



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, July 19, 2023

MEMBERS PRESENT (via Zoom unless marked in person)

LOIS LANDGRAF, Chair – in person
PATRICK DAVIS, Vice Chair
JESSIE MARTINEZ, Treasurer – in person
HEIDI BRANDON – in person
SARAH BRITTAIN JACK – in person
BERNARD BYERS
RAQUEL DOMINGUEZ
TRACI MARQUES
GEORGE MENTZ
DAVE PAUL
SHARON THOMPSON – in person
AMY YUTZY

MEMBERS ABSENT:

Laurie Huisingh, Secretary

STAFF PRESENT (via Zoom unless marked in person)

COLLEEN BATCHELOR, CEO – in person
SARAH BOUTON, Prior Authorization Senior Coordinator
TINA CHAVEZ, Prior Authorization Coordinator
TAMARA ENGRAM, Executive Assistant – in person
DORA FERNANDEZ, IT Project Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Director – in person
TAMIE KNERR, Controller – in person
DEMETRIA LOPEZ, Benefits/Billing Supervisor
KELLY LYNG, Development Director – in person
DAISY MARTINEZ, Benefits and Billing Senior Coordinator
CALLIE MURPHY, State General Funds Manager
SARAH NOLAN, Respite Programs Specialist
AMANDA REED, Early Intervention Director
KAREN RICE, EI Billing Manager
STEPHANIE SAMORA, Contracts and Grants Manager



KITTY SILVERS, Credentialing, Authorization & Billing Specialist
GINGER STRINGER, Physician & Community Outreach Specialist
LAURA THOMAS, Case Management Director
KAREY URBANSKI, Human Resources Director
REBEKAH WEIMAR, Nursing Facilities Supervisor
HEATHER WHITWORTH, CFO

GUESTS (via Zoom)

KRIS ABBOTT
CHRISTOPHER AIRES, Happy Lives
CATHERINE BRADBURY, Able Light
LISA HRINIK, Wipfli – in person
BREGITTA HUGHES, Peak Supportive Services
BRIDGET KIRBY, Community Intersections
ANTHONY SHIBATA, Wipfli – in person
JOSHUA SHIPMAN, Pikes Peak Respite
JENNIFER STREHLOW, Operations Director, 6385 Corporate Drive LLC
and New Altitude – in person

I. CALL MEETING TO ORDER

The regular meeting was called to order at 7:35 am by Chair Lois Landgraf.

II. PUBLIC COMMENTS

Chair Landgraf welcomed Raquel Dominguez, Traci Marques and Sharon Thompson to the Board of Directors. Karey Urbanski was also welcomed to TRE's Executive Team as the new Director of Human Resources.

Colleen Batchelor, CEO was congratulated for TRE receiving an international business award.

III. MISSION MOMENT

Dora Fernandez, IT Project Manager provided an overview of TRE's Landing Page which has been an effort to improve and streamline our systems. This new information page offers almost all information that a TRE staff member could want or need – Cultural Roots, Links to Program/Department Pages, Upcoming Agencywide Meetings/Trainings/Events with RSVP link, Communications on TRE News, etc.

IV. STRATEGIC FOCUS – Systems to Support Success & Measuring Our Impact

Lisa Hrinik and Anthony Shibata, Wipfli provided information on the current strategic projects in process and being planned. The focus areas are Cross Care Integration, Database Reporting, and an Information Portal for persons receiving services, families,

and service providers to assist with checking the status of paperwork, eligibility, current plans etc. for their services or services being provided (this project will require grant funding not yet secured).

TRE staff that attended the recent Wipfli Conference shared their experiences from the conference, networking with others, etc. All felt it was a great experience and provided very useful tools and information for our work. It was noted that the conference next year (25th Annual) is scheduled for the week of July 9. Location to be determined.

Heather Whitworth, CFO, also shared that a recent training by Wipfli that she attended was excellent.

V. CONSENT AGENDA

A MOTION WAS MADE BY SHARON THOMPSON, SECONDED BY HEIDI BRANDON TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (TRE Board of Directors' Meeting Minutes dated June 21, 2023, TRE Legislative Committee Meeting Minutes dated July 10, 2023, and Development Committee Meeting Minutes and Updates for July 2023). *Motion unanimously approved.*

VI. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee (FIC)

Financial Statements Monthly Review – June 2023

Jessie Martinez, Treasurer reported that the June 2023 report showed net income of \$415,834 for TRE. The increase is mainly due to payments from the Colorado Department of Health Care Policy and Financing (HCPF) for Care and Case Management system training, final rule setting and final Public Health Emergency (PHE) funding.

The year-to-date loss for 6385 Corporate Drive is approximately \$740,000.

The preliminary Year-End loss for TRE is estimated at \$28,884.

Deferred revenue for the Single-Entry Point (SEP) increased to \$681,021 due to the additional one-time payment made by HCPF listed above.

Cash on hand is down due to the overstated amount from the Internal Revenue Service (IRS) for Employee Retention Credits that TRE was not eligible for and promptly returned. Also, there were several late payments for CCB and SEP services. EI Colorado is current with all payments.

TRE's investment in 6385 Corporate Drive was \$28,246 covering staffing costs and credit card expenditures.

TRE Per Member Per Month (PMPM) and Monitoring revenue were down approximately \$1.1 million as compared to the budgeted amount for the year. The main reason behind this shortfall is staffing shortages.

A payment to EI Colorado was necessary for EI Service Coordination due to higher than anticipated Targeted Case Management (TCM) billing to Medicaid.

Capital Campaign, Endowment and Mill Levy Options

The group discussed pros and cons of the three options to determine the best direction for TRE staff time, energy, and funding to be used.

After discussion, the FIC decided to present strategic information and make a recommendation to the full Board of Directors in Executive Session.

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

b. Nominating Committee

Commissioner George Mentz, Committee Chair presented the following two BOD members for approval for second terms ending on June 30, 2026.

Laurie Huisingh
Dave Paul

A MOTION WAS PRESENTED BY THE NOMINATING COMMITTEE TO APPROVE SECOND TERMS ENDING JUNE 30, 2026 FOR LAURIE HUISINGH AND DAVE PAUL. *Motion unanimously approved.*

c. Development Committee

Kelly Lyng, Development Director and Colleen Batchelor, CEO shared information on activities of the Committee, including 60th Anniversary in 2024, other community events and Go Baby Go activities. Ms. Lyng solicited volunteers to serve on the work group for the 60th Anniversary Celebrations. Kim Matthews, past Board member, is the Chair for this work group.

Ms. Lyng and other staff are working with a designer to share recommendations for the common areas in TRE's building to make it more fresh and vibrant and consistent from floor to floor. In addition, work is in process with an artist for a structure in the main lobby that would be used to recognize donors and supporters. More details will be shared soon.

A schedule of upcoming events will be shared each month with the Board of Directors. Tammie Engram, Executive Assistant, will also send Outlook calendar invites for events as appropriate.

It was also announced that Patrick Davis will serve as the Chair of the Development Committee.

d. Executive Committee

Vice Chair Davis thanked CEO Batchelor for bringing the new Committee members up to speed prior to the meeting.

The Committee decided to solicit feedback from the full Board of Directors on how the monthly BOD meetings are being conducted, i.e., agenda and discussion content, strategic presentations, etc. The format was changed 3 years ago with the development of TRE's Strategic Plan. A strategic governance calendar is now being used for each month's strategic discussion.

Members may provide comments directly to Chair Landgraf or Vice Chair Davis. A short survey may also be sent to solicit this feedback.

Chair Landgraf then asked for additional volunteers to serve on the Finance and Investment Committee. Please contact Treasurer Martinez, Chair Landgraf or Vice Chair Davis with questions and/or to express interest.

It was noted that Heather Whitworth, CFO is willing to provide a more in-depth review of TRE's financial statements for those interested in serving on this Committee.

VII. CHIEF EXECUTIVE OFFICER'S REPORT

Budget Listening Sessions – Two sessions were held for staff to explain the budget preparation process and contract provisions for funding. TRE decided to continue to hold these sessions each year, two times per year (late June and late January) to keep staff updated on TRE's budget processes.

CMA Request For Proposal (RFP) – TRE continues to wait for the formal award of the CMA contract for El Paso, Park and Teller counties. The delay in the formal award is most likely due to the need to reissue the RFP for two areas of the State. It is anticipated that this information will be announced next week. The phases for the contract initiation should also be announced very soon. TRE is hoping to begin the contract work in the first phase which is November 1, 2023.

Workforce Investment Activities – CEO Batchelor continues her work on this Committee along with advocacy with HCPF and EI Colorado for continued funding to address these needs in the State.

Family Support Council New Member Appointment – It is required by TRE's contract with HCPF to approve all new member appointments to the Family Support Advisory Council. The recommendation before the BOD today is to approve Alayne Gerkin as a new member on the Council. Ms. Gerkin is employed with a local provider agency, PASCO as their Director of Community Outreach. In this role, Ms. Gerkin partners with

TRE's respite programs. She is a long-time volunteer and supporter of TRE's respite programs.

A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY PATRICK DAVIS TO APPROVE THE APPOINTMENT OF ALAYNE GERKIN TO THE FAMILY SUPPORT ADVISORY COUNCIL. *Motion unanimously approved.*

VIII. NEW BUSINESS

Strategic Focus for August 2023 – TRE Finance 101 and FY23 Financial Year End Review.

Mobility Coordinating Committee (MCC) – Chair Landgraf asked for volunteers (BOD or TRE Executive staff) to serve on this committee representing TRE and the need for transportation service for people with disabilities. The meetings are held on the 4th Thursday of each month at 9:30 am. They do offer virtual attendance options, but it was felt that attending in person would be beneficial for the networking opportunities. *Heidi Brandon volunteered to serve as representative of people with disabilities.* Another volunteer is needed to represent TRE. Please contact Chair Landgraf if interested.

IX. ONGOING BUSINESS

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

- With TRE's 60th Anniversary being next year, a short overview video was shown at the All Staff Meeting showing the history and future for TRE. A copy of the video will be sent to the BOD.
 - Negotiations with a possible long-term tenant on the first floor continue. Quotes for the tenant finish are being collected as a next step in these negotiations.
 - TRE is beginning preliminary work with a designer to renovate the interior design of the building. The work group hopes that new design can communicate the story of TRE.
 - A job posting for a Customer Service Specialist for New Altitude will be posted at the end of July. This position will serve as the receptionist for 6385 Corporate Drive along with many other duties related to New Altitude's growth and implementation of a training and employment effort within the building for people with disabilities. Ms. Strehlow will share the job posting with the BOD. Please share if you know of anyone who might be interested in this opportunity.
 - New Altitude is sponsoring a table at the upcoming Women's Chamber Accolades luncheon. The Chamber offices are in New Altitude and the partnership between the two agencies is proving to be very beneficial.
 - Ms. Strehlow and Ms. Lyng are attending many community events and networking activities on behalf of New Altitude and TRE.
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- The internal Building Committee recently sent a survey to all TRE staff asking for feedback on how to best utilize the space in the building to better serve their needs when they are in the office to work and for various meetings and trainings.

X. PUBLIC COMMENTS

Ginger Stringer, mom of an adult son with intellectual disabilities and a TRE employee thanked the BOD and CEO for the work with Wipfli to incorporate better and easier ways for families, persons in service and service provider agencies to access information on their services without the need to call into the office. The difficulty of connecting with the appropriate person in a timely manner has long been a frustration for and complaint from families. It is hoped that funding for this project is secured soon.

Sharon Thompson, Board member and Mayor of Fountain shared that rides on Fountain City Transit are free for the summer months. Please share this information.

XI. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, August 16, 2023 at The Resource Exchange or via Zoom**. TRE BOD are encouraged to attend in person if possible.

XII. MOTION TO ADJOURN INTO EXECUTIVE SESSION

Items to be discussed during the Executive Session are:

- a. Strategic Negotiations

A MOTION WAS MADE BY JESSIE MARTINEZ, SECONDED BY SARAH BRITAIN JACK TO ADJOURN INTO AN EXECUTIVE SESSION. *Motion unanimously approved.*

The regular meeting was adjourned into Executive Session at 9:03 am.

XIII. ADJOURNMENT INTO REGULAR SESSION

The Executive Session was adjourned at 9:25 am.

XIV. REGULAR MEETING BUSINESS

A MOTION WAS MADE BY PATRICK DAVIS, SECONDED BY RAQUEL DOMINQUEZ TO APPROVE MOVING FORWARD WITH THE APPLICATION FOR A CAPITAL CAMPAIGN THROUGH EL PASO COUNTY'S ENTERPRISE ZONE. *Motion unanimously approved.*

V. MOTION TO ADJOURN THE REGULAR SESSION

A MOTION WAS MADE BY SARAH BRITTAIN JACK, SECONDED BY PATRICK DAVIS TO ADJOURN THE REGULAR SESSION OF THE BOARD OF DIRECTORS' MEETING. *Motion unanimously approved.*

The regular meeting was adjourned at 9:35 am.

These meeting minutes were unanimously approved at the August 16, 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
