



**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  
DIANE LOSCHEN  
GEORGE MENTZ

DAVE PAUL  
JULIA SANDS de MELENDEZ  
TINA SWONGER  
AMY YUTZY

FROM: DEENA HARTJE, Chair

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**THE BOARD OF DIRECTORS OF THE RESOURCE EXCHANGE WILL MEET ON WEDNESDAY, SEPTEMBER 15, 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](mailto:TENGRAM@TRE.ORG) TO CONFIRM YOUR ATTENDANCE OR WITH ANY QUESTIONS.**

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**MEETING AGENDA**

- I. CALL MEETING TO ORDER – Deena Hartje, Chair
- II. PUBLIC COMMENTS – 10 minutes
- III. MISSION MOMENT – Elizabeth Albo
- IV. EMPTY STOCKING FUND – Elizabeth Albo
- 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. Policy Review – Holidays
    - remove the specific holidays listed and replace with “TRE will observe 10 federal holidays”.
  - b. Board of Directors’ Meeting Minutes – August 18, 2021
  - c. Community Engagement Meeting Notes
- VI. BOARD COMMITTEE REPORTS
  - a. Finance and Investment Committee – Jordan Weimar, Treasurer
    - Financial Statements Review
  - b. Executive Committee – Deena Hartje, Chair
- VII. CEO REPORT – Colleen Batchelor
- VIII. NEW BUSINESS
  - a. 15<sup>th</sup> Annual Legislative Town Hall – Colleen Batchelor/Lois Landgraf
- IX. OLD BUSINESS
  - a. Gratitude Event – Colleen Batchelor/Elizabeth Albo
  - b. Diversity, Equity, and Inclusion Workgroup Update – Colleen Batchelor
  - c. Strategic Plan Development Update – Deena Hartje/Colleen Batchelor
  - d. 6385 Corporate Drive LLC Update – Chris Cipoletti
- X. PUBLIC COMMENTS – 5 minutes
- XI. SCHEDULE OF NEXT MEETING – October 20, 2021 @ 7:30 a.m.
- XII. EXECUTIVE SESSION
  - a. Strategy Discussion
  - b. Personnel Discussion
- XIII. ADJOURN

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**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.*

# THE RESOURCE EXCHANGE

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## POLICIES AND PROCEDURES

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**TITLE:        HOLIDAYS**

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### **POLICY:**

It is the policy of The Resource Exchange to observe ten (10) Federal holidays.

POLICY APPROVED:        1/2014 BOARD OF DIRECTORS

POLICY REVISED:        11/2016

POLICY REVIEWED:

PROCEDURES REVISED:    1/2021; 8/2021

**RESPONSIBILITY: CHIEF EXECUTIVE OFFICER**

### **PROCEDURES:**

1. The TRE office will be closed to the public on the following Federally recognized holidays, and is subject to change at the discretion of the organization:
  - a. New Year's Day
  - b. Martin Luther King Day
  - c. Presidents Day
  - d. Memorial Day
  - e. Independence Day
  - f. Labor Day
  - g. Thanksgiving
  - h. Day After Thanksgiving
  - i. Day Before Christmas
  - j. Christmas
2. A maximum total of 88 holiday hours, prorated by FTE and new hire dates, will be deposited in twenty-two (22) hour intervals on the 1<sup>st</sup> date of each calendar quarter (January, April, July, December) to be used at any time during the remainder of the calendar year. (Employees hired prior to 1/1 would receive 88 floating holiday hours per year; employees hired during the first quarter begin to receive holiday hours the following quarter, etc.)
3. Holiday hours do not pay above and beyond the employee's regularly scheduled work week. Employees who choose to work on official recognized holidays for TRE will not be paid double time for working. It is the responsibility of the Supervisors to notify the Payroll department if a non-exempt employee is asked or directed to and works on a Federally recognized holiday for additional compensation for working.
4. Holiday hours are not counted as hours worked in the computation of overtime.
5. Holiday hours should be exhausted prior to an employee taking unpaid time off.
6. Holiday hours may be taken in full or half day increments, according to the employee's regularly scheduled hours for that day, not to exceed their FTE.
7. If the holiday hours are not used within the calendar year, the holiday hours are forfeited and are not paid out upon termination.

## THE RESOURCE EXCHANGE

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### POLICIES AND PROCEDURES

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**TITLE:      HOLIDAYS**

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8. If an employee is on Short Term Disability (STD), FMLA leave, or Leave of Absence (LOA), the employee is only eligible to receive holiday hours if they are still an active employee receiving PTO checks from TRE.
9. Part-time employees receive pro-rated holiday hours based upon their regularly scheduled work hours (Full-Time Equivalent, or FTE) at the time of deposit. Flexible schedule hourly employees are not eligible for holiday pay.
10. If an employee's FTE changes before they accrue holiday hours, the holiday hours available in the employee's bank will not be adjusted. Employees who are decreasing FTE are encouraged to use available holiday hours prior to changing FTE or the excess time will be forfeited and not paid out upon FTE change.
11. It is the Supervisor's responsibility to review and ensure holiday hours are accurately reflected in the TRE timekeeping system, entering or correcting hours as appropriate, for each staff member.



**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  
DIANE LOSCHEN  
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

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TIM CUNNINGHAM, Cheyenne Village  
INDY FRAZEE, The Independent Center  
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

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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. 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.

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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.

## 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.

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## 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.

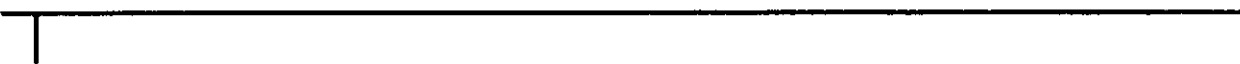
Draft lease and use agreements have been received from TRE's counsel. These will be revised a bit to make them more user-friendly. Use agreements will cover the use of meeting room space and will cover responsibilities of both parties.

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.

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 Huisingsh, Secretary



## **The Resource Exchange, Inc.**

Chief Executive Officer Report

September 2021

### **TRE**

- **6385 Corporate Drive Building Update.**
  - Work has begun on the tenant finishes for the TRE space. This work includes a new accessible ramp at the 1<sup>st</sup> floor entrance, removal of an old reception desk, creation of a new reception area for TRE, and security doors.
  - Work is in process to restripe the main parking lot and repair some concrete areas both on sidewalks and the 1<sup>st</sup> floor parking area.
  - Tenant finishes have been completed for Asbury Wealth as part of their lease renewal.
  - Emergency lighting has been upgraded in the stairwells.
  
- **COVID-19 Updates.**
  - TRE continues to support telecommuting as a primary strategy for maintaining staff work. Current predictions for resuming in-person, community-based visits for CCB and SEP are no sooner than January 1, 2022. Some EI services are being provided in family homes based on family request and need.
  - CCB and SEP departments have established protocol for supporting in-person visits based on HCPF guidance that this is allowable under certain circumstances. These visits are allowed when requested by a person in services (or guardian) and will be implemented following all requirements established. TRE provides PPE for employees when completing in-person visits.
  
- **Executive Team Updates.**
  - The Executive Team has been working on development of the Operations Plan to support the Strategic Plan presented in August. This combined Strategic and Operations Plan will be presented on 10/12/21 to the full BOD.
  - Staff retention, engagement, and recruitment are priority areas for the Executive Team. A multitude of efforts have been implemented, including:
    - Partnerships across programs and community engagement team to create materials and schedule career fairs to support recruitment
    - Communicating referral bonus policy for existing employees at TRE
    - Simplification of online application process
    - Communication of multitude of benefits with employment at TRE
    - Employee Engagement and Wellness workgroup efforts
    - Leadership Development workgroup efforts
    - Retention and Training workgroup efforts – career development opportunities
    - Review and revision of policies such as holidays and compensation policies
    - Providing information on upcoming efforts to expand self-directed teams
    - Creating communication that continually circles back to keep staff current on feedback, efforts, and next steps



## The Resource Exchange, Inc.

Chief Executive Officer Report

September 2021

- Monitoring state level plans for ARPA funds to support workforce
- Staff Listening Sessions for feedback and additional ideas – scheduled throughout September
- A meeting to discuss the vision for and implementation of pilot efforts for self-directed teams will be held with interested staff on 09/13/21. Following this session, applications will be sought from staff interested in staffing 2 initial pilots in the Monument/Palmer Lake and Eastern El Paso County areas.
- Colleen Batchelor has joined a Vistage Chief Executive group. This group of 12-16 executive professionals meets monthly to learn, share peer support, and provide resources to the members of the group. In addition, 1:1 coaching sessions are provided monthly to support individual growth and group participation.  
<https://www.vistage.com/membership/programs/chief-executive-program/>
- **IT Consultant RFP Updates.** The Executive Team has identified three RFP submissions from IT companies that appear to align well with the strategic direction of TRE. Interviews of these three companies is being completed in late August and a decision will be made in early September as to the company that will be contracted for this consultation support moving forward.

### State

- **Health Care Policy and Finance (HCPF).** HCPF is awaiting federal CMS approval of the ARPA spending plan. Approval will be required by the Joint Budget Committee which is expected by late September and funding will not be distributed until after that approval. Stakeholder meetings have been held to share the plan which will address workforce challenges, case management redesign, building capacity of quality case management, and technology needs.
- **Early Intervention (EI).** EI Colorado has established three workgroups to obtain stakeholder feedback and support the implementation of the transition of evaluation from Colorado Department of Education (CDE) to EI Colorado. This transition will be effective May 2022. The three workgroups include Intake, Data, and Evaluation. Another sub-workgroup is also focusing on Evaluation Tools. TRE has representatives on each of the workgroups and updates will be available throughout their work.

*Colleen Batchelor*

Respectfully submitted:

Colleen Batchelor, Chief Executive Officer

1 September 2021