



THE RESOURCE EXCHANGE
BOARD OF DIRECTORS' MEETING NOTICE

TO: **BOARD OF DIRECTORS**

DAN MIRER, Vice Chair
JORDAN WEIMAR, Treasurer
LAURIE HUISINGH Secretary
HEIDI BRANDON

LOIS LANDGRAF
JUDITH LIGHT
GEORGE MENTZ
DAVE PAUL

JULIA SANDS de MELENDEZ
TINA SWONGER
AMY YUTZY

FROM: DEENA HARTJE, Chair

THE BOARD OF DIRECTORS OF THE RESOURCE EXCHANGE WILL MEET ON WEDNESDAY, JULY 21, 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. 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 – June 16, 2021
 - b. Policy Review – Equal Employment Opportunity
 - Added 'gender identity' to policy statement to abide by new CO law effective September 2021
 - c. Community Engagement Committee Updates
 - d. Legislative Committee Updates
 - e. Nominating Committee Updates
- IV. BOARD COMMITTEE REPORTS
 - a. Finance and Investment Committee – Jordan Weimar, Treasurer
 - Financial Statements Review
 - b. Executive Committee – Deena Hartje, Chair
- V. CEO REPORT – Colleen Batchelor
- VI. NEW BUSINESS
 - a. Board Discussion – Mission Moment
- VII. 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
- VIII. PUBLIC COMMENTS – 5 minutes
- IX. SCHEDULE OF NEXT MEETING – August 18, 2021 @ 7:30 a.m.
- X. 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.



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

MEMBERS PRESENT (via Zoom unless noted)

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

MEMBERS ABSENT:

DEENA HARTJE, Chair
LAURIE HUISINGH, Secretary
JUDITH LIGHT

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Donor Relations Manager - in person
COLLEEN BATCHELOR, CEO – in person
KYLE COX, Manager of Navigation and Enrollments
MEGAN ELLIS, Grants Manager
TAMARA ENGRAM, Executive Assistant – in person
REBEKAH FALETTI, Nursing Home Supervisor
ROB FRANCO, Project Manager
LORI GANZ, Clinical Services Director
MICHELLE GARRISON, Intake Coordinator
DON GRAY, Facilities Manager – in person
BRANDI GRIFFITHS, Service Coordination Manager
DEMETRIA LOPEZ, Benefits/Billing Senior Coordinator
DANNI MEGYERI, Prior Authorization Senior Coordinator
EMILY MILLER, Senior Intake Coordinator
CALLIE MURPHY, State General Funds Manager
SARAH NOLAN, Break Time Program Coordinator
AMANDA REED, Early Intervention Manager
KAREN RICE, EI Billing Manager
STEPHANIE SAMORA, Benefits/Billing Supervisor

KITTY SILVERS, Senior EI Billing Specialist
AMANDA STEINGIESSER, Intake CCB Supervisor
GINGER STRINGER, Physician and Community Outreach Specialist
LAURA THOMAS, Case Management Director
NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing and Communications Manager
HEATHER WHITWORTH, CFO
JACKIE WOOD, Interim Human Resources Director

GUESTS (via Zoom unless noted)

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

I. CALL MEETING TO ORDER

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

II. PUBLIC COMMENTS

None.

III. MISSION MOMENT

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

IV. CONSENT AGENDA

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

V. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee

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

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

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

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

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

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

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

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

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

Treasurer Mirer reviewed the following budget assumptions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

b. Nominating Committee

It was noted that term dates listed in the report from the Nominating Committee were incorrect. All terms listed should be 07/2021-06/2024.

Renewal and New Terms:

Second Term –Amy Yutzy

First Term – Former State Representative Lois Landgraf
Commissioner George Mentz

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

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

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

Officers:

Chair Deena Hartje

Vice Chair Dan Mirer

Treasurer Jordan Weimar

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

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

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

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

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

c. Executive Committee

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

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

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

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

VI. CHIEF EXECUTIVE OFFICER'S REPORT

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

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

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

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

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

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

VII. NEW BUSINESS

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

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

VIII. OLD BUSINESS

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

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

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

b. TRE Strategic Planning Workgroup

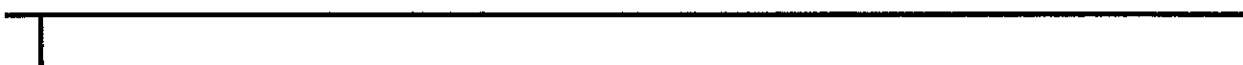
CEO Batchelor shared that the Program Planning Task Force Meeting was very well attended with great feedback from all stakeholders.

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

c. 6385 Corporate Drive LLC Update

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

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



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

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

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

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

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

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

IX. PUBLIC COMMENTS

None.

X. SCHEDULE OF NEXT MEETING

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

XI. ADJOURNMENT

The Regular Session was adjourned at 9:00 am.

SUBMITTED BY:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Laurie Huisingh, Secretary

TITLE: EQUAL EMPLOYMENT OPPORTUNITY

POLICY:

This policy states The Resource Exchange's (TRE) position on discrimination. This policy applies to all TRE employees, volunteers, members, clients, consultants, and contractors.

The Resource Exchange is committed to affording equal employment opportunity to qualified individuals regardless of their race, color, religion, national origin, sex, sexual orientation, gender expression, gender identity, age, height, weight, disability status, veteran status, military obligations, and marital status. We are also committed to conforming with the content and spirit of applicable Equal Opportunity and Affirmative Actions laws and regulations. This policy applies to recruiting, hiring, training, education, promotion, compensation, benefits, termination, and all other privileges, terms, and conditions of employment.

TRE strongly opposes any form of unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct, which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

POLICY REVISED: 03/2011, 6/2021

POLICY APPROVED: 03/2011 (BOARD OF DIRECTORS)

PROCEDURES REVISED: 04/2018

RESPONSIBILITY: CEO, Director of Human Resources

PROCEDURES:

In keeping with the intent of this policy, the company will adhere to the following procedures:

1. Employment and promotional decisions will be made in a manner which promotes the principle of Equal Employment Opportunity, based upon selection criteria that are job related.
2. The Resource Exchange will evaluate the performance of management and supervisory personnel on the basis of their involvement in achieving these Equal Employment Opportunity objectives.
3. The Resource Exchange employees who do not comply with the Equal Employment Opportunity policies and procedures will be subject to disciplinary action up to and including termination.
4. The Company prohibits retaliation against any employee filing a complaint under this policy or for assisting in a complaint investigation.
5. If an individual believes there has been a violation of our Equal Employment Opportunity policy or retaliation standard, the incident must be reported to either a direct supervisor, the Human Resources Department, or the CEO, who will investigate the matter and take appropriate corrective action.
6. Overall responsibility for the development and execution of the Equal Employment Opportunity program is the responsibility of our managers; however, the day-to-day administration of the program is the responsibility of the Director of Human Resources.
7. The Director of Human Resources will provide the CEO with periodic progress reports as required.



The Resource Exchange, Inc.

Chief Executive Officer Report

July 2021

TRE

- **6385 Corporate Drive Building Update.**
 - The Board of Directors for 6385 Corporate Dr. LLC will hold its first meeting on 7/7/21 and will report back to the TRE Board on 7/21/21.
 - No new tenant updates at this time.
- **COVID-19 Updates.** No new updates at this time
- **IT Consultant RFP Updates.** TRE has received 4 responses to the IT Consultant RFP and is currently reviewing those. Follow-up interviews may be scheduled with top candidates to better inform the decision. TRE is seeking an IT consultant that provides excellent customer service for IT support, strong education to build individual capacity to utilize technology tools, and strong strategic consultation on the future evolution of TRE's use of technology.

State

- **Health Care Policy and Finance (HCPF).** HCPF has distributed its priorities for the spending of American Rescue Plan Act funds and are currently awaiting response from the Centers for Medicare and Medicaid Services (CMS). This response is expected by July 12, 2021. Following that response, HCPF will schedule additional stakeholder meetings to discuss further details on the use of these funds, estimated at more than \$550 million which must be used by April 2024.
- **Early Intervention (EI).** TRE has received the FY22 contract for EI services. The budget submitted by TRE in March 2021 was accepted as submitted. In addition, a holdover letter from CDHS/EI Colorado to extend the FY21 contract through September 30, 2021, to allow time for the FY22 contract to be processed and executed was received. It is expected that information on further funding, available through the American Rescue Plan Act and estimated at \$8.6 million, will be shared by early fall to support workforce retention and other system needs.

Colleen Batchelor

Respectfully submitted:

Colleen Batchelor, Chief Executive Officer

6 July 2021