



TRE  
The Resource Exchange

**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, January 19, 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 – in person  
DAVE PAUL  
GEORGE MENTZ  
TINA SWONGER  
AMY YUTZY

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

ELIZABETH ALBO, Development Manager  
COLLEEN BATCHELOR, CEO – in person  
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  
BRANDI GRIFFITHS, Service Coordination Manager  
JORDAN HABINCK, Service Coordination Supervisor  
DEMETRIA LOPEZ, Benefits/Billing Senior Coordinator  
CALLIE MURPHY, State General Funds Manager  
SARAH NOLAN, Break Time Program Coordinator  
LISA PICKRUHN, Service Coordinator  
KENDRA RANDERSON, Family Support Coordinator  
STEPHANIE SAMORA, Benefits/Billing Supervisor  
KITTY SILVERS, Sr EI 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  
MALLORY YEOMAN, Enrollment Coordinator

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**GUESTS (via Zoom unless noted)**

CHRIS CIPOLETTI, Cipoletti Consulting – in person  
TAMARA TRUJILLO, Goodwill of Southern Colorado

**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**

Jordan Habinck and Lisa Pickruhn provided a copy of a letter from a person receiving Single Entry Point (SEP) services expressing gratitude to TRE and specifically Ms. Pickruhn. The client's children and grandchildren had an amazing Christmas due to being able to learn about and have assistance with connecting to several community resources from Ms. Pickruhn.

Ms. Pickruhn was also acknowledged by the client for taking the time to learn about her medical needs and helping to determine that the current care was not sufficient and securing adequate services and supports where possible.

*(The letter referenced above is incorporated into these minutes by reference and can be found in the January 2022 Board records for further review.)*

**IV. STRATEGIC FOCUS**

Christopher Cipoletti, Consultant shared information on the formation of 6385 Corporate Drive LLC, its structure and intent, and the future use of 6385 Corporate Drive (building). The group was reminded that 6385 Corporate Drive LLC is an independent entity from TRE and governed by a volunteer Board of Directors comprised of two TRE Board members, TRE's CEO and two community members.

6385 Corporate Dr LLC generates income for the building operations (paying down building mortgage debt, maintenance for building, etc.) by having traditional tenants (3<sup>rd</sup> floor), Coworking/community space (2<sup>nd</sup> floor), TRE offices and planned event center (1<sup>st</sup> floor).

Mr. Cipoletti also shared an overview of planned internal operations of 6385 Corporate Drive LLC in operating the building.

New Altitude Coworking and Office Space will provide a much-needed service to the community on the north end of Colorado Springs and surrounding areas while also

employing several individuals with disabilities and providing training opportunities (provided by outside Supported Employment agencies) to people with disabilities to assist them with securing competitive employment in their community. Creating this social impact business will also help meet TRE's mission statement. The hard launch of the coworking space is set for February 1, 2022.

It is also hoped that philanthropic funding can be raised to build-out the proposed event space on the first floor, proposed name Level One at Monument Creek. This space will hold up to 175 people for larger gatherings, private activities and/or events. It is planned that partnerships can be forged with catering agencies and others as identified. 6385 Corporate Drive LLC also plans to apply for a liquor license so that people who rent the event space will have full-service use of that space.

Strategic priorities for 2022 include:

- Refinance of the building.
  - Current note balloons in 2027
  - Timeline: Q1 2022
- Philanthropic Investment
  - Grant and Individual Fundraising for Event Space Build Out
  - Timeline: Q1 and Q2 2022
- Event Space Build Out
  - Timeline: Q4 2022
- Coworking Expansion v. Traditional Tenant Analysis for Second Floor
  - Timeline: Q2 through Q4 2022

Anticipated goals for training and employment in coworking space:

- Part-time Employment – 18-20
- Opportunities for Training (on-site) offered by PASAs who provide Supported Employment services – 120-150/year once geared up. Possibility of adding virtual training for more rural communities.

Other details for New Altitude and 6385 Corporate Drive LLC:

- Website should be launched before February 1, 2022. Will use New Altitude branding.
- Management software platform will be Nexedus. Will be able to reserve rooms, etc. online. Will use New Altitude branding.
- May change locking system to interface with Nexedus to work with smart phones instead of key badge.
- Suggested to price out liability insurance to cover liquor license now.
- Mr. Cipoletti was asked to contact Dave Paul, Board Member to discuss his contacts, etc.

*(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the January 19, 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 (Correction of Board of Directors' Meeting Minutes dates January 20, 2021; Board of Directors' Meeting Minutes dated December 15, 2021, and Community Engagement Meeting Minutes dated January 7, 2022. *Motion unanimously approved.***

## VI. BOARD COMMITTEE REPORTS

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

TRE Financial Statement Review – Jordan Weimar, Treasurer reported that YTD loss of \$1.2 million; \$1.6 million in deferred revenue due to:

- Revenue reporting expectations was interpreted differently when SEP contract was awarded to TRE, as a fee-for-service contract. It is now understood that funds paid must be deferred until services are provided. TRE has two years to spend down the deferred revenue. If not used, it will need to be returned to the State.
- In the future, SEP Case Management will be reported separate from CCB Case Management.
- Beginning December 2021, Management and General (admin) expenses are allocated to the specific program area. This will better reflect the true costs of Management and General expenses. This has also been adjusted in the FY 20-21 audit and financials.

The one-page summary sheet is not available this month due to the above revisions needing to be incorporated into that information. The revised document will be reviewed in detail at the February 2022 meeting.

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

### b. Nominating Committee

Julia Sands de Melendez provided an update on the activities of the Nominating Committee. Current members of the Committee are Ms. Melendez, George Mentz and Deena Hartje.

The Board of Directors currently has three openings on the Board, two in July (Julia Sands de Melendez and Jordan Weimar) and one when filled (Judith Light). Treasurer Weimar has referred a person with a financial background to the Nominating Committee. An initial meeting with this individual is scheduled for next week. If agreeable to all, this individual will be voted on prior to June so that he can join and work with Treasurer Weimar before his departure in June.

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Two other potential candidates have been introduced to the Committee with follow-up calls to be made early in February.

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

c. Executive Committee

Chair Hartje reported that the group reviewed the updated ruling from the US Supreme Court on the COVID 19 OSHA Mandate Protocol. Thanks to TRE staff for being prepared for the implementation of said mandate, even though it is not needed. The mandate was put down by the US Supreme Court.

The Legislative Zoom Roundtable with Pikes Peak Region elected officials went very well. It is hoped that this exchange of common challenges and possible remedies will result in action during the legislative session.

## VII. CHIEF EXECUTIVE OFFICER'S REPORT

Early Intervention (EI) Update – An announcement was received that there will be Public Hearings in February to extend Part C for children with late spring and summer birthdays. Normally children must exit that program at their 3<sup>rd</sup> birthday. Public comments are being requested on the possibility of extending that deadline through the Summer (until start of school year) for children who have summer birthdays that create a gap in service delivery. TRE is in favor of this change. However, workforce demands and/or challenges combined with the shift in responsibilities of EI Evaluations that are being moved from school districts to EI programs or other entities, effective 05/01/2022 is presenting concerns with how to implement all of the changes at once.

EI Intake Process – Advocacy in response to the proposed changes to the EI Intake process has been effective. It is likely that local intake and referral processes will continue and not be moved to a state level function. The State may take over these processes for the areas in Colorado that are not able to fulfill this work, such as rural areas.

EI Evaluations – The Request for Proposal (RFP) has not been received yet. It was originally expected in November 2021. The State has agreed to ask EI programs (under CCBs) to do the evaluations in place of the school districts starting on May 1 through June 30, 2022, under their existing contracts. Contracts will be amended to pay for those evaluation services during that period.

The RFP is expected at any time and will be given 60 days to respond. It will be effective on July 1, 2022 and will be a separate contract from current EI Program contracts.

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*EI Contract Budget Amendment Request* – TRE submitted a request for budget amendment in late November 2021 to allow for increased pay rates for clinical providers to raise their salaries to align with the current market and prevent staff from leaving and pursuing higher paying jobs. No response has been provided even with weekly requests. This lack of communication concern was sent with an acknowledgment of issue but has not resulted in a response to request.

Of note, Alliance has been a great partner with TRE in all of this work.

*Health Care Policy and Finance* – In reference to the SEP and CCB contract changes, the new Care and Case Management data system will go live in April 2022 without a pilot as planned for November 2021.

*COVID 19 Vaccination Temporary Standards Policy and Procedures* – The Board of Directors conducted an email vote for approval of a new COVID policy required to implement OSHA mandates. This was approved with a vote of 10 to approve, 1 abstain and 1 no response.

Due to the recent ruling from the US Supreme Court, TRE is now asking for this policy to be rescinded.

**A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY JORDAN WIEMAR TO RESCIND THE COVID 19 VACCINATION TEMPORARY STANDARDS POLICY. *Motion unanimously approved.***

## **VIII. NEW BUSINESS**

*Review of February's Strategic Focus* – Chair Hartje informed the group that Community Engagement and Donor Relations will be February's focused discussion.

## **IX. OLD BUSINESS**

- a. Diversity, Equity and Inclusion Workgroup Update  
The Book Club sponsored by the DEI, Workgroup, *Inclusify*, kicked off this month. Updates will be provided as requested.

## **IX. PUBLIC COMMENTS**

None.

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

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

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**XI. MOTION TO ADJOURN INTO EXECUTIVE SESSION**

The Board of Directors motioned to adjourn into Executive Session at 9:20 am.

**XII. ADJOURN REGULAR MEETING**

**A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY JORDAN WEIMAR TO ADJOURN THE REGULAR MEETING. *Motion unanimously approved.***

The regular meeting was adjourned at 9:35 am.

**APPROVED AT THE FEBRUARY 16, 2022 BOARD OF DIRECTORS' MEETING**

**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 Huisinigh, Secretary



**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



**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.
-

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 Huisingsh, Secretary



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

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

DEENA HARTJE, Chair – in person  
DAN MIRER, Vice Chair – in person  
LAURIE HUISINGH, Secretary – in person  
HEIDI BRANDON  
LOIS LANDGRAF – in person  
DIANE LOSCHEN  
JESSIE MARTINEZ  
GEORGE MENTZ  
JULIA SANDS de MELENDEZ – in person  
DAVE PAUL  
AMY YUTZY

**MEMBERS ABSENT:**

JORDAN WEIMAR, Treasurer  
TINA SWONGER

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

ELIZABETH ALBO, Development Manager  
COLLEEN BATCHELOR, CEO – in person  
TAMARA ENGRAM, Executive Assistant – in person  
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  
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GINGER STRINGER, Physician and Community Outreach Specialist  
LAURA THOMAS, Service Coordination Director  
NANCY VIGIL, Navigation and Quality Director  
JULIE WHITE, Marketing and Communications Manager  
HEATHER WHITWORTH, CFO  
JACKIE WOODS, Human Resources Director

**GUESTS (via Zoom unless noted)**

CHRIS CIPOLETTI, Cipoletti Consulting – in person  
PAULINE DAVIS, Logan, Thomas & Johnson  
INDY FRAZEE, The Independent Center  
CALVIN LOGAN, Logan, Thomas & Johnson  
TAMARA TRUJILLO, Goodwill Colorado  
TINA, Unknown

**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**

Tracy Hodnett, TRE Care Integration Specialist shared information on TRE's Cross System Care Integration Program Pilot. This program is a three-year pilot under a grant from Colorado Springs Health Foundation. The pilot began with a partnership with Peak Vista and Developmental Disabilities Health Center.

Cross System Care Integration is an approach to care alignment and coordination of services across complex systems. This team approach involves all individuals and agencies serving the individual with a disability to better understand and receive culturally competent medical care and improved health outcomes.

Currently, Sunrise Health Care is the only medical practice involved with the program. Their practice serves 63 clients who are associated with TRE services.

Ms. Hodnett then shared a success story. The coordination of services resulted in better health outcomes and a better living situation for this individual.

Other partners in the pilot program are Health TeamWorks (consulting firm) and University of Colorado Anschutz Medical Campus (assisting with follow-up and quantitative data).



Next steps include evaluation of current practices - bringing positive value to client and other parties on the team, refining coordination of services and then adding more medical practices to the pilot.

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

#### **IV. STRATEGIC FOCUS – Organizational Health**

Colleen Batchelor, CEO reviewed the dashboard highlighting the priorities for FY2022 and future. The Executive Team will report to the staff of TRE and Board of Directors at least quarterly on the progress of work outlined in the Strategic Plan.

CEO Batchelor and members of the Executive Team reported on work being done and/or planned in the areas of Staff Retention and Engagement and Organizational Structure. Tactics, data points, review and metrics to measure success were reviewed in detail.

Data showing turnover, number of people served, reasons for turnover, and responses and changes implemented beginning FY2019 through February of 2022 were reviewed with the group. Overall agency percentages for FY2020 showed a turnover rate of 21.4%, FY2021 was 30.3%, and current fiscal year at 14.5%.

Numerous Administration positions have transitioned during this time. Replacement or new positions in Administration to be added in the near future include Controller, IT Coordinator and Strategy and Culture Specialist.

Jackie Woods, HR Director reviewed TRE's Cultural Roots developed from the CultureWise approach to help define fundamentals/behaviors/actions that TRE staff should strive for when interacting with others. An overview of the detailed plan for roll-out (beginning in April) to all staff was shared.

CEO Batchelor added that the strategic plan dashboard will be posted and updated at least quarterly on the Board of Directors' Teams site and agency SharePoint site. Also, several projects are being worked on with Wipfli that will assist TRE in obtaining information and analyzing data in real time in order to be responsive to identified trends or issues in a timely manner.

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



## V. CONSENT AGENDA

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY LOIS LANDGRAF TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (TRE Board of Directors' Meeting Minutes dated February 16, 2022 and Community Engagement Meeting Minutes dated March 4, 2022. *Motion unanimously approved.***

## VI. BOARD COMMITTEE REPORTS

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

#### TRE Financial Statement Review (February 2022)

The Committee welcomed Jessie Martinez to the group.

#### Income Statement-

Dan Mirer, Vice Chair reported a gain of \$108,333 which reduced our fiscal year deficit to \$1,95,476. The main reasons for the deficit are:

- Deferral of revenue for Single Entry Point (SEP).
- Overspending to contract for Community Centered Board (CCB).
- Staffing is trending very closely to full capacity.
- EI Colorado is mostly up to date with payments.
- TRE will likely not break even this fiscal year. The deficit may be in excess of what was budgeted. TRE will continue to adjust operations to work within funding definitions.

#### Balance Sheet-

- A Strategic Capital Spending line item has been added so that expenditures against the funds identified as strategic capital can be more easily tracked.

#### Audit-

- Financial audit findings for FY2021 will be reported at this meeting.
- The single audit should be complete by early next week.

#### 6385 Corporate Drive LLC-

Nothing of note to report. The group anticipates a new tenant lease to be signed soon with occupancy to begin in June 2022.

#### Wipfli Initiatives – Funding Request-

The strategic capital plan in the amount of \$380,000 was approved in December 2021. The following two projects are moving forward with a cost against the plan amount of \$65,000 – 1) Database assessment which looks at all data systems that TRE is required to maintain per contract obligations. This assessment will determine if there is a more

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streamlined method of gathering this information; and 2) Idea Discovery-Customer Experience Evaluation is a real time customer experience process that will assist TRE in identifying trends that could improve outcomes for people in services.

**THE FINANCE AND INVESTMENT COMMITTEE RECOMMENDS APPROVAL OF \$65,000 FROM THE STRATEGIC CAPITAL BUDGET FOR THE DATABASE ASSESSMENT AND IDEA DISCOVERY PROJECTS. *Motion unanimously approved.***

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

*Independent Financial Audit Exit Presentation (FY2021)*

Heather Whitworth, CFO introduced Calvin Logan and Pauline Davis, Logan, Thomas & Davis. Mr. Logan reviewed information on their findings from the FY2021 Consolidated Financial Statements and Independent Auditor's Report. *(This report is available for review at [www.tre.org](http://www.tre.org)).*

Mr. Logan encouraged the Board of Directors to review the notes included in the audit report. These notes provide important information on current and upcoming TRE's financial and regulatory requirements.

The Governance Letter was reviewed and will be provided in final format when the single audit is complete.

TRE received an unqualified opinion, which is the best type of opinion to receive from an audit.

The single audit will be finalized next week and will be distributed at that time.

Mr. Logan and Ms. Davis thanked Heather Whitworth, CFO, Nancy Vigil, Director of Navigation and Quality and their staff for providing information for the audits in a timely and well-organized manner.

**b. Nominating Committee**

Julia Sands de Melendez again welcomed Jessie Martinez to the Board of Directors. Chair Hartje reported that the Board of Directors held an email vote on February 28, 2022 approving the nomination of Mr. Martinez to the Board of Directors.

Members from the committee will be meeting with a prospective candidate in April, and preliminary discussions are on-going with another possible candidate.

Ms. Melendez and CEO Batchelor are awaiting information from El Pomar and Pikes Peak United Way regarding their programming work on diversity in Boards.

Chair Hartje thanked George Mentz for volunteering to be the Nominating Committee Chair beginning July 1, 2022.

c. Executive Committee

*Single Entry Point (SEP) Contract* – Chair Hartje reported that the group continued discussions regarding the Colorado Department of Health Care Policy and Financing's (HCPF) interpretation of last fiscal year's contract for SEP services. HCPF determined that the contract was a cost-based reimbursement contract versus a fee for service contract (terminology used on contract and what TRE thought it was based on). TRE was not notified of this interpretation until September 2021, after the end of the fiscal year. TRE was then instructed to move SEP revenue to deferred revenue until the service is provided. Another large CCB is in the process of pursuing legal action regarding this HCPF interpretation.

*Transportation Services* – An update was provided on the transportation issues in the northern part of El Paso County. A group of TRE Board members and staff and parents met with Senator Bob Gardner and Representative Mary Bradfield to discuss these issues.

Lois Landgraf, Chair of TRE's Legislative Committee stated that she will continue to follow-up with our legislators. Ms. Landgraf also shared that the Pikes Peak Area Council of Governments (PPACG) may be a resource for a remedy to get services to those areas that fall outside of the parameters for Colorado Springs service.

It was also suggested that TRE take an opportunity to educate candidates for public office of the issues for people with disabilities throughout the state.

CEO Batchelor added that Metro Mobility does not cover all areas of the city nor outlying areas of El Paso County. In addition, the Medicaid rates are so poor that other agencies providing transportation services for people with disabilities cannot afford to provide this non-medical transportation service.

CEO Batchelor shared information provided by Alliance (TRE is a member) that the Governor's budget does include funding to align rates better so that people using HCBS waivers would possibly obtain these services. Specific information on this budget recommendation and the specific rate increase has not been received at this time.

*TRE Board Members' Email* – Chair Hartje shared instructions from Wipfli (TRE IT contractor) on how to access your @tre.org account for sending emails on behalf of Board responsibilities for TRE. Tammie Engram, Executive Assistant, will forward those instructions to TRE Board members.

*Complaints from families* – Chair Hartje thanked CEO Batchelor for handling complaints coming to the Board of Directors in a timely manner.

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

*Early Intervention* – The Request for Proposal (RFP) on Early Intervention Evaluation Services was received. It is due no later than April 4, 2022 and will be effective July 1, 2022. TRE is responding to this request.

## **VIII. NEW BUSINESS**

*Strategic Focus* – April's Strategic Focus will be Systems to Support Success. Wipfli will present information on projects in process and will review TRE's IT Roadmap (developed by Wipfli) outlining possible future priorities.

*May 2022 Board of Directors' Meeting* – The Arc Pikes Peak Region has graciously agreed to host the May 18, 2022 TRE Board of Directors' meeting. More information will be shared soon.

## **IX. OLD BUSINESS**

### **a. Diversity, Equity and Inclusion Workgroup Update**

CEO Batchelor shared that the Book Club is now reading *Disability Visibility: First Person Stories from the 21<sup>st</sup> Century*, by Alice Wong. It is an excellent book of essays and stories written by people with disabilities conveying their experiences.

### **b. 6385 Corporate Drive LLC Update**

Chris Cipoletti, Consultant reported that negotiations continue with a group interested in leasing approximately 2500SF on the third floor.

The Board of Directors for 6385 Corporate Drive LLC met on March 2, 2022, to discuss the empty space on the first floor and whether the event space planning should continue. The group felt that another business venture may not be the best decision at this time.

An informational meeting is being scheduled with individuals who manage/operate event spaces in Denver to determine if a partnership like this is a feasible option.

CEO Batchelor has also contacted Olive Real Estate to inform them that that space is available for traditional leasing options.

The hard launch of New Altitude is scheduled for April 1, 2022. Internal signage will be completed by mid-April.

Work continues on the financial tracking of expenses by updating the Common Area Maintenance (CAM) adjustments, janitorial services, utilities, insurance and other expenses shared by tenants in the building.

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**X. PUBLIC COMMENTS**

None.

**XI. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting is scheduled for **Wednesday, April 20, 2022**, at 7:30 am at The Resource Exchange and via Zoom.

**XII. MOTION TO ADJOURN REGULAR MEETING**

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DAN MIRER TO ADJOURN THE REGULAR MEETING. *Motion unanimously approved.***

The regular meeting was adjourned at 9:40 am.

THESE MINUTES WERE APPROVED AT THE BOARD OF DIRECTORS ON APRIL 20, 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 Huisingsh, Secretary

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**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, April 20, 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  
JESSIE MARTINEZ  
GEORGE MENTZ  
JULIA SANDS de MELENDEZ – in person  
DAVE PAUL  
TINA SWONGER  
AMY YUTZY

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

ELIZABETH ALBO, Development Manager  
COLLEEN BATCHELOR, CEO – in person  
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  
BRANDI GRIFFITHS, Service Coordination Manager  
MICHAELA LUCK, Service Coordinator  
DANNI MEGYERI, Prior Authorization Senior Coordinator  
CALLIE MURPHY, State General Funds Manager  
SARAH NOLAN, Respite Programs Specialist  
AMANDA REED, Early Intervention Director  
STEPHANIE SAMORA, Contracts and Grants Manager  
KITTY SILVERS, Sr EI Billing Specialist  
GINGER STRINGER, Physician and Community Outreach Specialist  
MYRA VEGA, Enrollment Coordinator  
NANCY VIGIL, Navigation and Quality Director  
HEATHER WHITWORTH, CFO  
JACKIE WOODS, Human Resources Director  
CHASITY YOUSIL, Case Management Service Coordinator

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**GUESTS (via Zoom unless noted)**

BERNARD BYERS, Prospective Board Member  
CHRIS CIPOLETTI, Cipoletti Consulting  
INDY FRAZEE, The Independent Center  
LISA HRINIK, Wipfli – in person  
CAITLIN KELLS, Wipfli  
THERON KELSO, Wipfli  
JENNA KOCH, Cheyenne Village  
RYAN PEASLEY, Wipfli  
ANTHONY SHIBATA, Wipfli – in person  
TAMARA TRUJILLO, Goodwill Colorado  
iPhone, unknown

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:31 am by Chair Deena Hartje.

**II. PUBLIC COMMENTS**

None

**III. MISSION MOMENT**

Chasity Yousif shared the story of a person receiving services from TRE and her family. This young lady suffered many setbacks due to circumstances with family and life situations. She is now living in a host home and is becoming an outgoing member of her community.

Ms. Yousif added that this is very rewarding for all involved. Many families do not know about all of the resources in the community and/or system which then can limit their ability to effectively advocate for their loved one.

This success story shows how working together with family, providers and service coordination results in great outcomes for people in services.

**IV. STRATEGIC FOCUS – Systems to Support Success**

Colleen Batchelor, CEO reminded the group that one of TRE's strategic priorities is to improve its processes and systems across the agency in order to be as efficient and effective in the work that we do in support of the people needing our services. Today's information will highlight the work being done to improve and/or implement processes and systems for the staff of TRE.

Ryan Peasley, Wipfli provided an overview of the Technology and Cyber Security Roadmap developed for TRE. This roadmap looks at the people, process technology and

systems currently in place and outlines a direction for the organization to move toward to improve its technology and systems.

Mr. Peasley shared projects completed to date and upcoming projects for TRE and New Altitude.

Several upcoming projects were discussed in more detail. These projects will identify areas where TRE can improve a customer's experience as well as automate and streamline processes for staff. These projects are all planned in conjunction with TRE's strategic plan and identified imperatives/aspirations.

Wipfli is also implementing a more secure process for migrating current software applications being used to the Cloud.

Lisa Hrinik, Wipfli shared trends in non-profit organizations and how TRE's strategic priorities align industry wide. The top challenges identified were 1) Employee engagement and burnout; 2) Fundraising-how to engage current donors, get new donors, secure new ways to donate (stocks, crypto); 3) Recruitment and Workforce; 4) Mission and Community Awareness; 5) Operations-staying focused on mission and strategic priorities; and 6) Technology including cyber-security.

The group briefly discussed the Board of Directors' recruitment practices and succession planning processes.

The legislative activities to date include the possible establishment of \$20-50 million grant process using ARPA funds to better support Colorado's non-profit organizations.

The second proposed legislation focuses on the alternative transportation costs credit. This is a tax credit to encourage employers to assist with transportation costs for employees commuting to the office.

CEO Batchelor shared that industry trends show that the workforce challenges are most likely to continue for some time. It is important for TRE to combine its efforts in staff recruitment and staff retention with improving processes and systems.

The Board of Directors thanked Wipfli for the informative information. Monthly updates will be provided through the CEO's report and Wipfli representatives attending remotely and Wipfli representatives to also offer more detailed quarterly reports as needed.

*(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the April 10, 2022 Board records for further review.)*



## V. CONSENT AGENDA

**A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY JORDAN WEIMAR TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (TRE Board of Directors' Meeting Minutes dated March 16, 2022 and Community Engagement Meeting Minutes dated April 8, 2022. *Motion unanimously approved.***

## VI. BOARD COMMITTEE REPORTS

### a. Finance and Investment Committee (FIC) TRE Financial Statement Review (March 2022)

Jordan Weimar, Treasurer noted that most of the YTD loss shown is related to deferred revenue for the Single Entry Point (SEP) program. This deferred revenue is a result of misleading language in the SEP contract. The contract states that services are “fee for service” which means that once you receive the fee for delivering the service, the money is TRE’s. The State of Colorado interprets the contract as TRE must spend the money in certain ways or it needs to be returned. TRE has until June 30, 2024, to spend down the deferred revenue.

As budget planning begins for FY2023, work is being done to verify and correct (if needed) the home departments for staff in the payroll system as one strategy to better reflect the actual spending of SEP revenue. Also, training is being provided to staff to ensure that time is being properly entered under the correct program area, especially when said staff are working in two or more program areas. This will better identify the costs associated with each program area.

During next Fiscal Year, it will be important for a careful review of whether actual costs versus budgeted amounts are accurately reflected. If not, corrections must be made quickly especially related to SEP deferred revenue.

### 6385 Corporate Drive LLC-

Staff have been asked to provide historical data on investments in the building made by TRE. The Committee also felt that TRE should determine what is an acceptable amount of investment to be made each month or quarter. The Finance and Investment Committee will review these financials in more detail each quarter.

The 6385 Corporate Drive’s Board of Directors will also be asked to project when the building will become a break-even entity.

### IT Equipment

TRE has identified that it needs to purchase 120 laptops for new staff. This equipment was approved in FY2022's budget. However, this purchase was based on a lease purchase over 3 years. TRE would like to utilize current cash funds to straight purchase this equipment to save on interest costs and to be able to place the order much sooner. The cost for this equipment would not exceed \$158,000 based on estimates received to date.

**A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE OF THE PURCHASE OF 120 LAPTOPS ON A STRAIGHT PURCHASE IN THE AMOUNT NOT TO EXCEED \$158,000. *Motion unanimously approved.***

**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 informed the group that the Committee has met with two possible candidates for Board membership. Bernard Byers provided information on his qualifications.

If there is continued mutual interest, Bios will be provided to the Board of Directors prior to the June 2022 Board of Directors' meeting.

Also being discussed is adding one additional member to TRE's Board of Directors.

#### c. Executive Committee

*Board Committee Structure* – the group is discussing the possibility of expanding the duties of the Nominating Committee to include Governance.

*Shared Enterprise Concept Update* – Discussion continues on the many possible structures for this concept.

*Transportation Updates* – Work continues with legislators on concerns raised in a past meeting.

Past Representative Lois Landgraf, Chair of TRE's Legislative Committee shared that the Sponsors of the Bill should be asked to amend the language of the current Bill to include Supported Living Services (SLS).

*Employee Retention Credit* – TRE has received confirmation from Wipfli that the application has been submitted to the IRS. A response is not expected for at least 10 to 12 months.

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A question was asked of Ms. Hrinik on when other clients have recorded the proceeds of this credit. Under 958, nonprofits have the option to treat similar to grants or to record revenue once initial approval is received.

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

*TRE Cultural Roots* – CEO Batchelor shared information on this initiative being rolled out at TRE during the week of April 25. This work is based on a Culture Wise approach to ritualizing behaviors that are associated with a high performing culture that would drive organizational success. This work goes beyond values to identify the behaviors that are expected to be observed in our daily work with people in services, community partners and others that demonstrate this high performing culture. The Executive Team identified 29 behaviors for TRE's Cultural Roots.

After the initial roll out, staff will create intentional and repetitive actions around these behaviors by sending weekly emails with personal experiences shared by staff and by sharing at each team meeting. TRE Board members asked to receive the weekly emails and also look at the possibility of focusing the monthly mission moments to one of the behaviors.

Theron Kelso, Wipfli shared that the Roots identified are very aligned with discussions that will take place during the IDEA Journey project.

*Early Intervention (EI)* – EI is moving toward separate evaluation contracts. TRE has submitted its application to this RFP for these services. Intake and Referrals processes are shifting throughout the state. The State has also posted positions to cover areas of the State where existing agencies don't have the ability to support it locally. These positions are exactly like positions that TRE maintains for these services. Also, ones that TRE and other agencies are restricted by the State on what wages can be paid. The State's pay matrix is significantly higher (25%). This is creating significant relationship challenges with all EI providers and their partnership with the State. Discussions are being scheduled with the hope of resolving some of these issues.

## **VIII. NEW BUSINESS**

*Strategic Focus* – May's Strategic Focus will be Engaging our Community. TRE's Board of Directors' meeting be hosted by The Arc Pikes Peak Region.

## **IX. ONGOING BUSINESS**

- a. Diversity, Equity and Inclusion Workgroup Update  
No updates at this time.



b. 6385 Corporate Drive LLC Update

Chris Cipoletti, Consultant reported that New Altitude's signage has been designed. Final estimates will be provided by the end of the week. Signage should be installed within the next several weeks.

Work continues to prepare for the hard launch of New Altitude.

A lease was signed for 2500 SF on the third floor. Lease payments will begin in approximately four months.

Paperwork is being gathered for submittal for CO-CPACE funding. This could cover energy efficient upgrades. The Boards for 6385 Corporate Drive and TRE will need to approve the submittal of the loan application.

CAM Reconciliations for 2021 are complete and only increased two cents per square foot.

Many walkthroughs have been scheduled by interested parties. Also, interest is increasing for New Altitude as well.

**X. PUBLIC COMMENTS**

None.

**XI. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting is scheduled for **Wednesday, May 18, 2022**, at 7:30 am at The Arc Pikes Peak Region and via Zoom. All TRE Board members were highly encouraged to attend this meeting in person.

**XII. MOTION TO ADJOURN REGULAR MEETING**

**A MOTION WAS MADE BY JULIA SANDS de MELENDEZ, SECONDED BY JORDAN WEIMAR TO ADJOURN THE REGULAR MEETING. *Motion unanimously approved.***

The regular meeting was adjourned at 9:20 am.

THESE MINUTES WERE APPROVED AT THE BOARD OF DIRECTORS ON MAY 18, 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



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, May 18, 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  
DIANE LOSCHEN  
JESSIE MARTINEZ – in person  
GEORGE MENTZ  
JULIA SANDS de MELENDEZ – in person  
TINA SWONGER  
AMY YUTZY

**MEMBERS ABSENT:**

LOIS LANDGRAF  
DAVE PAUL

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

ELIZABETH ALBO, Development Manager  
COLLEEN BATCHELOR, CEO – in person  
SARAH BOUTON, Service Coordinator  
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  
MICHAELA LUCK, Service Coordinator  
DAISY MARTINEZ, Benefits & Billing Senior Coordinator  
DANNI MEGYERI, Prior Authorization Senior Coordinator  
CALLIE MURPHY, State General Funds Manager  
SARAH NOLAN, Respite Programs Specialist  
STEPHANIE SAMORA, Contracts and Grants Manager  
GINGER STRINGER, Physician and Community Outreach Specialist  
MYRA VEGA, Enrollment Coordinator  
HEATHER WHITWORTH, CFO  
JACKIE WOODS, Human Resources Director

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**GUESTS (via Zoom unless noted)**

CHRISTINA BUTERO, The Arc Pikes Peak Region  
BERNARD BYERS, Prospective Board Member  
CHRIS CIPOLETTI, Cipoletti Consulting  
TIM CUNNINGHAM, Cheyenne Village  
INDY FRAZEE, The Independent Center  
SHARON SHOCKLEY  
TAMARA TRUJILLO, Goodwill Colorado

**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**

Callie Murphy introduced a family via video with comments on how helpful the Resource Library at The Arc Pikes Peak Region was for her family. The staff were friendly and helpful. All of the resources available were wonderful from the kitchen to the more individualized items (swing, massage table) available to use.

Christina Butero, The Arc Pikes Peak Region shared that the garden beds were planted by their Sisterhood Group.

It is exciting to see what the Resource Library will offer with the entire community. The partnership with TRE has been phenomenal. Please plan to tour at The Arc whenever it is possible.

Colleen Batchelor, CEO shared that funding was available from the Family Support Program last year to assist with the purchase of much of the materials now available to the community. TRE has always wanted to offer this resource but never had available space. The collaboration with The Arc Pikes Peak Region has created a wonderful space for families.

**IV. STRATEGIC FOCUS – Engaging Our Community**

CEO Batchelor reminded the group of one of the Strategic Plan's aspirations – to serve the needs of the whole person. This requires that TRE partner with a number of community stakeholders along with the person in services, their family and caregivers.

CEO Batchelor then shared an overview on the many types of organizations that TRE partners with, the ways that partnerships are continually growing and changing, and also the challenges to continue to nurture these types of relationships.

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Workforce shortages (for TRE and many other community and state agencies) are one of the main challenges in building many of these relationships in a more meaningful and ongoing manner.

CEO Batchelor added that TRE strives to collaborate with all stakeholders instead of viewing issues as an 'us versus them' mentality. This approach will lead to better outcomes for the people in services as well as all stakeholders involved.

*(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the May 18, 2022 Board records for further review.)*

## V. CONSENT AGENDA

**A MOTION WAS MADE BY JORDAN WEIMAR, SECONDED BY DAN MIRER TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (TRE Board of Directors' Meeting Minutes dated April 20, 2022 and Flexible Work and Global IT Policies and Procedures.) *Motion unanimously approved.***

## VI. BOARD COMMITTEE REPORTS

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

#### TRE Financial Statement Review (April 2022)

Jordan Weimar, Treasurer shared that the Balance Sheet shows \$1.76 million in deferred revenue for Single Entry Point (SEP). Of this, \$1.5 million relates to FY2022.

YTD loss of \$1.3 million, \$1.5 million loss due to changes in the administration of SEP funds and requiring the \$1.5 million to be deferred until the revenue is fully expended. April's financial report shows a net income for the organization of approximately \$360,000.

Accounts Receivables are higher, Sweep Account is lower due to past due payments from the State, mainly Early Intervention (EI) program. Payments do normally slow down as the fiscal year end approaches. TRE will continue to follow-up once payments become past due.

Deferred revenue allocations for SEP are improving with staff's time being more accurately allocated in TRE's timekeeping and tracking program (Paycom). The group was reminded that during the next Fiscal Year, it will be important for a careful review of whether actual costs versus budgeted amounts are accurately reflected. If not, corrections must be made quickly especially related to SEP deferred revenue.

Reconciliation of Common Area Maintenance (CAM) costs for TRE were completed. This resulted in a reduction in those expenses for TRE.

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Investments are showing a loss for this reporting period.

Fiscal Year 2023 Budget

The Committee reviewed preliminary budget information. The two focus areas for this budget are 1) Staff salaries to support hiring and retention, and 2) IT and Automation of Systems' Processes to improve the workload of staff.

The narrative to be included with the budget presentation in June will include information on reasons for wide range changes between FY22 actuals and FY23 budget; and the addition of a separate line item for Board Designated Strategic Funding showing the amounts spent directly related to TRE's Strategic Plan.

Other Information

Tax Returns for 2021 were submitted this week.

**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 informed the group that a third person may be added to the slate for new members' approval at the June meeting.

The proposed slate of officers for FY2023 is:

Deena Hartje, Chair  
Dan Mirer, Vice Chair  
Jessie Martinez, Treasurer  
Laurie Huisingsh, Secretary

A copy of the full slate of nominations will be sent to the Board of Directors prior to the June meeting.

c. Legislative Committee

Legislative Town Hall Planning Committee Report

CEO Batchelor provided information from the Planning Committee. The Olympic Museum has been tentatively reserved for the Town Hall scheduled for September 21, 2022. It is also planned to once again host a reception with elected officials and agency Boards of Directors and Executive Teams.

Due to the pandemic and busy schedules, the planning committee membership has dwindled to just a few PASAs with TRE Board members and staff. It is hoped that several past members of the Planning Committee (and possibly new members) will agree to rejoin this committee to assist with the planning and cost of the event.

TRE's Community Engagement Team is also seeking business sponsorships in the hopes of covering the cost of rent, food, parking and other costs associated with the event.

It was suggested that an alternate venue be looked at due to the cost of the museum and also the lower number of people attending in person.

d. Executive Committee

Chair Hartje reported that the group discussed the following:

*Managed Services Organization Update* – Discussion continues on the many possible structures for this concept.

*Employee Retention Credit* – No additional information available on the possible award of this credit.

*Ft. Carson Military Spouses' Appreciation Award* – TRE was recognized for its collaboration with the military to employ military spouses and family members.

*Early Intervention (EI) Updates* – See CEO's Report for details.

## VII. CHIEF EXECUTIVE OFFICER'S REPORT

*Early Intervention (EI) Colorado Updates* – Collaboration, education and development work continues with EI Colorado, currently with budget planning.

EI Evaluation responsibilities have moved from the Department of Education to EI Colorado and CCBs. EI Colorado will be providing intake for new referrals for areas of the state that don't have the ability to do their own intakes. This will require EI Colorado to hire new positions to do these intakes. These staff are being hired at State salary levels that are 20-25% higher than CCBs are able to pay for the same position.

Discussions have been on-going regarding the above practice with EI Colorado relinquishing control of set salaries due to the fact that positions being offered are State positions. Of note, EI Colorado does minimize Community Centered Board's (CCB) ability to offer like salaries due to budget constraints. TRE currently has not lost any staff to the State but several other CCBs have.

Additional funds will soon be allocated to EI for reestablishment of qualifying guidelines which will in turn serve additional children. There is no plan in place to invest any of the additional funds in strategies to address workforce challenges and the need for increased salaries.

CCBs have already been asked to support EI Colorado in asking for supplemental funding from the Joint Budget Committee to address growth of the program and workforce challenges in the fall of 2022.

CEO Batchelor then shared that the Request For Proposal (RFP) for evaluations discussed above has been awarded to TRE for El Paso, Park and Teller Counties and overflow needs in rural counties and/or the Boulder/Broomfield areas. TRE has not received the contract for these services which begins July 1, 2022.

A question was raised about services in Pueblo County. TRE is not allowed to provide EI services in Pueblo County without a contract with the CCB in that area.

TRE is allowed to provide services in Pueblo County under the CCB contract. Evaluation continues to determine if the new rates will allow TRE to continue to provide these services when the new Case Management Agency (CMA) RFP for CCB and Single Entry Point (SEP) is released.

The Department of Health Care Policy and Financing (HCPF) is in the process of gathering information from time study surveys in an attempt to understand all of the case management activities that must be completed under the CCB and SEP contracts. This information will hopefully identify what the true costs are for case management services.

*TRE Cultural Roots* – CEO Batchelor asked for feedback from the Board of Directors on the emails focusing on individual ‘roots’ each week. The group shared that the information is very valuable, helps solidify the Board of Directors’ strategy and vision for TRE.

Feedback from staff is mostly positive. The purpose of this effort around culture is to build interactions around each ‘root’. This will be an evolution for staff as the ‘roots’ become daily practice for TRE, both internally and externally.

*New Administrative Positions* – Second interviews are being scheduled for the Training Director and the Strategy and Culture Specialist. An offer for the Controller position has been made.

*TRE’s Office Space* – The group was invited to tour the first-floor office space. Much work has been done to make this space TRE’s home and welcoming for staff.

## **VIII. NEW BUSINESS**

*Strategic Focus* – June’s Strategic Focus will be Organizational Health presented by TRE’s Executive Team.

## **IX. ONGOING BUSINESS**

### **a. Diversity, Equity and Inclusion Workgroup Update**

The hiring of the Strategy and Culture Specialist is one of the objectives of this group. No other updates at this time.



b. 6385 Corporate Drive LLC Update

*Leasing* – Chris Cipoletti, Consultant reported that a lease for space on the third floor has been signed. Tenant finish will begin in early June.

*New Altitude* will expand into the remaining space on the second floor. There is already interest for 3-4 offices for a membership for several months.

There will also be additional meeting room space. The larger meeting room (Redwood) will be primarily for TRE staff's use in addition to the smaller meeting rooms on the first floor. The other meeting spaces (Ponderosa, Pinon, Spruce, Aspen) will be held primarily for members of New Altitude and other community organizations that wish to rent these rooms for meetings.

The membership platform is almost operational and will be fully updated by the end of the week. The meeting rooms and memberships will be able to be reserved using the online portal on New Altitude's website.

*CO-SPACE* – This program supports energy efficient upgrades in commercial buildings. 6385 Corporate Drive is prequalified to apply for the long-term financing. The kick-off and information session are scheduled for June 2. This information will be shared with the Board of Directors for 6385 Corporate Drive LLC. If the decision is made to continue to move forward, information will then be shared with TRE's Finance and Investment Committee.

*FY2023 Budget* – 6385 Corporate Drive's budget is relatively straightforward with rent, CAMS and expenses associated with the building. A capital budget will also be developed in the future.

A separate budget for New Altitude will also be completed with the focus of identifying a break even plan to cover the expenses for New Altitude. Also, a plan will be developed to repay TRE for investments made over the past several years.

The group was also informed that a job description is being developed for the Operations Manager. This position will be responsible for operating New Altitude, staffing needs for New Altitude and front desk space in Suite 201 and acting as an interface/liaison with current tenants of the building. It is hoped to advertise for this position next month.

**X. PUBLIC COMMENTS**

None.

**XI. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting is scheduled for **Wednesday, June 15, 2022**, at 7:30 am at The Resource Exchange and via Zoom.

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**XII. MOTION TO ADJOURN REGULAR MEETING**

**A MOTION WAS MADE BY JORDAN WEIMAR, SECONDED BY JULIA SANDS de MELENDEZ TO ADJOURN THE REGULAR MEETING. *Motion unanimously approved.***

The regular meeting was adjourned at 8:50 am.

THESE MINUTES WERE APPROVED AT THE BOARD OF DIRECTORS' MEETING ON JUNE 15, 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 Huisingsh, Secretary



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, June 15, 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  
DIANE LOSCHEN – in person  
JESSIE MARTINEZ  
GEORGE MENTZ  
TINA SWONGER  
AMY YUTZY

**MEMBERS ABSENT:**

HEIDI BRANDON  
LOIS LANDGRAF  
DAVE PAUL  
JULIA SANDS de MELENDEZ

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

ELIZABETH ALBO, Development Director  
AUDREY BAILEY, Prior Authorization Coordinator  
ZACHARY BAKER, Case Aide  
COLLEEN BATCHELOR, CEO – in person  
SARAH BOUTON, Service Coordinator  
JEAN CASA, Case Aide  
KYLE COX, Navigation and Enrollments Manager  
JILLIANN CROW, Case Aide  
JUSTINE DELLINGER, Front Desk Coordinator  
TAMARA ENGRAM, Executive Assistant  
REBEKAH FALETTI, Nursing Home Supervisor  
DORA FERNANDEZ, IT Project Mgr, Bilingual Developmental Interventionist  
COLLEEN FLANAGAN, Family Support Coordinator  
TONIA GALLAGHER, Case Aide  
LORI GANZ, Clinical Services Director  
ILESHIA GAULDEN, Case Aide  
PATTI GORRILL, Case Aide

DON GRAY, Facilities Director – in person  
BRANDI GRIFFITHS, Service Coordination Manager  
MARISSA HATHCOAT, Case Aide  
COLLEEN HESNAN, Service Coordination Manager  
MICHAELA LUCK, Service Coordinator  
LILLY MANAS, Prior Authorization Coordinator  
JAZLYNN MANLY, Case Aide  
DAISY MARTINEZ, Benefits & Billing Senior Coordinator  
DANNI MEGYERI, Prior Authorization Senior Coordinator  
JULIA MISKA, Intake Coordinator  
CALLIE MURPHY, State General Funds Manager  
SARAH NOLAN, Respite Programs Specialist  
CIEANN PELLICCIA, Case Aide, Front Desk Supervisor  
AMANDA PRICE, Human Resources Manager  
AMANDA REED, Early Intervention Director  
KAREN RICE, Early Intervention Billing Manager  
STEPHANIE SAMORA, Contracts and Grants Manager  
EMMA SCHULTZ, Intake Coordinator  
KITTY SILVERS, Senior EI Billing Specialist  
AMANDA STEINGIESSER, Intake CCB Supervisor  
GINGER STRINGER, Physician and Community Outreach Specialist  
JOY SMITH, Quality Improvement Coordinator  
KAITLYN STURTEVANT, Prior Authorization Coordinator  
ANGELICA TERRONES, Case Aide  
CHERI ULMER, Program Support Manager  
CRYSTA VAUGHN, HR Generalist  
MYRA VEGA, Enrollment Coordinator  
NANCY VIGIL, Navigation and Quality Director  
JULIE WHITE, Marketing and Communications Manager  
HEATHER WHITWORTH, CFO  
PARKER WILLIAMS, Case Aide  
JACKIE WOODS, Human Resources Director

**GUESTS (via Zoom unless noted)**

BERNARD BYERS, Prospective Board Member  
CHRIS CIPOLETTI, Cipoletti Consulting  
PATRICK DAVIS, Prospective Board Member  
BRIDGET KIRBY, Community Intersections  
CAROLYN SHOCKLEY  
iPhone (not identified)

**I. CALL MEETING TO ORDER**

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

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## **II. PUBLIC COMMENTS**

None.

## **III. STRATEGIC FOCUS – Organizational Health**

Colleen Batchlor, CEO shared that the presentation will provide an update on activities that have been completed over the past three months. The Executive Team has been working on the budget for Fiscal Year 2023 which focuses on staff salaries and benefits. TRE is now into Week 9 of its Cultural Roots; most staff are receptive and sharing their experiences and thoughts. Supervisors and Executive Team will work together next week on how to encourage staff to incorporate the Roots into their daily work.

The Executive Team is in the process of interviewing for the two new administrative positions. The Training Director position title has been changed to Learning and Staff Development Director. This position's responsibilities encompass much more than scheduling and providing training.

Work continues with Wipfli on streamlining work, specifically automated flows. This work will impact discussions on budget, and it is hoped that this work will also assist with securing strong revenue returns for the work that we do.

Dora Fernandez, IT Project Manager provided updates on current projects. New computers are scheduled to arrive at the end of June and will be distributed to employees eligible for replacements and to new employees.

Priorities have been established from the roadmap provided by Wipfli to begin to upgrade the security of systems and update other systems as needed.

The fundraising analysis was completed with Mountain Sage Consulting. A summary of this information was included in your packet.

Signage has been installed for New Altitude and the hard launch is in process.

The kickoff for the IDEA Discovery project is scheduled for June 28.

Jackie Woods, HR Director shared information on activities related to recruitment, retention and engagement. TRE has identified new partners to aid in advertising for open positions and increased advertising in areas that are already utilized.

TRE is now offering the ability for staff to work remotely from other states depending on TRE's contract requirements and each state's employment requirements.



Work continues with area colleges to encourage internships in program areas where possible. In the Fall, TRE and UCCS will begin a partnership for Bachelor for Social Work students to complete their internship required hours with TRE.

Information was shared on employee count; turnover rate compared to national average and exit interview information. Focus is on hiring positions that will reduce the high caseload counts.

TRE continues to check-in with new employees every 30, 60 and 90 days to determine how things are going for the new employee. Supervisors also meet with their staff quarterly to identify what support is needed for their employees.

TRE has expanded its sources for compensation comparisons (pay ranges) to the entire state of Colorado. This information is now being reviewed two times per year and adjustments will be made whenever possible.

The benefits package also offers more options for employees.

June is Employee Appreciation Month. TRE has many activities planned for the month and beyond.

CEO Batchelor then shared that the agency would continue to prioritize activities that will drive stability of staff and provide systems that support staff that will in turn provide better services for the people that we serve. It is also hoped that TRE can provide tools for staff to support resiliency both at work and in life.

CEO Batchelor added that there are opportunities from our state contracts regarding building out ability with change management to support continual change; case management agency transition and the technical assistance provided; and EI evaluation and intake processes.

#### **IV. CONSENT AGENDA**

**A MOTION WAS MADE BY LAURIE HUSINGH, SECONDED BY JORDAN WEIMAR TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (TRE Board of Directors' Meeting Minutes dated May 18, 2022, Legislative Town Hall Planning Committee Meeting Notes dated June 1, 2022 and Community Engagement Committee Meeting Minutes dated June 10, 2022).  
*Motion unanimously approved.***

#### **V. BOARD COMMITTEE REPORTS**

a. Finance and Investment Committee (FIC)  
*TRE Financial Statement Review (May 2022)*

Jordan Weimar, Treasurer reported that the current ratio comparing current assets versus expenses to liquidity is at 1.88 months. Goal of the agency is 2. The other metric reported

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is cash on hand showing 1.42 months of cash on hand. The goal is 3 months with minimum being 2 months.

The Balance Sheet shows cash balances lower than normal. This is due to end-of-year receivables increasing due to the state paying slower than the required 45 days.

SEP deferred revenue of \$71,370 was recognized during the month. Adjustments to where the staff's time is allocated will continue to reduce the deferred revenue as needed.

Board Designated Strategic Capital was reduced to reflect payment for various projects identified in the Strategic Plan.

The Income Statement shows a loss of \$269,551. Revenue should increase for the month of June due to the end-of-year revenue being received. The anticipated loss for the end of the fiscal year is \$1.5 million. This deficit is mostly related to the change in how Single Entry Point (SEP) revenue is recognized.

#### Fiscal Year 2023 Budget

The budget emphasis was around employee retention and recruitment. This focus needed to balance out with projected revenue. A lengthy review of revenue projections was held to be as certain as possible that the projections were on target and realistic to support budgeted expenses.

FY23 Budget Assumptions highlight the major changes between the budget for FY22 and projected for FY23.

- Revenue is projected to be \$27,780,030. An increase of 26%. This will be closely reviewed each month to confirm the projections are correct.
- Community Centered Board (CCB) budget revenue is projected to increase by 17%.
- SEP budget revenue is projected to increase by 42%
- Early Intervention (EI) budgeted revenue is projected to increase by 10%.

Treasurer Weimar then reviewed the projected expenses with the group.

- Staff salary expenses are projected to increase by 18%.
- Operations expenses are projected to increase by 37%.

The FIC recommends the FY2023 Budget as presented. Also recommended for approval is the continuation of the 401(k) match at 2.5% for the first 6% of income contributed by the employee (4.167% match) continue.

Anticipated capital expenditures include several IT projects.

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The building was also discussed. Major costs for the building will not be reviewed by the TRE FIC until the 6385 Corporate Drive budget is approved by 6385 Corporate Drive LLC Board of Directors.

The FIC recommends the following members for the Finance and Investment Committee for FY2023: Jessie Martinez, Chair, Dan Mirer, and Deena Hartje.

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

**A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE FOLLOWING SLATE OF MEMBERS FOR FISCAL YEAR 2023: JESSIE MARTINEZ, CHAIR; DAN MIER, MEMBER; DEENA HARTJE, MEMBER. *Motion unanimously approved.***

**A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE FISCAL YEAR 2023 BUDGET AS PRESENTED. *Motion unanimously approved.***

**A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE CONTINUATION OF THE 401(k) MATCH AT 2.5% FOR THE FIRST 6% OF INCOME CONTRIBUTED BY THE EMPLOYEE (4.176% MATCH). *Motion unanimously approved.***

b. Nominating Committee

George Mentz presented the following nominations for new members to the Board of Directors for terms beginning July 1, 2022, through June 30, 2023: Sarah Brittain Jack, Bernard (BJ) Byers and Patrick Davis.

**A MOTION WAS PRESENTED BY THE NOMINATING COMMITTEE TO APPROVE THE NEW MEMBER NOMINATIONS AS PRESENTED. *Motion unanimously approved.***

Terms for the following members were presented as indicated below:

Deena Hartje, Extended Second Term ending June 30, 2023  
Dan Mirer, Second Term ending June 30, 2025  
Heidi Brandon, Second Term ending June 30, 2025

**A MOTION WAS MADE BY DIANE LOSCHEN, SECONDED BY JORDAN WEIMAR TO APPROVE THE TERMS AS PRESENTED. *Motion unanimously approved.***

The following slate of officers for FY2023 was presented as indicated below:

Deena Hartje, Chair  
Dan Mirer, Vice Chair  
Jessie Martinez, Treasurer  
Laurie Huisingh, Secretary

**A MOTION WAS MADE BY DIANE LOSCHEN, SECONDED BY DAN MIRER TO APPROVE THE SLATE OF OFFICERS FOR FY 2023 AS PRESENTED.**

*Motion unanimously approved.*

c. Executive Committee

Chair Hartje reported that the group discussed the following:

*Board Self-Assessment and Governance Training* – An assessment will be sent to current Board members asking for their assessment of the Board of Directors in relation to Board Governance. Please complete and return no later than July 1.

Vice Chair Mirer informed the Board that an informal training on Board Governance responsibilities will held at the July 2022 meeting.

*Board Committees* – Chair Hartje asked that new members review the explanation of board committees and members currently on each committee document and to attend any committee meetings that might be of interest. Please let Deena know once you have made a choice. Tammie Engram, Executive Assistant was asked to forward the committee information to the full Board of Directors.

*CO-CPACE Funding for Energy Efficient Projects* – 6385 Corporate Drive LLC Board of Directors has been pre-approved to submit an application for this low interest loan for needed improvements. Before entering into a contract for this low interest loan (if awarded) both 6385 Corporate Drive LLC and TRE Board of Directors will need to provide their approval.

*Employee Appreciation Month* – June is Employee Appreciation Month. TRE has planned several activities during the month and later in the Summer to show employees how much they are appreciated.

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

*IDEA Discovery Project* – The kick-off for this project with Wipfli is scheduled for June 28, 2022. The focus of this project is to gain information from the customer experience side from stakeholders that we work with (people in services, provider organizations, other community partners, TRE staff). The kick-off will begin discussions around some of the challenges that we would like to gain additional information about. The focus groups' feedback will not just be general in nature but more focused to specific areas.

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Wipfli will conduct these focus groups and surveys and then develop a journey map from the gathered information and make recommendations to TRE on ways that the challenges might be addressed.

CEO Batchelor shared an overview of this project with several staff at Health Care Policy and Finance (HCPF). They are very interested to see the results of this project as they understand that this may have a great impact on what systems should look like as they move forward with the changes in case management work.

*Time Study in Case Management* – HCPF recently requested that a time study be completed to assist them as they begin to analyze appropriate rates for the things that a Community Centered Board (CCB) and Case Management Agency (CMA) are responsible for. In the past, the rates have not been adequate due to the narrow definition of duties.

This study was extremely time-consuming in order for us to provide a true picture of everything that is done, and the time spent completing such work.

*Public Health Emergency (PHE) Extension* – The current extension is through the end of July. This will most likely be extended to at least the end of October, possibly the end of calendar year.

HCPF did send a directive that beginning in August 2022, many of the required in-person activities will once again be required in-person activities. A document outlining the challenges (workforce shortage, high gas prices, too large of caseloads, training needs) has been submitted to Alliance Colorado asking that they assist in advocating for an extension related to this directive. TRE is fully supportive of moving back to in-person activities but that this needs to be done through a thoughtful transition.

*HCPF Contracts* – HCPF is planning to integrate the contracts for CCB and SEP activities by 2024 at the latest. The methodology for payment is still being developed.

The contracts for both programs read the same but are interpreted differently and have separate department staff overseeing the contracts.

## **VII. NEW BUSINESS**

*TRE Board of Directors' Meeting-December 2022* – There will not be a December meeting.

*Strategic Focus* – July's Strategic Focus will be Board Engagement and Leading a Clear Strategic Direction.

*Thank you* – The Board of Directors thanked Jordan Weimar and Julia Sands de Melendez for their years of service to TRE.

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Treasurer Weimar was specifically thanked for his work alongside Vice Chair Mirer in developing and expanding the functions and reporting of the Finance and Investment Committee.

## **VIII. ONGOING BUSINESS**

### **a. New Altitude**

Chris informed the group that the signage is up on the second floor. The marquee sign is not yet installed.

Several offices on the north side have been reserved for at least four months by a referral from CEO Batchelor.

Nexodus, the management platform for New Altitude will be fully functional by July 2022. This platform will automate membership applications, the billings for memberships and the ability to reserve and bill for conference rooms on the second floor.

### **b. 6385 Corporate Drive LLC**

*CO-CPACE Funding for Energy Efficient Projects* – Work continues in gathering needed information for the project(s) to request funding. As stated, before entering into a contract for this low interest loan (if awarded) both 6385 Corporate Drive LLC and TRE Board of Directors will need to provide their approval. More details will be shared as available.

*Director of Operations Position* – The job description for this position is currently being reviewed by the 6385 Corporate Drive LLC Board of Directors and Jackie Woods, Director of Human Resources. It is hoped that the interviews can be held in mid-July.

*FY2023 Budgets* – The budgets for 6385 Corporate Drive LLC and New Altitude are in process. They will be presented for approval to the 6385 Corporate Drive LLC Board of Directors at its August meeting.

The budgets will be integrated for reporting purposes to better show revenue/expenses.

## **IX. PUBLIC COMMENTS**

None.

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

The next Board of Director's meeting is scheduled for **Wednesday, July 20, 2022**, at 7:30 am at The Resource Exchange and via Zoom.

**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 8:55 am.

THESE MINUTES WERE APPROVED AT THE BOARD OF DIRECTORS ON JULY 20, 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 Huisingsh, Secretary