



Serving Fremont, Chaffee and Custer Counties  
700 S. 8<sup>th</sup> Street, Canon City CO 81212  
Phone: 719-275-1616  
Fax: 719-275-4619

Bryana Marsicano, Chief Executive Officer

**Starpoint  
Board of Directors Meeting  
January 28<sup>th</sup>, 2021 at 6:00 PM**

Held via Zoom at this time Due to COVID-19

<https://us02web.zoom.us/j/2688256018?pwd=Z01yeIFZQWNPcnFKNURsclRSSjlvdz09>

Meeting ID: 268 825 6018      Passcode: 222222

**Meeting Agenda**

- **Call to Order** **Board President**
  
- **Introduction of Guests and Public Comments** **Board President**
  
- **Action Item – Review and approval of Minutes** **Secretary**
  
- **Action Item - Review of and approval of Financials** **Julie Watts**
  - **Agency Financials**
  - **EHS**
  - **Audit Update**
  - **Budget Updates**
  
- **Action Item - Life Enrichment Building Update/Leasing Option**
  
- **Report - Early Head Start** **Brenda Aguirre**
  - **Policy Council and Board Report**
  
- **Report – Chief Executive Officer Report and Updates** **Bryana Marsicano**
  - **Legislative updates**
  - **Program updates**
  - **COVID-19 updates**
  
- **Other Board Discussion if necessary** **Open**

○ Adjourn

Board President

STARPOINT  
BOARD OF DIRECTORS MEETING  
Thursday, December 3, 2020

Board Chairperson, Annette Nimmo called the meeting to order at 6 p.m.

Fremont County board members present in person: Janet Trujillo

Fremont County board members present via Zoom video conferencing: Mitch McCartney, Amy Schmisser, and Annette Nimmo

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

Others present in person: Bryana Marsicano, Brenda Aguirre, Ron Hinkle, Brooke Elenga, Julie Watts, Yvonne Bustos, and Jami Roy.

Others present via Zoom video conferencing: Laura Gardner, legal counsel to the board.

**MINUTES OF THE PREVIOUS MEETING**

A motion by Danielle Frost was made to approve the minutes from the October 28<sup>th</sup>, 2020 meeting. Katy Grether seconded the motion. Motion carried unanimously.

**FINANCIALS**

Julie Watts, CFO reviewed Financials by the program. Some updates were needed for the financials that were presented to the Board. The revised financials will be presented to the Board at the next meeting.

Julie discussed the financial impact of not being able to provide all of the Day Program services to those we serve. We did receive \$162,000 in federal CARES Act funding at the end of October to help with the lack of revenues currently being generated.

Bryana Marsicano explained that the state authorized starting December 4<sup>th</sup>, 2020, to pay a higher rate for what Day Program services we can provide during this public health emergency. We are also working on how we can safely serve those receiving services in small groups at our facility.

Julie reviewed the Policy Council Report for two months ending October 31<sup>st</sup>, 2020. A revised report will be presented to the Board at the next meeting.

Julie presented the proposed 2020/2021 budget to the Board.

**PUBLIC COMMENT**

None

### **EARLY HEAD START**

Brenda Aguirre, EHS, FC, and ECE Centers Director reported she will present the Board Report for October, November, and December at January's meeting.

### **STATE/LEGISLATIVE UPDATES OTHER BUSINESS**

Bryana Marsicano, CEO advised the Board that she is serving on a Rural Sustainability Shock Team with Alliance. She is also watching with Alliance the Joint Budget Committee and the approval of the Colorado state budget.

### **OTHER BUSINESS**

None

### **REPORTS**

Bryana Marsicano, Chief Executive Officer explained that after a conversation with several Board Members a decision was made to change the format of the Board Meeting going forward. Due to COVID-19 and the need to have Board meetings via Zoom they wanted to simplify the meeting and information the Board receives for the meeting. The Board packet will look different in January. Bryana will be providing a summary and bullet points for the meeting. Directors will not be attending Board meetings unless necessary to report in detail on major changes in their departments or the Board would like to hear from a Director at a meeting.

She also reported that Starpoint has had positive COVID-19 tests. We have had persons receiving services, children, and staff test positive for COVID-19. The state has mandated that all group home residents and staff be tested regularly for COVID-19.

The LEC is on the market and has been cleaned out preparing for sale. The Starpoint north building has been cleared of the remaining Children Services items and is ready to be painted. Once the painting is done, the CCB Case Managers will join their team at the Starpoint north location, which will be Starpoint's Case Management building.

Jami Roy, Director of Human Resources reviewed the two new employment laws taking effect on January 1, 2021. Colorado's Equal Pay for Equal Work Act and the new Healthy Families and Workplaces Act will take effect.

### **Colorado's Equal Pay for Equal Work Act**

- We have conducted a "thorough and comprehensive pay audit" of our workforce, "with the specific goal of identifying and remedying unlawful pay disparities". We have identified a couple of adjustments that will be made before 1/1/2021. Going forward we will perform a pay audit every year to ensure that pay decisions are in line both externally as well as internally, including our company goals.
- As part of the pay audit process, I also performed a job analysis. I collected information about the duties, responsibilities, necessary skills, outcomes, and work environment of particular jobs. I collected as much data as possible to put together the new job descriptions. Accurate job descriptions provide a basis for job evaluation, wage and salary comparisons, and an equitable wage and salary structure.

- We will have compliant job descriptions and procedures in place for job announcements before the New Year.

#### Healthy Families and Workplaces Act

- We have reviewed our current PTO policy internally and with Laura Gardner and made revisions to ensure it is compliant with the new leave requirements. Jami reviewed the changes in the PTO policy with the Board.

As we reviewed our current generous PTO policy, we determined that Work Schedule III should be eliminated due to the new HFWA and the Paid FMLA coming in 2023. She asked the Board to approve the PTO policy changes and permission to eliminate Work Schedule III. Janet Trujillo made a motion to accept the PTO policy changes as presented and to eliminate Work Schedule III. Katy Grether seconded the motion. The motion carried.

Brooke Elenga, Director of Case Management reported that she has hired a new SEP Case Manager. She is looking forward to having all of the case management at one location.

Julie Watts, Chief Financial Officer reported that she is currently working with the new auditors.


Yvonne Bustos, Adult Services Direct explained that the Adult Services Directors are working on providing the most Day Program services in the safest matter for those we serve. She also reported that the ASDs have been looking at all staffing patterns to determine if we are using our resources efficiently in the hopes to eliminate overtime costs.

Brenda Aguirre, EHS, FC, and ECE Centers Director reported that Children Services would be raising their childcare rates in January 2021. She told the Board that the Family Center received a pass-through grant of \$60,000 that can be used by families for various needs such as rent, utilities, and childcare.

Brenda also asked if the Board would agree to do EHS training before January's Board Meeting.

Ron Hinkle, Foundation Director spoke to the Board about COVID-19 grants. He reported that we received \$10,000 from the Fremont County Cares Fund. We also have received \$5,000 from the El Pomar Foundation. He is currently working on submitting a grant application to The Colorado Covid Relief Fund for \$25,000 and the Canon City Cares Grant for \$25,000.

The next meeting will be on January 28, 2021.



---

Jake Francis, Board Secretary

STARPOINT  
Statement of Income and Expenses by Program  
For The Five Months Ended November 30, 2020

	Year To Date					Actual	to Income
	7/31/2020	8/31/2020	9/30/2020	10/31/2020	11/30/2020		
	Actual	Actual	Actual	Actual	Actual		
REVENUES							
HCB-DD Waiver Residential	\$511,822.44	\$516,131.08	\$501,279.75	\$524,721.72	\$516,044.94	\$2,569,999.93	52.68%
HCB-DD Waiver Day Svcs/CP	107,584.61	16,056.44	17,640.09	22,691.12	16,441.78	180,414.04	3.70%
HCB-DD Waiver Supported Employ	12,096.00	8,229.45	5,904.46	7,849.22	3,297.55	37,376.68	0.77%
HCB-DD Waiver Transportation	5,584.34	6,081.95	7,263.56	7,643.85	4,953.48	31,527.18	0.65%
HCB-DD Waiver Dental			161.00			161.00	0.00%
HCB-DD Waiver Vision	935.00	770.00	755.00	450.00	259.00	3,169.00	0.06%
HCB-DD Spec. Med Equip	528.00	353.00	723.00	545.00	921.00	3,070.00	0.06%
HCB-DD Behavioral Svcs	949.86	1,000.94	2,361.16	1,058.62	326.76	5,697.34	0.12%
HCB-DD Personal Assistance	4,709.17	7,064.58	6,708.46	8,841.02	7,300.97	34,624.20	0.71%
HCB-DD Assistive Tech	250.00	250.00	250.00	250.00	328.00	1,328.00	0.03%
HCB-DD Parent Education	373.44	373.44	326.76	466.80	326.76	1,867.20	0.04%
NOS Waiver Services	18,400.78	22,886.65	13,126.87	18,062.40	4,877.73	77,354.43	1.59%
SEP - In Person Monitoring		1,628.20	2,442.30	651.28	732.69	5,454.47	0.11%
SEP - HCA Income		4,843.43			3,228.98	8,072.41	0.17%
Targeted Case Management	31,601.68	33,127.10	30,676.74	37,897.63	35,388.43	168,691.58	3.46%
Early Intervention - Pilot Program		(8,697.80)	14,938.92	18,032.84	12,091.90	(3,128.60)	-0.06%
State General Fund	3,461.70	(310.85)	10,608.68		6,849.11	20,876.49	0.43%
Management Fees	3,729.55		600.00			600.00	0.01%
Special Needs Funding							
Medicaid Therapy	2,697.02	2,115.55	2,955.53	2,691.84	3,111.34	13,571.28	0.28%
Fremont RE-1 School District		7,875.00	7,035.00	7,693.44	7,560.00	30,163.44	0.62%
SEP-CIRS	160.65	257.04	481.95	686.31	680.52	2,266.47	0.05%
Colorado Preschool Program			41,730.00	31,902.00	25,134.00	98,766.00	2.02%
State/CACCF (USDA)	3,253.56	3,265.48	3,896.56	4,147.65	3,285.96	17,849.21	0.37%
Voc Rehab	268.65	1,135.82		644.76	250.74	2,299.97	0.05%
Fremont Co Dept of Human Svcs	20,394.58	18,133.49	10,244.74	10,843.85	8,348.41	67,965.07	1.39%
Charfee Co Dept of Human Svcs	7,197.33			4,804.20		12,001.53	0.25%
Family Resource Center Association			3,400.76	3,801.58	(1,000.00)	6,202.34	0.13%
Colorado Foundation for Parents/Children	748.80	810.15		8,217.42	6,572.54	16,348.91	0.34%
State/Dept of Human Services	71,833.97	49,509.54	35,588.88	36,706.30	46,728.10	240,366.79	4.93%
ACYF-Admin for Children, Youth & Families	84,011.25	68,445.65	65,096.21	87,098.60	61,587.02	366,238.73	7.51%
Donations	11,378.89	4,934.02	5,783.62	24,113.57	6,201.47	52,411.57	1.07%
In-Kind Donations	34,616.40	23,462.40	22,066.20		54,802.80	134,947.80	2.77%
Donations-Restricted Building Fund	5,000.00					5,000.00	0.10%
Residential Fees	53,200.00	53,200.00	53,200.00	53,236.32	53,900.00	266,736.32	5.47%
Interest Income	152.40	243.43	262.34	144.03	196.92	999.12	0.02%
Rent Income	243.74	243.43	243.90	24.74		755.81	0.02%
Tuition Fees	10,761.00	11,778.63	9,247.78	11,402.21	11,370.18	54,559.80	1.12%
Other Income	901.20	67,252.71	3,689.10	162,030.30	17,333.85	251,207.16	5.15%
Internal Services Revenue	10,608.19	10,360.45	8,539.04	10,793.67	10,711.41	51,012.76	1.05%
TOTAL REVENUES	1,019,454.20	932,810.40	889,228.36	1,107,015.69	930,144.34	4,878,652.99	100.00%

STARPOINT  
Statement of Income and Expenses by Program  
For The Five Months Ended November 30, 2020

	Year To Date					Actual	to Income
	7/31/2020	8/31/2020	9/30/2020	10/31/2020	11/30/2020		
	Actual	Actual	Actual	Actual	Actual		%
<b>PERSONNEL EXPENSES</b>							
Directors	48,315.74	44,057.07	33,814.02	57,482.36	41,965.36	225,634.55	4.62%
Resource Coordinator	46,037.31	47,424.23	36,160.39	63,073.07	47,375.64	240,070.64	4.92%
Secretaries	2,455.20	2,213.41	1,692.60	2,867.67	2,086.47	11,315.35	0.23%
Data Coordinator/Passport Aide	3,194.21	2,887.54	2,199.97	3,720.79	1,348.13	13,350.64	0.27%
Coordinator	3,979.76	2,103.36	1,635.77	2,860.00	2,080.00	12,658.89	0.26%
Childcare Director	6,761.06	3,636.60	2,496.00	4,224.00	3,072.00	20,189.66	0.41%
Family Center Coordinator	6,720.69	6,062.14	4,578.40	7,897.98	5,702.40	30,961.61	0.63%
First Steps/EHS HV Coordinator	8,123.52	7,372.03	5,708.59	9,707.69	5,489.51	36,401.34	0.75%
Accounting Clerks	8,031.32	7,664.92	6,194.97	10,719.47	7,755.57	40,366.25	0.83%
Early Childhood Assistant	2,302.86	2,030.37	1,592.65	2,754.84	2,185.48	10,866.20	0.22%
Information Technology Manager	5,225.31	4,710.70	3,602.30	6,096.20	4,433.60	24,068.11	0.49%
Site Coordinator	27,512.63	28,583.14	21,940.99	23,051.60	16,683.03	135,608.28	2.78%
Program Director	19,758.51	17,812.60	13,621.40	19,386.01	14,317.56	90,927.14	1.86%
Team Leader Assistant	16,489.64	15,369.76	11,339.32	11,339.32	14,317.56	76,902.29	1.58%
Direct Support Professional	207,914.71	183,699.77	147,704.28	147,704.28	188,991.47	967,497.25	19.83%
Medical Support Professional	27,800.47	25,655.07	17,129.33	30,312.74	27,958.03	128,855.64	2.64%
Systems Coordinator	11,761.23	10,422.30	8,013.02	14,253.98	9,032.71	53,483.24	1.10%
On-Call Coordinator	4,875.88	4,250.44	2,246.93	4,418.75	2,612.75	18,404.75	0.38%
Speech Pathologist	10,011.26	9,025.30	6,901.70	11,679.80	8,494.40	46,112.46	0.95%
Teacher	19,839.44	18,073.38	14,890.35	26,432.52	19,191.82	98,427.51	2.02%
Home Visitor	26,611.10	23,973.10	17,408.81	30,339.26	22,739.03	121,071.30	2.48%
Maintenance	3,358.78	2,829.94	1,830.65	3,395.95	2,628.99	14,043.36	0.29%
Aide	21,731.65	19,969.85	15,497.52	24,679.10	18,711.64	100,589.76	2.06%
Cook	2,250.00	2,028.38	1,560.37	2,636.25	1,912.50	10,387.50	0.21%
Consumer Salaries	1,252.07	3,358.50	2,517.00	3,762.00	2,832.00	13,721.57	0.28%
Employer FICA Expense	40,603.62	36,617.07	28,239.42	47,710.39	35,725.66	188,896.16	3.87%
Worker's Compensation	10,603.83	10,743.06	8,668.90	10,611.53	10,611.53	40,627.32	0.83%
Health & Disability Insurance	115,151.21	163,995.25	167,910.68	121,311.35	104,494.08	672,862.57	13.79%
<b>TOTAL PERSONNEL EXP</b>	<b>708,673.01</b>	<b>706,569.28</b>	<b>587,096.33</b>	<b>820,306.61</b>	<b>621,656.11</b>	<b>3,444,301.34</b>	<b>70.60%</b>
<b>OTHER EXPENSES</b>							
In-Kind Donations	34,616.40	23,462.40	22,066.20	18,375.00	54,802.80	134,947.80	2.77%
Accounting/Audit	(2,212.50)	412.50	262.50	18,375.00	20,168.20	36,330.70	0.74%
Legal Services	2,700.00	478.00	478.00	262.50	3,000.00	6,375.00	0.13%
Medical Services	5,768.44	5,367.36	4,245.97	2,800.40	4,923.00	23,105.17	0.47%
Dental/Vision/Therapy	80,479.93	76,982.68	74,540.55	93,131.27	93,919.57	419,054.00	8.59%
Professional Services	596.75	420.00	250.00	250.00	250.00	1,250.00	0.03%
Consultants	80.00	1,444.00	626.00	115.00	618.00	3,656.00	0.07%
Purchased Services	853.00	5,921.31	4,009.10	5,428.08	3,375.05	23,923.40	0.49%
Purchased Transportation Services	5,189.86						
Staff Travel (Local)							

STARPOINT  
Statement of Income and Expenses by Program  
For The Five Months Ended November 30, 2020

Year To Date

	Year To Date					%
	7/31/2020	8/31/2020	9/30/2020	10/31/2020	11/30/2020	
	Actual	Actual	Actual	Actual	Actual	to Income
Policy Committee			120.00			0.00%
Meetings/Conferences	115.00	278.90		63.28	103.98	0.01%
Gifts/Gratuities	164.93	260.71	129.25	338.74	596.15	0.03%
Staff Medical	25.00	25.00	100.00	1,780.00	125.00	0.04%
Marketing Expense				98.00		0.00%
Family Support Services	3,515.97	6,859.00	3,028.92	4,149.04	7,693.85	0.52%
Activity Fees	101.86	152.98	131.39	11.76	41.60	0.01%
Educational Equip/Supplies	535.76	446.26	254.29	684.50	26.48	0.04%
Other Parent Services		38.47	488.00	98.91	179.98	0.02%
Food	10,625.33	11,073.75	10,711.15	13,376.62	12,287.37	1.19%
Medical Supplies	2,806.89	3,435.60	3,159.70	3,976.97	4,885.68	0.37%
Assive Technology	55.00	125.00	90.00			0.01%
Hshld/Equip-Supplies	4,693.32	3,126.88	2,003.38	3,334.85	2,770.26	0.33%
Vehicle-Gas/Oil	1,902.64	2,562.79	2,560.39	2,287.49	3,938.72	0.27%
Vehicle-Main/Repair	1,366.97	1,148.83	744.63	4,842.11	2,489.68	0.22%
Office Supplies	7,872.89	9,457.13	9,073.77	9,664.40	7,154.00	0.89%
Telephone Expense	11,330.53	(3,282.48)	7,766.85	7,050.79	7,945.01	0.63%
Space-Rent/Lease	4,200.00	4,300.00	5,400.00	5,400.00	4,550.00	0.49%
Utilities	17,558.30	16,938.76	15,443.60	16,492.07	14,945.09	1.67%
Building Maintenance	12,532.33	21,026.75	4,261.82	8,221.53	9,321.28	1.13%
General Liability Insurance	3,650.14	3,650.14	3,650.14	3,750.14	3,650.14	0.38%
Vehicle Insurance	3,651.10	3,657.10	3,651.10	3,882.94	3,651.10	0.38%
Loss From Theft					26.03	0.00%
Depreciation & Amortization				1,829.98		0.04%
Dues/Pubs/Fees	7,224.61	14,804.71	8,698.87	4,608.79	5,705.69	0.84%
Staff Development/Training	3,353.88	2,424.01	6,114.35	6,689.00	1,341.00	0.41%
Pre-Employment Expense	2,686.51	2,128.76	1,426.35	1,891.26	2,890.48	0.23%
Administrative Fees	1,486.63	1,900.04	1,157.01	1,365.24	2,333.46	0.17%
Bad Debt Expense	18.98					0.00%
Misc Expense			(20.04)	227.29		0.00%
Equipment	2,897.04	60,163.29	2,471.10	825.00	154.75	1.36%
Childcare Rental				446.50	216.50	0.01%
Childcare expense allocation	9,121.56	8,460.41	7,560.50	9,569.38	8,523.82	0.89%
Software			104.97			0.00%
TOTAL OTHER EXPENSE	241,565.05	289,651.04	206,281.81	237,056.33	288,603.72	1,263,157.95
TOTAL EXPENSES	950,238.06	996,220.32	793,378.14	1,057,362.94	910,259.83	4,707,459.29
NET	\$69,216.14	(\$63,409.92)	\$95,850.22	\$49,652.75	\$19,884.51	\$171,193.70
						3.51%



**REVENUE SECTION:**

Residential along with most of the waiver revenue has slowly decreased over the last couple months.

In November under Family Resource Center Association you will see a negative 1,000.00. This is the expense for gift cards bought that was reimbursed, and income recorded in the month of December.

No rent income for the month of November as the Baseball team vacated the building being rented.

**PERSONNEL SECTION:**

Direct Support Professional remains high due to COVID, understaffing, and overtime to cover those out.

Workers Comp allocation for November still needs to be booked which will reduce the bottom line approximately \$10,000.00.

**OTHER EXPENSE SECTION:**

The accounting/audit section in October and November reflect the two payments to the new auditing firm.

Professional Services up a bit in October and November due to the timing of the payments of the expenses. December will be less due to invoices being paid at the end of November.

Dues/Subscriptions/Fees include annual dues for the Family Center in the amount of \$3375.00

**NET REVENUE**

Company is continue to show in the black each month with a net income in November of \$19,884.51 and a Year to date of \$ 171,193.70. The Cares Funding awarded to us in October in the amount of \$162,030.30 is the main contributor to this ending net income figure. We also received another cares payment of \$116,000 in December.

**ON THE INDIVIDUAL PROGRAM FINANCIALS PROVIDED:**

These were provided to the program directors and management for the Directors meeting in December.

They show a 12 month projection of where each of the programs will be, based on current numbers.

**POLICY COUNCIL REPORT:**

Revenue : We still have 74% of our overall \$832,536 budget left.

Brenda and Julie met to reallocate expenses to the various line items within the budget resulting in funds remaining in each area. Since funds can be flexible, a new line item was created, Medical Supplies, which will reflect amounts spent of COVID supplies.

**AUDIT UPDATE:**

Audit is in process. Julie is finalizing the delivery of all the information needed and requested. They are entering their busy season, but will continue to work on our audit. We are shooting for possibly presenting at the next Board Meeting, but allowing an extra 30 days in case items come up. They/We do not want to rush things and give a deadline that cannot be met and have incomplete data. Therefore giving 30 to 60 days.

**BUDGET UPDATE:**

Financials with projections were given to all Directors last month to use in their budgeting process. I have not received feedback nor been involved in any meetings, therefore, I have no report on the overall Company Budget.

○ **Action Item - Life Enrichment Building Update/Potential Leasing Option**

- Potential to lease the LEC to Interroll for use while they have a large contract with Amazon to build the conveyor belts for the new fulfillment center in Denver. They would like a minimum one year lease with the potential for extension if needed. Mike is meeting with several county officials this week as this would need to be an official "Change of use" designation for the building making it subject to Fremont County Site Development plans. This would include an Alta Survey, Traffic Study, Storm water drainage study, and storm water retainer study. Mike is willing to meet with the county to advocate that the current regulations in place are prohibitive of bringing new services and jobs and request that the county fast track this if our Board approves a lease for the building. Mike has shown the building to several individuals, but with no solid offers or inquiries yet. Questions -
  - Would leasing this building jeopardize any of our Non-profit status?
  - Do we want to lease it or just keep it on the market for sale?
  - If we lease it could Laura Gardner draft a lease for use (Triple Net vs Gross lease)?

○ **Report – Chief Executive Officer Report and Updates**

○ **Legislative updates**

- ✓ Governor Polis approved an 8% rate increase to GRSS (group home rates) and a 10% increase for day habilitation, Supported employment and transportation services. This is retroactive to January 1<sup>st</sup> and is currently approved through March 1<sup>st</sup>. It will most definitely help with the day program budget, but is really just a band aid due to the inability to provide services for a majority of the year.
- ✓ Many services continue to be underutilized due to the strict COVID regulations. We continue to advocate at the state level that any unused funds (estimated to be 33 million) stay in the IDD line item. Ideas to use the funds include creating a Cares or

support fund for Provider agencies only - to distribute the funding to those most impacted, requesting increased rates in the IRSS residential line item, and rate increases higher than 10%. Even at a 10% increase there will still be money left because of the capacity limits by the CDC, state, and counties.

- ✓ I'm participating in a state rural sustainability group to discuss the uniqueness of rural boards, their funding and how COVID has impacted smaller CCBs and providers in general. Discussions with HCPF have included adding a geographic modifier for rural areas for increased rates to cover travel and smaller enrollment numbers, new/waitlist enrollments based off of geographic area/population for a more even distribution of the waitlist enrollments across the state and potentially other ideas that are not yet on the table. It will be a long road to see any changes but I feel confident that our smaller/rural voices are being heard.

- **Starpoint Program Updates**

- ✓ **COVID funding** – Unfortunately we do not qualify for the second round of PPP funding. Julie reports that we cannot show a 25% reduction in overall revenue, which actually is a good thing. Ron and Mary continue to apply for any additional COVID funding that is available on a city, county, and state level.
- ✓ **HR** – Jami has worked diligently to update all job descriptions to fall in line with the Equal pay for Equal Work guidelines. She has established a new system for posting all job openings to ensure they are distributed and available for all employees to read and that they have all required information included on the posting. All postings, job descriptions, and overall HR forms will be in the same format for all employees going forward. She is now busy updating the personnel handbook (again) with the new changes that are in effect and how Starpoint has implemented them.
- ✓ **SEP** – The Single Entry Point continues to do well. We have hired another CM due to the incredible increase in caseloads. This is in part due to the Public Health emergency and the inability to terminate anyone from Medicaid during the Public Health emergency. We received the “Intent to Award” letter that we were chosen as the SEP for another 3 years. They noted that we have created a very organized operation with a commitment to

understanding and meeting the needs of our community. We are so excited to continue this case management contract.

- ✓ **CCB Case Management** – The CCB Case Managers will be moving over to the Starpoint North building in early February. We had a paint party and painted the CCB CM office and conference room. It was actually a great team building adventure and got everyone excited about the move and change. As soon as the desks arrive and are assembled, all CMs will get moved over and our “Resource Coordination” Building will be complete.
- ✓ **Adult Services** – COVID vaccines have been offered to all adult services staff and consumers and the first dose for many was given on January 15<sup>th</sup>. The second vaccine clinic will be February 5<sup>th</sup> and the third clinic will be on the 19<sup>th</sup>. Unfortunately, many staff have opted out, but may change their minds after they see coworkers not having adverse side effects. We have had a few additional Positive cases of COVID, but all consumers and staff are recovering well. We started day programs in both Chaffee and Fremont and are offering as many hours as possible with the current staffing patterns. It is so great to have the consumers back in the buildings! These are smaller groups with maximum social distancing, masks, and lots of hand washing. Our state weekly testing for group homes/staff was discontinued immediately last week due to false negative results. The state is in the process of getting a new lab with nasal swabs instead of mouth swabs (nasal swabs tend to be more accurate). We will work to implement the new testing as soon as guidance is received.
- ✓ **Salida** - Chaffee county restructure is underway. We will be hiring one director position to streamline communication and decision making. We will also move from a “caseload” structure to a “program” structure where the Managers will oversee programs that clients are enrolled in and will specialize in those rules and regulations. Overall everyone is nervous to see who will be in what positions, but after an entire day of interviews last week and amazing input from Board Members Danielle and Katy, I know we are on the right path. Final decisions will be made Monday and announced/offered next week.
- ✓ **Fremont County Family Center** – After looking closely at grant funded positions it is evident that some funding or caseloads have

changed drastically and no longer cover the positions. Bryana, Brenda and Kathy have met to discuss this and will seek additional grant funding to cover those positions. If additional funding is not received, then we will evaluate how many positions are needed and able to be supported or if downsizing due to budget changes is necessary. That's the downside of grant funded positions, especially during COVID when so many organizations need the funding. Thankfully, we have some great grant writers that are on top of new funding opportunities all the time.

- ✓ **SPIN Childcare** – We have had a COVID -19 outbreak at the Childcare facility with two staff and a child testing positive. Unfortunately this has resulted in the need to close the child care for several families. Brenda is completing an outbreak tracking spreadsheet for the Department of Public Health. We will also be raising the childcare rates starting March 1<sup>st</sup>. These new rates will be in line with the other childcare facilities in Fremont County and will help to cover some of the minimum wage increases for the childcare staff. It will result in about a \$75 to \$80 increase per month for families. In October of 2019 the Childcare was decreased to a level 1 through National Association of the Education for Young Children (NAEYC) after a childcare inspection. We were able to complete retaining to bring it to a Level 2 (minimum rating) and now through the Colorado Shines Alternative Pathway we have been able to increase the childcare to a level 4. This is important as the funding reimbursement from DHS coincides with the level (the higher the level, the higher the reimbursement). This 4 star rating will last through December 2022.
  
- ✓ **Early Intervention** – Attached is the quarterly report for Starpoint's EI team. It shows 100% compliance in all areas that the state is measuring. Lots of kudos to our EI team who have adapted during COVID-19 and adjusted to telehealth and still maintained their compliance. Jody has also been asked to sit on a state advisory committee to write grants for federal funding to increase training and supports for Early Intervention Coordinators and providers. She was specifically sought out by State representatives as she gives great input, brings a positive attitude, and has a rural perspective to share at the state level.

# EHS Board of Directors and PC Monthly Report

Month: December 2020

1) EHS Enrollment: 71

Center-Based: 9

Home-Based: 59

Pregnant Women: 3

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

2) Number of EHS children receiving EI services: 16

3) Attendance for Center-based Option: 73% due to classroom closure due to COVID and siblings out

4) (CACFP) Food program reimbursement: None at this time

5) Socialization- Focus is Language-Literacy: None due to COVID

6) EHS Credit Card Purchases all booked on 12/15/2020 :

DATE	COMPANY	DESCRIPTION	AMOUNT
12/4/20	Walmart	Diapers and wipes	\$155.40
12/10/20	Parents As Teachers	HV recertification (LH)	\$265.00
12/10/20	Parents As Teachers	HV recertification (BG)	\$265.00
12/11/20	Parents As Teachers	HV recertification (SB)	\$265.00
12/16/20	Property Payment	Other parent services (application fee)	\$371.00
		Total	\$1321.40

Correspondence with the Regional Office: Monthly check in with Region VIII program specialist, Dolly Hull on 12/21/20 @ 11:30. Program updates and grant check-in

# EHS Board of Directors and PC Monthly Report

Month: November 2020

1) EHS Enrollment: 75

Center-Based: 10

Home-Based: 62

Pregnant Women: 3

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

2) Number of EHS children receiving EI services: 16

3) Attendance for Center-based Option: 78% due to classroom closure due to COVID and siblings out

4) (CACFP) Food program reimbursement: None at this time

5) Socialization- Focus is Physical: None due to COVID

6) EHS Credit Card Purchases all booked on 11/15/2020

DATE	COMPANY	DESCRIPTION	AMOUNT
11/13/20	Walmart	COVID supplies	\$150.00
		Total	\$150.00

Correspondence with the Regional Office: Monthly check in with Region VIII program specialist, Dolly Hull on 11/30/20 @ 12:30. Program updates and grant check-in



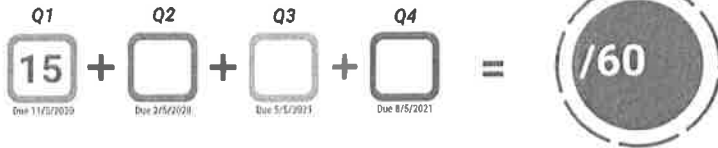
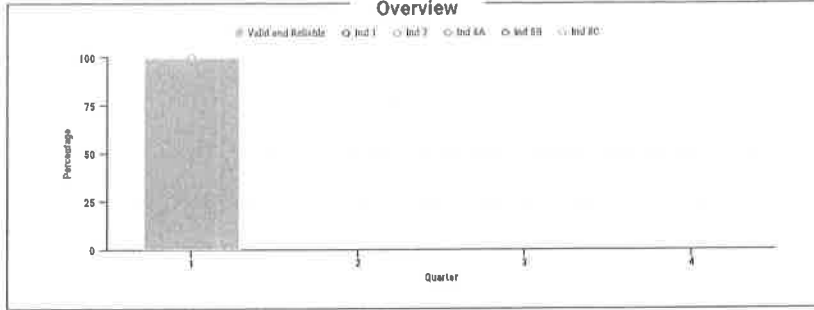
# Quarterly Data Review

Starpoint

Annual Worksheet

FY 20-21

## Overview



### QUARTER 1

July - Sept '20

**Timeliness**  
Did the activity occur on time?

Indicator	1	7	8A	8B	8C
Quarter Report %	100%	100%	100%	100%	100%
Above State Average	Y	Y	Y	Y	Y
Federal Target 100%	Y	Y	Y	Y	Y
State Target 90%+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Points	1	1	1	1	1

15/15

Click for State Average

**Valid & Reliable**  
Is the data entered?

Indicator	1	7	8A	8B	8C
Quarter Report %	100%	100%	100%	100%	100%
Above State Average	Y	Y	Y	Y	Y
Federal Target 100%	Y	Y	Y	Y	Y
State Target 95%+	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Points	2	2	2	2	2

### QUARTER 2

Oct - Dec '20

**Timeliness**  
Did the activity occur on time?

Indicator	1	7	8A	8B	8C
Quarter Report %					
Above State Average					
Federal Target 100%					
State Target 90%+					
Points					

/15

Click for State Average

**Valid & Reliable**  
Is the data entered?

Indicator	1	7	8A	8B	8C
Quarter Report %					
Above State Average					
Federal Target 100%					
State Target 95%+					
Points					

### QUARTER 3

Jan - Mar '21

**Timeliness**  
Did the activity occur on time?

Indicator	1	7	8A	8B	8C
Quarter Report %					
Above State Average					
Federal Target 100%					
State Target 90%+					
Points					

/15

Click for State Average

**Valid & Reliable**  
Is the data entered?

Indicator	1	7	8A	8B	8C
Quarter Report %					
Above State Average					
Federal Target 100%					
State Target 95%+					
Points					

### QUARTER 4

Apr - Jun '21

**Timeliness**  
Did the activity occur on time?

Indicator	1	7	8A	8B	8C
Quarter Report %					
Above State Average					
Federal Target 100%					
State Target 90%+					
Points					

/15

Click for State Average

**Valid & Reliable**  
Is the data entered?

Indicator	1	7	8A	8B	8C
Quarter Report %					
Above State Average					
Federal Target 100%					
State Target 95%+					
Points	2	2	2	2	2



For additional information, please contact  
Kelly Simmons 303.368.3950 | kelly.simmons@state.co.us

