



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, February 15, 2023

MEMBERS PRESENT (via Zoom)

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

MEMBERS ABSENT:

PATRICK DAVIS

STAFF PRESENT (via Zoom)

NICOLE ALGER, Prior Authorization Coordinator
DANIEL BAKER, Senior Service Coordinator
COLLEEN BATCHELOR, CEO
TINA CHAVEZ, Prior Authorization Coordinator
TAMARA ENGRAM, Executive Assistant
DORA FERNANDEZ, IT Director
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Director – in person
JOANN GRAY, Prior Authorization Coordinator
BRANDI GRIFFITHS, Service Coordination Manager
TAMIE KNERR, Controller
RYAN KUYPER, Learning and Staff Development Director
DE'AURA LEMUS, Strategic and Culture Specialist
DEMETRIA LOPEZ, Benefits/Billing Supervisor
KELLY LYNG, Development Director – in person
DANNI MEGYERI, Prior Authorization Senior Coordinator
CALLIE MURPHY, State General Funds Manager
CIEANN PELLICCIA, Case Aide/Front Desk Supervisor



VAUGHNA PELLICCIA, Prior Authorization Supervisor
KAREN RICE, EI Billing Manager
STEPHANIE SAMORA, Contracts and Grants Manager
GINGER STRINGER, Physician and Community Outreach Specialist
NANCY VIGIL, Navigation and Quality Director
REBEKAH WEIMER, Nursing Facilities Supervisor
JULIE WHITE, Marketing and Communications Manager
JACKIE WOODS, Human Resource Director

GUESTS (via Zoom)

TIM CUNNINGHAM, Cheyenne Village
INDY FRAZEE, The Independent Center
NICI HEISLER, The Independent Center
JENNIFER STREHLOW, Operations Director, 6385 Corporate Drive LLC
and New Altitude
ANTHONY SHIBATA, Wipfli
CAITLIN KELLS, Wipfli
DANIEL KELLEY, Wipfli
LISA HRINIK, Wipfli
BECKY FOWLER
SIERRA GONZALES
719.774.4384 - NO NAME GIVEN

I. CALL MEETING TO ORDER

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

II. PUBLIC COMMENTS

None.

III. MISSION MOMENT – Julie White, TRE Marketing & Communications Manager

Julie White provided information on the power of social media in developing public awareness of TRE's mission and work. She described different ways to share information from TRE's Social Media sites. Liking, commenting and sharing are great ways to promote information to a larger network of people so that the community can learn more about TRE. Board members and staff are encouraged to support these posts on LinkedIn, Facebook, and Instagram.



Share stories with pictures with Julie (juliewhite@tre.org) of the impact TRE has. This helps the community to see TRE's impact through the direct experiences of people in services and their families. Stories from our partner agencies and other organizations or community members that relate to people with disabilities are also always welcome.

(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the February 15, 2023 Board records for further review.)

IV. STRATEGIC FOCUS – Customer Service and Organizational Structure - Wipfli

Lisa Hrinik shared partnering activities over the past year between Wipfli and TRE. TRE Cultural Roots along with the Strategic Plan's Imperatives have laid groundwork for activities to focus on, mainly customer service initiatives with all - people receiving services, partner agencies, community members and staff.

Anthony Shibata reviewed the work already completed and planning activities for continued work identified in the IDEA (Discovery) project. Database assessment and design will streamline work for staff in a more consistent way and in the future will provide persons receiving services with an improved process to find out information on their services.

Wipfli also continues to encourage a partnership with State agencies and subcontractors developing the new Care and Case Management system.

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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 January 18, 2023, and Community Engagement Committee Meeting Minutes dated February 3, 2023). Motion unanimously approved.

VI. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee (FIC)
Financial Statements Review for January 2023

Jessie Martinez, Treasurer reviewed the financial statements for January 2023. Columns were added to the summary of the Key Performance Indicators (KPI) page to include 6385 Corporate Drive (building) and New Altitude activities.

Through January 2023, the total Year-To-Date (TRE, Building and New Altitude) showed a loss of \$850,258. TRE operations alone showed a loss of \$463,370.

- Cash on Hand continues to be low. As of Monday, February 13, TRE received payments for the November and December 2022 Early Intervention (EI) invoices. This brings the EI receivables current.
- Deferred Revenue for Single Entry Point (SEP) was drawn down less than in previous months.
- TRE still has approximately 40 staff vacancies compared to budget.
- Revenues are approximately \$1.1 million below budget with the largest variance attributed to Per Member Per Month (PMPM).
- 401k Brokerage finalists for the RFP will be presented at the March FIC meeting.
- TRE's investment in 6385 Corporate Drive LLC now exceeds \$3 million. A payment in the amount of \$50,000 to assist with operations during the month was made due to delayed payment from one of the tenants in the building. It is also anticipated that a future payment in the amount of \$100,000 will be needed to assist with payment of the property taxes on the building.
- Audit work is still in process. It is anticipated that the results for the Financial and Single Audits will be reported at the March FIC meeting.
- Budget for Fiscal Year 2024 has begun. Budgets for Early Childhood Mental Health (ECMH) and EI programs are due to the State in February.

A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE JANUARY 2023 FINANCIAL REPORT AS PRESENTED. *Motion unanimously approved.*

b. Nominating Committee

Chair George Mentz reported that there are currently 2-3 candidates for TRE's Board of Directors' (BOD) membership. Dave Paul, Director added that he has recommendations as well.

If others have recommendations, please submit to Commissioner Mentz on gmentz@gmail.com.

Tamara Engram, Executive Assistant was asked to schedule times for the current candidates to tour the building and then meet with several members of the BOD. It is hoped that these can be scheduled on the same date.

c. Executive Committee

Congratulations to Commissioner Mentz for his recent appointment to the Civil Service Commission. Commissioner Mentz hopes to be able to share TRE information with the over 1000 police, fire and other members.

Community Engagement Updates – Thank you to everyone who participated in the Empty Stocking Fund's (ESF) activities and donations. It is a busy time of year for everyone along with the annual commitment from TRE as well.

TRE received \$72,450.00 from ESF for this year's campaign.

Mobility Coordination Committee (MCC) is a committee through the Pikes Peak Area Council of Government (PPACG) that is tasked with transportation needs including specialized transportation. Representative Lois Landgraf has been interested in serving on this committee. However, due to other commitments she does not feel that she can do so at this time. Several other possible volunteers were discussed. This will continue to be discussed at a future Executive Committee meeting.

TRE's Online Store is available for orders on many TRE products. Monies generated from these sales benefit TRE's Employee Engagement activities. If interested, please visit <https://www.merchtoolbox.com/tre>. Any questions, please contact Julie White.

Strategic Governance Calendar – Work continues on the BOD's Strategic Calendar for 2023.

Governance Committee – Chair Hartje shared that a Governance Committee may be recommended as a standing committee in place of the current Nominating Committee. This group would be charged with the annual review of By-Laws and other legal documents as well as Board member recruitment and education.

VII. CHIEF EXECUTIVE OFFICER'S REPORT

Recognition/Public Relations – CEO Batchelor reported that TRE has received very positive press coverage over the past several months, Empty Stocking Fund's spotlight article in The Gazette, Women's Chamber of Commerce and bi-monthly articles in North Magazine.

CMA RFP work continues. It is due on February 28, 2023.

It is unknown what other agencies (local and/or national) will apply for this contract within our service area of El Paso, Park, and Teller counties.

Board of Directors' Composition Grid was reviewed with the group. All BOD members were asked to complete the grid with their expertise. This will assist the BOD with identifying gaps in expertise and strategies for recruiting new members. Colleen Batchelor, CEO will send this grid early next week.

The following categories were suggested to be added: Health Plan Representation, Diversity, Equity and Inclusion Expert Representation.

VIII. NEW BUSINESS

Strategic Focus for March – Governance Best Practices is the Strategic Focus Topic for the March 2023 TRE BOD meeting.

IX. ONGOING BUSINESS

a. 6385 Corporate Drive LLC (Building) and New Altitude Updates
Jennifer Strehlow, Director of Operations updated the group on current activities:

6385 Corporate Drive LLC Board of Directors (BOD)- Jessie Martinez has been nominated for the open position representing TRE by the 6385 Corporate Drive LLC Board of Directors. TRE's BOD are asked to also approve this nomination.

A MOTION WAS MADE BY SARAH BRITAIN JACK, SECONDED BY HEIDI BRANDON TO APPROVE THE APPOINTMENT OF JESSIE MARTINEZ TO THE 6385 CORPORATE DRIVE LLC'S BOARD OF DIRECTORS. *Motion unanimously approved.*

April 2023 6385 Corporate Drive LLC's BOD meeting – Olive Real Estate representatives have been invited to the April meeting to discuss marketing of space for traditional leases in the building.

New Altitude -

- All were encouraged to follow New Altitude on social media and like/share all posts.
- Interest continues in the open spaces in the co-working space.
- Speed Networking with Your Next Mayor event is planned for March 6, 2023, 4:30-8:00 pm. A registration email will be sent in the near future.
 - Volunteers for the event from TRE's BOD are Julie White, Dave Paul, Mindy (Heidi's caregiver) as neutral facilitators for the different rooms. Volunteers to act as escorts for candidates to the different rooms: Heidi Brandon, Deena Hartje (will confirm) High school students are also being asked to serve as volunteers for this event.

(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the February 15, 2023 Board records for further review.)

X. PUBLIC COMMENTS

None.

XI. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, March 15, 2023**, 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 DAVE PAUL TO ADJOURN THE REGULAR MEETING. *Motion unanimously approved.*

The regular meeting was adjourned at 9:05 am.

These minutes were unanimously approved at the March 15, 2023 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

