



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

**MEMBERS PRESENT (via Zoom)**

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

**MEMBERS ABSENT:**

SARAH BRITTAIN JACK

**STAFF PRESENT (via Zoom)**

SARAH BOULTON, Service Coordinator  
TAMARA ENGRAM, Executive Assistant  
DORA FERNANDEZ, IT Director  
LORI GANZ, Clinical Services Director  
DON GRAY, Facilities Director  
BRANDI GRIFFITHS, Service Coordination Manager  
TAMIE KNERR, Controller  
RYAN KUYPER, Learning and Staff Development Director  
DE'AURA LEMUS, Strategic and Culture Specialist  
DAISY MARTINEZ, Benefits & Billing 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, Senior EI Billing Specialist  
GINGER STRINGER, Physician and Community Outreach Specialist  
NANCY VIGIL, Navigation and Quality Director  
HEATHER WHITWORTH, CFO

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**GUESTS (via Zoom)**

TIM CUNNINGHAM, Cheyenne Village  
JENNA KOCH, Cheyenne Village  
CHRIS CIPOLETTI, Cipoletti Consulting  
INDY FRAZEE, The Independent Center  
NICI HEISLER, The Independent Center  
BRIDGET KIRBY, Community Intersections  
JENNIFER STREHLOW, Operations Director, 6385 Corporate Drive LLC  
and New Altitude – in person  
TAMARA TRUJILLO, Goodwill Services  
LISA HRINIK, Wipfli  
CAITLIN KELLS, Wipfli  
DANIEL KELLY, Wipfli  
ANTHONY SHIBATA, Wipfli  
NATELLIE RYAN

**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. CONSENT AGENDA**

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY DAN MIRER TO ACCEPT AND APPROVE THE ITEM PRESENTED ON THE CONSENT AGENDA (TRE Board of Directors' Meeting Minutes dated October 19, 2022).**  
*Motion unanimously approved.*

**IV. STRATEGIC FOCUS – Measuring Outcomes – TRE IT Team and Wipfli**

Theron Kelso, Wipfli provided an overview on the IDEA Discovery Project's Impact to date. The data collection included focus groups and written surveys from staff, families receiving services, families on the waitlist for services and partner agencies. Data is still being collected. The final report with identified priorities should be completed by December 2022. This feedback is critical for the future direction of the agency.

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



## V. BOARD COMMITTEE REPORTS

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

#### Financial Statements Review for October 2022

Jessie Martinez, Treasurer reviewed the financial statements for September 2022.

Key Performance Indicators (KPI) were updated.

- Cash on Hand has decreased to a ratio of 0.71. This is due to late payments (August and September 2022) from EI Colorado. October 2022 has also been billed.
- Deferred Revenue for Single Entry Point (SEP) continues to be spent down.
- Full Time Employees (FTE) compared to current employee levels show the agency is down 43 employees as compared to budget.
- 6385 Corporate Drive received a payment from TRE of \$42,000 to cover salaries and operations of the building. It is anticipated that the 6385 Budget for FY2023 will be received for review in January 2023.

October 2022 showed a YTD loss of \$586,000 with the month of October 2022 being an almost breakeven month. This is better than budgeted.

The largest revenue variance as compared to budget is the Per Member Per Month (PMPM) category. Review shows that TRE is at 92% of budgeted revenue in this category. The main cause of this variance is current staffing levels being down. The Executive Team reviews this closely each month to determine what should be done to remedy this variance.

**A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE NOVEMBER 2022 FINANCIAL REPORT.**  
*Motion unanimously approved.*

### b. Executive Committee

Chair Hartje reported.

Developmental Disabilities Health Center (DDHC) – The group was informed that Dr. Emily Johnson has resigned her position at DDHC. A replacement for Dr. Johnson has been hired. TRE continues to work with Peak Vista to encourage the best health care possible for people with intellectual and developmental disabilities.

Empty Stocking Fund Campaign – The Opening Ceremony will be held this evening. Chair Hartje plans to attend along with several TRE staff members.



The group was reminded to make your Empty Stocking Fund donation on their website: [www.emptystockingfund.co.org](http://www.emptystockingfund.co.org). There is a drop-down tab/box on the donations page where you can mark that your donation is from a TRE Board member. Please be certain to mark that box. 100% participation is expected from Board members. Please donate at whatever level is comfortable.

*Strategic Planning Report Follow-Up and Goal Setting for the BOD* – The session is being rescheduled due to many scheduling conflicts. Watch for information from Tammie Engram, Executive Assistant with new date/time. Please attend IN PERSON if possible. This is important work for the direction of the agency in coming years.

*TRE Board Member Email Addresses (for TRE business)* – See info under New Business.

*Events at TRE* – Both the Annual Gratitude Event and New Altitude's Open House were a huge success.

*Unseen Documentary* – Chair Hartje reminded the group that one of TRE's partner agencies is offering another viewing of the Unseen Documentary. If you are interested in viewing this powerful documentary, please let Ms. Engram know as quickly as possible.

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

*Health Care, Policy and Financing (HCPF)* Updates – Nancy Vigil, Director of Navigation and Quality shared information on the many upcoming changes being implemented that will affect TRE. These include Conflict Free Case Management (CFCM), Care in Case Management Reporting System, Rules and Regulations Rewrite and Case Management Redesign.

The more important areas are Information on Rate Changes and Rules and Regulations.

The rate structure for both Community Centered Board (CCB) and SEP will change to \$117.35 per month for people actively receiving services. These new rates will be effective July 1, 2023. CCB current rates are being decreased and SEP rates increased. Payment for administrative work did not receive an increase.

HCPF is also mandating that a caseload for case managers will range from 1-65. SEP caseloads are currently at an average of 175 and CCB at an average of 60. If the new mandated caseload size cannot be met, the CCB must submit a plan on how to reach the goal along with a timeline.

The Rules and Regulations are being simplified to combine CCB and SEP Rules where possible. Public comment sessions are now being held on these changes.



## VII. NEW BUSINESS

Board Member TRE Email Addresses – Dora Fernandez, IT Manager shared that the process for Board members emails was being reviewed to ensure that emails are secure and within TRE guidelines.

Ms. Engram reminded the group that TRE must meet Statute guidelines for transparency and that Board member email guidelines must ensure that TRE staff do not have access to them prior to the Board member receiving the email.

Additional review will be complete before any changes will be implemented.

Wipfli Update on Projects – Daniel Kelly, Wipfli shared a brief overview of completed, current and future IT projects at TRE. The main focus is moving TRE to a much more secure environment.

TRE's internet cables were cut by a construction company late last week. All employees were able to continue to work from a mobile environment (not in TRE's office).

TRE Board of Directors' Meeting – The group was reminded that there will not be a meeting in December 2022.

## VIII. ONGOING BUSINESS

### a. 6385 Corporate Drive LLC (Building) and New Altitude Updates

Jennifer Strehlow, Director of Operations and Chris Cipoletti, Consultant updated the group on current activities:

- The New Altitude Grand Opening was very well attended. Ms. Strehlow thanked Dan and Jen Mirer for their contributions with decorating the space. Others were thanked for taking the time to attend.
- The 6385 Corporate Drive LLC Board of Directors has an opening for a TRE Board member. Two members expressed an interest. The Board will review and get back with those interested.
- The primary focus for New Altitude is filling empty space (flex and dedicated desks) in the coworking areas. Most offices are full with a waiting list.

b. Community Engagement Activities -Dan Mirer, Vice Chair shared information on upcoming events that the team is preparing for: Santa Drive Through (Dec 10); Impact Statements for 2022; End of Year Appeals and Colorado Gives Day (this campaign is currently open for donations).

## IX. PUBLIC COMMENTS

None.

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**X. SCHEDULE OF NEXT MEETING**

REMINDER – NO DECEMBER 2022 MEETING.

The next Board of Director's meeting is scheduled for **Wednesday, January 18, 2023**, at 7:30 am at The Resource Exchange and via Zoom.

**XI. MOTION TO ADJOURN REGULAR MEETING**

**A MOTION WAS MADE BY LOIS LANDGRAF, SECONDED BY DAVE PAUL TO ADJOURN THE REGULAR MEETING. *Motion unanimously approved.***

The regular meeting was adjourned at 9:05 am.

**THESE MEETING MINUTES WERE APPROVED UNANIMOUSLY AT THE JANUARY 18, 2023 TRE 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 Huisingh, Secretary