



Serving Fremont, Chaffee and Custer Counties  
700 S. 8<sup>th</sup> Street, Canon City CO 81212  
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Bryana Marsicano, Chief Executive Officer

**Starpoint**  
**Board of Directors Meeting**  
**March 25<sup>th</sup>, 2021 at 6:00 PM**  
**EHS training Starts at 5:30 with Board meeting to follow**

Held via Zoom Due to COVID-19

<https://us02web.zoom.us/j/4992974081?pwd=NVJCTkxianhNSldDMUJSa0t6ZDZzUT09>

**Meeting ID: 499 297 4081    Passcode: 222222**

**Meeting Agenda**

- **Call to Order** **Board President**
  
- **Introduction of Guests and Public Comments** **Board President**
  
- **Action Item – Review and approval of Feb. Minutes** **Secretary**
  
- **Action Item - Review and approval of Financials** **Bryana Marsicano**
  - **Update on Agency Financials**
  - **EHS – Policy Council Report**
  - **Audit Update**
  
- **Report - Early Head Start** **Brenda Aguirre**
  - **EHS Board Report**
  
- **Report – Update on Sale of LEC Property** **Bryana Marsicano**
  
- **Action Item – Resolution of Signing Authority** **Bryana Marsicano**
  - **Legacy Bank Account**
  - **Bank of the San Juan’s**
  - **US Bank**

- **Action Item – Potential new contract  
for SEP services in *Alamosa* and  
*Saguache* Counties** **Bryana Marsicano**
  
- **Report – Chief Executive Officer Report and Updates** **Bryana Marsicano**
  - **Legislative updates**
  - **Program updates**
  - **COVID-19 updates**
  
- **Executive Session** **Bryana Marsicano**
  
- **Other Board Discussion** **Open**
  
- **Adjourn** **Board President**

# STARPOINT

## Enriching Lives Realizing Dreams

STARPOINT  
BOARD OF DIRECTORS MEETING  
Thursday, February 25, 2021

Board Secretary, Jake Francis called the regular Starpoint Board of Directors meeting to order at 6:00 PM. Those in attendance and constituting a quorum were:

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

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

Others present in person: Bryana Marsicano, Brenda Aguirre, and Jami Roy.

Others present via Zoom video conferencing: None

### INTRODUCTION OF GUESTS AND PUBLIC COMMENTS

No guests or comments.

### MINUTES OF THE PREVIOUS MEETING

*MOTION* by Katy Grether:

Move to approve the minutes of January 21, 2021, meeting.

Seconded by Danielle Frost and carried without dissent.

### FINANCIALS

Bryana Marsicano presented the Financials that Julie Watts had completed before she left in February. The Financials for January 2021 and February 2021 were drafts only so the board will review and the final Financials at the March meeting.

### EHS BOARD REPORT

Brenda Aguirre reviewed the January 2021 EHS Board of Directors and PC Report. She also reviewed the following EHS Policies and Procedures:

- Child abuse reporting
- EHS Code of Conduct
- Community and Parent Grievance

- o Violating Eligibility Determination

*MOTION* by Danielle Frost:

Move to approve the EHS Policy and Procedures as presented.

Seconded by Katy Grether and carried without dissent.

**CHIEF EXECUTIVE OFFICER REPORT**

Bryana Marsicano reviewed the CEO Report with the Board.

**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 just a band-aid due to the inability to provide services for a majority of the year.

HCPF is proposing a 34% increase to our Day habilitation rates to utilize the 33 million dollars that were underspent for IDD services due to program closures and strict COVID-19 restrictions. They have proposed that this will be retroactive to July 18<sup>th</sup>, 2020 (the day after retainer payments ended). This will support our day habilitation budget; however, we provided limited services due to the pandemic so it will not be a huge impact. It was discussed if a one-time supplemental payment to providers or a rate increase would be better; however, the rate increase was chosen so that Colorado could receive the 6% federal match on the funding due to the federal Public Health Emergency.

The JBC has proposed a 2.5% rate increase for Medicaid providers in the upcoming budget year. Though this still has a LONG way to go before being passed, we are hopeful that it will remain within the budget.

Alliance will be running a Bill to remove the providers and CCBs from new transportation requirements. These transportation requirements for Medicaid providers would require regular inspections from certified businesses of all vehicles used to transport individuals in services, add various driving records tests, and other increased regulations. We are hopeful that we can move our oversight to the Office of Community Living so that we are not subject to all of these requirements. If we were held to these requirements, it would add significant amounts of administrative burdens and limit the vehicles that we could authorize for transportation. We are hoping to find a balance of safety and oversight.

Conflict-Free Case Management is moving forward with a discussion about catchment areas. They are looking to decrease the number of catchment areas in the state by combining counties that are in the same geographic areas. I will be attending all stakeholder engagement meetings regarding this as it could significantly affect our case management services.

Additional supplemental funding is also available for COVID-19 related costs and quality improvement funding.

**Early Intervention** – EI is also part of the current state audit/review. Again, this is routine oversight of the program to determine if the funds are being used and allocated as intended. Jody is working with Kim Miller in accounting closely to send in all required documentation.

**OTHER BUSINESS**

Bryana Marsicano presented a bid from Paylocity, which is a payroll and HR software system. She explained the benefits of purchasing Paylocity and explained that our interim CFO had recommended the program. The system will incorporate a time-keeping system eliminating the need for MITC, which is our current system. Paylocity would be used for payroll processing and will interface with our current Great Plains General Ledger system. Paylocity will also handle many annual payroll processes and tax reports, which are currently done manually by payroll. Starpoint currently does not have a human resource information system. Paylocity will provide human resources with an employee self-service portal, performance management, onboarding, recruiting, benefits management, and compliance tracking. This system will free up significant time spent by payroll staff in reconciling these functions in our current separate systems. The Board felt that these advantages make the one-time \$6,012.02 cost to buy the Paylocity system and the ongoing monthly systems support cost of \$4,753 worth the investment.

*MOTION* by Mitch McCartney:

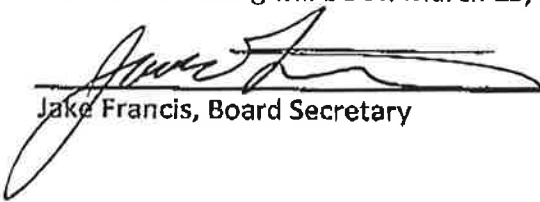
Move to approve the purchase and utilization of Paylocity.

Seconded by Katy Grether and carried without dissent.

**ADJOURNED**

Board Secretary, Jake Francis adjourned the regular Starpoint Board of Directors meeting at 7:11 PM.

The next meeting will be on March 25, 2021.



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Jake Francis, Board Secretary

# EHS Board of Directors and PC Monthly Report

Month: February 2021

1) EHS Enrollment: 54

Center-Based: 10

Home-Based: 42

Pregnant Women: 2

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: 69% due to 2 children out for family illness, and 1 child out for transportation issues that have been resolved

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 2/15/2021 :

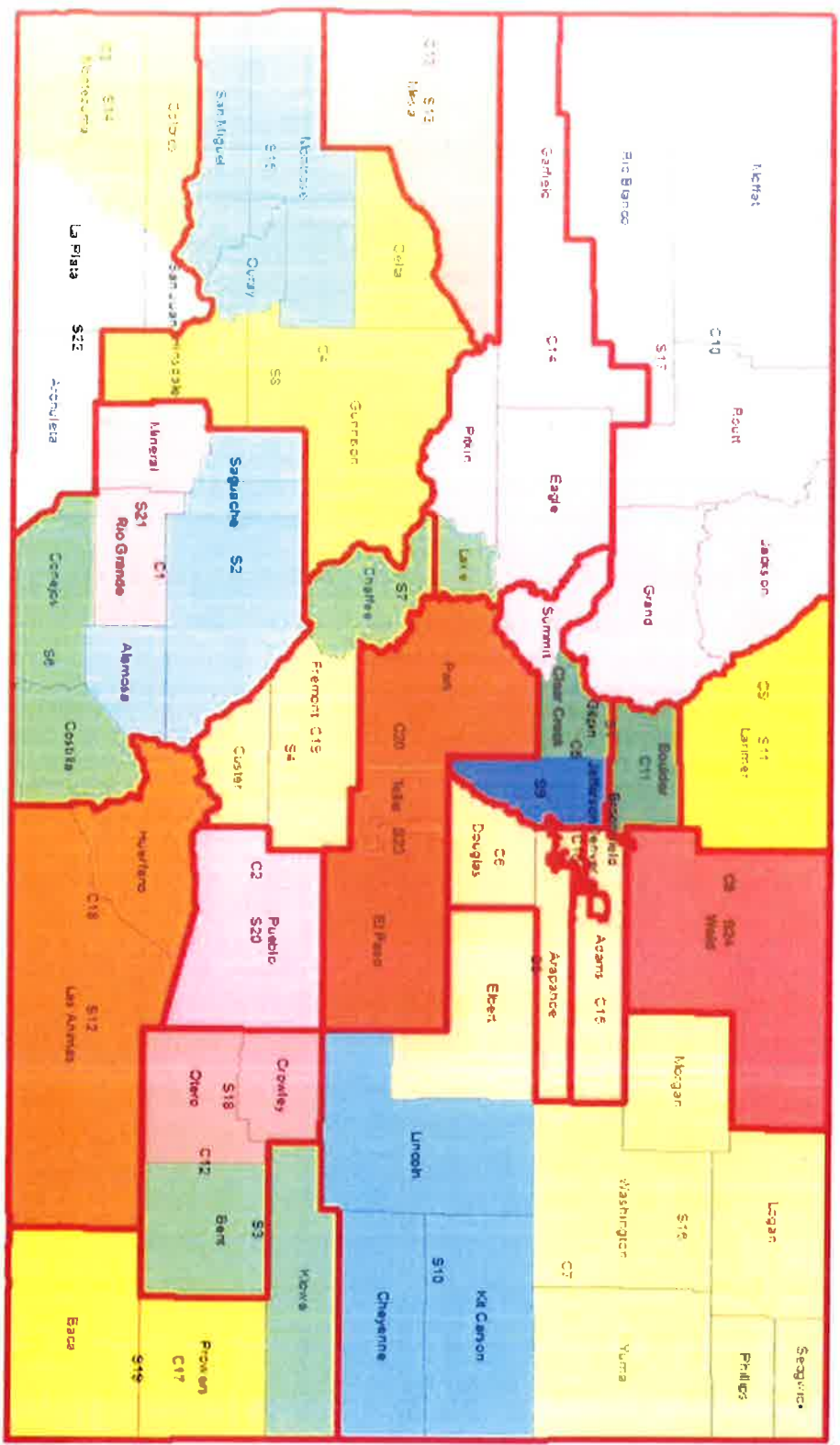
DATE	COMPANY	DESCRIPTION	AMOUNT
2/5/2021	Walmart	Diapers, wipes, etc.	\$226.28
2/10/2021	Survey Monkey	Staff and family surveys	\$384.00
		Total	\$610.28

Correspondence with the Regional Office: Monthly check in with Region VIII program specialist, Dolly Hull on 2/1/21 @ 9:00. Program updates and grant check-in

## Alamosa and Saguache County SEP Case Management Bullet Points

- Current Single Entry Point (DHS) is giving up the contract effective June 30<sup>th</sup>
- CCB in the area (Blue Peaks) is not interested due to retiring CEO
- HCPF was impressed by our ability to take over the SEP contract in Fremont and Custer County with very few hiccups and reached out to determine if we would be interested
- Eventually the local CCB will also not do CM and we may be asked to do that as well
  - This would be in the 2024 timeframe
- Serving about 300 to 350 clients in Alamosa and Saguache County
  - Most are Medicaid waivers
  - Includes Nursing Facility admission and transfers
  - Home Care Allowance separate purchase order as well
- Would need to rent and set up an office in Alamosa
  - Initial research shows two potential offices for rent
- Hiring about 6 Full time professional level staff (minimum Bachelors degrees)
  - This is the biggest unknown factor as we have not attempted to hire in that area. They have a college in Alamosa that may be a benefit to hiring professionals.
- Hiring one Receptionist/clerical aide/support staff
- Brooke and Megan from SEP in Fremont County would do all training and oversight
  - Both would receive a salary increase and updated job descriptions for new duties
  - The goal (once established) would be twice a month oversight visit and ongoing training via zoom
- Startup costs for Starpoint – HCPF doesn't want us to pay out of pocket as we are helping them out
  - This could include the interim CFO costs for 3 months as they understand we are getting our accounting department stable at this time – this would allow us to maintain Colette for additional training of a new CFO when we hire to that position.
  - Current set up estimates are approximately \$115,000 – we would request all of it from HCPF
- 3 year contract (only offering this because we are currently a SEP)
- We would be able to use many of the startup plans, policies and procedures etc. that we have already established for the Fremont and Custer County SEP department
- Looking toward CFCM and the system redesigns that are coming – this is a great opportunity to plan ahead
- Potential contract revenue is approximately \$520,000 to \$550,000 annually

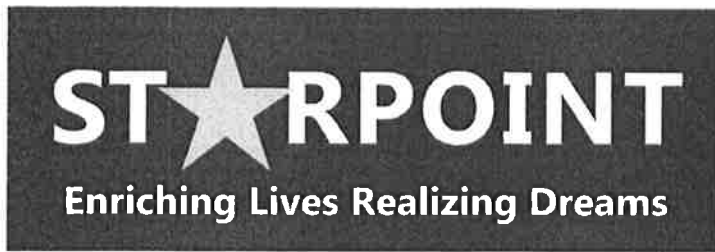
# Using ArcGIS to Develop Maps



- County color shows current SEP catchment areas
- Red outline shows the current CCB catchment areas







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Bryana Marsicano, Chief Executive Officer

- **Report – Chief Executive Officer Report and Program Updates**

- **Legislative updates**

- ✓ HCPF is proposing a 25% increase to our Day habilitation rates to utilize the 33 million dollars that was underspent for IDD services due to program closures and strict COVID-19 restrictions. They have proposed that this will be retroactive to July 18<sup>th</sup>, 2020 (the day after retainer payments ended). This supplemental is moving forward and we should get approval soon.
  - The Additional 10% for day habilitation that has already been approved will also continue to be in place for January, February, and March. So for these months services will be a 35% increase if the additional 25% increase is approved.
- ✓ We are now able to amend service plans to provide 1:1 day habilitation services at an enhanced rate. Each client will have an individualized budget based on their utilization prior to the pandemic. This is something that we've never been able to offer before and the higher rate helps. We will be hiring staff ASAP to provide these services. The state will monitor utilization and is open to discussions to continue these types of 1:1 services in the future (with budget parameters). We want to offer these services as much as possible to show HCPF that individualized and small group services are a better benefit to the consumers than large group services.
- ✓ The proposed 2.5% rate increase for Medicaid providers in the upcoming budget year is still on the table and we are watching it closely.
- ✓ CFCM – Conflict Free Case Management - Continuing participation in various meetings regarding the Conflict free Case management bill that will be presented soon. Most of the discussion and work at this time revolves around the language and ensuring that it doesn't jeopardize the CCB designation for areas that rely on that designation for mill levy funds. We are also still discussing catchment areas and how that may impact case management services as they try to define them throughout the state. We want to make sure that the definition of "Only Willing and Qualified Provider" is clear so that in the future when other providers and case management agencies are interested in our catchment area that they are qualified, established, and will be long term for the clients we serve.

- **Starpoint Program Updates**

- ✓ **CFO Update** – We are continuing to work with Colette and her team in the accounting office. She is prioritizing her work as many grants and budgets are due to the State at this time. She continues to work to establish policies and procedures and work flow practices that will benefit Starpoint well into the future. We will continue to interview CFO candidates to find a good fit and will still be wanting significant overlap between Colette’s services and the start of the new CFO to provide the best support for long term success in the accounting department.
- ✓ **HR** – Jami is working with the accounting department to implement Paylocity. She is making sure our data is “clean” so that the initial input is accurate. We are very excited to move forward with Paylocity! Jami will be working on another hiring event and will work with our Host Home Coordinator to promote our host home program to recruit new providers and respite providers for our current Host Home providers. She is also working on turnover analysis so that we can target our turnover rates and the cost to the agency. We will develop goals to reduce our turnover, starting in the programs that are experiencing the majority of it. Paylocity will also assist in this when it is implemented as it will provide much needed data to analyze. Jami has also completed the first draft of our CCB Designation application. This is submitted annually to HCPF (Health Care Policy and Financing) to continue as a CCB in our designated catchment areas.
- ✓ **Case Management (SEP and CCB)** – All Case Managers are now at our Starpoint North Building on Diamond and are getting settled in. Brooke has been incorporating a lot of team building activities as they get to know each other. The Case managers have been learning new systems as the state has chosen new vendors for a few contracts. They will also move forward with the new care and case management system with a “soft launch” July 1<sup>st</sup>. SEP enrollment is currently at around 450 clients and the CCB Case management enrollment is around 183 consumers.
- ✓ **Fremont County Adult Services** – We continue with day programs in both Chaffee and Fremont County and are offering as many hours as possible with the current staffing patterns. We will be hiring several staff for the newly approved 1:1 services so that we can serve those individuals who have previously not been able to receive services either due to not being able to wear a mask or transportation limitations. We have been notified that we received a “waitlist enrollment” for one of our long time clients so they can move into a Host Home for additional supports. We have also been successful in requesting approval to complete a new Supports Intensity Scale assessment for a few individuals that have increased support needs. By redoing the assessment we could potentially receive additional funding if the assessment shows

an increased in support needs. We will also be requesting a Level 7 negotiated rate for one of our very high need consumers who has recently been in jail and now requires direct supervision 24 hours per day. A Level 7 negotiated rate is only approved in certain circumstances where you can prove that your staffing patterns due to the needs of the individual is higher than what the Level 6 (highest) rate can support. We currently have 2 individuals approved at a Level 7 and if approved, this man would be our 3<sup>rd</sup> individual. As you saw earlier this month, our very own day program coordinator, Ursula Mbene, was selected as a finalist for the DSP of the year award from Alliance Colorado. We are incredibly proud of her and will be cheering her on at the Alliance Luncheon on March 25<sup>th</sup>.



- ✓ **Chaffee County Adult Services**– Our new Salida team is off to an amazing start. We have been able to provide training and guidance at least weekly (as weather permits travel) and also via zoom. Bonnie is assisting with the training and has been accompanying me to Salida in the last few weeks. Our goal is to build a solid foundation and understanding of the services and supports so that the Salida office can grow. Salida has been doing full day program services and has had great participation. We will be starting a Salida Facebook page specific to that site so that we can use social medial for staff recruitment and increase communication to the community and families. Thomas, the new Director, will be focusing on hiring staff and recruiting volunteers. With the 1:1 services being approved we are now needing at least 5 staff in Chaffee County to support the individuals we serve.
- ✓ **Fremont County Family Center** – We had a virtual “on-site” visit with the staff for a new Anschutz grant for \$10,000. This visit included a review of how our agency is set up, the current collaborative efforts in Fremont County and how this funding would support our mission. This is one of the final steps before they determine if they will award the grant to our agency or not. They anticipate a decision by May 15<sup>th</sup> for this request. Kathy and Brenda also continue to be very busy renewing our various grants as many need to be turned in prior to the end of the fiscal year.
- ✓ **SPIN Childcare** – We have not had any additional COVID-19 outbreaks in the Childcare facility and have be able to continue services for all families. The increase to childcare costs was implemented March 1<sup>st</sup> and we are now more in line with costs of other childcare facilities in our area. Overall, families were receptive and understood our reasoning behind the increase and continue to be thankful for quality child care options in Fremont County.
- ✓ **Early Head Start** – Brenda is currently working on the self-assessment piece of the EHS grant to really determine what they do well and where they can increase their quality. This is one of many pieces for the grant renewal process, which as you know is very detailed. A new server is being installed at the site this week to better meet technology needs for staff in the entire building.

- ✓ **Early Intervention** – It has been approved that the EI evaluations will be moved from the school system to the EI system. Currently, we complete the Evaluations and get paid from the school system for the evaluation. This change will allow us to bill the state directly for the evaluation instead of passing the money through. Since we have been doing all the evaluations already this will not be a huge change for Starpoint. Other areas will see a greater impact as the school system was actually performing the evaluations and now the EI programs will have to take on that piece of the requirement. We are currently at about 63 EI enrollments at this time. The Lamar EI Director will be shadowing Jody for some training as she is newer and requested some additional supports that we are happy to provide. The State recommended that she shadow our EI program as we continue to meet their quality standards. Jody has been working on next year's budget with Colette so that it can be submitted by the end of March. All indicator reports for Early Intervention are now posted on the State website for review and easy access. Here is the link if you'd like to view them:  
<https://sites.google.com/state.co.us/eicoloradodata/ccb-indicators>
  
- ✓ **Starpoint Foundation** – Safer in your Car event will be held Friday, April 16<sup>th</sup> at the Abby field. This is a drive in movie (The Princess Bride). We are partnering with Boys and Girls Club on it and will split the proceeds. Cost is \$25 per car, \$35 VIP (front row). Concessions and a 50/50 raffle will also be available. So far we have about \$12,500 in sponsorship for the event and are very excited that several of the sponsors are new ones! Overall, partnering with the Boys and Girls Club has been a great success for both organizations and we look forward to more opportunities like this in the future. Here is the link to RSVP if you are interested in attending or donating!  
[www.classy.org/event/safer-in-your-home.e320199](http://www.classy.org/event/safer-in-your-home.e320199)




Ron also continues to work on a grant in Chaffee County to invest in the kitchen at the site and partner with The Green Thumb Initiative to offer cooking classes to the consumers. We should know soon if Starpoint is chosen as a recipient and already have very interested consumers ready to increase their cooking skills. Ron also set up a Spotlight interview with Ursula Mbene, a finalist for the Direct Support Professional of the Year award from Alliance Colorado. She will participate in the KRLN morning show on Thursday, March 25<sup>th</sup>, just prior to the announcement of the winner at 12:30 at the IDD Awareness luncheon (held via zoom) on the same day. We are incredibly excited to not only showcase Ursula's dedication and stellar work but also bring awareness to Starpoint in our community and across Colorado. The Royal Runway event that was postponed due to weather will be held on March 26<sup>th</sup> (this Friday) and we are looking forward to seeing everyone dressed up! Due to COVID, this is an invite only event.

Be sure to reach out to our Legislators and THANK THEM for all their support! A routine thank you works wonders with remaining on their radar and keeping our needs on the forefront! Especially this year, where there was so much uncertainty of the impact of COVID to the State's budget, they continue to made great strides to understand our programs and the impacts that their decisions have on our operations. I've included their contact information below.

**House of Representatives:**

Name	Dist.	Pty.	Counties	Address	Phone	Email
<b>Ron Hanks</b> 	60	R	Chaffee, Custer, Fremont, Park		303-866-2747	<a href="mailto:Ron.Hanks.house@state.co.us">Ron.Hanks.house@state.co.us</a>
<b>Stephanie Luck</b> 	47	R	Fremont, Pueblo, Otero	P.O. Box 333, Penrose, Colorado 81240	303-866-2905	<a href="mailto:Stephanie.Luck.house@state.co.us">Stephanie.Luck.house@state.co.us</a>

**Senate:**

Name	Dist.	Pty.	Counties	Address	Phone	Email
<b>Dennis Hisey</b> 	2	R	Clear Creek, El Paso, Fremont, Teller, Park	24 Circle C Road Fountain CO 80817	303.866.4877	<a href="mailto:dennis.hisey.senate@state.co.us">dennis.hisey.senate@state.co.us</a>
<b>Kerry Donovan</b> 	5	D	Chaffee, Delta, Eagle, Gunnison, Hinsdale, Lake, Pitkin	PO Box 118 Wolcott, CO 81655	303.866.4871	<a href="mailto:kerry.donovan.senate@state.co.us">kerry.donovan.senate@state.co.us</a>
<b>Cleave Simpson</b> 	35	R	Alamosa, Baca, Bent, Conejos, Costilla, Crowley, Custer, Huerfano, Kiowa, Las Animas, Mineral, Otero, Prowers, Pueblo, Rio Grande, Saguache	6512 County Road 12 S Alamosa, CO 81101	303-866-4875	<a href="mailto:cleave.simpson.senate@state.co.us">cleave.simpson.senate@state.co.us</a>