



BOARD OF DIRECTORS' MEETING MINUTES
Wednesday, August 16, 2023

MEMBERS PRESENT (via Zoom unless marked in person)

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

STAFF PRESENT (via Zoom unless marked in person)

COLLEEN BATCHELOR, CEO – in person
MIRANDA BRIDGEFORD, Service Coordinator
SARAH BOUTON, Prior Authorization Senior Coordinator
TINA CHAVEZ, Prior Authorization Coordinator
KYLE COX, Navigation and Intake Manager
TAMARA ENGRAM, Executive Assistant – in person
DORA FERNANDEZ, IT Project Manager
LORI GANZ, Clinical Services Director
DON GRAY, Facilities Director – in person
PAMELA KNOTHE, Quality Supervisor
TAMIE KNERR, Controller
DEMETRIA LOPEZ, Benefits/Billing Supervisor
KELLY LYNG, Development Director
DAISY MARTINEZ, Benefits and Billing Senior Coordinator
CALLIE MURPHY, State General Funds Manager
SARAH NOLAN, Respite Programs Specialist
STEPHANIE SAMORA, Contracts and Grants Manager
KITTY SILVERS, Credentialing, Authorization & Billing Specialist
JACQUELINE SPARROW, Senior Quality Coordinator
GINGER STRINGER, Physician & Community Outreach Specialist
LAURA THOMAS, Case Management Director

KAREY URBANSKI, Human Resources Director
NANCY VIGIL, Navigation and Quality Director
JULIE WHITE, Marketing and Communications Manager
HEATHER WHITWORTH, CFO

GUESTS (via Zoom)

TIM CUNNINGHAM, Cheyenne Village
BRIDGET KIRBY, Community Intersections
MONTESSA LENGFELD
MICHELLE MALDONADO
JOSHUA SHIPMAN, Pikes Peak Respite
JENNIFER STREHLOW, Operations Director, 6385 Corporate Drive LLC
and New Altitude – in person
TAMARA TRUJILLO, Goodwill Services of Southern Colorado
NYCOLE VANWYHE

I. CALL MEETING TO ORDER

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

II. PUBLIC COMMENTS

None.

III. MISSION MOMENT

Daisy Martinez, Sarah Bouton and Jacqueline Sparrow, TRE Navigation and Quality Services staff provided information on Navigation and Quality's (N&Q) processes pertaining to Per Member Per Month (PMPM). PMPM is the payment structure used for TRE to receive payment from the State for qualifying case management activities for members (people receiving services) once per month.

For the month of July 2023, N&Q staff submitted billing for 1452 PMPM. The total due for these services is \$216,144.72.

The Board of Directors (BOD) commended the team for their hard work.

The PowerPoint presentation is incorporated in these minutes by reference and can be found in the August 16, 2023 Board records.

IV. STRATEGIC FOCUS – Finance 101

Jessie Martinez, Treasurer shared valuable information on the BOD's fiduciary responsibilities. The three primary legal duties of the BOD are Duty of Care; Duty of Loyalty; and Duty of Obedience.

Duty of Care – ensures prudent use of all assets, including facility, people, and good will.

Duty of Loyalty – all activities and transactions are, first and foremost, advancing TRE's mission; recognize conflicts of interest; make decisions in the best interest of the organization, not an individual.

Duty of Obedience – Obey applicable laws and regulations; including bylaws; adhere to statement purpose and mission.

Further information was shared on compliance and governance responsibilities of the BOD, most importantly the fiduciary responsibilities-BOD is directly accountable for actions of the organization and can be held financially liable for the actions of the organization.

The Finance and Investment Committee (FIC) shall be responsible for the oversight of all TRE's financial affairs along with verifying that investments are made in accordance with the investment policies and guidelines of TRE.

The group also reviewed the primary functions of TRE's Chief Financial Officer (CFO) and the Business Office team.

The PowerPoint presentation is incorporated in these minutes by reference and can be found in the August 16, 2023 Board records.

V. CONSENT AGENDA

A MOTION WAS MADE BY PATRICK DAVIS, SECONDED BY LAURIE HUISINGH TO ACCEPT AND APPROVE THE ITEMS PRESENTED ON THE CONSENT AGENDA (TRE Board of Directors' Meeting Minutes dated July 19, 2023, TRE BOD's Legislative Town Hall Planning Committee Meeting Minutes dated August 7, 2023, and Development Committee Meeting Minutes and Updates dated August 4, 2023). Motion unanimously approved.

VI. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee (FIC)

Jessie Martinez, Treasurer shared information from the August 2023 FIC Meeting.

Investments Quarterly Report by Integrity Wealth Advisors

Jason Akridge, Integrity Wealth Advisors reviewed the national averages as compared to TRE's investments. TRE's investments still show a good mix. October 1 through August 11, 2023, showed a 12% increase in return.

The Cash Management Account is also performing well.

The PowerPoint presentation is incorporated in these minutes by reference and can be found in the August 16, 2023 Board records.

Financial Statements Monthly Review – July 2023

The July 2023 report entries are conservative estimates due to the continued transition to the Care and Case Management System by the State and its impact on the processing of billing. Comparison reports for the month of July will be run from both old and new systems soon. Heather Whitworth, CFO is hopeful that the reports will provide true figures for July by August's month-end reporting.

The estimated month-end report shows a loss of \$334,000. The monthly budget targets may show higher targets due to the full amount for the year being divided by 12 for reporting purposes. These actual projections should self-correct shortly after November 2023 when TRE's rates will increase with the new CMA contract.

Vacant FTEs are high due to the budget numbers including new, anticipated, and open positions.

Expenses fluctuate due to many factors usually occurring in the first months of the fiscal new year.

Accounts receivables are down considerably due to many payments being made.

6385 Corporate Drive LLC – A long term lease is being negotiated for the 1st floor (old Classic design area).

Monthly Financial Packets – The financial packets included in information for BOD members are being condensed due to the complexity of the financial statements. Full financial statements can be obtained from CFO Whitworth.

A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE, SECONDED BY SARAH BRITTAIN JACK TO APPROVE THE JULY 2023 FINANCIAL REPORT AS PRESENTED. *Motion unanimously approved.*

b. Development Committee

Kelly Lyng, Development Director shared information on the activities in the Development Department along with collaboration from other areas.

- Interior Design planning.
- Capital Campaign application.

c. Executive Committee

Chair Landgraff and Colleen Batchelor, CEO reported. The Committee reviewed the Committee Roster information. The following updates were made Sarah Brittain Jack will serve as Chair of the Legislative Committees and Dave Paul will also serve on the Nominating Committee.



VII. CHIEF EXECUTIVE OFFICER'S REPORT

Congratulations – The group congratulated De' Aura Lemus on her recent award of Young Professional of the Year at the Accolades Lunch Celebration sponsored by the Southern Colorado Women's Chamber of Commerce.

Case Management Agency (CMA) Contract Preparation – TRE continues to focus on preparing for the new CMA contract for El Paso, Park and Teller counties beginning November 1, 2023.

Work has begun for the required Close-Out Report for the current contract which ends 10/31/2023.

TRE, with the assistance of Wipfli, is applying for grant funds to assist with several new requirements for the implementation of the new contract. It is anticipated that awards will be announced by the end of the month.

Deferred Revenue – The Single Entry Point (SEP) deferred revenue must now be spent no later than October 31, 2023 (due to the new CMA contract implementation).

VIII. NEW BUSINESS

Strategic Focus for September 2023 – Fundraising and Development

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:

- Negotiations with a possible long-term tenant on the first floor continue. The possible tenant is also very interested in leasing space on a monthly basis until the first floor space is ready.
- 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.
- Flex memberships for New Altitude are the focus of marketing efforts at this time.
- Interviews for a Customer Service Specialist for New Altitude will begin next week.

X. PUBLIC COMMENTS

None.

XI. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, September 20, 2023 at The Resource Exchange or via Zoom.** TRE BOD are encouraged to attend in person if possible.

XII. MOTION TO ADJOURN THE REGULAR SESSION

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

The regular meeting was adjourned at 8:35 am.

These meeting minutes were unanimously approved at the September 20, 2023 meeting.

SUBMITTED BY:

Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

Laurie Huisingsh, Secretary
