

STARPOINT
BOARD OF DIRECTORS MEETING
Thursday, January 23, 2020

Vice Chairperson Janet Trujillo called meeting to order at 6 p.m.

Fremont County board members present: Janet Trujillo, Jake Francis, Linda Bay, and Mitch McCartney. Chaffee County board members present via teleconference: Katy Grether, Danielle Frost, Mike Dowdy, Terry Prewitt, and Brenda Heckel.

Others present: Bob Arnold, Jami Roy, Ron Hinkle, Brenda Aguirre, Bonnie Stumph, Julie Watts, Bryana Marsicano, Yvonne Bustos, Jody Berg, Brittney Connor and Tammy Ladish. Laura Gardner, legal counsel to the board. Tom Evers, Christie Baxter, Roger Jensen, via teleconference from Salida.

MINUTES OF THE PREVIOUS MEETING

Minutes from the previous meeting December 3, 2019 were approved with corrections on a motion by Jake Francis and a second by Mitch McCartney.

The following job openings were sent via email to the Board of Directors on 12/16/19 for approval to be filled:

Juniper House 1 DSP
Orchard House 1 DSP
Ute House 1 DSP
Riley/Skyline 1 DSP
Community/Day Program 1 DSP
Community/Day Program 1 DSP
Washington House 1 DSP
Washington House 1 DSP
Case Manager Salida
Children's Services Substitutes
SPIN PT Teacher
2 SPIN Full Time Teachers

Since all of the openings above were the result of an employee terminating, leaving a current position open, the Board approved filling the positions.

On 1/9/20, the following positions were sent via email to the Board of Directors for approval:

Juniper House DSP
E-Street Site Coordinator
Medical Support Team
Life Skills/Enrichment Center Manager proposal

Jake Francis made a motion to approve filling the above positions and Katy Grether seconded the motion. Motion carried.

On 1/16/20, the following open positions were sent to the Board of Directors via email for approval to be filled:

Oak House DSP
Skyline House DSP
Skyline House DSP
Teton House DSP
DSP Day Program Salida
DSP E-Street Salida

Jake Francis made a motion to approve filling the above positions and Janet Trujillo seconded the motion. Motion carried.

On 1/21/20, the following open positions were sent to the Board of Directors via email for approval to be filled:

2 Substitutes all Adult Service Programs guaranteed 30 hours schedule varies
Community Brandi's Team 1p-9p M-F
Community Brandi's Team 8:30a-3:30p M-TH
Community Yvonne's Team

We also sent a request via email to create two On-Call Direct Support Professional positions.

The Washington house staff have been taking the On-Call for over a year. There were two night awake staff, so one staff could leave if needed to respond to a situation that required the on-call support. Washington house staff are no longer able to perform the duties of on-call because two overnight awake staff are needed at all times. There are now three consumers in wheelchairs, and one individual experiencing dementia symptoms. Two overnight staff must remain at Washington House during their shifts to ensure the health and safety of the six individuals at Washington House.

The three Adult Service Directors developed a plan for staffing on-call. The proposal is to hire two staff dedicated to the On-call position eliminating the on-call responsibility from the Washington house staff.

The two new positions would not increase payroll costs. The FTE and costs involved would be offset by not hiring back to the one position at Washington House and one position at Penrose Place Group Home.

Jake Francis made a motion to approve to fill the above open positions and to create the new On-Call positions. Mitch McCartney seconded the motion. The motion carried.

Bob Arnold requested that the Board consider letting Bob and Jami Roy approve vacated DSP positions as they become open. All other positions or newly created positions will be brought to the Board of Directors for approval. Jake Francis made a motion to amend the board directive from the last meeting to allow Bob Arnold and Jami Roy approve vacated DSP positions as they become open. Danielle Frost seconded the motion. Motion carried.

FINANCIALS

Julie Watts reviewed financial reports. Julie noted that overtime is down 14,000 from last quarter. Julie also explained that revenue was down in November 2019 and December 2019 due

to the holidays and program closures. Julie reported that there was cost savings on our health insurance and unemployment insurance.

A motion was made by Brenda Heckel to accept financials as presented for filing. Terry Prewitt seconded the motion. Motion carried.

EHS Budget – Julie Watts presented financial information that needed to be corrected before the next Board meeting.

PUBLIC COMMENT - None

EARLY HEAD START

Brenda Aguirre reviewed the Policy Counsel & Board Report with members for December 2019.

STATE/LEGISLATIVE UPDATES

Bob Arnold reported that he attended the DD Wait List Hearing in Denver. There were almost 400 people at the Capitol supporting END THE WAIT! They all wore blue to support the campaign, including many legislators. Bob explained that Alliance was able to get the JBC to vote unanimously to move our bill from "on the JBC bill list" to "permission to draft". Alliance is in conversations about the bill details will look like, including how many years the elimination process will take and at what capacity will be included.

OTHER BUSINESS

A motion was made by Jake Francis to amend #2 of the Board Directive made at the 12/3/19 Board Meeting as follows: A hiring freeze effective immediately. The CEO and the Director of Human Resources may approve Direct Support Professional positions that need filled, which includes Teachers and Home Visitors. No new creation of positions, without majority Board approval. Danielle Frost seconded the motion. Motion carried.

Katy Grether stated that employees are concerned about not getting a raise the last two years. Employees want to understand why the Board and Starpoint leadership has not approved recent wage increases. Janet Trujillo suggested that the CEO and the Director of Human Resources attend staff meetings to address their concerns and educate them on the financial status of Starpoint.

REPORTS

Jami Roy, Director of Human Resources reported that the Employee Engagement and Recognition Committee has been formed and has had several meetings. The reason why is the findings from the Relias DSP Survey Results 2019. The big take-away of the survey: Increased appreciation, create a culture of respect, leadership and management training. Jami also explained that she is working on updating all Starpoint job descriptions and updating the Salary Schedule with the minimum wage increase.

Bonnie Stumph, Adult Services Director explained that there are new rules and regulations from the Colorado Department of Health Care Policy and Financing for Host homes and leased or owned properties for residential housing. She is in the process of trying to understand the new

regulations, and then update our policies and regulations to comply. Bonnie reported that two of our group homes had fire inspections on 1/2/20. One requirement is to have heat detectors 1 or 2 depending on the square feet of home. At the Washington house, there is not enough water pressure to activate the fire suppression system. The cost to add a tank is expensive and would need its own room and electric. By adding the tank to correct the system, it would change our grandfathered clause. We must submit a plan of correction next week.

Bonnie also reported that Adult Services is still reviewing staffing in order to streamline processes and reduce overtime.

Ron Hinkle, Starpoint Foundation Director explained that the Holiday Wrap fundraising effort that ran four Saturdays before Christmas generated \$525.00. The Holiday Wrap fundraiser will be continued next year with improvements. Ron reported that City Market's Customer Reward Program for the 4th Quarter 2019 raised \$168.00 for Starpoint. City Market Shoppers with City Market Reward cards can choose to donate to Developmental Opportunities dba Starpoint. The Starpoint Foundation received a personal donation from Amy Kaverman, T-Mobile employee for \$300.00 for the Forks, Corks, Farms and Chefs event last year. We will be receiving a match plus from T-Mobile for \$425.00. Last week Starpoint was a co-sponsor of a donor/sponsor reception with Fremont County Boys and Girls Club and Kinder Kids. Ron announced the Winter Bowling Banquet is scheduled for 1/27/20 and Spring Bowling is starting 2/12/20.

Brenda Aguirre, EHS, FC and ECE Centers Director reported that EHS had a federal site visit on 1/8/20. The reason for the visit was to get to know our program better and to obtain a better understanding of our community. Brenda explained that they are collaborating with Headstart on how to get fathers to participate in offered programs. Brenda gave details on how they are starting the Self-Assessment process for the EHS grant. The team is promoting STEAM by posting videos on a You Tube channel. She is very busy writing grants to submit to the Buell and El Pomar Foundations.

Yvonne Bustos, Adult Services Director reported that the state increased Group Home rates. The percentage of increase is dependent of the SIS level. Yvonne is focusing on saving money and generating new revenue. She is developing more supported employment opportunities.

Bryana Marsicano, Director of Case Management reported that she is looking at the SIS levels of all clients due to aging and medical needs.

Jody Berg, Early Intervention Director reported that Early Intervention received a quarterly state report for timeliness and accuracy. They scored 100% federally and 90% state. Jody explained that Medicaid authorizations and billing has been a "nightmare". Some information is under Jana Butler so getting access has been difficult. Jody and Julie Watts are working on getting access in all portals for authorization and billing. Jody is working on cost savings by evaluating having a person once a week in Westliffé. She determined it is cheaper to contract with someone than take a day to drive to Westliffé once a week.

Bob Arnold, Chief Executive Officer explained that we have developed a Cost Savings Task Force to explore all cost savings Starpoint wide. The task force is analyzing all cost savings, the complex issues involved, and quantifying ramifications.

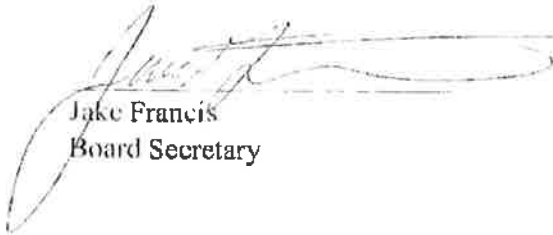
Christi Baxter, Co-Program Manager Chaffee County explained that 10 consumers and 3 staff from Chaffee County would be attending the Night to Shine in Canon City. A local Salida Church will be hosting a dance 2/14/20 for Salida's consumers. She reported that work is continuing on the back dock. Both Tom and Christi are working on the budget.

Tom Evers, CO-Program Manager Chaffee County explained that the Salida office hosted a Chinese New Year celebration for their Consumers.

Jake Francis made a motion to go into executive session. Terry Prewitt seconded that motion.

The Board came out of executive session and the meeting adjourned.

The next meeting will be February 27, 2020.



Jake Francis
Board Secretary

STARPOI
Statement of Income and Expenses by Program
For The Seven Months Ended January 31, 2020

	Year To Date							% to Income	
	7/31/2019	8/31/2019	9/30/2019	10/31/2019	11/30/2019	12/31/2019	1/31/2020		
	Actual	Actual	Actual	Actual	Actual	Actual	Actual		
REVENUES									
HCB-DD Waiver Residential	\$472,200.86	\$470,711.77	\$461,812.32	\$479,621.12	\$465,354.46	\$476,742.43	\$488,546.64	\$3,314,989.60	42.67%
HCB-DD Waiver Day Svcs/CP	156,901.31	153,583.50	152,887.42	154,973.94	133,361.83	136,238.06	152,596.51	1,040,542.57	13.39%
HCB-DD Waiver Supported Employ	8,885.22	8,908.52	9,064.64	7,282.17	6,075.18	8,136.57	10,164.63	58,516.93	0.75%
HCB-DD Waiver Transportation	31,965.53	31,227.32	30,642.14	32,658.14	28,385.06	28,426.56	32,285.24	215,589.99	2.77%
HCB-DD Waiver Vision	557.00	585.00	458.00	357.00	466.00	1,655.00	1,063.00	5,141.00	0.07%
HCB-DD Spec. Med Equip	1,514.00	1,025.00	860.00	1,036.00	677.00	952.00	784.00	6,848.00	0.09%
HCB-DD Behavioral Svcs	1,726.68	1,788.55	1,461.99	2,553.63	1,907.28	978.48	860.63	11,277.24	0.15%
HCB-DD Personal Assistance	5,933.35	6,270.82	5,553.59	7,768.38	6,005.72	5,377.84	5,534.12	42,443.82	0.55%
HCB-DD Assistive Tech	174.00	174.00	174.00	174.00	174.00	174.00	174.00	1,218.00	0.02%
HCB-DD Parent Education	424.26	565.68	494.97	424.26	494.97	353.55		2,757.69	0.04%
MOS Waiver Services	6,233.85	8,181.01	6,754.01	6,842.55	5,887.53	6,967.87	8,910.46	49,777.28	0.64%
Targeted Case Management	35,379.96	39,662.97	37,414.80	34,789.20	23,876.55	19,659.18	6,974.25	197,756.91	2.55%
Early Intervention - Pilot Program	2,247.89	(212.16)						2,035.73	0.03%
State General Fund	19,422.06	18,542.54	32,923.57	20,736.86	19,336.95	19,422.06	19,391.09	149,775.13	1.93%
Management Fees	2,913.31	2,781.38	4,938.52	7,755.86	7,577.30	2,913.31	33,461.81	62,341.49	0.80%
Medicaid Therapy	4,778.90	4,590.52	4,458.72	5,178.52	4,551.52	3,884.28	3,380.54	30,823.00	0.40%
Fremont County		167.27						167.27	0.00%
Fremont RE-1 School District	1,350.00	975.00	18,810.00	40,760.89	15,845.63	19,669.98		97,411.50	1.25%
Colorado Preschool Program			44,505.99	44,505.99	39,207.64	78,415.28		206,634.90	2.66%
State/CACCF (USDA)		261.72	3,531.38	15,479.41	5,280.02	5,209.23		29,761.76	0.38%
Voc Rehab	1,147.78			337.92	5,469.98	6,578.67	5,173.84	18,708.19	0.24%
Fremont Co Dept of Human Svcs	21,515.84	24,620.47	18,031.32	17,390.62	18,139.52	16,277.77	19,936.67	135,912.21	1.75%
Temple Buell Foundation	7,250.00	7,250.00	7,250.00	7,250.00	7,250.00	7,250.00	7,250.00	50,750.00	0.65%
Family Resource Center Association	75.00			675.00			787.50	1,537.50	0.02%
Daniel's Foundation Grant				1,630.00	875.00			2,505.00	0.03%
Colorado Foundation for Parents/Children	6,579.33	1,632.94	1,656.04	1,658.60	1,642.46	1,617.40		14,786.77	0.19%
State/Dept of Human Services	53,699.27	61,834.78	39,088.51	59,336.52	56,206.58	54,790.58	48,263.17	373,219.41	4.80%
ACYF-Admin for Children, Youth & Families	49,429.42	89,041.11	71,624.26	71,876.47	64,045.55	64,386.08	75,002.22	485,405.11	6.25%
Donations	5,917.69	7,406.53	11,529.38	14,165.94	3,146.26	1,672.44	703.32	44,541.56	0.57%
In-Kind Donations	53,672.60	53,591.00	26,305.89	33,354.95	32,020.17	25,642.11	38,313.60	155,636.72	2.00%
Residential Fees	405.58	346.87	54,093.70	54,306.25	55,263.00	55,263.00	54,600.00	380,789.55	4.90%
Interest Income			294.80	267.47	276.43	272.31	295.04	2,158.50	0.03%
Rent Income	249.80	259.40		489.55	260.10			1,258.85	0.02%
Tuition Fees	13,086.86	11,133.67	10,162.45	11,670.87	12,305.95	13,403.00	14,007.81	85,770.62	1.10%
Other Income	(4,190.88)	10,184.37	10,184.37	11,206.17	3,212.97	3,483.93	2,346.14	26,242.70	0.34%
Internal Services Revenue	62,672.00	76,549.23	68,930.13	68,286.47	53,934.43	72,465.57	61,534.51	464,372.34	5.98%
TOTAL REVENUES	1,024,118.47	1,083,456.41	1,135,896.92	1,216,800.72	1,078,513.04	1,138,278.54	1,092,340.74	7,769,404.84	100.00%

STARPOINT
Statement of Income and Expenses by Program
For The Seven Months Ended January 31, 2020

PERSONNEL EXPENSES														
Directors	28,166.78	71,666.56	44,874.44	44,896.44	44,896.44	44,896.44	44,896.44	44,896.44	44,896.44	44,896.44	44,896.44	44,896.44	355,678.27	4.58%
Resource Coordinator	13,876.12	39,544.38	26,386.10	27,943.48	27,943.48	27,943.48	27,943.48	27,943.48	27,943.48	27,943.48	27,943.48	27,943.48	194,225.14	2.50%
Secretaries	1,041.62	3,124.90	2,086.46	2,083.20	2,083.20	2,083.20	2,083.20	2,083.20	2,083.20	2,083.20	2,083.20	2,083.20	15,646.83	0.20%
Data Coordinator/Passport Aide	1,310.48	3,925.33	2,647.60	2,557.12	2,557.12	2,557.12	2,557.12	2,557.12	2,557.12	2,557.12	2,557.12	2,557.12	19,866.44	0.26%
Coordinator	3,100.00	9,415.20	1,542.00	1,536.00	1,536.00	1,536.00	1,536.00	1,536.00	1,536.00	1,536.00	1,536.00	1,536.00	13,067.85	0.17%
Childcare Director	1,759.50	5,204.34	878.37	6,360.80	6,360.80	6,360.80	6,360.80	6,360.80	6,360.80	6,360.80	6,360.80	6,360.80	46,155.36	0.59%
Health Coordinator	4,609.39	8,559.32	5,702.40	5,715.75	5,715.75	5,715.75	5,715.75	5,715.75	5,715.75	5,715.75	5,715.75	5,715.75	7,842.21	0.10%
First Steps/EHS HV Coordinator	3,945.65	11,924.96	2,880.00	3,349.00	3,349.00	3,349.00	3,349.00	3,349.00	3,349.00	3,349.00	3,349.00	3,349.00	44,541.47	0.57%
Accounting Clerks	977.14	2,873.03	7,809.28	7,324.52	7,324.52	7,324.52	7,324.52	7,324.52	7,324.52	7,324.52	7,324.52	7,324.52	20,235.60	0.26%
Early Childhood Assistant	2,216.80	6,650.40	3,182.27	1,380.94	1,380.94	1,380.94	1,380.94	1,380.94	1,380.94	1,380.94	1,380.94	1,380.94	59,549.86	0.77%
Information Technology Manager	14,628.12	39,461.83	4,433.60	4,433.60	4,433.60	4,433.60	4,433.60	4,433.60	4,433.60	4,433.60	4,433.60	4,433.60	15,895.98	0.20%
Site Coordinator	11,465.60	34,396.80	31,562.07	30,246.77	30,246.77	30,246.77	30,246.77	30,246.77	30,246.77	30,246.77	30,246.77	30,246.77	33,252.00	0.43%
Program Director	8,097.98	22,994.92	22,931.20	22,331.20	22,331.20	22,331.20	22,331.20	22,331.20	22,331.20	22,331.20	22,331.20	22,331.20	208,219.05	2.68%
Team Leader Assistant	108,231.74	349,230.54	249,104.24	222,755.91	222,755.91	222,755.91	222,755.91	222,755.91	222,755.91	222,755.91	222,755.91	222,755.91	166,177.60	2.14%
Direct Support Professional	10,172.11	33,133.97	23,864.23	23,301.68	23,301.68	23,301.68	23,301.68	23,301.68	23,301.68	23,301.68	23,301.68	23,301.68	116,413.38	1.50%
Medical Support Professional	1,407.92	7,147.61	3,700.51	4,398.08	4,398.08	4,398.08	4,398.08	4,398.08	4,398.08	4,398.08	4,398.08	4,398.08	1,721,892.66	22.16%
Systems Coordinator	(1,035.55)	5,848.00	7,972.13	10,429.19	10,429.19	10,429.19	10,429.19	10,429.19	10,429.19	10,429.19	10,429.19	10,429.19	173,240.52	2.23%
On-Call Coordinator	6,672.80	20,018.40	13,345.60	13,345.60	13,345.60	13,345.60	13,345.60	13,345.60	13,345.60	13,345.60	13,345.60	13,345.60	59,780.95	0.77%
Speech Pathologist	10,261.36	33,943.90	26,335.81	26,262.38	26,262.38	26,262.38	26,262.38	26,262.38	26,262.38	26,262.38	26,262.38	26,262.38	55,090.74	0.71%
Teacher	16,531.21	47,288.02	31,599.25	31,955.50	31,955.50	31,955.50	31,955.50	31,955.50	31,955.50	31,955.50	31,955.50	31,955.50	96,975.20	1.25%
Home Visitor	1,516.45	3,840.28	3,197.19	2,503.03	2,503.03	2,503.03	2,503.03	2,503.03	2,503.03	2,503.03	2,503.03	2,503.03	180,746.21	2.33%
Maintenance	11,926.55	35,598.52	25,283.81	28,770.95	28,770.95	28,770.95	28,770.95	28,770.95	28,770.95	28,770.95	28,770.95	28,770.95	229,945.61	2.96%
Aide	1,296.19	3,953.91	2,651.76	1,333.76	1,333.76	1,333.76	1,333.76	1,333.76	1,333.76	1,333.76	1,333.76	1,333.76	19,750.22	0.25%
Group Leader	1,756.58	5,253.08	2,294.93	1,776.00	1,776.00	1,776.00	1,776.00	1,776.00	1,776.00	1,776.00	1,776.00	1,776.00	3,706.00	0.05%
Cook	2,206.17	5,752.74	3,932.28	3,532.53	3,532.53	3,532.53	3,532.53	3,532.53	3,532.53	3,532.53	3,532.53	3,532.53	196,270.07	2.53%
Consumer Salaries	19,830.74	60,929.47	42,600.97	40,259.26	40,259.26	40,259.26	40,259.26	40,259.26	40,259.26	40,259.26	40,259.26	40,259.26	9,235.62	0.12%
Employer FICA Expense		11,573.00		13,853.79	13,853.79	13,853.79	13,853.79	13,853.79	13,853.79	13,853.79	13,853.79	13,853.79	17,443.61	0.22%
Unemployment Expense		19,198.63		13,796.56	13,796.56	13,796.56	13,796.56	13,796.56	13,796.56	13,796.56	13,796.56	13,796.56	25,404.30	0.33%
Worker's Compensation	12,651.17	158,028.98	270,541.05	251,191.97	251,191.97	251,191.97	251,191.97	251,191.97	251,191.97	251,191.97	251,191.97	251,191.97	304,889.40	3.92%
Health & Disability Insurance	233,466.10		158,028.98	270,541.05	251,191.97	251,191.97	251,191.97	251,191.97	251,191.97	251,191.97	251,191.97	251,191.97	103,452.47	1.33%
TOTAL PERSONNEL EXP	532,186.72	1,060,281.02	899,108.48	864,499.98	864,499.98	864,499.98	864,499.98	864,499.98	864,499.98	864,499.98	864,499.98	864,499.98	1,217,771.34	15.67%
													5,754,082.75	74.06%

STARPOI:
Statement of Income and Expenses by Program
For The Seven Months Ended January 31, 2020

OTHER EXPENSES	13,950.00	26,305.89	33,354.95	32,020.17	25,642.11	38,313.60	155,636.72	2.00%
In-Kind Donations							13,950.00	0.18%
Accounting/Audit							7,425.00	0.10%
Legal Services	3,300.00	975.00	450.00	787.50	6,007.92	1,912.50	35,109.22	0.45%
Dental/Vision/Therapy	6,319.70	2,724.08	6,922.82	3,819.85	80,527.53	4,623.10	497,152.64	6.40%
Professional Services	78,849.22	77,920.41	76,590.41	36,816.99		71,181.39	2,520.80	0.03%
Consultants	356.50	93.80	271.25			1,799.25	1,580.00	0.02%
Purchased Services	250.00	250.00	250.00	80.00	250.00	250.00	1,722.50	0.02%
Purchased Transportation Services	317.50	104.00	333.50	384.00	241.00	221.00	382,886.80	4.93%
Int Purchase Services	51,424.62	58,178.03	56,327.68	40,140.44	59,451.93	51,261.40	86,646.65	1.12%
Staff Travel (Local)	13,143.48	15,453.23	14,103.93	9,947.94	10,737.27	10,632.88	100.80	0.00%
Travel/Out of Area			100.80				120.00	0.00%
Policy Committee							10,405.54	0.13%
Meetings/Conferences	1,353.61	2,030.81	2,414.68	308.76	60.00	60.00	1,074.76	0.01%
Gifts/Gratuities	61.90	(508.45)	78.58	345.19	202.42	86.44	215.18	0.00%
Staff Medical	50.00	65.00		100.18			8,060.14	0.10%
Marketing Expense	538.26	4,129.56	1,386.20	567.95	(500.00)	(200.00)	42,300.07	0.54%
Family Support Services	5,306.44	6,855.52	9,620.69	6,300.22	3,712.52	6,753.80	9,470.98	0.12%
Family Emergency Funds	1,228.46	2,322.62	2,055.00	2,193.97	1,343.20	402.73	6,428.65	0.08%
Activity Fees	185.00	265.73	513.04	783.99	3,721.20	236.11	2,542.03	0.03%
Educational Equip/Supplies	87.88	674.62	452.35	618.05	238.42	470.71	2,562.72	0.03%
Other Parent Services	90.00	355.00	1,148.16	91.41		10.00	122,811.72	1.58%
Food	17,200.46	18,190.78	19,545.93	15,527.00	15,849.80	17,452.46	26,196.55	0.34%
Medical Supplies	4,560.42	3,976.96	2,617.40	3,660.78	1,998.21	2,948.80	485.00	0.01%
Assistive Technology	90.00	90.00	90.00		35.00	90.00	20,029.75	0.26%
Hshld/Equip-Supplies	2,108.21	3,128.18	2,385.10	5,648.91	1,747.31	2,589.75	36,072.11	0.46%
Vehicle-Gas/Oil	6,305.13	2,061.94	5,311.84	5,868.85	4,902.57	4,860.63	41,918.74	0.54%
Vehicle-Maint/Repair	5,732.10	7,936.58	8,351.60	7,943.14	2,376.75	3,522.22	411.08	0.01%
Company Owned Vehicle	75.28	78.96	39.50	73.83	81.16	62.35	83,274.15	1.07%
Office Supplies	9,636.33	18,153.41	25,355.58	8,008.82	7,271.86	8,534.11	43,102.35	0.55%
Telephone Expense	7,728.00	3,360.40	7,079.35	3,588.71	6,989.03	7,180.56	42,147.00	0.54%
Space-Rent/Lease	5,150.00	5,150.00	10,300.00	5,247.00	8,050.00	3,100.00	90,604.18	1.17%
Utilities	13,617.65	20,265.30	17,777.40	5,428.40	11,311.46	16,791.92	72,132.61	0.93%
Building Maintenance	18,997.13	13,248.44	3,692.54	7,723.95	17,434.75	7,499.92	31,811.17	0.41%
General Liability Insurance	4,241.57	4,241.57	4,465.75	4,241.57	6,137.57	4,241.57	31,824.92	0.41%
Vehicle Insurance	4,672.32	4,672.32	4,672.32	4,672.32	4,672.32	3,791.00	32,966.40	0.42%
Dues/Pubs/Fees	1,986.82	7,660.39	4,278.58	4,413.83	3,823.71	5,315.22	22,431.10	0.29%
Staff Development/Training	1,629.32	4,704.55	5,911.87	19.48	1,264.20	1,416.68	17,251.47	0.22%
Pre-Employment Expense	1,625.75	4,020.08	2,777.08	1,152.59	2,400.38	1,981.93	16,934.00	0.22%
Administrative Fees	927.81	2,004.42	3,749.98	4,085.20	3,300.60	1,090.39	40.33	0.00%
Bad Debt Expense	40.33						(0.98)	0.00%
Misc Expense	1.00	99.78	(34.90)	10.83	53.52	(13.48)	3,913.04	0.05%
Equipment	155.46	2,269.47	1,405.37	82.74	82.74		64,551.54	0.83%
Childcare expense allocation	10,319.57	8,442.11	8,208.81	9,708.79	9,713.04	9,182.72	2,068,819.43	26.63%
TOTAL OTHER EXPENSE	290,373.23	304,119.40	344,355.14	232,330.61	301,297.74	289,945.51	7,822,902.18	100.69%
TOTAL EXPENSES	822,559.95	1,364,400.42	1,208,855.12	951,924.79	1,028,065.28	1,241,590.34	(55,497.34)	-0.69%
NET	\$201,558.52	(\$280,944.01)	\$7,945.60	\$126,588.25	\$110,213.26	(\$149,249.60)		

STARPOINT
Statement of Income and Expenses by Program-Fremont County
Adult Services

	Monthly Report										Year To Date	
	7/31/2019	8/31/2019	9/30/2019	10/31/2019	11/30/2019	12/31/2019	1/31/2020	2/29/2020	2020			
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual		
REVENUES												
HCB-DD Waiver Residential	\$355,582.88	\$352,042.77	\$346,075.62	\$358,872.94	\$350,109.60	\$360,754.74				\$2,123,438.55		
HCB-DD Waiver Day Svcs/CP	85,389.20	82,826.82	82,236.89	82,922.96	72,978.14	73,994.70				480,348.71		
HCB-DD Waiver Supported Employ	7,012.26	6,926.22	6,639.42	5,506.56	4,588.80	7,067.46				37,740.72		
HCB-DD Waiver Transportation	15,480.44	15,273.07	14,370.87	15,310.53	13,681.04	13,750.10				87,866.05		
HCB-DD Waiver Vision	557.00	264.00	228.00	212.00	168.00	1,076.00				2,505.00		
HCB-DD Spec. Med Equip	1,141.00	509.00	520.00	710.00	397.00	672.00				3,949.00		
HCB-DD Behavioral Svcs	954.60	757.20	825.60	1,531.20	1,341.60	412.80				5,823.00		
Voc Rehab	1,147.78			214.92	5,428.98	6,578.67				18,544.19		
Donations	3,510.00	2,348.20	5,720.00	5,093.00						16,671.20		
Residential Fees	42,552.60	42,471.00	42,973.70	42,778.05	43,734.00	43,734.00			43,400.00	345,043.35		
Other Income	(4,911.54)		6,249.16	1,232.98		783.18				4,059.92		
Internal Services Revenue	41,480.88	52,762.04	48,282.74	44,644.51	31,965.67					219,135.84		
TOTAL REVENUES	549,897.10	556,180.32	554,122.00	559,029.65	524,392.83	508,823.65	49,279.98	43,400.00	43,400.00	3,345,125.53		
PERSONNEL EXPENSES												
Early Childhood Assistant				27.24	67.44					18.00	112.68	
Site Coordinator	12,118.72	31,393.70	26,025.18	25,171.14	21,232.09	21,448.85				12,504.82	184,632.92	
Program Director	8,382.40	25,147.20	16,764.80	16,764.80	16,764.80	16,764.80				8,382.40	134,118.40	
Team Leader Assistant	5,034.12	15,741.65	10,424.92	8,507.51	9,846.46	10,644.85				5,377.53	81,576.43	
Direct Support Professional	91,182.26	286,080.46	205,970.31	182,993.03	181,166.93	187,934.28				100,429.32	1,522,177.33	
Medical Support Professional	6,739.96	22,351.25	16,840.23	16,651.80	16,505.88	16,604.89				7,469.83	126,999.65	
Systems Coordinator	1,407.92	7,147.61	3,700.51	4,998.08	9,671.31	13,196.40				4,882.87	64,663.82	
On-Call Coordinator	(1,796.01)	2,053.44	5,019.90	7,831.55	7,235.99	5,720.21				1,777.92	35,759.19	
Maintenance	1,165.41	3,644.30	1,712.47	2,340.67	2,001.27	2,072.60				1,082.86	17,515.71	
Aide	1,052.51	3,614.75	2,595.56	2,400.30	2,001.27	3,197.71				1,608.81	21,288.72	
Consumer Salaries	843.61	1,959.24	1,515.20	1,393.08	1,318.17	954.62				507.00	9,493.45	
Employer FICA Expense	9,444.33	30,112.93	21,808.71	19,890.94	19,822.95	20,598.38				10,670.47	163,966.41	
Unemployment Expense				9,472.79							9,472.79	
Worker's Compensation	9,133.96	13,846.94	10,109.48	9,199.60	9,172.33	9,543.72				14,644.25	75,650.28	
Health & Disability Insurance	128,874.75	84,424.30	147,105.80	132,173.46	66,955.08	69,413.76				27,899.82	656,846.97	
TOTAL PERSONNEL EXP	273,583.94	527,517.77	469,593.07	439,815.99	364,015.30	378,095.07	496,941.78	154,711.83	154,711.83	3,104,274.75		
OTHER EXPENSES												
Legal Services				150.00							150.00	
Dental/Vision/Therapy	1,482.20	680.00	587.00	65.00	328.00	2,748.28				1,865.28	7,755.76	
Professional Services	43,626.07	41,144.82	41,572.88	42,840.47	22,358.08	43,053.83				41,593.77	276,189.92	
Consultants	356.50		93.80	271.25		395.25					1,116.80	
Purchased Transportation Services	(2,238.60)	(2,291.55)	(1,970.56)	(1,598.58)	(2,534.89)	(1,524.18)	(1,357.00)	(1,357.00)	(1,357.00)	(13,515.36)		
Staff Travel (Local)	5,581.49	6,139.66	6,775.50	6,954.53	5,438.34	5,358.16				4,747.25	40,994.93	
Meetings/Conferences	20.00					99.46					119.46	
Gifts/Gratuities	61.90	187.01	113.22	78.58	295.19	202.42				86.44	1,024.76	
Staff Medical	50.00		65.00		100.18						215.18	
Activity Fees	80.00	448.58	270.27	176.78	181.72	724.22				223.36	2,104.93	
Educational Equip/Supplies	87.88									79.41	167.29	
Food	9,147.28	9,370.74	9,079.80	9,044.78	7,849.73	8,948.67				102.97	62,897.80	

Medical Supplies	3,618.30	3,062.94	4,701.88	1,892.76	2,960.10	1,363.15	2,056.36	19,655.49
Hshld/Equip-Supplies	1,641.76	1,952.75	2,485.89	1,400.77	5,188.79	333.91	1,894.97	14,898.84
Vehicle-Gas/Oil	5,418.64	6,136.51	876.44	4,183.24	4,694.50	3,808.98	3,942.96	29,061.27
Vehicle-Main/Repair	4,013.91	4,022.13	7,785.51	2,714.08	6,944.76	2,376.75	1,734.18	29,591.32
Office Supplies	2,997.11	1,446.39	5,108.03	8,785.42	1,432.07	2,683.31	3,686.77	26,139.10
Telephone Expense	3,631.91	3,403.09	1,596.83	3,578.68	2,042.49	3,357.80	3,437.85	21,048.65
Space-Rent/Lease	4,100.00	4,100.00	4,100.00	8,200.00	4,197.00	6,950.00	2,000.00	33,647.00
Utilities	9,138.84	13,174.42	3,570.21	13,039.69	3,200.72	7,161.25	12,912.16	62,197.29
Building Maintenance	7,157.81	4,099.68	2,620.11	2,234.33	2,751.76	13,059.03	3,325.71	35,248.43
General Liability Insurance	672.78	672.78	672.78	672.78	672.78	672.79	672.79	4,709.48
Vehicle Insurance	2,778.14	2,778.14	2,778.14	2,778.14	2,778.14	2,778.14	2,778.14	19,446.98
Dues/Pubs/Fees	842.98	91.74	441.71	70.92	934.69	498.36	292.48	3,172.88
Staff Development/Training	1,200.00	1,500.00		268.00	240.00	970.00	260.00	4,438.00
Pre-Employment Expense	2,154.90	1,632.45	2,578.21	2,433.68	143.41	652.63	469.50	10,064.78
Bad Debt Expense	40.33							40.33
Interest Expense				(236.92)				(236.92)
Misc Expense	155.46	936.75	20.00	236.92		75.18	(86.47)	245.63
Equipment	(160.58)	(179.04)	(108.86)	493.59	(110.24)	4.84		1,590.64
Indirect Expense Allocation						(117.07)		(915.55)
TOTAL OTHER EXPENSE	107,657.01	104,509.99	95,813.79	110,589.13	72,087.32	106,140.45	96,464.45	693,365.11
TOTAL EXPENSES	381,240.95	632,027.76	565,406.86	550,405.12	436,102.62	484,235.52	593,406.23	3,797,639.86
NET	\$168,656.15	(\$75,847.44)	(\$11,284.86)	\$8,624.53	\$88,290.21	\$24,588.13	(\$544,126.25)	(\$452,514.33)
Missing Account Difference	168,656.15	(75,847.44)	(11,284.86)	8,624.53	88,290.21	16,768.46	(553,087.87)	(111,414.80)
								(469,295.62)

Highlighted areas are in process of Julie auditing and correcting.

Utilities	1,850.48	2,024.63	913.99	1,861.63	1,779.05	1,881.64	2,100.99	12,412.41
Building Maintenance	748.88	981.03	263.95	975.10	2,794.85		489.61	6,253.42
General Liability Insurance	336.39	336.39	336.39	336.39	336.40	336.39	336.39	2,354.74
Vehicle Insurance	966.31	966.31	966.31	966.31	966.31	966.31	966.31	6,764.17
Dues/Pubs/Fees	15.00	344.75	92.82	386.93		424.27	10.00	1,273.77
Staff Development/Training			240.00	1,146.50		475.00	(475.00)	1,386.50
Pre-Employment Expense	315.79	613.97	289.50	86.48	180.96	170.22	460.00	2,116.92
Misc Expense							12.99	
Equipment		219.99						219.99
Indirect Expense Allocation	(443.57)	(957.50)	(853.24)	(814.25)	(1,692.49)	(756.13)		(5,517.18)
TOTAL OTHER EXPENSE	41,296.41	41,935.53	40,910.38	47,869.76	22,471.83	45,042.02	37,743.93	277,269.86
TOTAL EXPENSES	110,271.52	184,843.38	160,203.20	159,254.08	116,527.34	138,730.66	162,911.83	1,069,820.40
NET	\$63,301.17	(\$4,978.82)	\$12,790.38	\$22,643.05	\$47,318.44	\$30,118.36	(\$151,711.83)	(\$6,397.64)
Missing Account Difference	63,301.17	(4,978.82)	12,790.38	22,643.05	47,318.44	30,118.36	(151,711.83)	(6,397.64)

Highlighted items being audited and corrected by Julie.

Staff Travel (Local)	4,903.96	4,219.42	6,186.27	4,918.73	2,766.44	3,658.87	3,587.58	30,241.27	
Travel/Out of Area				100.80				100.80	
Policy Committee	1,333.61	3,159.62	1,693.58	1,339.85	257.10	60.00	60.00	120.00	
Meetings/Conferences		621.67	(621.67)					7,783.76	
Gifts/Gratuities	1,228.46	(75.00)	2,322.62	2,055.00					
Family Emergency Funds					2,193.97	1,343.20	402.73	9,470.98	
Activity Fees		674.62		452.35	1,072.86	75.09	12.75	1,160.70	
Educational Equip/Supplies	90.00	868.15	355.00	1,148.16	618.05	238.42	391.30	2,374.74	
Other Parent Services	5,544.96	6,897.80	5,320.42	7,444.89	4,126.24	4,469.81	6,790.04	2,562.72	
Food					54.77			40,594.16	
Medical Supplies		161.89	483.44		350.46	660.40	151.92	1,808.11	
Hshld/Equip-Supplies		499.96						499.96	
Vehicle-Gas/Oil									
Vehicle-Main/Repair									
Office Supplies	2,793.89	2,291.75	4,481.67	4,126.96	2,009.99	1,345.02	2,894.20	107.03	
Telephone Expense	1,976.98	1,827.43	1,115.31	1,872.88	681.27	1,834.66	1,887.59	19,943.48	
Utilities	2,251.93	3,783.07	774.57	2,190.85	340.41	1,782.15	1,280.60	11,196.12	
Building Maintenance	10,596.14	7,654.61	613.71	430.21	1,690.37	1,253.24	3,135.56	12,403.58	
General Liability Insurance	439.00	439.00	439.00	663.18	439.00	439.00	439.00	25,373.84	
Vehicle Insurance	203.14	203.14	203.14	203.14	203.14	203.14	203.14	3,297.18	
Dues/Pubs/Fees	345.00	(313.80)	1,694.00	116.50	69.73	(180.80)	435.00	1,421.98	
Staff Development/Training	429.32	5,985.00	4,398.40	4,497.37	(220.52)		1,691.68	2,346.43	
Pre-Employment Expense	745.06	873.66	425.95	241.17	330.22	386.61	261.84	16,600.45	
Administrative Fees	927.81	2,004.42	1,775.60	3,749.98	4,085.20	3,300.60	1,090.39	3,264.51	
Misc Expense		(110.95)	79.78	(34.90)			(127.50)	16,934.00	
Equipment		952.74						(193.57)	
Childcare expense allocation	10,319.57	8,442.11	8,976.50	8,208.81	9,708.79	9,713.04	9,182.72	952.74	
TOTAL OTHER EXPENSE	50,181.33	54,804.10	41,979.78	51,285.46	36,145.39	34,932.45	36,827.79	64,551.54	
TOTAL EXPENSES	181,367.58	312,196.54	260,429.38	271,241.73	219,298.17	216,731.56	269,443.05	306,156.30	
NET	\$15,840.08	(\$101,420.95)	(\$13,585.26)	\$36,035.99	\$8,421.68	\$12,627.78	(\$195,549.84)	73,712.79	1,804,420.80
								(\$73,712.79)	
Missing Account Difference	15,840.08	(101,420.95)	(13,585.26)	36,035.99	8,421.68	12,627.78	(195,549.84)	(311,343.31)	
								(73,712.79)	

Highlighted items are being audited and corrected by Julie

STARPOINT
Statement of Income and Expenses by Program-Case Management
6/30/2020

	Monthly Report												Year To Date			
	7/31/2019	8/31/2019	9/30/2019	10/31/2019	11/30/2019	12/31/2019	1/31/2020	2/29/2020								
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual				
REVENUES																
NOS Waiver Services	\$6,233.85	\$8,181.01	\$6,754.01	\$6,842.55	\$5,887.53	\$6,967.87										\$40,866.82
Targeted Case Management	27,142.14	29,931.84	28,028.28	27,191.37	17,148.45	16,327.95										145,770.03
TOTAL REVENUES	33,375.99	38,112.85	34,782.29	34,033.92	23,035.98	23,295.82										186,636.85
PERSONNEL EXPENSES																
Directors	2,035.25	6,105.72	4,070.48	4,070.49	4,070.49	4,070.49	6,105.73	2,035.24								32,563.89
Resource Coordinator	7,624.93	22,683.16	15,222.59	15,373.12	14,362.15	10,205.15	14,331.34	5,877.69								105,680.13
Aide	661.78	2,341.30	1,549.40	1,736.88	1,728.65	1,734.01	2,601.02	867.00								13,220.04
Employer FICA Expense	747.84	2,297.77	1,510.78	1,505.20	1,417.09	1,120.48	1,659.99	603.92								10,863.07
Worker's Compensation	30.41	45.39	30.39	30.88	29.40	23.34	33.59									223.40
Health & Disability Insurance	9,263.53	6,011.11	10,409.51	9,763.26	4,892.89	3,704.96	1,430.94									45,476.20
TOTAL PERSONNEL EXP	20,363.74	39,484.45	32,793.15	32,479.83	26,500.67	20,858.43	26,162.61	9,383.85								208,026.73
OTHER EXPENSES																
Professional Services	2,160.00															
Staff Travel (Local)	598.18	946.04	552.80	384.74	580.09	618.95	482.20									2,642.20
Office Supplies	268.06	226.07	409.90	904.48	85.87	274.53	752.92									4,433.72
Telephone Expense	405.42	381.27	135.85	278.19	153.55	336.51	375.26									2,544.17
Utilities	248.56	476.34	63.41	264.31	76.96	182.45	337.39									2,028.18
Building Maintenance	172.16	179.64	20.84	52.90	164.28	1,053.39	184.23									1,496.26
Staff Development/Training			41.15				181.17									1,824.38
Pre-Employment Expense						392.92	292.59									41.15
Misc Expense					10.83	(21.66)	(10.83)									685.51
TOTAL OTHER EXPENSE	3,852.38	2,209.36	1,223.95	1,884.62	1,071.58	2,837.09	2,605.76	9,383.85								15,684.74
TOTAL EXPENSES	24,216.12	41,693.81	34,017.10	34,364.45	27,572.25	23,695.52	28,768.37	9,383.85								223,711.47
NET	\$9,159.87	(\$3,580.96)	\$765.19	(\$330.53)	(\$4,536.27)	(\$399.70)	(\$28,768.37)	(\$9,383.85)								(\$37,074.62)

STARPOINT
Statement of Income and Expenses by Program- Support Services
6/30/2020

	Year To Date												
	Monthly Report											Actual	
	7/31/2019	8/31/2019	9/30/2019	10/31/2019	11/30/2019	12/31/2019	1/31/2020	2/29/2020	3/31/2020	Actual	Actual		
REVENUES													
Management Fees	\$2,913.31	\$2,781.38	\$4,938.52	\$1,565.88	\$2,900.53	\$2,913.31							\$18,012.93
State/CACCF (USDA)		261.72											261.72
Donations	2,207.69	5,058.33	5,809.38	9,177.94	3,146.26	272.44	703.32	123.08					26,498.44
Salida Event Revenue	200.00			(105.00)									95.00
Interest Income	405.58	346.87	294.80	267.47	276.43	272.31	295.04	0.53					2,159.03
Rent Income	249.80	259.40		489.55	260.10								1,258.85
Other Income							1,550.00						1,550.00
Internal Services Revenue	927.81	2,004.42	1,775.60	3,749.98	4,085.20	3,300.60	1,090.39						16,934.00
TOTAL REVENUES	6,904.19	10,712.12	12,818.30	15,145.82	10,668.52	6,758.66	3,638.75	123.61					66,769.97
PERSONNEL EXPENSES													
Directors	17,727.70	40,324.88	23,913.92	23,913.92	23,913.92	25,356.89	36,422.88	12,236.96					203,811.07
Secretaries	1,041.62	3,124.80	2,086.46	2,083.20	2,096.23	2,089.72	3,124.80	1,041.60					16,688.43
Accounting Clerks	3,945.65	11,924.96	7,809.28	7,824.52	7,880.97	8,056.97	12,107.51	4,039.77					63,589.63
Information Technology Manager	2,216.80	6,650.40	4,433.60	4,433.60	4,433.60	4,433.60	6,650.40	2,216.80					35,468.80
Employer FICA Expense	1,828.86	4,688.97	2,849.55	2,870.16	3,207.94	2,658.50	4,305.98	1,448.31					23,858.27
Unemployment Expense		11,573.00		4,381.00									15,954.00
Worker's Compensation	65.79	90.44	55.75	55.77	55.87	58.22	85.02						466.86
Health & Disability Insurance	7,653.95	6,418.78	11,132.15	8,864.11	4,706.02	4,438.32	1,730.29						44,943.62
TOTAL PERSONNEL EXP	34,480.37	84,796.23	52,280.71	54,426.28	46,294.55	47,092.22	64,426.88	20,983.44					404,780.68
OTHER EXPENSES													
Accounting/Audit	13,950.00				150.00	2,573.04	1,762.50	327.60					13,950.00
Legal Services		3,300.00	975.00	4,508.04	1,871.06		619.60						6,187.50
Professional Services	1,193.00	1,942.00	4,819.97				1,404.00						18,181.91
Consultants							39.93						1,404.00
Staff Travel (Local)	187.01	24.36	641.38	324.06	24.78	20.58	34.94						1,262.10
Meetings/Conferences		378.69	50.49	68.80	51.66	61.24							645.82
Gifts/Gratuities					50.00								50.00
Marketing Expense	538.26	2,138.17	4,129.56	1,386.20	567.95	(500.00)	(200.00)						8,060.14
Company Owned Vehicle	75.28	78.96		39.50	73.83	81.16	62.35						411.08
Office Supplies	2,755.74	1,914.82	7,104.87	11,523.06	4,204.35	1,574.24	1,491.45						30,568.53
Telephone Expense	841.49	827.51	512.41	707.34	67.60	818.44	814.18						4,588.97
Utilities	127.84	806.84	89.87	420.92	31.26	303.97	313.94						2,094.64
Building Maintenance	322.14	333.48	17.27		322.69	2,069.09	367.87						3,432.54
General Liability Insurance						1,896.00							1,896.00
Dues/Pubs/Fees	783.84	5,209.16	5,431.86	3,526.28	3,253.41	2,745.08	1,714.76						22,664.39
Staff Development/Training			25.00										25.00
Pre-Employment Expense	(1,590.00)			15.75	498.00	798.00	498.00						219.75
Misc Expense	1.00	(6.78)											(5.78)
Equipment		159.99		911.78									1,071.77
TOTAL OTHER EXPENSE	19,185.60	17,107.20	23,797.68	23,431.73	11,166.59	12,440.84	8,923.52	327.60					116,708.36
TOTAL EXPENSES	53,665.97	101,903.43	76,078.39	77,858.01	57,461.14	59,533.06	73,350.40	21,311.04					521,489.04
NET	(\$46,761.78)	(\$91,191.31)	(\$63,260.09)	(\$62,712.19)	(\$46,792.62)	(\$52,774.40)	(\$69,711.65)	(\$21,187.43)					(\$454,719.07)

I. ATTENDANCE AND AVAILABILITY OF LEAVE: GENERAL PROVISIONS.

All attendance and leave policies are subject to change at the sole discretion of Starpoint.

II. ATTENDANCE AND PUNCTUALITY

You are expected to report to work on time and remain at work through the duration of your scheduled shift. Unexcused or excessive absenteeism, tardiness, and early departures place a burden on other employees, the company, and the individuals receiving services to which you are assigned. When you are absent from an assigned shift, Starpoint must find another qualified employee to cover the open shift. This can result in excess cost, important jobs not being completed, or failure to meet requirements or needs of individuals receiving services.

Absenteeism or tardiness that is unexcused or excessive in the judgment of Starpoint is grounds for disciplinary action, up to and including termination.

Approved leaves, such as family and medical leave, sick leave, disability leave, or any other approved paid or unpaid time off, will not count as an unexcused absence under this policy.

III. LEAVE - TYPES, RULES

A. Personal Time Off (PTO)

It was the intent of Starpoint in creating this type of leave system to create a flexible leave system that allows employees time for vacations, illness and emergencies and for Starpoint to schedule coverage and to staff programs. **It is the responsibility of the employee to manage their paid time off and plan for it in advance. This means that you should consider when you will take a vacation or take days off for personal business. Remember, it is in your best interest to keep some days in reserve in case of unexpected events.**

1. Since this leave is for both vacation and sickness, it is expected that employees will budget their leave so there is some left at the end of the year to cover sickness or other legitimate emergencies. If an employee runs out of leave and needs additional time off, that time will be either unpaid or not allowed.
2. Eligibility for Paid Time Off (PTO)
Effective January 3, 2020 PTO will be accrued per pay period. This policy replaces all existing PTO that you have been allotted under prior policies.
3. PTO is accrued upon hire or transfer into a benefit-eligible position. PTO is earned on the following schedule based **on the number of hours worked on an employee's regular schedule.**

Regular Work Schedule Hours Per Week	PTO Hours 1-3 years employment*	Accrual Hours per pay period	PTO Hours 3-6 years employment	Accrual Hours per pay period	PTO Hours 6+ years employment	Accrual Hours per pay period	PTO Hours Hired prior to 1989	Accrual Hours per pay period
40	130	5	170	6.538	210	8.077	310	11.923
39	126.75	4.875	165.75	6.375	204.75	7.875	302.25	11.625
38	123.5	4.75	161.5	6.212	199.5	7.673	294.5	11.327
37	120.25	4.625	157.25	6.048	194.25	7.471	286.75	11.029
36	117	4.5	153	5.885	189	7.269	279	10.731
35	113.75	4.375	148.75	5.721	183.75	7.067	271.25	10.433
34	110.5	4.25	144.5	5.558	178.5	6.865	263.5	10.135
33	107.25	4.125	140.25	5.394	173.25	6.663	255.75	9.837
32	104	4	136	5.231	168	6.462	248	9.538
31	100.75	3.875	131.75	5.067	162.75	6.260	240.25	9.240
30	97.5	3.75	127.5	4.904	157.5	6.058	232.5	8.942
29	94.25	3.625	123.25	4.740	152.25	5.856	224.75	8.644
28	91	3.5	119	4.577	147	5.654	217	8.346
27	87.75	3.375	114.75	4.413	141.75	5.452	209.25	8.048
26	84.5	3.25	110.5	4.250	136.5	5.250	201.5	7.750
25	81.25	3.125	106.25	4.087	131.25	5.048	193.75	7.452
24	78	3	102	3.923	126	4.846	186	7.154
23	74.75	2.875	97.75	3.760	120.75	4.644	178.25	6.856
22	71.5	2.75	93.5	3.596	115.5	4.442	170.5	6.558
21	68.25	2.625	89.25	3.433	110.25	4.240	162.75	6.260
20	65	2.5	85	3.269	105	4.038	155	5.962

*New hire PTO hours will be prorated from their start date to the last day of the year.

4. **Occasionally**, employees need to take more time off than they have accrued. Early time off requests might come up for any number of reasons such as unexpected family visits or holidays soon after being hired. Whatever the reason, it often happens that employees want to take more time off than they have accrued, which will cause a negative PTO balance.

Having a negative PTO balance means that an employee takes paid time off before they have accrued it. In other words, the employer is advancing or loaning their employee wages to cover the paid time off they take ahead of earning it.

Employees will only be able to carry a negative leave balance totaling the number of hours worked on an employee's regular assigned weekly schedule. Once an employee has reached their negative balance allowed, they will not be able to go into a negative balance for the rest of the calendar year. If the employee reaches the allowed negative balance total and needs additional time off, that time will be either unpaid or not allowed. There must be enough pay periods left in the calendar year to accrue PTO to cover the negative balance.

Employees pay back the negative leave by working and accruing leave allowing the negative balance to become positive again in time. If an employee terminates their employment with Starpoint their negative PTO balance will be deducted from their final paycheck.

Example: June has accrued 20 hours of PTO but would like to request a week off (40 hours) for vacation. She has not used any PTO this year. Her PTO is approved leaving her PTO balance negative 20 hours. The negative balance will become positive again in time, according to the accrual rate. Remember time accrues on a pay period basis, the balance will slowly climb back into the positive. June earns 5 PTO hours per pay period so she would be positive within 4 pay periods.

5. PTO must be used when taking time off from work for any reason, and PTO can be taken in increments as low as 15 minutes. You must use your PTO hours according to your

normal workday. For example, if you work an eight-hour day and need to take off a full day, you must request eight hours of PTO. PTO is paid at your regular pay rate and is not subject to overtime.

6. Temporary employees, contract employees, and interns are not eligible to accrue PTO.
7. PTO is not earned in pay periods during which unpaid leave, short or long term disability leave, or workers' compensation leave are taken.
8. Under the company's Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time.
9. Employees may use time from their accrued PTO in 15 minute increments. The time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include company paid holidays, bereavement time off, required jury duty, and military service leave.
10. To take PTO requires two days of notice to the supervisor unless the PTO is used for legitimate, unexpected illness or emergencies. In all instances, PTO must be approved by the employee's supervisor in advance.
11. All employees who use the MITC system must submit their leave requests using MITC. The employee's immediate supervisor will approve and schedule the requested personal leave. Employees requesting PTO that will result in a negative PTO balance must submit a Negative PTO Balance Request Form, to be signed, approved, and scheduled by the employee's immediate supervisor. Any request for any other type of leave, paid or unpaid, must be submitted in writing to the employee's supervisor and then forwarded to the Director of Human Resource for final approval.
12. An employee who is off work for an extended period and who is receiving income replacement benefits, such as workers' compensation benefits, will not be eligible for PTO accrual. If such employee returns to work during the year, their accrual rate will be pro-rated down based on the date they actively return to work, dependent on the number of hours they are working. If an employee is on inactive status and subsequently returns to work, additional PTO accrual hours will not be granted until the employee has reached their next anniversary date.
13. New employees will not be eligible to use their personal leave until they have completed 90 days of employment with the company. If a new employee becomes ill during the first 90 days of employment, they will use any accrued time possibly going into a negative balance. Only 1 day of leave a month during the first 90 days of employment will be approved for illness. All other days will be without pay.
14. Employees are expected to use PTO benefits in the calendar year in which PTO is earned. Any unused PTO that is remaining on December 31st will carry over into the next calendar year.
15. Employees may not accrue more than the maximum leave they are allowed. Once an employee reaches his or her maximum amount, the employee ceases to accrue any additional PTO benefits. If an employee later uses enough PTO benefits to fall below the ceiling, the employee starts to accrue leave again from that date forward until he or she reaches his or her PTO ceiling. Accordingly, employees are encouraged to use all PTO

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Please submit your request for PTO at least one (1) week in advance but no later than two days prior for all anticipated absences. Requests for unanticipated PTO should be made at your earliest convenience, but within one or two days of the unanticipated absence. I understand that no leave will be granted without this form and that PTO requests may be granted on a first come, first-served basis as dictated by the needs of Starpoint.

Employee Last Name (Please Print)	Employee First Name
Team/Location/Code <small>Fremont Adult Service Codes 700 Washington House, Northstar 720, Penrose 730, PCA 710, Day Program 740</small>	Today's Date
Total number of hours requested:	Will the requested PTO cause a negative balance? <input type="checkbox"/> Yes or <input type="checkbox"/> No
Scheduled absence will start on:	Employee will return on:

Enter requested time off below

Day	Date	Time START	Time END	Location/Position <i>(Be specific)</i>	Total Hours
		IN	OUT		
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

MyMITC
MyBenefits

Available PTO Hours <small>(Based on a 40 hour a week person with 130 accrual PTO hours.)</small>	Requested PTO Hours	Total Available PTO Hours
Example 18h	40h	-22
Number of Pay Periods Remaining	Number of Pay Periods to repay my negative accrual PTO	
Example 1/31/20 26-3=23	22 / 5 = 4.4 it will take me 5 pay periods	

Leave Type PTO <input type="checkbox"/> Jury Duty <input type="checkbox"/> Funeral <input type="checkbox"/> Unpaid Leave <input type="checkbox"/> <small>Requires Approval of Director and Human Resources</small>	Date signed by Manager/Supervisor
Manager/Supervisor Name (please print)	Manager/Supervisor Signature:
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	If not approved, please provide reasons for denying request:

1. All Negative PTO Balance requests must be submitted to IMMEDIATE supervisor by employee within ample time for approval AND processing.
2. You will not be paid for approved PTO unless it is entered in MITC and approved by a supervisor.
3. Having a negative PTO balance means that an employee takes paid time off before they have accrued it. In other words, the **employer is advancing or loaning the employee wages** to cover the paid time off they take ahead of earning it.
4. Employees will only be able to carry a negative leave balance totaling the number of hours worked on an employee's regular assigned weekly schedule. There must be enough pay periods left in the calendar year to accrue PTO to cover the negative balance.

Should my employment with Starpoint be terminated with a negative PTO Balance, I hereby authorize Starpoint to withhold the value of the negative PTO balance from my final paycheck.

Employee Signature:

I. CONDUCT.

It is the policy of Starpoint that certain guidelines regarding employee behavior are necessary for efficient operation of Starpoint and for the benefit and safety of all employees and individuals receiving services. Conduct that interferes with operations, that discredits Starpoint, or that is offensive to the public, coworkers or individuals receiving services will not be tolerated.

- A. Employees are expected at all times to conduct themselves in a positive manner to promote the best interests of Starpoint. Employees are expected to be role models for individuals receiving services at all times. Interactions with individuals receiving services must reflect respect and dignity toward each individual. Employees must conduct themselves so their behavior is not viewed as flirtatious, unlawful, degrading, having sexual overtones, and/or humiliating. (Also see Policy on Abuse, Neglect and Violation of Rights of Persons Receiving Services.)
- B. The possession of firearms or other weapons in any agency vehicle, employee's personal vehicle being used to transport individuals receiving services, or on any Starpoint property at any time is prohibited.

II. EMPLOYEE INSUBORDINATION

Employees are required to obey company directives issued by their supervisor or manager. A refusal to obey a supervisor's order or a lack of respect directed toward that supervisor will subject that employee to Starpoint's Corrective Action and Discipline Program.

- A. Insubordinate actions undermine the discipline and authority needed in the workplace. Insubordination may result in Corrective Action as described in the Employee Handbook, up to and including termination.

Insubordination is defined as:

1. Inappropriate Language

The use of inappropriate language directly or in reference to a manager constitutes insubordination.

2. Silent Treatment

Giving the "cold shoulder" by ignoring a supervisor's presence and refusing to speak except when necessary is a form of unacceptable employee behavior.

3. Defying Management Directives

A willful disregard or a deliberate violation of Starpoint's interests, policies, regulations, rules, procedures and/or directives. The refusal of a legitimate directive from a supervisor will be considered insubordination.

4. Intimidation and Harassment

Verbal or physical aggression by an employee toward any Starpoint supervisors is insubordination for which Starpoint must show zero tolerance.

- B. Employees are expected to follow Starpoint policies, regulations, rules, procedures, and/or directives. The best course of action for an employee to take to avoid an insubordination issue is to follow the directive given by the supervisor. If an

employee disagrees with a policy, regulation, rule, procedure and/or directive, or thinks it is unfair or unnecessary, the employee should put it in writing, and discuss the issue with the their Director, Chief Executive Officer, or the Director of Human Resources.

- C. No disciplinary action will be taken against employees if he/she refuses a directive because he/she believed that her/his safety was in jeopardy or a different course of action was available that would have been safer.

Failure on the part of the employee to observe established policies, regulations, rules, procedures and/or directives can lead to disciplinary action including verbal warnings, written formal warnings, suspension and/or termination.

III. PERSONAL APPEARANCE.

It is the policy of Starpoint that each employee's dress, grooming and personal hygiene should be appropriate to the work situation. Employees are expected at all times to present a positive image to individuals receiving services, coworkers and the public.

- A. Clothing that is comfortable, clean, well fitting and has no derogatory or inappropriate logos or sayings printed on shirts or hats are considered acceptable for employees working in support sites or on work sites.
- B. Employees who work with other community agencies and businesses are expected to dress in a manner that is professional and appropriate, i.e., neat, clean, well-fitting apparel, nothing too tight, short or suggestive.
- C. Employees, at all times, are expected to be a role model for the individuals receiving services. Clothing that is acceptable and typical of the community, depending on the situation, i.e., sporting clothes, work clothes, social dress, etc. Shoes and jewelry that are appropriate to the work site and working situation should be worn when working with children and adults receiving services.
- D. All jewelry should be appropriate for the work environment and worn sparingly. Large, dangling earrings, necklaces, or rings may not be worn during your shift if you are a provider of direct care.
- E. No spaghetti strap tops (tank tops can be acceptable if they are not revealing). No short **shorts, skirts, dresses**. **Shorts, skirts, and dresses must** reach the tips of your fingers when your hands are hanging straight down.
- F. Employees who work with adults and children cannot wear flip-flops or backless sandals when you are working direct care. Shoes and sandals must have backs on them. This also is to protect against accidents and injuries.
- G. The personal appearance of employees who do not regularly meet the public is governed by the requirements of safety and comfort, but should still be as neat as working conditions permit. Certain employees may be required to meet special dress standards depending on the nature of their jobs. Special grooming and/or personal hygiene may be addressed on an individual basis. Final authority will be up to the Chief Executive Officer, Supervising Director or Director of Human Resources.

- I. TERMINATION OF EMPLOYMENT -- ALL EMPLOYEES. Employment with Starpoint is at the discretion of Starpoint. The employment of any employee may be terminated at any time with or without cause. **When employment ends for any reason, PTO earned but not taken by the employee will be included in the employee's final paycheck. At the same time, PTO taken in advance will be deducted from the final paycheck.** Personal leave requests submitted after an employee has tendered his or her resignation will not be approved. Employees who give two weeks' notice of employment termination must work the two weeks without utilizing PTO, even if the PTO was approved prior to the resignation.
- II. INVOLUNTARY TERMINATION OF EMPLOYEES.
- A. WHO MAY TERMINATE EMPLOYEES. The Chief Executive Officer and Directors have the authority to terminate employees.
- B. NOTICE. Termination may be with or without a 30-day notice as authorized by the Chief Executive Officer or delegates, in his or her sole discretion as determined to be in the best interest of the agency.
- D. CHIEF EXECUTIVE OFFICER REVIEW.
1. Review is Mandatory. If an employee disagrees with the decision to terminate him or her for any reason, or believes that his or her involuntary termination is unfair, unjustified, improper or for any reason whatsoever should be reconsidered he or she must seek a review of the termination by the Chief Executive Officer or the Director of Human Resources as set forth in this section of the personnel policies.
 2. Employee's duty -- Time Limits. Not later than seven (7) days after receipt of notice that the employee has been or will be terminated, the employee shall submit his or her reasons for believing the termination decision was wrong or should be reconsidered directly to the Chief Executive Officer or Director of Human Resources in writing. The written document submitted must contain all reasons the employee relies upon and those reasons must be set forth in detail.
 3. Chief Executive Officer's Decision. The Chief Executive Officer or the Director of Human Resources shall review the written objection of the employee, may confer with the employee, may confer with any other person he or she deems appropriate and may conduct such

additional investigation as he or she deems appropriate. Within ten (10) days of receipt of the employee's written objection to termination, the Chief Executive Officer or the Director of Human Resources shall inform the employee of his or her decision in writing.

III. VOLUNTARY TERMINATION OF EMPLOYMENT.

A. Notice of termination. Any employee who voluntarily terminates their employment who is paid hourly is requested to give a two weeks' notice. All salaried employees, directors, supervisors, or managers are requested to give 30 days' notice.

IV. PERSONNEL FILE EXPLANATION

Employees who are either terminated or who quit must have placed in their personnel file an explanation of the reason for the termination. It is the supervisor's responsibility to see that this is done.

V. REEMPLOYMENT

Employees who terminate their employment with Starpoint, and who are reemployed in the same calendar year, will not be eligible for additional leave bank hours if those hours have previously been used. Employees in this category requesting leave should refer to the Leave Policy for more information. For the purpose of leave bank hours in the following calendar year, these individuals will be considered new employees.

REHIRE POLICY

Former employees who separate from Starpoint in good standing may be considered for reemployment; however, reemployment is not guaranteed. Employees who resign or quit without providing 2 weeks' notice may be ineligible for rehire. Employees who are involuntarily separated from Starpoint may be ineligible for rehire.

EHS Board of Directors and PC Monthly Report

Month: January 2020

1) EHS Enrollment: 75

Center-Based: 9

Home-Based: 63

Pregnant Women: 3

Waiting List —this includes some from 101-130%: 10

1) Number of EHS children receiving EI services: 12

2) Attendance for Center-based Option: 97%

3) (CACFP) Food program reimbursement: \$32.04

4) Socialization- Language and literacy:

January 7, 2020 socialization was held at the Family Center @ Spin. Food was provided by Spin we had 4 EHS children, 0 siblings and 6 adults. (10 people)

January 21, 2020 socialization was held at the Family Center @ Spin. Food was provided by Spin we had 5 EHS children, 2 siblings and 4 adults. (11 people)

5) EHS Credit Card Purchases all booked on 1/15/2020 :

DATE	COMPANY	DESCRIPTION	AMOUNT
1/8/2020	E3 Diagnostics	Ear plugs for screenings	\$ 127.50
1/14/2020	Walmart	Diapers and wipes, supplies	\$ 108.04
1/22/2020	Walmart	Educational supplies	\$ 75.14
1/23/2020	Home Depot	Building maintenance	\$ 17.94
1/24/2020	Parents as Teachers	HV recertification	\$ 240.00
1/24/2020	Parents as Teachers	HV recertification	\$ 240.00
1/29/2020	Parents as Teachers	New HV training (T&TA)	\$ 980.00
		TOTAL	\$ 1,788.62

6) Correspondence with the Regional Office:

None at this time



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MEMORANDUM

To: All Directors and Managers

From: Jami Roy, Director of Human Resources and Safety Coordinator
Starpoint Safety Committee

Subject: Safety Notes 2020

Date: 2/12/20

Starpoint is committed to providing a safe work environment for all employees. To that end, I am sharing our agency safety policy statement as a reminder of that commitment and your responsibility to work safely.

STARPOINT SAFETY POLICY

It is the policy of Starpoint that the safety of its employees, consumers and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. Starpoint requires that its employees, as a condition of employment, comply with all applicable safety rules as listed for specific duties.

The designated safety coordinator Jami Roy for Starpoint is the primary contact for safety-related matters. All employees will receive an orientation to the safety policy and rules upon initial employment, and are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. Supervisors will communicate these concerns to the safety coordinator, who will respond to these concerns within one working day (Monday through Thursday, 7am-5:30pm.).

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety coordinator, other members of our management team, and I will participate with you in ongoing safety and health program activities.

Employer Responsibilities:

- Provide a safe workplace
- Provide safety and health education and training
- Annually review and update workplace safety rules

Employee Responsibilities:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear the required personal protective equipment
- Abide by the organization's safety rules at all times

Employees are expected to follow the General Safety Rules, which are available in the Starpoint Employee Handbook as well as specific safety rules for specific work locations or job tasks. Because we take safety matters seriously, failure to follow the rules could result in discipline up to and including termination based on the severity of the rule violation. If you need training to safely perform any of your job tasks, please notify your supervisor or the Safety Coordinator.

If you are aware of unsafe acts, have an idea for performing tasks safer, or want to report a safety hazard, you may report it to you immediate supervisor or Safety Coordinator.

The Safety Committee has developed Safety Notes 2020 for Directors and Managers to share with their teams during their monthly staff meetings. You can use this as an in-service opportunity and have staff that attend sign off on the topic. It is important that we cover a safety topic monthly and that we review with our employees that safety is everyone's business.

February	Slips, Trips, and Falls
March	Computer Workstations
April	Safe Lifting Practices
May	Cell Phone Distractions
June	Heat Illness Awareness
July	Safe Driving Practices
August	Common Sense Safety Rules
September	Basic Electrical
October	Preventing the Spread of Communicable Diseases
November	Don't Slip up this Winter
December	Driving in Winter Weather

You are all valuable members of our team, and we are dedicated to ensuring your safety. Thank you for your cooperation and remember Safety is everyone's concern.



Starpoint Personnel Policies	Effective date: Feb. 7, 1995
	Revised: Feb. 27, 2020
SALARIES, INCREASES AND REIMBURSEMENTS	Page 1 of 7

I. SALARY. Entry level salary will be based on the current approved Salary Ranges and will be determined by the Chief Executive Officer, Chief Financial Officer, and the Director of Human Resources. To ensure internal equity, starting salaries are determined based on the applicant's prior experience and/or education directly related to the position. A department may pay starting salaries up to the high end of the minimum salary range.

II. SALARY INCREASES. Starpoint may provide employees with periodic cost of living increases. The amount and time when given will be dependent on budget and funding resources as determined by the Board of Directors. Individuals who have been employed for less than one year, but more than three months, will receive a pro-rated amount based on the number of months worked. Periodic cost of living increases are not guaranteed.

Other salary increases may be given within the established Salary Ranges dependent on the budget and available funding. Increases are solely at the discretion of Starpoint. The employee's overall performance, tenure and salary level relative to position responsibilities must be evaluated to determine whether a salary increase is warranted. Salary increases must be preapproved by the Department Directors, Chief Executive Officer, Chief Financial Officer, and the Director of Human Resources.

III. PAYMENT OF OVERTIME - EXEMPT VS. NON-EXEMPT EMPLOYEES.

A. The positions that are non-exempt and exempt from overtime will be determined by the Chief Executive Officer or Director of Human Resources. All overtime must be approved in advance by an employee's supervisor during the supervisor's regular working hours and followed up in writing. Supervisors will verify all overtime requests.

B. Overtime is required to be paid to non-exempt staff for any time worked in excess of 40 hours between 12:00 a.m. Sunday through 11:59 p.m. on Saturday or in excess of 12 hours per day in some circumstances. This is for actual hours worked and does not include holidays or approved leave time.

C. Sleeping Time: Under certain conditions, employees are considered to be working even though they are sleeping (29CFR785.20). Less than 24-hour duty. Employees who are required to be on duty for less than 24 hours are working even though they are permitted to sleep or engage in other personal activities when not busy. Duty of 24 hours or more. Employees who must work 24 or more hours straight may agree with their employer to exclude bona fide meal

periods and bona fide regularly scheduled sleeping periods of eight hours or less from their hours worked if adequate sleeping facilities are furnished by the employer and the employees can usually enjoy an uninterrupted night's sleep. If the sleeping period is more than eight hours, only eight hours will be credited. If there is no express or implied agreement to the contrary, the eight hours of sleeping time and lunch period constitute hours worked.

- D. To monitor overtime usage, all requests for overtime must be approved in advance by the supervisor or on-call person. It is the supervisor's responsibility to determine if there are any alternative ways to get the job done without overtime.
- E. The Starpoint work period for overtime purposes is one week, defined as 12:00 a.m. Sunday through 11:59 p.m. on Saturday.
- F. Non-exempt employees of Starpoint are not permitted to take work home, outside of their regularly scheduled work hours, unless prior approval has been granted in writing by their supervisor.

IV. REIMBURSEMENT OF EXPENSES.

- A. Employees will be reimbursed for lodging, meals and incidental expenses at the rates pursuant to General Services Administration, 41 CFR Chapter 301, Federal Travel Regulation Maximum Per Diem Rates for agency-approved, out-of-town trips. Employees should refer to this website www.gsa.gov/travel/plan-book/per-diem-rates for current rates.
- B. Mileage Reimbursement. When using your personal vehicle for approved agency business purposes, reimbursement will be based on the mileage rate established by the Starpoint Board of Directors. Reimbursement for personal car usage will be reimbursed through Concur at the current mileage rate calculated in Concur. Mileage is to be calculated using the Google Map function in Concur from your starting point to your destination. The number of miles reimbursed is equal to actual miles driven. Employees will not be reimbursed for travel to and from work. All travel must be by the most direct route. Any exception must be justified as officially necessary and approved in advance by your Manager.
 - 1. The mileage reimbursement is to cover operating cost of your vehicle such as fuel, insurance coverage, repairs, and etcetera.
 - 2. Starpoint does not assume liability for damage to personal vehicles used on Starpoint business and does not assume liability for deductibles or any other uninsured loss to the vehicle.
 - 3. Cost of repairs to a vehicle, whether or not they result from the traveler's actions, are not reimbursable.

4. Under no circumstances will Starpoint reimburse parking fines or moving violations.
5. Employees who have incurred mileage expenses must submit an Employee Reimbursement or a Travel Reimbursement Expense report through Concur in order to receive reimbursement.

C. Meal Reimbursement.

Meals will be reimbursed, at the per diem rate, when the employee is required to travel outside the county of his/her primary worksite on Starpoint business during standard meal periods. Receipts for all meals shall be obtained and submitted with travel expense voucher when requesting reimbursement. No reimbursement may be claimed for meals furnished at no additional cost to the traveler.

D. Lodging

Actual cost of reasonable accommodations with rates above per diem may be reimbursed with approval of manager, Chief Executive Officer or Chief Financial Officer. Receipts for lodging shall be obtained and submitted with reimbursement requests. (Receipts from friends and relatives are not acceptable.)

E. Miscellaneous

An employee in a travel status may claim the GSA rate for each overnight stay for incidentals such as personal telephone, laundry, etc. Other miscellaneous actual expenses incurred by an employee may be claimed as follows:

1. Registration fees – receipt required.
2. Commercial transportation cost actually paid by the employee – receipt required.
3. Agency official business telephone, parking fees, road toll charges, etc. (Receipts are required.)
4. Car rental – receipt required.
5. Fuel and emergency repairs for agency owned vehicles. Receipt required.
6. A reasonable amount for tips to service personnel such as porters, bellhops, taxi drivers, etc. (Tips paid for meals are included in the meal allowance and may not be claimed separately.)

- F. Employees who have incurred business related expenses must submit an Employee Reimbursement, Personal Mileage, or a Travel Reimbursement Expense report through Concur in order to receive reimbursement. All reimbursement requests shall be submitted on a monthly basis using CONCUR. Employee supervisors will approve or deny the request. When approved the submitted expense report will be forwarded to Accounting for final approval to be paid. All reimbursements will be by direct deposit to an employee's personal bank account. Reimbursement requests must be submitted to the Accounting Department no later than the 10th of the month

for the previous month. Any reimbursement requests over two months old will not be paid.

- G. Employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is reflected on time records. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.
- H. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee can be grounds for corrective and disciplinary action, up to and including termination.

V. COMPANY CREDIT CARDS

Starpoint will issue company credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

1. Use of company-issued credit cards is a privilege that the Company may withdraw at any time, with or without cause. Upon an employee's termination of employment at Starpoint, all cards must be returned to the Chief Financial Officer.
2. The employee in possession of the company credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card members may not be distributed and should not be saved in online accounts.
3. Any credit card issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefits of Starpoint.
4. Business related expenses, such as food and lodging while on Starpoint approved business travel, may be purchased on the company credit card as long as these purchases are consistent with Starpoint's travel and expense reimbursement policy.
5. Any purchase in the amount of \$1,000 or above must be approved prior to purchase. The employee must submit the purchase request in writing to their immediate supervisor and receive approval in writing before making the purchase. An email request will be sufficient. The employee should attach a copy of the purchase approval to the receipt and submit them together when submitting the receipt to the Accounting Office.
6. The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company credit card.
7. Receipts need to be turned into the Accounting Department within one

week of the date of purchase. All receipts should be labeled with a description of what the purchase was for and appropriate coding to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all person, attending the meal or entertainment and the business purpose of such event.

8. If any employee uses a company credit card for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be deducted in full from the employee's next paycheck. Any remaining balance will be deducted from subsequent paychecks until the wage advance is fully repaid.
9. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment.

Note:

Section IV, Reimbursement of Expenses:

Reference: GSA CFR Chapter 301

Written by: C. Stevens, 4/1/97

Adopted by: Board of Directors 3/2005

Rewritten/Reviewed by: EHS Policy Committee, 2/4/99

Rewritten/Reviewed by EHS Policy Committee, 12/2/99

Rewritten/Reviewed by EHS Policy Committee, 3/2005

Rewritten/Reviewed by EHS Policy Committee, 2/2010

Rewritten/Reviewed by Personnel Policy Committee, 07/2019

Rewritten/Reviewed by Personnel Policy Committee, 02/2020

Proposed Starpoint Salary Schedule 2020

2020	Minimum Range		Maximum Range		Annual Salary Range Low End	Annual Salary Range High End
	\$		\$			
Salary Class I	\$ 12.00	\$ 12.72	\$ 12.00	\$ 15.60	\$ 19,968.00	\$ 32,448.00
Direct Support Professional						
Admin Assistant/Secretary						
Medical Support Team						
Salary Class II	\$ 12.72	\$ 13.48	\$ 12.72	\$ 16.54	\$ 21,166.08	\$ 34,394.88
DSP Lead						
Assistant Coordinator						
Salary Class III	\$ 13.50	\$ 14.31	\$ 13.50	\$ 17.55	\$ 22,464.00	\$ 36,504.00
Accounting Specialist						
Site Coordinator						
Salary Class IV						
Team Assistant	\$ 14.00	\$ 14.84	\$ 14.00	\$ 18.20	\$ 23,296.00	\$ 37,856.00
Salary Class V						
Resource Coordinator	\$ 16.00	\$ 16.96	\$ 16.00	\$ 20.80	\$ 26,624.00	\$ 43,264.00
Salary Criteria	<p>The rate of pay for a new hire or an employee who meets the minimum qualifications for the job. High end for new hires with at least 5 years previous experience. If it is determined that a new hire has qualities or experience justifying more than the starting low range, start increasing the low range rate by 3% not to exceed the high range amount. Most new hires will start at the low range rate.</p>		<p>The rate of pay for an employee performing 100% efficiency under normal supervision. Most current employees will be in the mid range for their salary class. A developmental increase may be granted to a staff member who has acquired increased skills and competencies in their current job. This recognizes the staff member's increased value to Starpoint. An in-range salary increase is given to recognize an employee for meaningful increased duties and responsibilities in the current job classification. These type of increases should start at the employees current wage and increase in increments of 3% to 5% as determined by the CEO. Starpoint doesn't guarantee wages increases and all increases are subject to Starpoint's discretion.</p>			