



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 21st 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-SPACE 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 BRITAIN, 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 Huisingh, Secretary



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 Huisingsh, Secretary



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, September 21, 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
LOIS LANDGRAF – in person
DIANE LOSCHEN
GEORGE MENTZ
DAVE PAUL
TINA SWONGER
AMY YUTZY

MEMBERS ABSENT:

PATRICK DAVIS

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Development Director
COLLEEN BATCHELOR, CEO – in person
SARAH BOULTON, Service Coordinator
TAMARA ENGRAM, Executive Assistant -in person
REBEKAH WEIMAR, Nursing Home Supervisor
DORA FERNANDEZ, IT Director
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Director – in person
BRANDI GRIFFITHS, Service Coordinator Manager
RYAN KUYPER, Learning and Staff Development Director
DEMETRIA LOPEZ, Benefits/Billing Supervisor
DAISY MARTINEZ, Benefits & Billing Coordinator
CALLIE MURPHY, State General Funds Manager
SARAH NOLAN, Respite Programs Specialist
AMANDA REED, Early Intervention Director
KAREN RICE, EI Billing Manager



KITTY SILVERS, Senior EI Billing Specialist
GINGER STRINGER, Physician and Community Outreach Specialist
LAURA THOMAS, Case Management 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)

ED BOWDITCH, Bowditch & Cassell Public Affairs – in person
CHRIS CIPOLETTI, Cipoletti Consulting – in person
TIM CUNNINGHAM, Cheyenne Village
NICI HEISLER, The Independent Center
LISA HRINIK, Wipfli
DANIEL KELLEY, Wipfli
BRIDGET KIRBY, Community Intersections
RYAN PEASLEY, Wipfli
ANTHONY SHIBATA, Wipfli – in person
JENNIFER STREHLOW, Operations Director, 6385 Corporate Drive LLC
and New Altitude – in person
TAMARA TRUJILLO, Goodwill Services

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:32 am by Chair Deena Hartje.

II. PUBLIC COMMENTS

None.

III. MISSION MOMENT

Jenn Strehlow, Operations Director of 6385 Corporate Drive LLC and New Altitude Co-Working Space provided updates on activities at New Altitude. Since beginning her employment, it has been her goal to create/build more community among the members of New Altitude by hosting Football Thursdays and Happy Hours. Ms. Strehlow also interacts with members often to gather feedback and ideas on how to better meet their needs at New Altitude.

Ms. Strehlow shared the story of one of the members, Lukas Kirby, Street Styles Academy and Astro Blade.

IV. QUARTERLY IT AND OTHER PROJECTS UPDATES

Representatives from Wipfli shared information on projects completed, ongoing or on the schedule for The Resource Exchange.

- Flows project is almost complete. This work streamlines work for staff.
- Virtual Desktops for staff using personal equipment. This ensures increased security needed.
- Adobe Software – researching more budget friendly software options.
- Decommissioning in-house servers.
- Database Assessment, Consolidation and Reporting Capabilities
- New Altitude Network Refresh
- IDEA Discovery Project
- Working with State contractor on new case management system.

(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the September 21, 2022 Board records for further review.)

V. STRATEGIC FOCUS – Legislative Influences

Ed Bowditch, TRE Lobbyist shared information on the past State legislative session and the most probable focus of the session beginning on January 9, 2023. One item that has already been identified is affordable housing. Local governments would need to opt in to participate in the proposed legislation which will be costly, but important.

Mr. Bowditch shared that many of the elected legislators for TRE's catchment areas will be new to the legislature due to term limits and redistricting. Meetings will be set up for Colleen Batchelor to meet with the new legislators shortly after the upcoming election.

Mr. Bowditch then reviewed several Statewide propositions on the ballot that might impact the State budget and the subsequent budgets for contractors with the State.

The Joint Budget Committee (JBC) will receive the quarterly revenue forecast this week.

Legislation that takes effect this year includes Paid Family Medical Leave (effective January 2024 with premiums beginning in January 2023). This legislation requires that all leave for employees be closely tracked.

The Department of Early Education was formed to oversee all Early Intervention (EI) business for the State. TRE's CEO has been assigned to serve on the Rules Advisory Council.

(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the September 21, 2022 Board records for further review.)

V. CONSENT AGENDA

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY SARAH BRITAIN JACK TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (Community Engagement Meeting Notes dated September 9, 2022, and TRE Board of Directors' Meeting Minutes dated August 17, 2022. Motion unanimously approved.

VI. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee (FIC)

TRE Investments Review

Jessie Martinez, Treasurer shared information from Jason Akridge, Integrity Wealth Investments covering the quarterly review of TRE Investments. While the stocks and bonds markets have dropped considerably, TRE's average loss is better than the national average.

TRE's Investment Policy will be reviewed soon and compared to trends and other indicators. Any proposed changes will be presented to the FIC for consideration.

Financial Statements Review for August 2022

Treasurer Martinez reviewed the financial statements for August 2022. August 2022 showed an approximate YTD loss of \$426,000, monthly loss of \$229,000 as compared to the budget.

Cash on hand has also decreased. Current reporting shows 0.94 months on hand.

Accounts Receivable has increased and mostly due to late payments from the State for services provided by TRE per contracts.

The Income Statement shows that revenue versus income is down. Per member per month services are not meeting the budgeted amounts and Family Support Services Program's (FSSP) budget has been decreased by the State.

Salaries and Benefits are mostly on track with budgeted.

Of note for next month's report, all purchases of new equipment will be allocated to the department/program area that is using that equipment.

Other

Audits are on schedule.

b. Executive Committee

Chair Hartje reported that most items that were discussed have been covered in others report.

Strategic Planning Report Follow-Up and Goal Setting for the BOD – Preliminary dates for this review are either November 15 or 16, 2022. A poll will be sent for Board members and Executive Team to determine date and time.

TRE Board of Directors' Meeting at The Arc Pikes Peak Region – TRE was informed that this meeting will be scheduled in early 2023.

VII. CHIEF EXECUTIVE OFFICER'S REPORT

TRE's Strategic Plan and Operations Report – The Executive Team is in the process of reviewing and updating the current Operations Report. The development of 2023's Operations Plan is beginning.

Leadership Development Plan – A consultant has been engaged to begin the development of this program for TRE. This new program will align with TRE's Cultural Roots and provide opportunities for staff development for all staff.

Mentally Strong Program – TRE is in the process of working with Mentally Strong to assist staff in building resilience and other skills due to the stressful nature of the work and world currently.

Developmental Disabilities Health Center (DDHC) – The clinic's physician, Dr. Emily Johnson, has left the practice. CEO Batchelor plans to meet with leadership of Peak Vista to discuss the issues and offer assistance with the hire of a new physician for the clinic.

Gratitude Event – The next Gratitude Event for donors and community partners is scheduled for November 3, 2022, 5:30-7:00 pm. Invitations will be sent next week. Please plan to attend.

VIII. NEW BUSINESS

October's Board of Directors' Meeting Strategic Focus – Organizational Health, Diversity and Increase Revenue to Strengthen and Sustain TRE.

IX. ONGOING BUSINESS

a. TRE Bylaws

Chair Hartje again reviewed the proposed 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.*”

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY SARAH BRITTAIN JACK TO ACCEPT AND APPROVE THE REVISION AS STATED ABOVE. Motion unanimously approved.

b. 6385 Corporate Drive LLC (Building) and New Altitude Updates
Chris Cipoletti, Consultant updated the group on current activities. The business management software is working well, and other scheduling availabilities will be added soon, most for TRE meeting needs.

Several community organizations are renting meeting space and/or expressed interest.

The Grand Opening celebration for New Altitude is scheduled for November 10, 2022, 4:00-7:00 pm. Please plan to attend.

X. PUBLIC COMMENTS

None.

XI. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, October 19, 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 SARAH JACK BRITTAIN TO ADJOURN THE REGULAR MEETING. *Motion unanimously approved.*

The regular meeting was adjourned at 9:10 am.

These meeting minutes were unanimously approved by TRE's Board of Directors at their October 19, 2022 meeting.

SUBMITTED BY:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Laurie Huisingsh, Secretary



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, October 20, 2022

MEMBERS PRESENT (via Zoom unless noted)

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

MEMBERS ABSENT:

DIANE LOSCHEN
DAVE PAUL
TINA SWONGER

STAFF PRESENT (via Zoom unless noted)

ELIZABETH ALBO, Development Director – in person
NICOLE ALGER, Prior Authorization Coordinator
COLLEEN BATCHELOR, CEO
SARAH BOULTON, Service Coordinator
TINA CHAVEZ, Prior Authorization Coordinator
KYLE COX, Navigation and Enrollments Manager
TAMARA ENGRAM, Executive Assistant -in person
REBEKAH WEIMAR, Nursing Home Supervisor
DORA FERNANDEZ, IT Director
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Director
JOANN GRAY, Prior Authorization Coordinator
TAMIE KNERR, Controller
RYAN KUYPER, Learning and Staff Development Director
DE'AURA LEMUS, Strategic and Culture Specialist

DEMETRIA LOPEZ, Benefits/Billing Supervisor
JAIME LUERSEN, Human Resources Generalist
DAISY MARTINEZ, Benefits & Billing Coordinator
DANNI MEGYERI, Prior Authorization Senior Coordinator
CALLIE MURPHY, State General Funds Manager
SARAH NOLAN, Respite Programs Specialist
VAUGHNA PELLICCIA, Prior Authorization Supervisor
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
JACKIE WOODS, Human Resources Director

GUESTS (via Zoom unless noted)

CHRIS CIPOLETTI, Cipoletti Consulting – in person
INDY FRAZEE, The Independent Center
NICI HEISLER, The Independent Center
BRIDGET KIRBY, Community Intersections
DEB MAHON, Gazette Charities Foundation
CAROLYN SHOCKLEY
JENNIFER STREHLOW, Operations Director, 6385 Corporate Drive LLC
and New Altitude – in person
TAMARA TRUJILLO, Goodwill Services

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. EMPTY STOCKING FUND (ESF) CAMPAIGN KICK OFF

Deb Mahan, Executive Director of Gazette Charities shared information on this year's Empty Stocking Fund Campaign.

With support from several foundations, all administrative/operating costs are covered. This means all donations made through the campaign will be distributed to the 20 partner organizations. ESF also has very robust relationships with several agencies that match any donation. Your donation of \$1.00 becomes \$1.50.



The grants that are awarded can be used in any way that the agency needs.

The formal campaign begins on Thanksgiving Day through January 21, 2023. However, donations are accepted at any time throughout the year.

The Opening Reception is scheduled on Wednesday, November 16, 2022, beginning at 5:30 pm at Penrose House. Invitations will be sent soon, and RSVP is requested.

There are several ways to donate: mail a check using the donation sheet with mailing address. The best way is to use the website: www.emptystockingfund.co.org. Liz Albo, Development Director explained that TRE Board members will use the ESF website for their ESF donations. There is a drop-down box on the donations page, please mark TRE Board member. Also let any Community Engagement staff know about your donation so that this can be double checked by ESF. 100% participation for the BOD is expected, so all TRE Board of Directors' members are expected to donate at whatever level is comfortable for that member.

TRE and Empty Stocking Fund will enter into an MOU which explains each agency's responsibilities during the campaign. TRE's allocation percentage this year is 5.25%, an increase of a full percentage point from last year.

TRE Board of Directors' Annual Commitment Form – Ms. Albo added that the annual commitment to TRE be completed and returned to Community Engagement no later than June 30, 2023.

Again, TRE is asking for 100% participation from all Board of Directors' members in its commitment to a donation directly to TRE (in addition to and separate from ESF). Many grant applications ask and/or require that the agency requesting funds has 100% Board participations in contributions to the agency.

IV. STRATEGIC FOCUS – ORGANIZATIONAL HEALTH

Colleen Batchelor, CEO shared that the presentations would provide information on possible opportunities to expand and enhance revenue diversification through different avenues for TRE in the future.

Ms. Albo provided an overview of TRE's Culture of Philanthropy. This focuses on relationships with donors and expressing gratitude to them for being involved with TRE. This includes showing donors the impact that their donation has on the people receiving services from TRE.

Future diversification of TRE's revenue could include initiating Planned Giving and Endowment programs. Planned giving offers donors a way to leave a legacy to TRE and donate assets vs traditional cash donations. Activities to begin this work include talking to donors early about this option, dedicating a full page on TRE's website and advertising its availability with financial advisors.

An Endowment Program is a structure for non-profit organizations to invest large donations in interest bearing accounts to continue to fund the program. An annual distribution would be provided to the agency. There are also foundations that will match some of these funds.

A Capital Campaign could also be considered to support TRE's 6385 Corporate Dr. Building. A Capital Campaign is an intense effort to raise significant dollars in a specific amount of time for a specific purpose.

These opportunities require a large commitment to plan and creating a clear mission-focused strategy and understand the commitment of time/work from many people.

Sarah Brittain Jack, Board Member updated information on a Mill Levy Campaign in support of TRE's work for people with IDD. Of note, TRE is the only Community Centered Board (CCB) that does not receive funds from a mill levy.

It was shared that a mill levy campaign might be more successful if TRE collaborated with other partner(s) in the region, i.e. El Paso County Dept of Human Services, other service providers.

Ms. Jack shared that 2024 might be the next best year to pursue this for the ballot. New polling may be needed to determine feasibility. If favorable, an extensive education campaign would be conducted prior to asking El Paso County Commissioners for a referral to the ballot.

This education and campaign would require a grassroots effort, a large commitment to plan and create a clear focused strategy and the commitment of time/work from many people, including TRE Board of Directors' members. It would also require significant financial investment.

If anyone has questions, please contact Ms. Jack.

(The PowerPoint presentation and handouts are incorporated into these minutes by reference and can be found in the October 19, 2022 Board records for further review.)

V. CONSENT AGENDA

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY LAURIE HUISINGH TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (Community Engagement Meeting Notes dated October 7, 2022, and TRE Board of Directors' Meeting Minutes dated September 21, 2022. Motion unanimously approved.

VI. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee (FIC)

Employer Retention Tax Credit

Jessie Martinez, Treasurer shared updated information on this program. Heather Whitworth, CFO attended a training session that covered this program. It was determined that if an agency receives Federal funding (TRE does), that any credits received would be required to be paid to the Federal contract holder. Therefore, TRE would not be able to benefit from this program.

Wipfli immediately took ownership of this oversight and refunded the \$210,000 in fees paid to file for this tax credit. They will also amend TRE's tax returns back to their original amounts.

Financial Statements Review for September 2022

Treasurer Martinez reviewed the financial statements for September 2022.

Key Performance Indicators (KPI) were updated.

- Improvement in cash position. Ratio improved to 1.08.
- Deferred Revenue continues to be spent down. Deferred Revenue tracking will be added to the Summary page.
- Accounts Receivables compared to the prior year to current year. Current year shows a balance due of \$3.6 million. Most of this balance is attributed to EI Colorado.
- Inter-Company Activity – FY2021 onward – Funds being loaned to 6385 Corporate Drive LLC has slowed down. However, several upcoming large expenditures will require funds from TRE (Tenant Finish on 3rd Floor and along with anticipated additional tenant finish for prospective tenants).

TRE Board of Directors were asked to share if they would like to see additional items on the KPI schedule. Please contact Treasurer Martinez or CFO Whitworth if needed.

September 2022 showed a YTD loss of \$584,647 and a monthly loss of \$157,924 as compared to the budget. The largest revenue variance as compared to budget is Per Member Per Month (PMPM) category. The Executive Team is reviewing this closely to determine what should be done to remedy this variance.

Expenses show a variance of approximately \$150,000 which is attributable to the purchase of new laptops.

A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE FINANCIAL REPORTS FOR SEPTEMBER AND OCTOBER 2022. *Motion unanimously approved.*

b. Executive Committee
Chair Hartje reported.

Mediation – The mediation was settled.

Unseen Documentary – Chair Hartje thanked staff for the showing of the Unseen Documentary. The information shared in the documentary and by the panel is information that is valuable for all to remember during our interactions with families.

Strategic Planning Report Follow-Up and Goal Setting for the BOD – The session has been scheduled for Tuesday, November 15, 2022 beginning at 1:00 pm at TRE. Please attend if possible. This is important work for the direction of the agency in coming years.

VII. CHIEF EXECUTIVE OFFICER'S REPORT

IDEA Discovery Project – Work continues with Wipfli on this project.

Leadership Development Plan – The initial kick-off of this project will begin in December. Applications have been requested from management level staff that are interested in participating. The first cohort is anticipated to include 20 staff.

TRE's Strategic Plan and Operations Report – The Executive Team continues the process of reviewing and updating the current Operations Report and development of Calendar Year's 2023 plan. The first priority focuses on Revenue and Diversification. The team is working to identify all ways to fully maximize the revenue that is available through TRE's contracts so that TRE can meet and/or exceed budget expectations.

Staff Recognition – Callie Murphy, Kathleen Scovil and Cindi Dolata were congratulated on receiving awards at The Arc PPR's Annual Celebration.

Health Care Policy and Financing (HCPF) – HCPF continues to release grants in support of areas identified for improvement in the current system. TRE plans to apply for Training Funds and Digital Transformation Funds.

Early Intervention (EI) – The eligibility requirements for children enrolling in EI are being reconsidered.

Executive Team Changes – Elizabeth (Liz) Albo, Director of Development will be leaving TRE effective on November 4, 2022, to pursue other opportunities. Ms. Albo was thanked for her contributions to TRE and very impactful work in advancing the fundraising philosophy at TRE.

Unseen Documentary – CEO Batchelor thanked the panel members for their enormous contributions to discussions after the viewing of the documentary. Also, thanks were extended to the Ms. Albo and the Community Engagement Department, Ryan Kuyper and De'Aura Lemus for their hard work in presenting the documentary in such a professional manner.

The group felt that viewing this documentary would be beneficial to arrange for a viewing by our elected officials as well as other State personnel. CEO Batchelor will speak with Alliance Colorado about the potential for them to secure this documentary to share with others across the State.

VIII. NEW BUSINESS

November's Board of Directors' Meeting Strategic Focus – Measuring Outcomes-TRE IT Team and Wipfli.

IX. ONGOING BUSINESS

a. 16th Annual Legislative Town Hall Feedback

Feedback included the need to encourage and assist more families to attend the event; cutoff date for panel members to register; better identification of possible action items for our elected officials.

Thanks was extended to the Planning Committee and especially Sarah Brittain Jack for their hard work in planning and executing this important event.

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

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

- A banner advertising New Altitude and its available space will be hung on the outside of the building.
- AdPro will be helping with marketing with the help of Camille Blakely, newest 6385 Corporate Drive LLC Board member.
- In the December issue and ongoing editions of North magazine, information will be shared on New Altitude and TRE.
- A Lunch and Learn is being planned to help with education and understanding of the connections between 6385 Corporate Drive LLC; New Altitude and TRE.
- The Business Management Software is working well. TRE meeting rooms have been added and additional TRE staff will be able to book TRE meeting rooms soon.

The Grand Opening celebration for New Altitude is scheduled for November 10, 2022, 4:00-7:00 pm. Please plan to attend. Tammie Engram, Executive Assistant was asked to resend the invitation so that members can register to attend.

Fyzical Therapy, a new tenant on the third floor, opened for business this week.

X. PUBLIC COMMENTS

Go Baby Go held on October 14 at the Switchbacks Stadium was a huge success.

XI. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, November 16, 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 8:55 am.

THESE MEETING MINUTES WERE APPROVED UNANIMOUSLY AT THE NOVEMBER 16, 2022 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



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 BRITAIN 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

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. 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 Ingram, 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. Ingram 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.

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:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Laurie Huisingsh, Secretary