

Frequently Asked Questions (FAQs): Executive-in-Residence

(Updated August 2022)

Can you tell me a little bit more about the executive-in-residence (EIR) portion of the program? This key activity of the program requires a one-month executive-in-residence at The Colorado Health Foundation in Denver, CO. The executive-in-residence opportunity will be co-created and will promote co-learning between the awarded grantee and Foundation leadership and staff.

The residency is a one-month long commitment during the three-to-four month period of the sabbatical. It is up to the grantee if they would like to do the executive-in-residence at the beginning or end of their sabbatical. We offer flexibility for grantees who may be interested in splitting the experience up, as well.

When planning your residency, you will complete an online survey that allows the Foundation to learn more about:

- Your areas of expertise that Foundation staff could benefit from through informal staff learning sessions and individual meetings.
- What you're interested in learning about from Foundation staff about (e.g., how we approach racial justice work and strategic planning). This may result in individual meetings or attendance at group meetings that align with your interest areas.
- Your scheduling and logistical needs related to the residency timeframe. For example, if you need morning and evening travel time into the Foundation's office during the week, we can block your calendar to allow for it.
- Your learning style preferences and if you are interested in executive coaching during the residency.
- Travel opportunities to conferences, meetings or other relevant experiences that occur outside the Denver metro area.

I'm not located in Denver. Where will I stay during the residency? The Foundation will pay for lodging if you need to temporarily relocate to participate in the residency – whether you're from outside of the Denver metro area or if you'd like a new physical location apart from your home in the Denver metro area. The Foundation will cover lodging costs at either a local hotel or Airbnb of the grantees' choice. Often, individuals who live outside Denver will reside near the Foundation's office during the week only and return home on the weekends.

What costs should I be prepared for during the residency? Ideally, you will not be responsible for any costs related to the residency:

- **Lodging:** If you live outside the Denver metro area, we will cover lodging costs and arrange lodging for or with you.
- **Residency-related travel:** We will cover and arrange travel for or with you.
- **Mileage:** If you are commuting by car, we can either reimburse you for gas costs or you may use sabbatical funds to cover these costs.
- **Food/beverage:** If you are staying in a hotel or rental during the residency, there is a per diem available for food and beverage needs. You can either be reimbursed for these costs or use sabbatical funds to cover these costs.



What if I am unable to participate for a consecutive four-week period in the residency? Grantees are expected to participate in four weeks total of the executive-in-residence experience. However, we know that life happens and offer flexibility to grantees on how they approach completing the full four-week residency. We encourage grantees who are unable to engage in a consecutive four-week period to connect with Taryn Fort so we may accommodate (contact information is listed below). For instance, a grantee may decide to engage two weeks at the beginning of their sabbatical period, and complete the final two weeks at the end of the sabbatical period.

Where will I work? What can I expect from the office space? Grantees will work at the Foundation's headquarters in Denver for the executive-in-residence portion of the program. Our office is currently open and fully operational. Grantees will be set up with an office space and technology supports. An email address and phone number will be assigned to grantees during this period. You can expect to attend meetings and generally engage in the office as Foundation staff do.

What's The Colorado Health Foundation's office culture like?

- **Dress code:** Our office dress code is fairly informal. We describe it as: "You dress for your day." Board meetings are business casual.
- **Business hours:** The Foundation's office is open from 8 a.m. – 5 p.m., but staff frequently travel and attend meetings outside the office, so there is a "come-and-go" culture. While you'll have meetings to attend on most weekdays during the residency, you will be in charge of your schedule and attendance.
- **Food and beverages:** We have kitchen areas that offer water, coffee, snacks, a microwave and refrigerator/freezer space. There is open seating on all three floors.
- **Gym:** The Foundation has an onsite gym and a locker room with showers. You are able to use the gym as needed.
- **Entry:** The Foundation will provide you with a parking pass (if needed) and a key card to enter the building.

What is the Foundation's COVID-19 office protocol? We require that anyone participating in the residency to show proof of COVID-19 vaccination. Unvaccinated guests in the building are required to wear masks. If you are exposed to COVID in the office, you will be notified in the same manner as full-time staff. If you test positive during your residency, you will be asked to notify the Foundation's Human Resources department.

Who is my executive-in-residence and general office go-to? Taryn Fort will be your primary internal point of contact. She will help ensure you have a calendar set up with meetings schedule and she will walk you around the building and introduce you to staff. Taryn and the Communications department manage and oversee the program, so they will always be a home base for you if questions or needs arise.

How do I contact Taryn? Taryn can be reached by phone or text at 303-483-8931 or by email at tfort@coloradohealth.org. Keri Jones is a back-up for Taryn and can be reached by phone or text at 303-386-2243 or kjones@coloradohealth.org.

