



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, August 18, 2021**

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

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

**MEMBERS ABSENT:**

LOIS LANDGRAF  
JUDITH LIGHT

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

ELIZABETH ALBO, Donor Relations Manager  
AMANDA BAKER, Service Coordinator  
COLLEEN BATCHELOR, CEO – in person  
MEGAN ELLIS, Grants Manager  
TAMARA ENGRAM, Executive Assistant – in person  
REBEKAH FALETTI, Nursing Home Supervisor  
ROB FRANCO, Project Manager  
LORI GANZ, Clinical Services Director  
BRANDI GRIFFITHS, Service Coordination Manager  
SAMANTHA MAURO, Pueblo Team Supervisor  
CALLIE MURPHY, State General Funds Manager  
SARAH NOLAN, Break Time Coordinator  
KAREN RICE, EI Billing Manager  
GINGER STRINGER, Physician and Community Outreach Specialist

**GUESTS (via Zoom unless noted)**

ED BOWDITCH, Bowditch & Cassell Public Affairs - in person  
CHRIS CIPOLETTI, Cipoletti Consulting – in person  
TIM CUNNINGHAM, Cheyenne Village  
INDY FRAZEE, The Independent Center

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KENDALL MAJERES, TRE Client, Community Member  
GAIL NEHLS, Envida  
TAMARA TRUJILLO, Goodwill of Southern Colorado  
406.788.4209 – Did not identify self when asked  
Galaxy Z Flip – Did not identify self when asked

## **I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:30 am by Chair Deena Hartje.

## **II. PUBLIC COMMENTS**

None.

## **III. MISSION MOMENT**

Samantha Mauro, Pueblo Team Supervisor introduced Kendall Majeres. Ms. Majeres shared how staff at TRE and Pueblo Diversified Industries (PDI) has helped her be more independent in her community. Ms. Majeres shared pictures from Lions' Camp that she recently attended.

## **IV. LEGISLATIVE UPDATE**

Ed Bowditch, Bowditch & Cassell Public Affairs shared an overview of the 2021 Legislative Session. The State did invest a sizable increase in programs for people with intellectual and developmental disabilities (IDD) – increased DD Comprehensive waiver slots to address the waitlist and increased provider rates.

The State is also working on its plan to spend its share of the Federal Stimulus funds.

The June Quarterly Revenue Estimates indicated that Colorado was projected to exceed its revenue limits for FY2020-21 which will result in TABOR refunds to taxpayers.

Mr. Bowditch then reviewed highlights from several pieces of legislation that were signed by the Governor that could affect TRE services and supports.

HB21-1304, Early Intervention System creates the Department of Early Childhood and establishes a transition working group and advisory group to develop a plan for the new department and recommendations for a statewide, voluntary preschool program beginning in Fiscal Year 2023-24.

Long term budget issues will continue to be voted on by Colorado citizens. Initiative #27 has been approved for circulation and would reduce assessment rates for both residential and nonresidential properties. If adopted, this would result in a revenue decrease for all agencies that have mill levies. Initiative #31 would reduce the income tax by 3.0%. This



would reduce General Fund revenues by approximately \$570 million in Fiscal Year 2022-23.

The 2022 General Assembly will convene on January 12, 2022. This is an election year for the legislature (all of the house, half of the senate) and the Governor. The legislative districts will also be redrawn for 2022. The final maps should be available in mid-September.

A question was raised on whether groups of citizens will be allowed to visit the State Capitol this coming year. Mr. Bowditch responded that it is too early to predict. If group tours are again allowed, early February is a good target.

## V. CONSENT AGENDA

**A MOTION WAS MADE BY JULIA SANDS de MELENEZ, SECONDED BY HEIDI BRANDON TO ACCEPT AND APPROVE THE ITEM PRESENTED ON THE CONSENT AGENDA (Board of Directors' Meeting Minutes dated July 21, 2021). Motion unanimously approved.**

## VI. BOARD COMMITTEE REPORTS

### a. Community Engagement Committee

Elizabeth Albo, Donor Relations Manager thanked Tina Swonger, Board member, for hosting TRE at her recent birthday party of which TRE was one of the beneficiaries. Ms. Swonger shared that to date \$1,935 was raised for TRE. Photos will be shared soon. The goal was to increase TRE awareness with community members who might not know much about the organization.

Ms. Albo shared that work continues on TRE's Gratitude Event scheduled for October 14, 2021 beginning at 5:30 pm at TRE. Full participation is being requested from TRE Board of Directors and Executive Team. Board members will be asked to place follow-up calls/emails with past donors that you know to encourage them to attend. The group was informed that information is available on the Board of Directors' Teams site.

Also thank you to Dan and Jen Mirer for their design work on the logo and invitations for this event.

The July 30<sup>th</sup> Go Baby Go was a huge success. Scheels hosted the event with a group of the Southern Colorado Chapter of the Shiners also participating on a build team.

### b. Finance and Investment Committee (FIC)

TRE Financial Statement Review – Jordan Weimar, Treasurer reviewed the preliminary financial statements for July 2021. The reason that statements are preliminary again this month is due to being closed out earlier than most months due to scheduling needs Also the summary sheet is being transitioned from Vice Chair Mirer to Heather Whitworth, CFO and this work is in process. This will be available again in August.

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TRE shows a loss of \$262,919 for the month of July. This is higher than budgeted. However, the budget is based on 1/12 for the year and actuals will fluctuate from month to month. Due to early reporting, revenue estimates are conservative and will likely increase and an adjustment will be shown for August financials.

Cash on hand is slightly down due to payments for 3<sup>rd</sup> floor tenant finishes and consultant fees.

PTO liability was discussed. The group felt that with the new Paid Family Leave rules in Colorado it is best to table this discussion until changes at the State level are finalized. More information will be shared soon.

6385 Corporate Drive LLC – TRE's investment in the building has increased due to Classic's move and tenant finish work on the 3<sup>rd</sup> floor.

The building's Board of Directors is finalizing the budget and will be reviewed at their October meeting. An overview will be provided to TRE's Board of Directors after it is approved.

Community Engagement Goals – The committee will begin reviewing status of goals each month based on fundraising and grant reports from the Community Engagement Committee.

Single Audit – Work continues on this 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 and time-consuming. Of note, next year's single audit will also be difficult due to funding mechanism changes at the State level.

Annual Calendar - The FIC annual calendar deadlines will be incorporated into the full Board of Directors' calendar. In the interim, CFO Whitworth will share the FIC's monthly deadlines prior to each month's meeting.

Finance and Investment Committee Meeting Report Approval – August 13, 2021

**A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE AUGUST 13, 2021 FINANCE REPORT AS PRESENTED. Motion unanimously approved.**

c. Executive Committee

Chair Hartje shared the Committee continues to review process of the 401k Plan review.

Discussions continue on a possible Shared Enterprise Structure and the variety of organizational options that could be available in the future.

Feedback from the recent CEO performance review is being compiled. It is hoped that this information can be shared in Executive Session at the September meeting.

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

TRE Executive Team Meeting – Colleen shared that an overview of the work/projects being done by the Executive Team will be shared in the CEO's monthly report rather than forwarding of weekly Executive Team minutes to the Board.

The Executive Team is focused on building out the Operations Plan that will support the Strategic Plan. This will be presented at the October Strategic Planning session.

The team has finished its fifth development session with Dr. Pamela Shipp. The sessions were very productive. Many of the needed outcomes from these sessions will be implemented into the Operations Plan.

Workforce challenges are also a priority of the leadership team of TRE and how it is affecting our ability to perform our responsibilities under our State contracts. TRE continues to provide feedback to Health Care Policy and Financing (HCPF) and EI Colorado on the impacts of this shortage. HCPF is very engaged on this topic and are currently looking at adjusting qualifications for case managers.

The State continues planning on how best to utilize funds from the American Rescue Plan Act (ARPA). It is believed that a portion of these funds will be used to help remedy workforce challenges. Stakeholder webinars are scheduled for next week. No funds will be allocated for use until the Joint Budget Committee has reviewed and approved that plan.

IT Request for Proposals - The Executive Team continues the process of reviewing responses to the RFP and has scheduled several follow-up meetings with responders.

Early Intervention (EI) – As Mr. Bowditch reported, it is anticipated that EI Colorado will be moved to the new Office of Early Childhood. In addition, the transfer of EI evaluations from Colorado Department of Education (CDE) to EI Colorado could also present several challenges. It is unknown whether the State will implement statewide or regional systems for intake and evaluations rather than contracting with each community centered board (CCB). The State's deadline for these changes is May 2022.

## **VIII. NEW BUSINESS**

None.

## **IX. OLD BUSINESS**

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

CEO Batchelor shared that the group is working on processes for supporting and creating an inclusive work environment and ensuring that what TRE is doing is really benefitting from the diverse perspectives and experiences that TRE's staff brings. With this focus, it



is hoped that TRE can then support the people that TRE supports based on their diverse needs and perspectives as well.

b. TRE Strategic Planning Workgroup

It was felt that this process is going very well. Much work and thought has gone into the strategic direction of TRE with input from many stakeholders.

c. 6385 Corporate Drive LLC Update

Mr. Cipoletti reported that the first marketing meeting with Realistic was held on August 2. Work is progressing on logo design and colors and website design.

The name of the co-working space will not be Community Works. This name has been branded by another non-profit and they plan to begin the use of this name in the future.

The budgeting process for the co-working space is almost complete. 6385 Corporate Drive LLC budget work is also progressing. It is hoped this will be presented at the 6385 Corporate Drive's Board of Directors' meeting in October.

The transition from Olive Management Group is beginning, to be complete by the end of August.

Draft lease and use agreements have been received from TRE's counsel. These will be revised a bit to make them more user-friendly. Use agreements will cover the use of meeting room space and will cover responsibilities of both parties.

The group is also working on identifying philanthropic gifts and/or grants that are more focused on 6385 Corporate Drive and the co-working space.

## X. PUBLIC COMMENTS

*Thank you* – Tamara Engram, Executive Assistant thanked TRE's Board of Directors and staff for their caring support during the recent loss of her daughter.

*Email from Person Receiving Services* – CEO Batchelor read an email from the family of Michael and Scott thanking TRE case management for their caring and tireless work in helping them find a host home quickly. This new host home has brought life and happiness back to their lives.

## XI. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, September 15, 2021** at 7:30 am at The Resource Exchange and via Zoom.

## XII. ADJOURNMENT

The Regular Session was adjourned at 8:43 am.

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SUBMITTED BY:

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Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

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Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

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Laurie Huisingh, Secretary

**THESE MEETING MINUTES WERE UNANIMOUSLY APPROVED AT THE  
RESOURCE EXCHANGE BOARD OF DIRECTORS' MEETING ON SEPTEMBER 15,  
2021.**