committee Members -

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

6385 Corporate Drive LLC

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

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

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

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

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

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

b. Executive Committee

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

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

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

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

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

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

V. CHIEF EXECUTIVE OFFICER'S REPORT

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

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

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

VI. NEW BUSINESS

a. Board Discussion – Mission Moments

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

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

VII. OLD BUSINESS

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

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

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

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

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

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

c. TRE Strategic Planning Workgroup

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

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

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

d. 6385 Corporate Drive LLC Update

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

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

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

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

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

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

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

XIII. PUBLIC COMMENTS

None.

IX. SCHEDULE OF NEXT MEETING

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

X. ADJOURNMENT

The Regular Session was adjourned at 8:24 am.

SUBMITTED BY:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Laurie Huisingsh, Secretary



The Resource Exchange, Inc.

Chief Executive Officer Report

August 2021

TRE

- **6385 Corporate Drive Building Update.**
 - An initial meeting with the Marketing and Branding Consultant for Community Works and 6385 Corporate Dr. LLC has been held. Initial ideas will be presented in August for feedback with more formal presentations expected in September.
 - Notice has been given to Olive Property Management to discontinue property management for the building effective 8/30/21. Meetings with Olive are scheduled to plan for a smooth transition.

- **COVID-19 Updates.** No new updates at this time

- **Executive Team Updates.**
 - The Executive Team has participated in 4 leadership development sessions with Dr. Pam Shipp. They will complete the final session in August and determine next steps at that time. This work has focused on leadership skills as well as supporting the work of the DEI Team.
 - Beginning in September, the work in Executive Team Meetings will be summarized in the monthly CEO Report to the Board and Minutes of those meetings will no longer be forwarded to Board Members.
 - Work continues within the Executive Team to initiate a pilot for self-directed teams within the El Paso County area. A meeting with staff interested in learning more about this pilot will be scheduled in late August or early September.

- **IT Consultant RFP Updates.** No updates at this time. RFPs are currently under review and a decision is anticipated later in August.

State

- **Health Care Policy and Finance (HCPF).** Amanda Lofgren from HCPF attended TRE's Financial Planning Task Force Meeting in July. As a result of the discussions in this meeting, she has expressed interest in having further conversations with TRE regarding CCB and SEP challenges and opportunities. A meeting is currently scheduled for August 6.

- **Early Intervention (EI).**
 - El Colorado has shared information regarding a transition to a regional approach for Intake and Evaluation processes. There is little detail available on this vision, but it is anticipated that it will be implemented by 7/1/22.



The Resource Exchange, Inc.

Chief Executive Officer Report

August 2021

- Colorado continues planning to establish an Early Childhood Department. All of the programs currently under CDHS, Office of Early Childhood are anticipated to move to this new department, but nothing is officially established at this point.
- EI Colorado is currently using funding received through the American Rescue Plan Act (\$3.3 million) to ensure current contracts with EI programs are fully funded. Once they better understand the amount of funding remaining, they will determine other areas for use for the funds. They are considering direct stimulus payments to EI contract providers and will be hosting stakeholder feedback process to determine how best to do this.
- As a result of a change in the eligibility criteria for EI in 2020, EI Colorado has been working on establishing an Early Start Program to support children with less significant delays in development or high risks. They have received grant funding to support the initiation of this program. A report from the public consulting group who is helping with development of the program is expected the week of 8/2.

Colleen Batchelor

Respectfully submitted:

Colleen Batchelor, Chief Executive Officer

4 August 2021