



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, October 20, 2021

MEMBERS PRESENT (via Zoom unless noted)

DEENA HARTJE, Chair – in person
DAN MIRER, Vice Chair – in person
JORDAN WEIMAR, Treasurer – in person
HEIDI BRANDON – in person
LOIS LANDGRAF
DIANE LOSCHEN
GEORGE MENTZ
DAVE PAUL
TINA SWONGER
AMY YUTZY

MEMBERS ABSENT:

LAURIE HUISINGH, Secretary
JULIA SANDS de MELENDEZ
JUDITH LIGHT

STAFF PRESENT (via Zoom unless noted)

COLLEEN BATCHELOR, CEO – in person
MEGAN ELLIS, Grants and Communications Manager – in person
TAMARA ENGRAM, Executive Assistant – in person
REBEKAH FALETTI, Nursing Home Supervisor
ROB FRANCO, Project Manager
LORI GANZ, Clinical Services Director
DEMETRIA LOPEZ, Benefits/Billing Senior Coordinator
JORDAN LOWNSDALE, Prior Authorization Coordinator
DANNI MEGYERI, Prior Authorization Senior Coordinator
CALLIE MURPHY, State General Funds Manager
KITTY SILVERS, Early Intervention Senior Billing Specialist
GINGER STRINGER, Physician and Community Outreach Specialist
LAURA THOMAS, Case Management Director
NANCY VIGIL, Navigation and Quality Director
HEATHER WHITWORTH, CFO
JACKIE WOODS, Human Resources Director

GUESTS (via Zoom unless noted)

KYLE BLAKELY, Blakely & Company – in person
SARAH BRITTAIN JACK, Sarah B. Jack and Associates – in person

CHRIS CIPOLETTI, Cipoletti Consulting – in person
TIM CUNNINGHAM, Cheyenne Village
INDY FRAZEE, The Independent Center
LISA HRINIK, Wipfli – in person
JEFF OLEJNIK, Wipfli
RYAN PEASLEY, Wipfli
DANIEL KELLEY, Wipfli – in person
ANTHONY SHIBATA, Wipfli – in person
TAMARA TRUJILLO, Goodwill of Southern Colorado
TOM WOJCINSKI, Wipfli – in person
JASON, Wipfli

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. CONSENT AGENDA

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY JORDAN WEIMAR TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (Board of Directors' Meeting Minutes dated September 15, 2021 and Community Engagement Meeting Notes dated October 1, 2021). *Motion unanimously approved.*

IV. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee (FIC)

TRE Financial Statement Review – TRE shows a loss of \$126,477 for September 2021 and YTD loss of \$169,433. This loss is mainly due to decreased/slower revenue and other expenses that were incurred at the beginning of the fiscal year. Information will be updated as final billing etc. is completed.

Cash flow is down due to not receiving payments from EI Colorado since June invoicing. Attempts to determine when payments will be received for June through September continue. Colleen Batchelor, CEO stated that this is a statewide issue.

Staff Engagement and Retention – CEO Batchelor noted that TRE staff have been doing an amazing job in maintaining revenue generation even with staff challenges. It is anticipated that if staffing challenges continue at this rate, it may begin to affect revenue generation.

The Colorado Department of Health Care Policy and Financing (HCPF) has made recent changes to requirements in credentials for our ongoing service coordination positions. It is anticipated that this will help greatly with filling open positions.

Jordan Weimar, Treasurer added that members from the Employee Engagement and Retention Group provided an update on activities to date to recruit new employees and to increase staff satisfaction and retention. This group will provide quarterly updates to the FIC with metrics showing success and/or changes being implemented as needed.

Audits – TRE and 6385 Corporate Drive Independent Financial Audits for Fiscal Year 2021 are underway.

Possible Mill Levy – The FIC also reviewed proposals for possible future education and mill levy campaigns.

A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE FINANCE AND INVESTMENTS REPORT AS PRESENTED. Motion unanimously approved.

b. Executive Committee

TRE Conflict of Interest Policy Review/Acknowledgements – Chair Hartje asked the group to review, update and return their Conflict of Interest acknowledgements.

Committee Attendance and RSVPs – Chair Hartje shared disappointment with attendance at the most recent Finance and Investment Committee meeting. The group was encouraged to attend committee meetings of interest whenever possible. Also, please remember to respond to Tammie Engram, Executive Assistant, on whether you will be attending in person or virtually.

Scheels Offer to Host TRE Board Meeting – Due to conflicts with available times, TRE will not be able to hold the November Board of Directors' meeting at their Colorado Springs location.

Annual Calendar – Work continues on the annual calendar template. This should be available for initial review at the November 2021 meeting. It is hoped that most activities and other responsibilities will be posted on this calendar for full use beginning in January 2022.

It is hoped that this planning tool will assist the Board of Directors and its Committees to focus on more strategic discussions during monthly meetings. Strategic discussions will be held at the beginning of each monthly Board of Directors' meeting.



November and December will begin the more focused strategic discussions.

- November's discussion will better define person-centered thinking and service delivery.
- December's focus will be a detailed review of TRE's Operations Plan and how the strategic plan is being translated into true work initiatives for each year.

Questions were raised on how often the Legislative Committee should meet and a need to confirm the members on this committee. Chair Hartje and Lois Landgraf, Committee Chair will meet to discuss.

V. CHIEF EXECUTIVE OFFICER'S REPORT

6385 Corporate Drive – First floor tenant finish work should be completed by the end of October 2021. Reception for TRE will move to the first floor. General reception will be maintained in Suite 201 until the coworking space business can hire for this position.

TRE Executive Team Meeting – The team's activities have continued to focus on the build-out of the Operations Plan in conjunction with TRE's Strategic Plan.

TRE Contract(s) Updates

Early Intervention (EI) Services – Concern continues regarding EI Colorado's new statewide intake system implementation. It is felt that this shift will impact the timely services and supports that families are able to receive. TRE continues to advocate for reconsideration of this shift.

HCPF – The case management redesign work continues along with the rollout of its new Care and Case Management data system. TRE's new IT vendor has already been introduced to these projects and hopefully can assist TRE with their implementation and our reporting requirements to HCPF.

VI. NEW BUSINESS

a. Wipfli Introductions

CEO Batchelor welcomed representatives from Wipfli. Work has already begun on the transition from Navakai to Wipfli. Wipfli representatives are beginning the work to create a technology roadmap that will assist in assuring that technology and TRE's mission align to best serve TRE and its customers. This should assist all involved to better set priorities and budget for the coming years.

VII. OLD BUSINESS

a. Gratitude Event – All who attended expressed how wonderful the event was. Many guests expressed appreciation for this type of event. Megan Ellis, Grants and Communications Manager thanked the members of the Board of Directors and Executive Team who attended and assisted in making the event a success.

The follow-up recognition event at Mollica's also went well. Look for the social media coverage later today or tomorrow.

b. 6385 Corporate Drive LLC Update

Chris Cipoletti, Consultant updated the group with the names selected for the coworking space and possible event space:

- New Altitude (coworking space)
- Level One at Monument Creek (possible event space)

Work continues with Realistic on the logos, marketing and branding plan for the coworking space and the future event space. Website development should be completed by mid-November. Messaging and social media will also begin November to create more exposure for the coworking space and conference rooms and expand memberships.

Possible software applications are being reviewed to determine availability of functions to meet the needs of the building and coworking space. Also reviewing the possibility of replacing the keying and badging security process with an application-based system.

The coworking space and building operating budgets were approved by the 6385 Corporate Drive LLC Board of Directors at their October 6 meeting. The operating budget for 6385 Corporate Drive LLC will be forwarded to TRE's FIC for their information. The budget shows an estimated loss of \$7000 for the current fiscal year.

The future plan includes grant and philanthropic funds to assist with the build out of the event space, hopefully no later than Spring 2022. Also, plans include updating/refreshing the conference rooms on the 2nd floor and possible changes to kitchen/office layout in the current coworking area and reception area.

CEO Batchelor added that there is interest in a 1–2-year lease on the garage area of the building. No specific details yet.

The marketing plan will be shared with TRE Board of Directors after the 6385 Corporate Drive LLC Board of Directors approves same.

VIII. PUBLIC COMMENTS

None.

IX. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, November 17, 2021** at 7:30 am at The Resource Exchange and via Zoom.

X. MOTION TO ADJOURN INTO EXECUTIVE SESSION

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

XI. ADJOURN

A MOTION WAS MADE BY JORDAN WEIMAR, SECONDED BY DAN MIRER TO ADJOURN THE REGULAR SESSION. *Motion unanimously approved.*

The regular meeting was adjourned at 9:35 am.

THESE MEETING MINUTES WERE APPROVED AT THE NOVEMBER 17, 2021 MEETING.

SUBMITTED BY:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Laurie Huisingh, Secretary

