



**BOARD OF DIRECTORS' MEETING MINUTES**  
**Wednesday, July 20, 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  
SARAH BRITTAIN JACK  
BERNARD BYERS  
PATRICK DAVIS  
LOIS LANDGRAF – in person  
DIANE LOSCHEN  
GEORGE MENTZ  
DAVE PAUL  
TINA SWONGER  
AMY YUTZY

**MEMBERS ABSENT:**

JESSIE MARTINEZ, Treasurer

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

ELIZABETH ALBO, Development Director  
NICOLE ALGER, Prior Authorization Coordinator  
COLLEEN BATCHELOR, CEO – in person  
TAMARA ENGRAM, Executive Assistant -in person  
REBEKAH FALETTI, Nursing Home Supervisor  
LORI GANZ, Clinical Services Director  
DON GRAY, Facilities Director – in person  
BRANDI GRIFFITHS, Service Coordination Manager  
RYAN KUYPER, Learning and Staff Development Director  
DANNI MEGYERI, Prior Authorization Senior 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



LAURA THOMAS, Ongoing Case Management Director  
NANCY VIGIL, Navigation and Quality Director  
HEATHER WHITWORTH, CFO  
JACKIE WOODS, Human Resources Director

**GUESTS (via Zoom unless noted)**

CHASITY BECKNER  
CHRIS CIPOLETTI, Cipoletti Consulting – in person  
TIM CUNNINGHAM, Cheyenne Village  
CHERYL EPPS, Host Home Provider and Parent  
INDY FRAZEE, The Independent Center  
DANIEL HILL, Support Inc.  
KAYLA RIBRON, Support Inc.  
719.242.6694  
719.493.8712

**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**

Chair Hartje shared her family's experiences with The Resource Exchange. While her son has not needed to access the Supported Living Services (SLS) waiver yet, TRE's Service Coordinator (SC) has assisted her with needed support while her son moved from school to transition services.

**IV. STRATEGIC FOCUS – Board Engagement & Leading a Clear Strategic Direction**

Chair Hartje reviewed information on Board Governance and Responsibilities. Several key reminders included Board members:

- Should put the interests of the organization before personal interests.
- Adhere to bylaws.
- Be guardians of the organization's mission and financial stability.
- Understand the difference between governance and management. Board members' responsibilities are governance. Staff are responsible for the management of day-to-day operations.

Chair Hartje then shared the results from the Self-Assessment that Board members completed in June 2022.

---

Key strengths included:

- Understanding of Mission and Vision.
- Strategic planning and board participation
- Quality of strategic plan
- Understanding of the distinction between BOD vs. Management decisions
- Understanding of the need for annual individual board member donations based on ability. (*TRE Board members were thanked for meeting the 100% goal for FY 2022*).

Areas for improvement included:

- Need to finalize succession planning and review annually.
- Evaluation of Board performance against established goals.
- Evaluation of individual Directors regarding Board responsibilities.
- Need for additional Board training and teambuilding.
- Identify annual goals and follow-up.

The Board Committees and Workgroups were shared. All members were encouraged to become a member of at least one. Any questions, please contact Chair Hartje.

*(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the July 20, 2022 Board records for further review.)*

Cheryl Epps, Host Home Provider and Family Member asked if documents of the Board of Directors could be shared with her so that she can possibly suggest needed changes to the organization that she is contracted with. Colleen Batchelor, CEO will meet with Ms. Epps to determine the specific information needed and answer any further questions.

## V. CONSENT AGENDA

**A MOTION WAS MADE BY LAURIE HUSINGH, SECONDED BY DAN MIRER TO ACCEPT AND APPROVE THE ITEM PRESENTED ON THE CONSENT AGENDA (TRE Board of Directors' Meeting Minutes dated JUNE 15, 2022**

## VI. BOARD COMMITTEE REPORTS

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

No meeting was held this month. June financials are preliminary due to year-end activities. The FY2022 Year End Financial Report will be presented at the August 17 meeting along with the monthly reports for FY2023.

### b. Legislative Committee

Lois Landgraf, Committee Chair reported that the Legislative Town Hall Planning Committee is working hard to finalize the details for the September 21<sup>st</sup> event. Several representatives from community partners have once again joined the planning work.

---

The Town Hall will be held at the Olympic and Paralympic Museum with a small reception with elected officials and invited guests being held prior to the Town Hall. Time will be provided at the end of the Town Hall for attendees to speak with their elected officials.

The Planning Committee will discuss conducting another Round Table session prior to the initiation of the legislative session as follow-up with the panel members to provide additional information as needed to legislators.

c. Nominating Committee

George Mentz and the Board members welcomed Sarah Brittain Jack, Bernard (BJ) Byers and Patrick Davis to the Board of Directors. Orientation with CEO Batchelor will be scheduled soon.

d. Executive Committee

Chair Hartje reported that the group discussed the following:

*Board Self-Assessment Results* – The results were reviewed, and an action plan will be developed to address the identified needs.

*Legislative Contacts* – The need to continually connect with our elected officials was discussed. After the November election, there will be many changes to those representing our catchment areas. TRE's reengagement with Alliance has strengthened TRE's inclusion in advocacy regarding State policy affecting people with disabilities.

Ed Bowditch, TRE Lobbyist has been very engaged and schedules individual meetings with legislators and CEO Batchelor on an annual basis. It was also noted that several members of the Board of Directors have connections with elected officials.

*Facebook (Meta) Presence* – Discussion was held on the needed focus on more information sharing about issues and trends facing people with disabilities.

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

*New administrative positions* – Both Executive Team positions have been filled-Ryan Kuyper, Learning and Staff Development Director and De'Aura Lemus, Strategy and Culture Specialist. Both attended a recent Strategic Planning session with the Executive Team. Identifying priorities for these staff is in process.

*IDEA Discovery Project* – Work has begun with identifying and inviting stakeholders to upcoming focus groups. The focus groups will be held in early August.

*Case Management Agency (CMA) Request for Proposal (RFP)* – It is anticipated that the RFP will be released in the latter months of Calendar Year 2022 with a response date due in the March-April 2023 timeframe. TRE will respond to this RFP.

---

*In Person Staffing Meetings* – Health Care Policy and Financing (HCPF) has issued a directive that in-person staffings, monitorings etc. will begin in August 2022. Many TRE case management staff are being trained due to approximately 50% being hired during the pandemic when in-person meetings were not allowed.

It is anticipated that the Public Health Emergency (PHE) restrictions will expire in January 2023.

## **VIII. NEW BUSINESS**

*The Strategic Focus for the August meeting* – FY 2022 Year End Review. This will include a review of Year-End Financial Report, TRE Finances 101 presentation, TRE's Investment Policy and TRE's funding streams.

## **IX. ONGOING BUSINESS**

### **a. New Altitude**

Chris Cipoletti, Consultant shared information on the functions of a co-working space (New Altitude [social enterprise]) versus traditional leases.

The marquee and signage are up. This creates the needed promotion of New Altitude internally.

Nexodus, the management platform for New Altitude should be fully functional by the end of July 2022. This platform will automate membership applications, the invoicing for memberships and scheduling and payment for conference rooms on the second floor.

Marketing for New Altitude digitally will go live on Monday July 25.

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

Mr. Cipoletti shared information on 6385 Corporate Drive LLC (6385) being a separate LLC with TRE being the sole member.

A question was raised on whether Operating Agreements are in place. Mr. Cipoletti stated that they were in place.

*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.



*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.

*Board of Directors (6385)* – Several nominations for new Board members will be made to the 6385 Board of Directors and TRE Board of Directors for approval.

**X. PUBLIC COMMENTS**

None.

**XI. SCHEDULE OF NEXT MEETING**

The next Board of Director's meeting is scheduled for **Wednesday, August 17, 2022**, at 7:30 am at The Resource Exchange and via Zoom.

**XII. MOTION TO ADJOURN REGULAR MEETING**

**A MOTION WAS MADE BY SARAH JACK BRITTAIN, SECONDED BY HEIDI BRANDON TO ADJOURN THE REGULAR MEETING. *Motion unanimously approved.***

The regular meeting was adjourned at 8:41 am.

**These minutes were unanimously approved at the August 17, 2022 Board of Directors' meeting.**

SUBMITTED BY:

---

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

---

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

---

Laurie Huisingsh, Secretary

---