



**BOARD OF DIRECTORS' MEETING MINUTES  
Wednesday, September 18, 2024**

**MEMBERS PRESENT: (via Teams unless otherwise noted)**

PATRICK DAVIS, Vice Chair – in person  
JESSIE MARTINEZ, Treasurer – in person  
MEGAN BILLESBACH – in person  
HEIDI BRANDON – in person  
SARAH BRITTAIN JACK – in person  
BERNARD BYERS  
DAVE PAUL – in person  
SHARON THOMPSON – in person

**MEMBERS ABSENT:**

RAQUEL DOMINGUEZ  
EMERALD DOYLE  
LOIS LANDGRAF, Chair  
GEORGE MENTZ  
LAURIE HUISINGH, Secretary  
TRACI MARQUES  
JENNIFER THORNTON

**STAFF PRESENT:**

JENNIFER ANAYA, Child and Family Services Coordinator  
COLLEEN BATCHELOR, CEO – in person  
SUSAN CALLAN, Ongoing Case Management Supervisor  
KRISTIN CAMPBELL, Intake Coordinator  
REBECCA CASTLE, Ongoing Coordinator, Pueblo  
TAMARA ENGRAM, Executive Assistant – in person  
HAYLEY FERGUSON, PAR Coordinator  
DON GRAY, Facilities Director – in person  
CHAD GUFAROTTI, Assistant Director of Development – in person  
AIMEE HATLEY, Intake Coordinator  
MELISSA HERNANDEZ, Ongoing Coordinator, Pueblo  
NOELLE HERNANDEZ, Ongoing Coordinator  
PEYTON HOLDEN,  
RAQUARRA ISHMAR, Intake Coordinator  
TAMIE KNERR, Controller

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RYAN KUYPER, Learning and Staff Development Director  
DE'AURA LEMUS, Strategy and Culture Specialist – in person  
NORA HILL-LUNA, Navigation Support Coordinator  
KELLY LYNG, Development Director – in person  
JOHANNA MADANY, Physical Therapist  
ROSE MARTIAN, Ongoing Coordinator, Pueblo  
CLIFF McLUCKIE, Child and Family Services Coordinator  
JESSICA MILLER, Child and Family Services Coordinator  
RAYMOND MONTOYA, Ongoing Coordinator, Pueblo  
CALLIE MURPHY, State General Funds Manager  
KAREN NELSON, Child and Family Services Coordinator  
SARAH NOLAN, Volunteer and Respite Program Manager – in person  
CRISTIAN PANTOJA, Intake Coordinator  
KENDRA RANDERSON, FSSP Coordinator  
KIMBERLY REISIGER, Ongoing Coordinator  
BERNADETTE SALAZAR, Enrollment Coordinator, Pueblo  
STACY SMITH, Ongoing Coordinator, Pueblo  
JENNIFER STREHLOW, Operations Director, 6385 Corporate Drive LLC  
and New Altitude – in person  
CHARISSA THAYER,  
LAURA TRUJILLO, Intake Coordinator, Pueblo  
CHERI ULMER, Program Support Manager  
NANCY VIGIL, Interim Director of Case Management Transition  
HEATHER WHITWORTH, CFO

**GUESTS:**

RICHARD BARROS, Special Kids Special Children  
STACEY BURNS, Organizational Consultant – in person  
TIM CUNNINGHAM, Cheyenne Village

**I. CALL MEETING TO ORDER**

The regular meeting was called to order at 7:35 am by Patrick Davis, Vice Chair.

**II. INTRODUCTION OF NEW STAFF**

The Board of Directors welcomed the new staff to TRE.

**III. PUBLIC COMMENTS**

None.

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#### IV. CONSENT AGENDA

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY SHARON THOMPSON TO ACCEPT AND APPROVE TRE BOARD OF DIRECTORS' MEETING MINUTES DATED AUGUST 21, 2024, AS PRESENTED).** *Motion unanimously approved.*

**A MOTION WAS MADE BY DAVE PAUL, SECONDED BY HEIDI BRANDON TO APPROVE SUBMITTING A GRANT APPLICATION TO DISABLING BARRIERS IN THE AMOUNT OF \$75,000.** *Motion unanimously approved.*

#### V. BOARD COMMITTEE REPORTS

a. Finance and Investment Committee (FIC)

Jessie Martinez, Treasurer shared the following information from the Finance and Investment Committee meeting held on September 16, 2024.

*Financial Statements through August 2024* – The group reviewed the statements with the following notes:

- For August 2024, month ending, essentially at breakeven (short by approximately \$2000). Following are activities during the month of August.
  - Revenues from July 2024 were trued up to reflect finalized billings and underestimated revenues.
  - CMA is showing a profit for August due to grant revenue and increased billings.
  - Still working on a holdover contract for Early Intervention. Therefore, TRE is not able to bill for all categories/items for the new fiscal year. Hopefully the new templates and methodologies will be in place in October 2024.
  - CES, Medicaid, SLS and Comprehensive Services show a deficit due to the timing of invoices and payments and no funding for M&G activities.
- Cash position remains strong with 2.39 months of cash on hand in TRE's Sweep and Bank Accounts.
- FTEs are currently 100 short of budget.
- CMA Accounts Receivables show:
  - 61-90 days outstanding category:
    - Admin and General Fund payments which were subsequently paid last week.
  - 31-60 days outstanding category:
    - Early Intervention July payment has not been received.
- Intercompany Activity:
  - \$25,000 represents salaries and benefits and other operating expenses that TRE paid on behalf of 6385 Corporate Drive.



- Balance Sheet:
  - Accrued Salaries and PTO
    - Accrued approximately a full month of payroll that covered the prior month.
    - Accrued PTO continues to increase due to staff not taking PTO due to workload issues and other assigned projects.
- Accounts Payables show deferred revenue for grant reimbursements due to not utilizing the full grant amounts.
- Operating Expenses
  - Consulting expenses are high due to the number of temporary staff hired for the Backlog Reduction Project.
  - IT Support due to extra IT projects.
  - Furniture and Equipment – signage and furniture for the Pueblo County office.
- Possible Budget Changes
  - Currently assessing the feasibility of changing the discretionary 401(k) match in the new calendar year.
- Financial Audits – The financial audit and single audit field work began on September 16. The 401(k) audit is approximately ¾ done.

**A MOTION WAS PRESENTED BY THE FINANCE AND INVESTMENT COMMITTEE TO APPROVE THE AUGUST 2024 FINANCIAL REPORTS FOR THE RESOURCE EXCHANGE. *Motion unanimously approved.***

b. Nominating Committee

Several members of the Nominating Committee met with Stephen Varela. Mr. Varela is from Pueblo and is interested in serving on the BOD representing Pueblo County.

**A MOTION WAS PRESENTED BY THE NOMINATING COMMITTEE TO APPROVE THE APPOINTMENT OF STEPHEN VARELA FOR A FIRST TERM OF THREE YEARS BEGINNING OCTOBER 1, 2024. *Motion unanimously approved.***

c. Development Committee

60<sup>th</sup> Anniversary Celebration

Vice Chair Davis shared historical data with the group mentioning the families that founded TRE in 1964.

The events thus far this week have all been successful in celebrating different areas of TRE. It has been a fun week with Members, their friends and families, caregivers and other community members; celebrating staff; celebrating BOD members, etc.

Kelly Lyng, Development Director reminded the group of the VIP Dedication Ceremony and Art Show and Auction on Thursday beginning at 5:00 pm.

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## VI. CHIEF EXECUTIVE OFFICER'S REPORT

Colleen Batchelor, CEO provided information on the projects that the Executive Team is focusing on – the Backlog Reduction Plan and improving TRE's response time with helping people with disabilities access services and supports.

### Backlog Reduction Plan Update

- 22 of 30 temporary positions have been filled, training and beginning work.
- TRE Directors, Managers and Supervisors are dedicating their time on Thursdays to work towards backlog reduction.
- Recognition of the continuing training and support needed for staff to understand what is needed to prevent issues with prior authorizations being processed as well as other requirements to ensure that services and support are provided in a timely manner.

### Organizational Structure

The CMA Leadership Team is working closely with Stacy Burns to evaluate and strategize on better structure and workload methodology as well as support systems for staff.

- Determine the correct caseload size.
- Determine the correct number of staff that a supervisor can effectively support.
- Determine staffing levels that show positive relationships and revenues.
- TRE is participating in a time study sponsored by The Alliance to help determine the true amount of time it takes for a Service Coordinator to complete the tasks necessary to support a Member and their family in a meaningful way—by building authentic relationships with them.

*(The PowerPoint presentation is incorporated into these minutes by reference and can be found in the September 18, 2024 Board records for further review).*

### Early Intervention

Finalization on the state negotiated rate with EI Colorado is not moving forward as quickly as anticipated. TRE continues to wait for a meeting to discuss this further.

## VII. NEW BUSINESS

- a. Strategic Focus for October 16, 2024 Board of Director' Meeting
  - Legislative Influences – Ed Bowditch



## VIII. ONGOING BUSINESS

a. 6385 Corporate Drive LLC (Building) and New Altitude Updates  
Jennifer Strehlow, Director of Operations provided an overview of activities:

6385 Corporate Drive LLC

- Jenn shared that she has several tours scheduled for prospective tenants for 6385 Corporate Drive and members with New Altitude.
- PASCO will move in soon.
- Learning Rx is celebrating its 20<sup>th</sup> Anniversary.
- Joint Initiatives will be moving out soon.

b. 18<sup>th</sup> Annual Legislative Town Hall on Disabilities

Sarah Brittain Jack reported.

- The event is scheduled for October 2, 2024, 6-7:30 pm at Centennial Hall.
- All were encouraged to share and invite others to attend.
- Please RSVP to Tammie for both the Town Hall and the VIP Reception prior to the Town Hall.
- A town hall will also be planned in Pueblo County at a later date.

## IX. PUBLIC COMMENTS

None.

## X. SCHEDULE OF NEXT MEETING

The next Board of Director's meeting is scheduled for **Wednesday, October 16, 2024, beginning at 7:30 am at The Resource Exchange, 6385 Corporate Drive, Colorado Springs and/or via Teams.**

## XI. MOTION TO ADJOURN THE REGULAR SESSION

**A MOTION WAS MADE BY HEIDI BRANDON, SECONDED BY SARAH BRITTAIN JACK TO ADJOURN THE REGULAR MEETING. *Motion unanimously approved.***

The regular session of the meeting adjourned at 8:20 am.

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***These meeting minutes were unanimously approved at the October 16, 2024 TRE Board of Directors' Meeting.***

SUBMITTED BY:

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Colleen Head Batchelor, CEO

RECORDED AND TRANSCRIBED BY:

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Tamara Engram, Executive Assistant

APPROVED AS TO FORMAT:

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Laurie Huisingh, Secretary

