



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, February 16, 2022**

**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  
HEIDI BRANDON  
LOIS LANDGRAF  
DIANE LOSCHEN  
JULIA SANDS de MELENDEZ  
DAVE PAUL  
AMY YUTZY

**MEMBERS ABSENT:**

GEORGE MENTZ  
TINA SWONGER

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

ELIZABETH ALBO, Development Manager – in person  
KYLE COX, Navigation & Enrollments Manager  
TAMARA ENGRAM, Executive Assistant – in person  
REBEKAH FALETTI, Nursing Home Supervisor  
DORA FERNANDEZ, IT Project Mgr, Bilingual Developmental Interventionist  
LORI GANZ, Clinical Director, Early Intervention  
DON GRAY, Facilities Director – in person  
BRANDI GRIFFITHS, Service Coordination Manager  
COLLEEN HESNAN, Service Coordination Supervisor  
DEMETRIA LOPEZ, Benefits/Billing Senior Coordinator  
MICHAELA LUCK, Service Coordinator  
CALLIE MURPHY, State General Funds Manager  
SARAH NOLAN, Break Time Program Coordinator  
KENDRA RANDERSON, Family Support Coordinator  
AMANDA REED, Early Intervention Director  
STEPHANIE SAMORA, Contracts and Grants Manager  
KITTY SILVERS, Sr EI Billing Specialist  
LAURA THOMAS, Case Management Director  
NANCY VIGIL, Navigation and Quality Director  
JACKIE WOODS, Human Resources Director

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**GUESTS (via Zoom unless noted)**

KEVIN BADGER, Parent  
ALEXA BROWN, Foundation for Successful Living  
CHRIS CIPOLETTI, Cipoletti Consulting – in person  
JESSE MARTINEZ, Prospective Board member – in person  
JILL STEINKE, Parent  
GRIFFIN STEWART, Mission Moment Presenter  
VALERIE STEWART, Mission Moment Presenter

**I. CALL MEETING TO ORDER**

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

**II. PUBLIC COMMENTS**

Jill Steinke and Kevin Badger, parents and Alexa Brown, Foundation for Successful Living shared information on the critical and continuing struggle with transportation services in northern El Paso County. The current rate brands for transportation to day program services are not sustainable for any agency.

While proposed work does not address the immediate needs, Lois Landgraf, Board member volunteered to spearhead a work group to identify all known issues and draft possible legislative language for presentation to our elected officials that could remedy these issues for the long term. Laura Thomas, TRE Service Coordination Director will also assist with this work.

**III. MISSION MOMENT**

Griffin and Valerie Stewart (and girls) expressed their gratitude for services provided by TRE. Even though their children no longer require services from TRE, the Stewart family has chosen to be donors to TRE. Their business also provided a matching donation for TRE's Giving Tuesday campaign on Facebook. TRE's mission, vision and transparency are inspiring to this family (proven by past service delivery).

TRE Board of Directors thanked the Stewart family for their continued support of TRE.

**IV. STRATEGIC FOCUS**

Elizabeth Albo, Development Manager shared information on the philanthropic vision for TRE. The group was reminded that philanthropy is not just the Community Engagement team's responsibility. Activities that all can participate in:

- To actively act as an ambassador for the organization. Share TRE's story.
  - Introduce TRE team to potential donors, grantors and volunteers and assist with cultivating those relationships.
  - Participate in fundraising activities/events.
  - Contribute annually to TRE.
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TRE's brand (logo, colors) establishes a consistent position for the organization and helps promote TRE. Consistency with the use of branding also helps build trust.

Activities that TRE uses to promote the agency and meet strategic plan imperatives through philanthropy:

- Providing impact statement showing outcomes from philanthropy.
- Posts on Facebook and Instagram.
- Participating in Empty Stocking Fund and Giving Tuesdays activities.
- Third party fundraising through Amazon Prime and King Soopers.

*(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the February 16, 2022 Board records for further review.)*

## V. CONSENT AGENDA

**A MOTION WAS MADE BY JORDAN WEIMAR, SECONDED BY LAURIE HUISINGH TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (TRE Board of Directors' Meeting Minutes dated January 19, 2022 and Community Engagement Meeting Minutes dated February 4, 2022. Motion unanimously approved.**

## VI. BOARD COMMITTEE REPORTS

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

Employee Retention Credits Program – Jordan Weimar, Treasurer explained that this program was designed to help companies with decreased revenue due to the pandemic for 2020 and three quarters of 2021.

Wipfli (TRE's IT consultant) inquired as to whether TRE had researched if TRE could be eligible for reimbursement. Initially TRE was not eligible for the original 50% of lost revenue, but changes were made to the qualifying percentage (20%). Wipfli has a division of their organization that does this type of work and offered a verbal proposal to complete the analysis for three quarters of 2021, submit needed information to the IRS and provide TRE with an audit ready package. Cost for this service is \$70,000 per quarter. The potential reimbursement is \$2.2 million per quarter for 2021.

It was noted that TRE's Executive Team is analyzing options for the use of this one-time money if received. It has been shared that this reimbursement takes many months (9-12 months) to be dispersed.

TRE Financial Statement Review – Jordan Weimar, Treasurer reported a YTD loss of \$1.2 million; \$1.6 million in deferred revenue. Specific areas of note:



- Estimated deferred revenue each month for Single Entry Point (SEP) program, as discussed last month.
- Revenues in Early Intervention (EI) program areas increased for the month of January due to reconciliation of Medicaid and Tri Care payments.
- Management and General expenses (Admin expenses) are allocated to the specific program area each month. This month shows \$287,000 expense. In future months, the expense line should show zero due to expenses being allocated across specific program areas.
- EI payments are once again not be received within their contractual obligations. This is not a TRE issue. CFO Whitworth is working with staff at the State level.

The one-page summary sheet is not available this month due to the above revisions needing to be incorporated into that information. A manual report is provided in the packet showing the monthly results of areas covered on the summary sheet.

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

b. Nominating Committee

Julia Sands de Melendez introduced Jesse Martinez, prospective Board member to the group. Everyone welcomed Mr. Martinez and hoped that he will be interested in joining the group.

Two other potential candidates have been introduced to the Committee with follow-up calls to be made in February/March. One other possible candidate was offered to the group. Follow-up information will be shared with Mrs. Melendez and Lois Landgraff, Board member.

If any Board member is interested in joining the Nominating Committee, please contact Chair Hartje.

c. Executive Committee

Chair Hartje reported that the group discussed systemic issues with Community Centered Board (CCB) and SEP and the proposed future changes.

TRE Board members were reminded to forward any complaints received via email to Colleen Batchelor, CEO. CEO Batchelor follows up and works quickly to resolve any issues.

TRE Executive Team was asked to provide to the Board of Directors a one sheet overview showing high level metrics of each program area's operations (number of people/families served, open TRE positions, turnover percentages, successes, issues, etc.)



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

No questions were offered on written report.

## **VIII. NEW BUSINESS**

- a. Next month's Strategic Focus will be Organizational Health. TRE's Executive Team will present this information.

## **IX. OLD BUSINESS**

- a. Diversity, Equity and Inclusion Workgroup Update  
All were invited to attend the monthly Book Club. Tammie Engram, Executive Assistant will forward information to TRE Board members. If interested, please contact Jackie Woods, Human Resources Director on [jwoods@tre.org](mailto:jwoods@tre.org).

Subgroups continue to meet as needed. The full workgroup meets one time per month.

- b. 6385 Corporate Drive LLC Update  
Chris Cipoletti, Consultant reported that the hard launch of New Altitude has been postponed until March 1, 2022, due to continued work on the website. Plans are to integrate the administrative platform with the website so that interested parties will be able to create membership applications on-line. Also, conference room rentals will be able to be completed on-line.

The Board of Directors for 6385 Corporate Drive LLC will meet on March 2, 2022 to specifically discuss the empty space on the first floor and whether the event center planning should continue.

Signage for New Altitude will be added to the north parking lot entrance marquee. Internal directional signage and conference room names should be added before the next TRE Board of Directors' meeting.

## **IX. PUBLIC COMMENTS**

None.

## **X. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting is scheduled for **Wednesday, March 16, 2022**, at 7:30 am at The Resource Exchange and via Zoom.

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**XI. MOTION TO ADJOURN REGULAR MEETING**

**A MOTION WAS MADE BY JORDAN WEIMAR, SECONDED BY LAURIE HUISINGH TO ADJOURN THE REGULAR MEETING. *Motion unanimously approved.***

The regular meeting was adjourned at 8:44 am.

**THESE MINUTES WERE APPROVED AT THE BOARD OF DIRECTORS ON MARCH 16, 2022.**

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

