

**AGENDA**  
**BOARD OF DIRECTORS MEETING**  
**THURSDAY, OCTOBER 22, 2020**  
**6 p.m.**

1. Minutes – Action needed
2. Financials
  - a. Starpoint general – Information
  - b. EHS –
  - c. Budget Updates
3. Public comment
4. EHS
  - a. Policy Council and Board report –
  - b. EHS Management Systems Wheel
  - c. Impasse Policy
  - d. Governing body Policy and
  - e. Region VIII EHS Virtual tour
5. State/Legislative Updates – Information
6. Other Business
  - a. Foundation Board would like to add a Jr. Foundation Board Member – Amelia Berg
7. Reports from Directors

STARPOINT  
BOARD OF DIRECTORS MEETING  
Thursday, September 24, 2020

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

Fremont County board members present: Janet Trujillo, Amy Schmisser

Fremont County board members present via Zoom video conferencing: Mitch McCartney, Jake Francis and Linda Bay

Chaffee County board members present via Zoom video conferencing: Danielle Frost, and Katy Grether

Others present: Ron Hinkle, Julie Watts, Bryana Marsicano, Jami Roy, Brenda Aguirre, Jody Berg, Yvonne Bustos, and Bonnie Stumph

Others present via Zoom video conferencing: Christi Baxter from Chaffee County, Brooke Elenga, Michelle Sainio, Wendy Steineck, and Laura Gardner, legal counsel to the board.

**MINUTES OF THE PREVIOUS MEETING**

A motion was introduced by Katy Grether to approve the minutes from the August 27, 2020 meeting with corrections. Jake Francis seconded the motion. Motion carried unanimously.

**FINANCIALS**

Michelle Sainio from FredrickZink and Associates, the CPAs who are performing our 2019 audit, reviewed the final draft of the Financial Statements and Independent auditor's Report for 2019. Michelle explained that there were several changes that have occurred since our last meeting. The areas that have changed since the last meeting are receivables, liabilities, and cash. When reviewing the Statement of Financial Position she pointed out that Starpoint's total assets have decreased by \$46,000 leaving the total assets at 6.8 million. Our total liabilities increased by \$84,100 and our net assets decreased by \$131,000. Michelle reviewed the Notes to Financial Statements. Once we receive the final exit letter, the Board via email will make a motion regarding the audit report.

Julie Watts reviewed the financials for two months ending August 31, 2020. She pointed out that there is a \$91,500 difference between July and August in HCD-DD Waiver Day Service revenue due to the retainer payments ending. She also noted the difference between July and August's state general fund revenue. August increased because of more FSSP direct service billing. Julie explained that in July 2020 donation revenue is up \$5,000 because of Unbridled. She also reported that we have \$7,263 in donations from Rim to Rim. Under other income in August, \$65,000 EHS Capital Improvement and Technology Grant was posted to revenue. The funding is being used for air conditioning repair at the SPIN building on Elm for \$45,000. The remaining funds will be used for new computers and a new server, infectious disease training, and supplies. In July, \$5,000 is posted as donations-restricted building fund for a SPIN

landscaping grant. Julie went over personnel expenses noting that for two months we are at 77%. Julie told the Board that total expenses are 105% of our income. Under building maintenance expense, you will see \$12,532.33 for July and \$21,026.75 for August, which is for two new air conditioning units at the Administration building located at 700 S. 8<sup>th</sup> Street. Our net for the year is at a deficit of \$87,302. Julie told the Board that at the next meeting she would be presenting the budget for review.

Jake Francis made a motion to accept the financials as presented to be placed on file. Mitch McCartney seconded and the motion carried.

Julie reviewed the Policy Council Report for the 12 months ending August 31, 2020. We have drawn down \$784,924.42 of the budget with \$47,611.58 remaining. Personnel expenses are under spent because of lower staffing. Fringe benefits is under budget. Supplies is over spent by \$4,578.58, which can be moved around.

Katy Grether made a motion to accept the Policy Council Report as presented to be placed on file. Jake Francis seconded and the motion carried.

Julie presented three bids for the 2020 Audit:

Eide Bailly	\$36,500
FredrickZink and Associates	\$29,400
Lenny Merriam	\$26,750

A motion was made by Katy Grether to accept the bid from Eide Bailly. Jake Francis seconded the motion. The motion carried.

### **PUBLIC COMMENT**

Wendy Steineck spoke on behalf of a small group of parents/caregivers in Chaffee County. She expressed to the Board that their concerns are linked to two core problems. They are staffing and communication. She conveyed that to attract quality people with good work ethic, a sense of responsibility and loyalty to do an extremely difficult job; you have to pay them more than minimum wage. The other issue she addressed is communication to families and caregivers from administration, case managers, and program directors needs significant improvement.

### **EARLY HEAD START**

Brenda Aguirre reviewed the EHS Board of Directors and PC Monthly Report for August 2020.

### **STATE/LEGISLATIVE UPDATES**

Bryana Marsicano updated the Board that the state's September budget forecast indicated, with no surprise, that the Colorado State budget does not look good in the next year but that it does look better than first predicted. Joint Budget Committee members are expecting a one billion dollar state budget deficit this year.

Several ballot measures will have an impact on budget fluidity throughout Colorado. Alliance has an established GRACE committee that reviews ballot measures, then votes on which ones to

sign on to and which ones to oppose. They work collaboratively for the best interests of all of the Alliance Members. They have taken stances on three ballot measures.

**Proposition 116** – To reduce the income tax rate from 4.6% to 4.55% - Oppose, as it would cost the state \$150 Million dollars while only saving taxpayers an average of \$37.00.

**Amendment B** – Gallagher Amendment – Support position - This affects CCBs with Mill Levy Funds and if not passed would create holes in school funding that would then need to be filled with funds that were previously allocated to CCBs.

**Proposition EE** – support position – increasing tobacco tax and adding a tax on e-cigarettes.

**CFCM** is back on the radar now that HCPF can focus a little again. I met with them today and they indicated that Starpoint is on track with our business continuity plan and they feel that taking over the SEP case management is in line with their “ultimate” CM vision for individuals seeking services in one stop. They also noted that they are having discussions regarding catchment areas and see fewer agencies/areas identified in the future when they consolidate. There will be stakeholder engagement meetings throughout the next year that we will actively engage in to advocate for rural boards and how this impacts us as both a provider agency and CM agency.

## **OTHER BUSINESS**

Janet Trujillo made a motion to accept Amy Schmisser to the Board of Directors via email 9/2/20. Katy Grether seconded the motion. The Board voted via email to add Amy Schmisser to the Starpoint Board of Directors.

## **REPORTS**

Christi Baxter, Co-Director Chaffee County reported that they were getting individuals we serve out and participating in activities. She explained that Salida is very short handed and needing staff. She believes that wages are an obstacle to attracting and hiring new employees.

Jody Berg, Director of Early Intervention explained that they are still doing virtual visits. They are now being allowed outside visits with restrictions. We are able to do limited visits indoors if the family cannot participate virtually. The state approved our budget and we have received our contract for next year. Unlike other CCBs, we have not seen a drop in referrals due to COVID-19.

Brooke Elenga, Director of Case Management told the board that Case Management is doing very well. The SEP is receiving approximately 20 new referrals a week. She is working on new data base set up. She has reached out to several different companies inquiring about a data base program that will do everything that is required. She heard back today from a company that was \$2,400 per year.

Yvonne Bustos, Adult Services Director reiterated that staffing is an issue. We are having difficulties filling positions resulting in overtime.

Bonnie Stumph, Adult Services Director explained that they are working on developing a 6 month and 1 year plan. The first plan is to increase host home contractors by four. The next

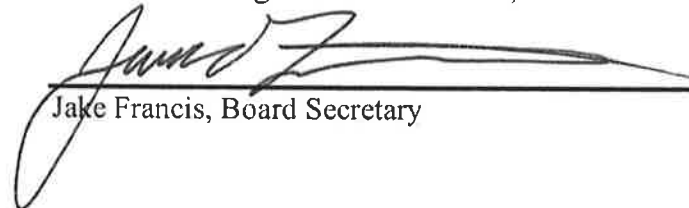
plan is to close one staffed PCA house. This could be a savings of \$190,000. We are also working with two potential individuals to place them in our services.

Ron Hinkle, Foundation Director announced that *Pasta-abilities are unlimited with Love-sagna* will be under way in October. This is the fundraising partnership between Starpoint and Loaves and Fishes. For a \$50 donation, a community member can purchase a pan of lasagna to be given to someone in need by Loaves and Fishes. The virtual Rim-to-Rim race is scheduled October 3<sup>rd</sup> to October 17<sup>th</sup>. We have 77 individuals registered, which is down from last year. We anticipated a decrease due to the race being virtual. We normally have around 300 participants. We have \$9,000 in sponsorships for the Rim to Rim, which is a record. Starstruck 2020 Art Show had 32 entries, 22 from individuals who receive Starpoint services and 10 staff members. The artwork will be on display at the Fremont County Arts Center in October. The Salida Gathering in Gratitude committee met. As you know, the event has been cancelled due to COVID-19. The committee is putting together a letter appeal to all previous sponsors and donors. The campaign is "Not gathering but still grateful". The Night to Shine has been cancelled this year. The Foundation is trying to put together another event to replace the Night to Shine.

Brenda Aguirre, EHS, FC and ECE Centers Director told the Board that the Home Visitors are taking advantage of technology by using Zoom and creating a You Tube Channel. We brought in Matt Bennett who spoke about trauma informed presentation. We had 69 people in attendance and 40 participated via Zoom. On the Children's Center side, we have 106 children enrolled. This is down a bit because of special education children being medically fragile and parent choosing not to have their children attend during COVID-19. She is working hard to get rid of children items remaining at the SPIN North site.

Jami Roy, Director of Human Resources reported that our new benefit year begins on October 1, 2020 and she has been busy updating participating employees information in each provider's portal. Working on new policies for the Healthy Families and Healthy Workplaces Act and putting policies and procedures in place for the Equal Pay for Equal Work.

The next meeting will be October 22, 2020.



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Jake Francis, Board Secretary

**STARPOINT**  
**Statement of Income and Expenses by Program**  
**For The Three Months Ended September 30, 2020**

	Monthly Report			Year To Date	% Of
	7/31/2020	8/31/2020	9/30/2020	Actual	Income
	Actual	Actual	Actual		
<b>REVENUES</b>					
HCB-DD Waiver Residential	\$511,822.44	\$516,131.08	\$471,281.43	\$1,499,234.95	54.7%
HCB-DD Waiver Day Svcs/CP	107,584.61	16,056.44	17,640.09	141,281.14	5.2%
HCB-DD Waiver Supported Employ	12,096.00	8,229.45	5,904.46	26,229.91	1.0%
HCB-DD Waiver Transportation	5,584.34	6,081.95	7,263.56	18,929.85	0.7%
HCB-DD Waiver Dental			161.00	161.00	0.0%
HCB-DD Waiver Vision	935.00	770.00	755.00	2,460.00	0.1%
HCB-DD Spec. Med Equip	528.00	353.00	723.00	1,604.00	0.1%
HCB-DD Behavioral Svcs	949.86	1,000.94	2,361.16	4,311.96	0.2%
HCB-DD Personal Assistance	4,709.17	7,064.58	6,482.86	18,256.61	0.7%
HCB-DD Assistive Tech	250.00	250.00	250.00	750.00	0.0%
HCB-DD Parent Education		373.44	326.76	700.20	0.0%
NOS Waiver Services	18,400.78	22,886.65	6,845.07	48,132.50	1.8%
SEP - In Person Monitoring		1,628.20		1,628.20	0.1%
Targeted Case Management	31,601.68	33,127.10	30,676.74	95,405.52	3.5%
State General Fund	3,461.70	(8,697.80)	8,741.88	3,505.78	0.1%
Management Fees	3,729.55	(310.85)	10,608.68	14,027.38	0.5%
Special Needs Funding			600.00	600.00	0.0%
Medicaid Therapy	2,697.02	2,115.55	2,955.53	7,768.10	0.3%
Fremont RE-1 School District		7,875.00		7,875.00	0.3%
SEP-CIRs	160.65	257.04		417.69	0.0%
Colorado Preschool Program			41,730.00	41,730.00	1.5%
State/CACCF (USDA)	3,253.56	3,265.47		6,519.03	0.2%
Voc Rehab	268.65	1,135.82		1,404.47	0.1%
Fremont Co Dept of Human Svcs	20,394.58	18,133.49	9,332.20	47,860.27	1.7%
Chaffee Co Dept of Human Svcs	7,197.33			7,197.33	0.3%
Family Resource Center Association			3,400.76	3,400.76	0.1%
Colorado Foundation for Parents/Children	748.80	810.15		1,558.95	0.1%
State/Dept of Human Services	71,833.97	48,151.28	34,510.69	154,495.94	5.6%
ACYF-Admin for Children, Youth & Families	60,645.39	59,158.99	65,089.91	184,894.29	6.7%
Donations	11,378.89	4,934.02	4,170.62	20,483.53	0.7%
In-Kind Donations	34,616.40	23,462.40	22,066.20	80,145.00	2.9%
Donations-Restricted Building Fund	5,000.00			5,000.00	0.2%
Residential Fees	53,200.00	53,200.00	53,200.00	159,600.00	5.8%
Interest Income	152.40	243.43	240.75	636.58	0.0%
Rent Income	243.74	243.43		487.17	0.0%
Tuition Fees	10,761.00	11,778.63	9,247.78	31,787.41	1.2%
Other Income	901.20	67,252.71	3,438.00	71,591.91	2.6%
Internal Services Revenue	10,608.19	10,360.45	8,539.04	29,507.68	1.1%
<b>TOTAL REVENUES</b>	<b>995,714.90</b>	<b>917,322.04</b>	<b>828,543.17</b>	<b>2,741,580.11</b>	<b>100.0%</b>
<b>PERSONNEL EXPENSES</b>					
Directors	51,341.56	44,057.07	33,814.02	129,212.65	4.7%
Resource Coordinator	48,521.75	47,424.23	36,160.39	132,106.37	4.8%
Secretaries	2,604.00	2,213.41	1,692.60	6,510.01	0.2%
Data Coordinator/Passport Aide	3,387.80	2,887.54	2,199.97	8,475.31	0.3%
Coordinator	4,265.47	2,103.36	1,635.77	8,004.60	0.3%
Childcare Director	7,193.40	3,636.60	2,496.00	13,326.00	0.5%
Family Center Coordinator	7,128.00	6,062.14	4,578.40	17,768.54	0.6%
First Steps/EHS HV Coordinator	8,614.83	7,372.03	5,708.59	21,695.45	0.8%
Accounting Clerks	8,534.70	7,664.92	6,194.97	22,394.59	0.8%
Early Childhood Assistant	2,442.85	2,030.37	1,592.65	6,065.87	0.2%
Information Technology Manager	5,542.00	4,710.70	3,602.30	13,855.00	0.5%
Site Coordinator	29,180.50	28,583.14	21,940.99	79,704.63	2.9%
Program Director	20,956.00	17,812.60	13,621.40	52,390.00	1.9%
Team Leader Assistant	17,483.20	15,369.76	11,339.32	44,192.28	1.6%
Direct Support Professional	220,935.95	183,498.96	147,423.59	551,858.50	20.1%
Medical Support Professional	29,449.53	25,655.07	17,129.33	72,233.93	2.6%
Systems Coordinator	12,440.91	10,422.30	8,013.02	30,876.23	1.1%

On-Call Coordinator	5,100.38	4,250.44	2,246.93	11,597.75	0.4%
Speech Pathologist	10,618.00	9,025.30	6,901.70	26,545.00	1.0%
Teacher	21,036.37	18,073.38	14,890.35	54,000.10	2.0%
Home Visitor	28,151.37	23,973.10	17,408.81	69,533.28	2.5%
Maintenance	3,527.28	2,829.94	1,830.65	8,187.87	0.3%
Aide	23,177.93	19,969.85	15,497.52	58,645.30	2.1%
Cook	2,385.00	2,028.38	1,560.37	5,973.75	0.2%
Consumer Salaries	1,282.50	3,358.50	2,517.00	7,158.00	0.3%
Employer FICA Expense	43,034.46	38,274.64	26,558.12	107,867.22	3.9%
Unemployment Expense	62,502.15			62,502.15	2.3%
Worker's Compensation	10,603.83	10,743.06	8,668.90	30,015.79	1.1%
Health & Disability Insurance	115,151.21	163,995.22	167,910.10	447,056.53	16.3%
<b>TOTAL PERSONNEL EXP</b>	<b>806,592.93</b>	<b>708,026.01</b>	<b>585,133.76</b>	<b>2,099,752.70</b>	<b>76.6%</b>

OTHER EXPENSES

In-Kind Donations	34,616.40	23,462.40	22,066.20	80,145.00	2.9%
Legal Services	487.50	412.50	262.50	1,162.50	0.0%
Medical Services		478.00		478.00	0.0%
Dental/Vision/Therapy	5,768.44	5,705.71	4,245.97	15,720.12	0.6%
Professional Services	80,479.93	76,982.68	74,540.55	232,003.16	8.5%
Consultants	596.75			596.75	0.0%
Purchased Services	80.00	420.00	250.00	750.00	0.0%
Purchased Transportation Services	853.00	1,444.00	626.00	2,923.00	0.1%
Staff Travel (Local)	5,189.86	5,921.31	3,955.30	15,066.47	0.5%
Policy Committee			120.00	120.00	0.0%
Meetings/Conferences	115.00	278.90		393.90	0.0%
Gifts/Gratuities	164.93	260.71	129.25	554.89	0.0%
Staff Medical	25.00	25.00	100.00	150.00	0.0%
Family Support Services	3,515.97	6,859.00	3,028.92	13,403.89	0.5%
Activity Fees	101.86	152.98	131.39	386.23	0.0%
Educational Equip/Supplies	535.76	446.26	254.29	1,236.31	0.0%
Other Parent Services		38.47	488.00	526.47	0.0%
Food	10,625.33	11,073.75	10,711.15	32,410.23	1.2%
Medical Supplies	2,806.89	3,435.60	2,904.76	9,147.25	0.3%
Assitive Technology	55.00	125.00	90.00	270.00	0.0%
Hshld/Equip-Supplies	4,693.32	3,126.88	2,003.38	9,823.58	0.4%
Vehicle-Gas/Oil	1,902.64	2,562.79	2,560.39	7,025.82	0.3%
Vehicle-Main/Repair	1,366.97	1,148.83	744.63	3,260.43	0.1%
Office Supplies	7,872.89	9,457.13	9,551.91	26,881.93	1.0%
Telephone Expense	11,330.53	(3,282.48)	7,394.25	15,442.30	0.6%
Space-Rent/Lease	4,200.00	4,300.00	5,400.00	13,900.00	0.5%
Utilities	17,558.30	16,938.76	15,295.20	49,792.26	1.8%
Building Maintenance	12,532.33	21,026.75	4,128.36	37,687.44	1.4%
General Liability Insurance	3,650.14	3,650.14	3,650.14	10,950.42	0.4%
Vehicle Insurance	3,467.76	3,657.10	3,651.10	10,775.96	0.4%
Dues/Pubs/Fees	7,224.61	14,804.71	7,668.85	29,698.17	1.1%
Staff Development/Training	3,353.88	2,424.01	5,702.35	11,480.24	0.4%
Pre-Employment Expense	2,686.51	2,128.76	1,426.35	6,241.62	0.2%
Administrative Fees	1,486.63	1,900.04	1,157.01	4,543.68	0.2%
Bad Debt Expense	18.98			18.98	0.0%
Misc Expense			(20.04)	(20.04)	0.0%
Equipment	2,897.04	61,563.25	2,471.10	66,931.39	2.4%
Childcare expense allocation	9,121.56	8,460.41	7,382.03	24,964.00	0.9%
Software			104.97	104.97	0.0%
<b>TOTAL OTHER EXPENSE</b>	<b>241,381.71</b>	<b>291,389.35</b>	<b>204,176.26</b>	<b>736,947.32</b>	<b>26.9%</b>
<b>TOTAL EXPENSES</b>	<b>1,047,974.64</b>	<b>999,415.36</b>	<b>789,310.02</b>	<b>2,836,700.02</b>	<b>103.5%</b>
<b>NET</b>	<b>(\$52,259.74)</b>	<b>(\$82,093.32)</b>	<b>\$39,233.15</b>	<b>(\$95,119.91)</b>	<b>-3.5%</b>

EARLY HEADSTART  
POLICY COUNCIL REPORT  
For The One Month Ended September 30, 2020

	Year To Date				% Budget Remaining
	9/30/2020				
	Actual	Actual	Budget	Remaining	
<b>Revenue</b>					
ACF	\$65,089.91	\$65,089.91	\$832,536.00	\$767,446.09	92.18%
In-kind donations	22,066.20	22,066.20	208,134.00	186,067.80	89.40%
<b>Total Revenue</b>	<b>87,156.11</b>	<b>\$87,156.11</b>	<b>1,040,670.00</b>	<b>953,513.89</b>	91.63%
<b>Expenses</b>					
<b>Personnel</b>					
Program Design & Management Staff	4,285.88	\$4,285.88	68,931.00	64,645.12	93.78%
Resource Coordinator	2,378.63	\$2,378.63	37,300.00	34,921.37	93.62%
Fiscal Department	1,157.01	\$1,157.01	12,952.00	11,794.99	91.07%
Child Health & Devel Services	23,898.83	\$23,898.83	390,144.00	366,245.17	93.87%
<b>Total Personnel</b>	<b>31,720.35</b>	<b>\$31,720.35</b>	<b>509,327.00</b>	<b>477,606.65</b>	93.77%
<b>Fringe Benefits</b>					
Employer FICA Expense	2,276.60	\$2,276.60	38,963.52	36,686.92	94.16%
Worker's Compensation	172.27	\$172.27	3,412.49	3,240.22	94.95%
Health Insurance	14,728.63	\$14,728.63	110,443.99	95,715.36	86.66%
<b>Total Fringe</b>	<b>17,177.50</b>	<b>\$17,177.50</b>	<b>152,820.00</b>	<b>135,642.50</b>	88.76%
<b>Travel/Out of Area</b>					
<b>Supplies</b>					
Office Supplies	833.67	\$833.67	1,500.00	666.33	44.42%
Educational Equip/Supplies	254.29	\$254.29	1,500.00	1,245.71	83.05%
Food	248.03	\$248.03	1,000.00	751.97	75.20%
Household Equip/Supplies	124.25	\$124.25	1,000.00	875.75	87.58%
<b>Total Supplies</b>	<b>1,460.24</b>	<b>\$1,460.24</b>	<b>5,000.00</b>	<b>3,539.76</b>	70.80%
<b>Other</b>					
Accounting/Legal	0.00	0.00	5000.00	5000.00	100.00%
Staff Travel (Local)	468.59	\$468.59	5,000.00	4,531.41	90.63%
Policy Council	120.00	\$120.00	251.00	131.00	52.19%
Professional Svcs/Consultants	(555.74)	(\$555.74)	7,000.00	7,555.74	107.94%
Other Parent Services	488.00	\$488.00	1,240.00	752.00	60.65%
Activity Fees	6.95	\$6.95	500.00	493.05	98.61%
Telephone Expense	765.54	\$765.54	5,100.00	4,334.46	84.99%
Utilities	1,179.57	\$1,179.57	4,551.00	3,371.43	74.08%
Building Maintenance	264.29	\$264.29	3,000.00	2,735.71	91.19%
General Pkg Insurance	152.09	\$152.09	6,000.00	5,847.91	97.47%
Dues/Pubs/Fees	5.25	\$5.25		(5.25)	
Child Care Partnership	7,382.03	\$7,382.03	109,039.00	101,656.97	93.23%
Pre-Employment Expense	46.01	\$46.01		(46.01)	
<b>Total Other</b>	<b>10,322.58</b>	<b>\$10,322.58</b>	<b>146,681.00</b>	<b>136,358.42</b>	92.96%
Staff Development (CAN 4121 funds)	4,409.24	\$4,409.24	18,708.00	14,298.76	76.43%
<b>Total Federal Share</b>	<b>65,089.91</b>	<b>\$65,089.91</b>	<b>832,536.00</b>	<b>767,446.09</b>	92.18%
<b>In-kind Donations</b>	<b>22,066.20</b>	<b>\$22,066.20</b>	<b>208,134.00</b>	<b>186,067.80</b>	89.40%
<b>Total Expenses</b>	<b>87,156.11</b>	<b>\$87,156.11</b>	<b>1,040,670.00</b>	<b>953,513.89</b>	91.63%
<b>Net Assets</b>	<b>0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	



DEVELOPMENTAL OPPORTUNITIES  
BANK BALANCES AS OF OCTOBER 22, 2020

Legacy MM	809,619.97
Legacy Payroll	24,903.27
BSJ MM	697,762.95
BSJ Rep Payee	9,534.70
BSJ Foundation	17,286.87
US Bank PPP	568.98
US Bank Payroll	686,734.60
US Bank MM	89.72
3 CDS	1,000,000.00

# EHS Board of Directors and PC Monthly Report

Month: September 2020

1) EHS Enrollment: 75

Center-Based: 10

Home-Based: 63

Pregnant Women: 2

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

2) Number of EHS children receiving EI services: 13

3) Attendance for Center-based Option: 87%

4) (CACFP) Food program reimbursement: None prepared by SPIN

5) Socialization- Focus is Cognitive:

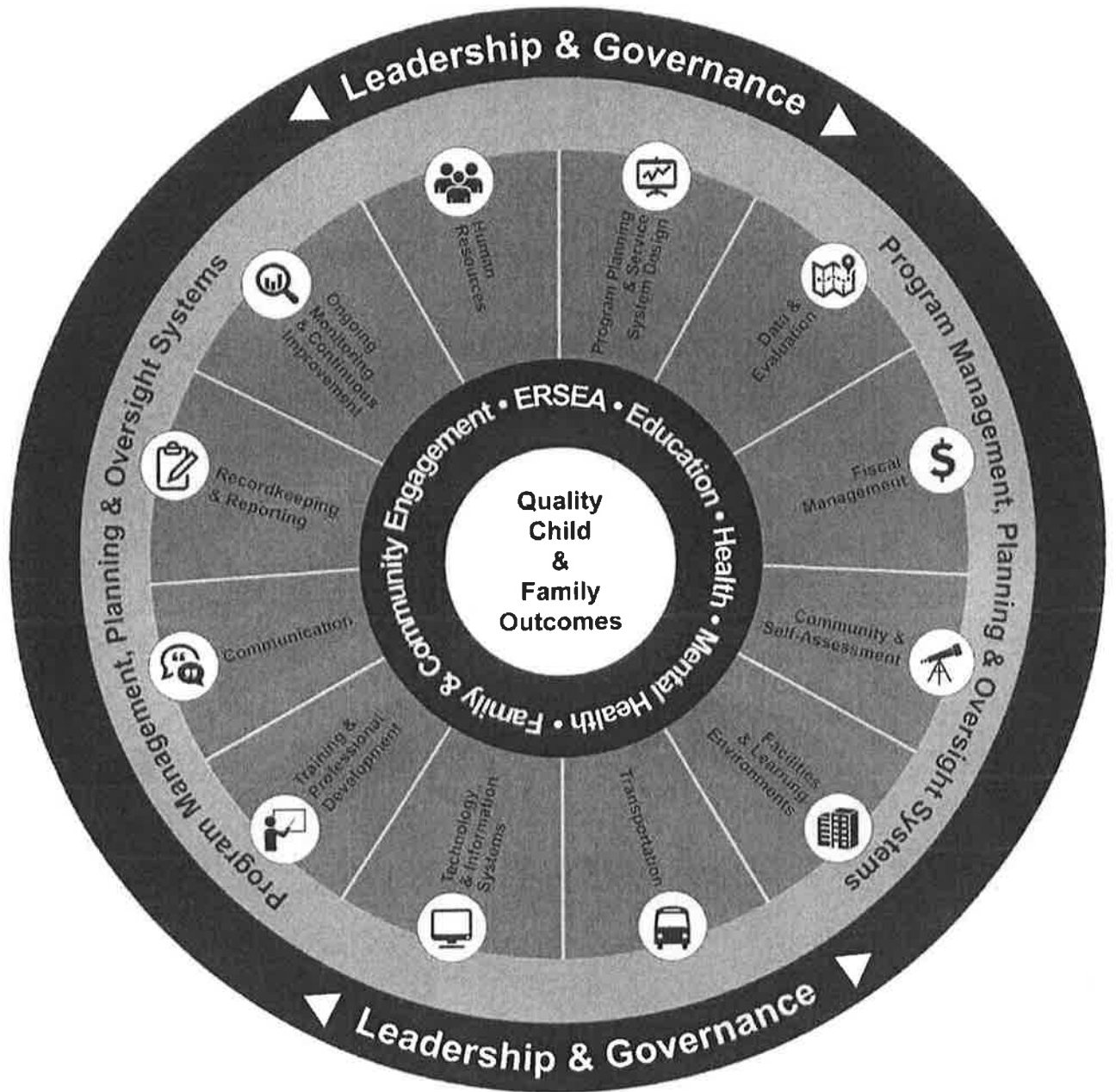
September 22, 2020 Socialization was held at the Pueblo Zoo where food was provided by Wal-Mart for \$56.92 and Little Caesars for \$143.76. A total of 23 adults, 21 EHS children and 12 siblings attended for a total of 56 people.

6) EHS Credit Card Purchases all booked on 9/15/2020 :

DATE	COMPANY	DESCRIPTION	AMOUNT
9/11/20	Walmart	Diapers and wipes	\$124.25
9/21/20	Walmart	Food for socialization	\$56.92
9/21/20	Walmart	Ed. supplies	\$30.08
9/22/20	Pueblo Zoo	EHS socialization	\$488.00
9/22/20	Little Caesars Pizza	Socialization food	\$143.76
		Total	\$843.01

Correspondence with the Regional Office: Monthly check in with Region VIII program specialist, Dolly Hull on 9/20/20 @ 11:00. Program updates and grant check-in

Head Start Management Systems Wheel



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**



NATIONAL CENTER ON  
Program Management and Fiscal Operations



## **POLICY AND PROCEDURE**

**TITLE: EHS Impasse Policy and Procedure**

**SECTION: EHS**

**REFERENCE: Head Start Performance Standards, 45 CFR Part 1301.6,  
Head Start Act 642(d)(1)**

**REVIEWED/APPROVED BY: CLQI**

**DATE: 9/16/20**

**REVIEWED/APPROVED BY: EHS Policy Council**

**DATE: 9/17/20**

**REVIEWED/APPROVED BY: Starpoint Board of Directors**    **DATE: 10/22/20**

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Impasse occurs when EHS representatives and the Policy Council cannot reach an agreement about the proposed program decisions

All proposed program decisions made by Governing Body will be considered by Policy Council and all Policy Councils proposed program decisions will be considered by the Governing Board.

It is the Policy of First Steps Early Head Start to resolve issues of non-concurrence between the Board of Directors, as represented by the CEO and the Managing Director, and the Early Head Start Policy Council by way of the following actions:

### **PROCEDURE**

1. If initial non-concurrence has taken place at a regular meeting, there shall be no further action taken on the issue at the meeting. The agency representatives may then choose to move to a consensus-building meeting to informally attempt to reach an agreement. Such a meeting will take place within 7 days. If agreement is not reached by confidential written ballot of the Policy Council members, the agency may then choose to move to the next special consensus-building meeting.
2. After a fifteen (15) day period, a special consensus-building meeting in Section 2. The Policy Council will hold a meeting to reconsider and vote upon the agencies proposed action. No staff may be present for this meeting. Immediately after this meeting, within 3 days, the Policy Council will notify the agency of its decision in writing.
3. Within ten (10) days of the above meeting the Policy Council will hold a meeting to

reconsider and vote upon the agencies proposed action. No staff member may be present for this meeting. Immediately after this meeting, within 3 days, the Policy Council will notify the agency of its decision in writing.

4. If after these efforts, the agency and Policy Council are unable to reach an agreement, there shall be no further action on the proposed issue. The agency representatives may then choose to move to arbitration.

5. The Arbitrators shall be objective individuals, who are not in any way connected to the program or the parents of the Policy Council. The Arbitrators will be from the American Arbitration Association (AAA) and use AAA rules. The Arbitrators will facilitate compromise between the Policy Council and the agency representatives determined by the CEO. If consensus is reached that decision shall be final and binding. In the case that no consensus could be reached the Arbitrators decision will be final and binding.

Previous Policies dated 1/22/98; 01/08/04; and 06/23/05; 02/20/08 (PC) and 02/28/08 (Board) ; 11/21/19 (PC), 9/17/20 (PC), 10/22/20 (Board)

EHS Impasse.pol



## **Policy and Procedure**

**TITLE: Governing Body (Starpoint Board) Responsibilities related to First Steps EHS**

**SECTION: EHS Governance**

**REFERENCE: 1301; and the Improving Head Start for School Readiness Act of 2007, (E)(i)-(XI)**

**REVIEWED BY: Brenda J. Aguirre**

**DATE: 9/14/20**

**REVIEWED BY: Continuous Learning and**

**Quality Improvement (CLQI)**

**DATE: 9/16/20**

**REVIEWED BY: EHS Policy Council**

**DATE: 9/17/20**

**APPROVED BY: Starpoint Board**

**DATE: 10/22/20**

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**In the operation of the First Steps Early Head Start program, it is the policy of the Board of Directors of Starpoint (Board) to ensure compliance with Federal laws and regulations including the *Improving Head Start for School Readiness Act of 2007* and applicable *Head Start Program Performance Standards*. Additionally, applicable State and local laws, and regulations, including laws defining the nature and operations of the governing body will be followed.**

**The Board will understand the Head Start philosophy and will establish and maintain a formal structure for program governance, for the oversight of quality services for Early Head Start children, families and the community, and for making decisions related to program design and implementation.**

**The Board will be fiscally and legally accountable for overseeing the Early Head Start program including the safeguarding of Federal funds. The Board will ensure that the proper compositions is maintained including having not less 1 member with background and expertise in fiscal management; not less than 1 member with a background and expertise in early childhood education and development; and not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body. Additional members shall reflect the community served and include a parent formerly or currently enrolled a Head Start funded program.**

**If a person described above is not available to serve as a member of the governing body, the governing body shall use a consultant, or another individual with relevant expertise, with the qualifications described, who shall work directly with the governing body. Members of the governing body shall not have a financial conflict of interest with Starpoint. They should not receive compensation for serving on the governing body or providing services to the agency nor be employed**

or a member of the immediate family of agency employees. Membership, conflict of interest prohibition and other Board information are established in the by-laws of the organization.

Specifically, the Board of Directors is responsible for:

- Establishing procedures and criteria for recruitment, selection and enrollment of children into the Early Head Start program;
- Reviewing all application for funding and amendments to applications for funding for the Early Head Start program;
- Reviewing and approving the financial audit, the annual self-assessment, and progress in carrying out programmatic provisions in the application and fiscal areas, including the results and corrective action from monitoring activities;
- Approving the personnel policies and procedures of the agency and all corresponding policies;
- Developing procedures for how members of the Policy Council are selected, consistent with federal requirements;
- Approving financial management, accounting, and reporting policies related to financial statements;
- Approval of the operating budget of the agency;
- Selection (except when a financial auditor is assigned by the State) of the independent financial auditors who shall report all critical accounting policies and practices to the governing body;
- Establishing, adopting and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing and resolving any conflict of interest by members of the governing body, employees, consultants of the agency and agents who provide services for furnish goods to the agency; and addressing complaints including investigations, when appropriate.

In addition, members of the Board of Directors ensure that appropriate policies relative to the program are in place and approved by the Board of Directors and reviewed periodically. Specific policies needing Board approval and Policy Council review and/or approval in addition to those referenced above include the establishment of a Policy Council, reimbursement of parent expenses to allow them to participate in Policy Council activities; implementation of an impasse policy and procedures, parent participation on the personnel committee and the policy relating to parent and community grievances or complaints.

Finally, the Board will approve the EHS Service plans and participate in or review the annual EHS Self-Assessment process and the need to obtain non-federal resources for the program and ensure that the program provides a Head Start approved physical environment.



## Jami Roy

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**From:** Mary Yang  
**Sent:** Monday, October 19, 2020 12:15 PM  
**To:** Jami Roy  
**Subject:** FW: Junior Board Member

Here you go. 😊

**From:** Amelia Berg [mailto:bergaa42@gmail.com]  
**Sent:** Monday, October 5, 2020 5:40 PM  
**To:** Mary Yang <MYang@starpointco.com>  
**Cc:** Jody Berg <JBerg@starpointco.com>  
**Subject:** Junior Board Member

Dear Starpoint Foundation Board,

I would like to be your junior board member this year because I have an interest in being on the board. Starpoint has had such a positive impact in the community and I would love to help be a part of that. I have volunteered for Starpoint before with things including Night to Shine, the Harvest Festival, and also went around town and collected things to donate to the adults involved in Starpoint's service. My plan after high school is to get my degree in psychology and work with teens who are struggling with mental health and addiction. I feel this will be a good learning experience for me. Thank you for considering me to be a junior member of your board

-Amelia Berg  
[bergaa42@gmail.com](mailto:bergaa42@gmail.com)  
(719)289-8897



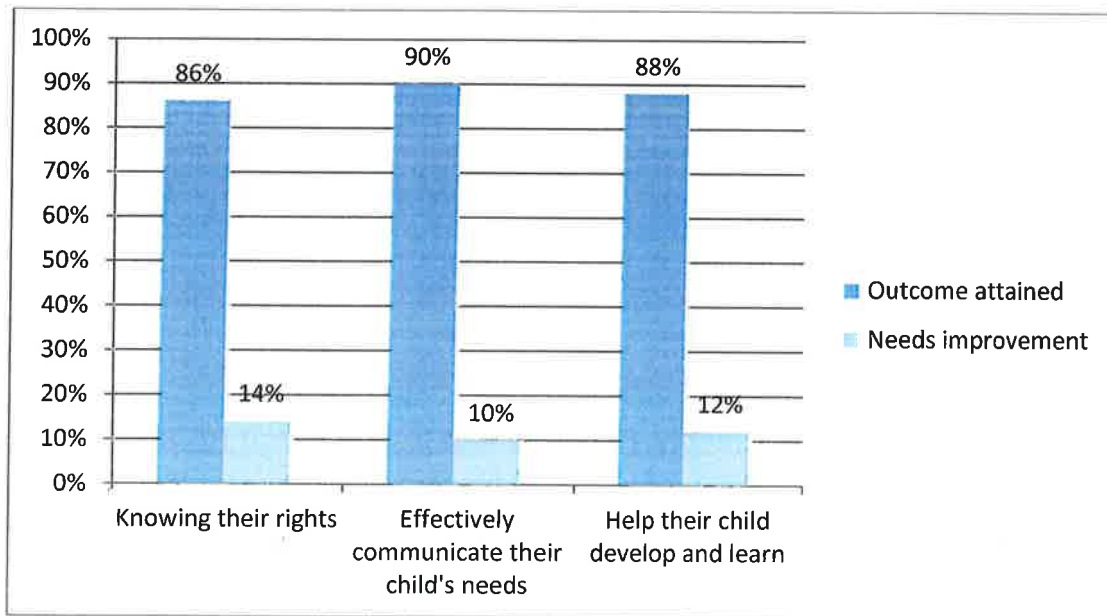
## Early Intervention Colorado FY 2019 -20 Developmental Opportunities/Starpoint Family Outcomes Survey Report

The complete “Early Intervention Colorado FY 2019 - 20 Statewide Family Outcomes Survey Report” is posted on the Early Intervention Colorado website ([www.eicolorado.org](http://www.eicolorado.org)) within the Documents Section, Child and Family Outcomes Report Link. This report provides a summary of results for Developmental Opportunities/Starpoint (Starpoint), which serves families in Chaffee, Custer, and Fremont counties.

### Comparison of Target and Actual Performance Data

The data in Chart 1 is based on survey results and represents the percent of families involved with Starpoint who report that early intervention services have helped them to know their rights, communicate their children’s needs and help their children develop and learn in fiscal year (FY) 2019-20 (July 1, 2019 - June 30, 2020).

**Chart 1: Percent of Families Who Responded**



**Table 1: Rating Average Score: Part C of IDEA Family Outcomes (Indicator 4)**

Description	Responses	Skipped Question	Rating Average (5-Point Scale)
4A: Early intervention helped families know and understand their rights	10	1	4.3
4B: Early intervention helped families communicate their children's needs	10	0	4.5
4C: Early intervention helped families help children develop and learn	10	0	4.4

### Distribution Count, Response Count and Response Rate

During FY 2019 - 20, the survey was distributed to all families served by Starpoint with an active Individualized Family Service Plan (IFSP) who had been receiving early intervention services for at least six months in April 2020 (n=40). The total number of returned surveys was 10 or a 25% response rate. In addition, 10% of distributed surveys were returned as "Not Deliverable".

### Family Comments

Many families offered additional comments when submitting surveys to the Colorado Department of Human Services, Early Intervention Colorado program. Comments received by families served by Starpoint expressed:

- 1) Contentment, gratitude and appreciation for services (50%);
- 2) Recognition for specific service providers or service coordinators (37.5%);
- 3) Challenges experienced throughout the process or suggestions for improvement (12.5%)

Some comments may have been appropriate in more than one category, but to keep the integrity of the comment it was only listed in the category that seemed most relevant. Parent and child names have been removed to protect privacy.

#### Comments expressing contentment, gratitude and appreciation for services:

- *The E.I. team in Fremont is fantastic. They are highly knowledgeable, know how to support families, and are great at communicating.*
- *I have always been very pleased with early childhood.*

#### Comments related to recognition for specific service providers and coordinators:

- *Callie working & Jessie Swersky were amazing!*
- *Our special educator, Dustin Elliot, does a great job with giving us useful info, in how to help our daughter learn new skills.*
- *Dustin & Penny are amazing. All of our case workers are helpful. They communicate with each other and respect each other's specialties. Thank them please Dustin Penny Marleeta & Briana.*

**Challenges experienced throughout the process or suggestions for improvement:**

- *Maybe wish visits were more frequent than every two weeks.*

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**Comments from Jody Berg, Director of Early Intervention:**

I am very proud of the work by our EI providers and the Service Coordinators. Their ability to connect with families in order to guide them to help with their child's development and progress is amazing. We have a wonderful team!

This past year service coordinators connected to families by texting them a link to the survey so that they could complete it on their smart phone. I believe this allowed us to have an increase in survey completion compared to past years. (There were years in the past when we didn't have enough families complete the survey so our results were reported with other small CCBs).

Goals for next year: We are in the midst of the COVID19 pandemic so we really don't know what this will look like next year, but my goals are:

- have more families complete the survey
- increase the number of families that report that they understand and know their rights and procedural safeguards
- reach 90% satisfaction in all areas

Thank you to Starpoint administration that supports us to do this great work.

- *Callie working & Jessie Swersky were amazing!*
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