



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, August 17, 2022

MEMBERS PRESENT (via Zoom unless noted)

DEENA HARTJE, Chair – in person
DAN MIRER, Vice Chair – in person
JESSIE MARTINEZ, Treasurer
LAURIE HUISINGH, Secretary – in person
HEIDI BRANDON – in person
SARAH BRITTAIN JACK – in person
BERNARD BYERS
PATRICK DAVIS – in person
LOIS LANDGRAF
DIANE LOSCHEN
GEORGE MENTZ
DAVE PAUL
TINA SWONGER
AMY YUTZY

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Development Director
NICOLE ALGER, Prior Authorization Coordinator
COLLEEN BATCHELOR, CEO – in person
SARA BOUTON, Service Coordinator
TINA CHAVEZ, Prior Authorization Coordinator
TAMARA ENGRAM, Executive Assistant -in person
REBEKAH FALETTI, Nursing Home Supervisor
DORA FERNANDEZ, IT Director
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Director – in person
JOANN GRAY, Prior Authorization Coordinator
DE'AURA LEMUS, Strategy and Culture Specialist
DAISY MARTINEZ, Benefits & Billing Coordinator
CALLIE MURPHY, State General Funds Manager
SARAH NOLAN, Respite Programs Specialist
AMANDA REED, Early Intervention Director
KITTY SILVERS, Senior EI Billing Specialist
GINGER STRINGER, Physician and Community Outreach Specialist
HEATHER WHITWORTH, CFO
JACKIE WOODS, Human Resources Director

GUESTS (via Zoom unless noted)

CHRIS CIPOLETTI, Cipoletti Consulting – in person
TIM CUNNINGHAM, Cheyenne Village
NICI HEISLER, The Independent Center
JENNIFER STREHLOW, Operations Director, 6385 Corporate Drive LLC
and New Altitude
TAMARA TRUJILLO, Goodwill Services

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:35 am by Chair Deena Hartje.

II. PUBLIC COMMENTS

None.

III. STRATEGIC FOCUS – Finance 101

Jessie Martinez, Treasurer provided an overview of the Board of Directors' (BOD) responsibilities as related to the oversight of all of TRE's financial affairs and of all investments made by TRE.

It was noted that currently a nonprofit in Colorado is allowed to use 20% of program expenses per year toward lobbying and political work. TRE is a member of Alliance Colorado which advocates at the state level on behalf of the statewide agencies that serve people with intellectual and developmental disabilities. This work includes policy development and rule implementation at the legislative level and state agency level. TRE also contracts with a consulting firm that lobbies on behalf of TRE and the people that we provide services to.

(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the August 17, 2022 Board records for further review.)

V. CONSENT AGENDA

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DIANE LOSCHEN TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (Community Engagement Meeting Notes dated August 12, 2022 and TRE Board of Directors' Meeting Minutes dated July 20, 2022. Motion unanimously approved.

VI. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee (FIC)

Financial Statements Review for July 2022

Treasurer Martinez reviewed the preliminary financial statements with the group. July 2022 showed a loss of \$96,567.46 mainly due to reduced revenues resulting from the onboarding of new staff which requires extensive training prior to being able to provide services to generate revenue. To date, Community Centered Board (CCB) Case Management vacancies have been filled and Single Entry Point (SEP) Case Management is down by 6-8 FTEs. Also, the Outstanding Claims Report to confirm anticipating billing and revenues has not been received due to issues with software reporting capabilities. Accruals have not yet been updated.

On a positive note, staff are doing a good job allocating their time worked to the correct department codes in Paycom. TRE was also able to spend down \$67,000 of deferred revenue in the SEP program.

Cash on hand has increased. Current reporting shows 1.68 months on hand and a current ratio for cash v. liabilities of 1.97.

Preliminary YE2022 Financial Statement Review

Year-end financials currently show a loss between \$1.3 and \$1.5 million. Please note that this loss was expected due to:

- the change in interpretation of SEP contract from fee for service to subrecipient/cost reimbursement. Recognition of revenue for the fiscal year had to be revised due to this change resulting in \$1.5 million of revenue being reallocated to deferred revenue. These funds must be fully expended by June 30, 2024. Also of note, the wording of the SEP contract and subsequent payments are being challenged by a CCB in the Denver area.
- To date, TRE has invested \$2.7 million in the building and New Altitude. Financials for both are beginning to slowly trend upward. As the building generates profit, this will be repaid to TRE.
- Waiver Purchase of Service – revenue was booked in 2022 and invoices were not paid until the first month of the new fiscal year.
- Payments for independent audits. TRE was not invoiced for FY2020 or 2021. These invoices have now been paid and are reflected in FY2022.

Cash on hand is down at year end due to Early Intervention (EI) payments not being made in a timely manner. They were received in July 2022.

Losses in CCB/SEP Case Management were due to the change in interpretation of the contract type (cost reimbursement rather than fee for service) during the year as discussed in the July 2022 review.

EI shows a small loss due to items that are not covered by the program contract.

Family Support Services Program (FSSP) does not receive adequate funding to cover the costs of administering the program and overall M&G support from the organization. Currently waiting on billed claims to be paid to determine the amount of loss for this program.

Other

Audits for YE2022 are anticipated to begin the last week of September and first week of October with the presentation of audit findings to the full BOD in November 2022.

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. Legislative Committee

Colleen Batchelor, CEO reported that the Legislative Town Hall Planning Committee is working hard to finalize the details for the September 21st event

The Town Hall will be held at the Olympic and Paralympic Museum. Vendor tables for attendees to learn more about services available in the Pikes Peak Region will be set up near the Town Hall meeting room. Sponsoring agencies will host a small reception with elected officials and invited guests being held prior to the Town Hall, beginning at 4:45 pm. The Town Hall will begin at 6:00 pm, ending at 7:30 pm Time will be provided at the end of the Town Hall for attendees to speak with their elected officials. There will also be vendor tables for attendees to learn more about available services in the Pikes Peak Region.

There will be 100 museum tour passes available for the first 100 to register to attend the Town Hall in person. These passes must be used between 4:00-6:00 pm on the evening of our event. If additional tickets are needed, they will be available for purchase for \$10.00 per pass at the museum.

Ed Bowdith, TRE Lobbyist and Lois Landgraf, TRE Board Member will facilitate the town hall again this year.

c. Executive Committee

Chair Hartje reported that the group discussed the following:

Transportation assistance for Board Members requiring support to Attend Meetings – TRE BOD members can be reimbursed for the cost of transportation to and from meetings when necessary for them to be able to attend.

Strategic Planning Report Follow-Up and Goal Setting for the BOD – An initial review meeting with Mark Holdt, Mountain Sage Consulting will be scheduled for CEO Batchelor and Chair Hartje in order to prepare for the follow-up meeting on the progress

of the Strategic Plan Initiatives and to also begin the process of setting goals for the BOD, as a group and individually.

VII. CHIEF EXECUTIVE OFFICER'S REPORT

IDEA Discovery Project – The focus groups have been completed. Written surveys will be sent soon to other stakeholders. Once this information has been compiled, TRE will receive a written report from Wipfli outlining trends and potential solutions.

Staff Recruitment, Engagement and Retention – The Executive Team is working alongside the Staff Recruitment, Engagement and Retention Workgroup to develop TRE's Salary Compensation Policy. It is hoped that this can be presented for review at the BOD meeting in November.

Early Intervention (EI) – In response to the Governor's focus on early childhood and learning, the Colorado Department of Early Childhood (CDEC) has been developed. Statewide EI programs are now under this state department. It is hoped with staff dedicated to these services that processes will be streamlined to better serve families.

An inaugural Rules Advisory Council (RAC) has been formed that will advise the newly formed department on all rules promulgated by CDEC. This includes rules that will govern the Colorado Universal Preschool Program, which is slated to launch in the 2023-24 school year. CEO Batchelor has been appointed to serve on this advisory council.

EI Evaluations – The roll-out of new and additional entities to perform the evaluations for EI services launched July 1, 2022. Unfortunately, the process has not been smooth due to billing and IT system issues. Work continues to refine this process.

Health Care Policy and Financing (HCPF) has delayed the soft launch of the new Care and Case Management data system. The targeted date for the soft launch is now November 2022 followed by full implementation in April 2023.

Empty Stocking Fund (ESF) – Kick off for this year's campaign will begin shortly. This group will present information to the BOD at its September or October meeting.

VIII. NEW BUSINESS

TRE Bylaws – Chair Hartje and CEO Batchelor presented a proposal for a minor revision to language in Article II, Section 2.2 (d) Representation. The final sentence is proposed to read "At no time shall a staff member of TRE or an employee, or board member of a service agency serve as a director of TRE."

This proposal will be voted on at the September BOD meeting.

September Board Meeting Strategic Focus – Legislative Influences – Ed Bowditch, TRE Lobbyist will provide information to the group on this subject.

IX. ONGOING BUSINESS

a. 6385 Corporate Drive LLC (Building) and New Altitude Updates
6385 Corporate Drive LLC – Chris Cipoletti, Consultant shared that the 6385 Corporate Drive LLC Board of Directors reviewed and approved the FY2023 budget. TRE's BOD's FIC will review same at its September meeting.

New Altitude – The marketing initiative was launched beginning late July. Posts have been made on Meta (Facebook), Instagram, and Next Door. All were asked to like New Altitude's page and share with your friends and colleagues.

Interested parties are touring the space. Two prospective memberships will begin no later than October.

Director of Operations Introduction – Jennifer Srehlow was introduced to the group as the Director of Operations for 6385 Corporate Drive LLC and New Altitude. Her focus now will be on New Altitude memberships.

CO-CPACE Funding for Energy Efficient Projects – Work continues in gathering needed information for the project(s) to request funding. 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 – Interviews have been conducted. An offer is anticipated the week of July 25 with an anticipated start date of early August.

X. PUBLIC COMMENTS

None.

XI. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, September 21, 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 8:50 am.

These meeting minutes were unanimously approved at the September 21, 2022 TRE Board of Directors Meeting.

SUBMITTED BY:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Laurie Huisingh, Secretary

