

Serving Fremont, Chaffee and Custer Counties
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Bryana Marsicano, Chief Executive Officer

Starpoint
Board of Directors Meeting
February 25th, 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/2688256018?pwd=Z01yeIFZQWNPcnFKNURscIRSSjlvdz09>

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 Dec. Minutes** **Secretary**
- **Action Item - Review and approval of Financials** **Bryana Marsicano**
 - **Agency Financials for December**
 - **EHS – Policy Council Report**
 - **Audit Update**
- **Report - Early Head Start** **Brenda Aguirre**
 - **EHS Board Report**
- **Action Item – Review and Approval of EHS Policies and Procedures** **Brenda Aguirre**
 - **Child abuse reporting**
 - **EHS Code of Conduct**
 - **Community and Parent Grievance**
 - **Violating Eligibility Determination**

- **Report – Chief Executive Officer Report and Updates** **Bryana Marsicano**
 - **Legislative updates**
 - **Program updates**
 - **COVID-19 updates**

- **Other Board Discussion** **Open**

- **Adjourn** **Board President**

STARPOINT

Enriching Lives Realizing Dreams

STARPOINT
BOARD OF DIRECTORS MEETING
Thursday, January 28, 2021

Board Chairperson, Annette Nimmo 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: Mitch McCartney, Amy Schmisser, and Annette Nimmo.

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: Michelle Trenhaile, Jody Berg, and Laura Gardner, legal counsel to the board.

INTRODUCTION OF GUESTS AND PUBLIC COMMENTS

Michelle Trenhaile from Children Services was present and had no comment.

MINUTES OF THE PREVIOUS MEETING

MOTION by Mitch McCartney:

Move to approve the minutes of the December meeting.

Seconded by Amy Schmisser and carried without dissent.

FINANCIALS

MOTION by Mitch McCartney:

Move to accept the financials as presented to be placed on file with a further explanation from CFO Julie Watts at the next meeting.

Seconded by Katy Grether and carried without dissent.

Mitch McCartney questioned where the budget for the current fiscal year was. Mitch stressed concern that we are currently seven months into the fiscal year without a budget. Bryana Marsicano explained that she would meet with Julie next week to discuss the budget.

CHIEF EXECUTIVE OFFICER REPORT

Life Enrichment Building Update/Potential Leasing Option

Bryana Marsicano updated the Board on the Life Enrichment Building and potential leasing options. Bryana asked the Board if they wanted to continue having the building listed for sale or the leasing option. The Board decided to table the motion until Laura Gardner reviewed the IRS laws on a non-profit leasing a building. The Board requested that Bryana provide the Board with more information regarding income potential for a 6-month or 12-month lease. They also requested the approximate costs to make the recommended changes to the building. If the changes were made to the building, how would that affect the total value of the building?

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 1st and is currently approved through March 1st. 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.

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 am 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 on 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 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 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 be moved over and our “Resource Coordination” Building will be complete.

Fremont Adult Services – COVID vaccines have been offered to all adult services staff and consumers and the first dose for many was given on January 15th. The second vaccine clinic will be on February 5th and the third clinic will be on the 19th. 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 handwashing. 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 Adult Services- 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 is 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 childcare 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 1st. 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 the 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 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. State representatives specifically sought her out as she gives great input, brings a positive attitude, and has a rural perspective to share at the state level.

EARLY HEAD START

Brenda Aguirre, EHS, FC, and ECE Centers Director reviewed the EHS Board of Directors and PC Monthly Report for October 2020, November 2020, and December 2020.

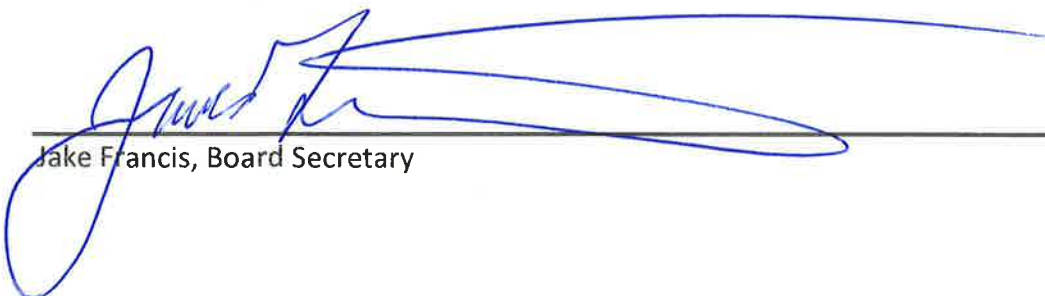
OTHER BUSINESS

None

ADJOURNED

Board Chairperson, Annette Nimmo adjourned the regular Starpoint Board of Directors meeting at 7:02 PM.

The next meeting will be on February 25, 2021.



Jake Francis, Board Secretary

STARPOINT
Statement of Income and Expenses by Program
For The Six Months Ended December 31, 2020

	Year To Date						% To Income						
	7/31/2020		8/31/2020		9/30/2020			10/31/2020		11/30/2020		12/31/2020	
	Actual		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	\$526,394.88	\$3,096,394.81	52.18%					
HCB-DD Waiver Day Svcs/CP	107,584.61	16,056.44	17,558.01	22,691.12	16,482.90	14,631.02	195,004.10	3.29%					
HCB-DD Waiver Supported Employ	12,096.00	8,229.45	5,904.46	7,849.22	3,297.55	4,047.32	41,424.00	0.70%					
HCB-DD Waiver Transportation	5,584.34	6,081.95	7,263.56	7,643.85	4,953.48	3,760.42	35,287.60	0.59%					
HCB-DD Waiver Dental			161.00				161.00	0.00%					
HCB-DD Waiver Vision	935.00	770.00	755.00	450.00	259.00	416.00	3,585.00	0.06%					
HCB-DD Spec. Med Equip	528.00	353.00	723.00	545.00	1,041.00	562.00	3,752.00	0.06%					
HCB-DD Behavioral Svcs	949.86	1,000.94	2,361.16	1,058.62	326.76	560.16	6,257.50	0.11%					
HCB-DD Personal Assistance	4,709.17	7,064.58	6,708.46	9,517.82	8,406.53	8,974.73	45,381.29	0.76%					
HCB-DD Assistive Tech	250.00	250.00	250.00	250.00	328.00	250.00	1,578.00	0.03%					
HCB-DD Parent Education	373.44	373.44	326.76	466.80	326.76	373.44	2,240.64	0.04%					
NOS Waiver Services	18,400.78	22,886.65	13,126.87	18,062.40	4,877.73	7,651.82	85,006.25	1.43%					
SEP - In Person Monitoring		1,628.20	2,442.30	651.28	732.69	2,930.76	8,385.23	0.14%					
SEP - HCA Income		4,843.43			3,228.98		8,072.41	0.14%					
Targeted Case Management	31,601.68	33,127.10	30,676.74	37,897.63	35,526.72	36,985.00	205,814.87	3.47%					
Early Intervention - Pilot Program		(8,697.80)	14,938.92	(3,128.60)	12,091.90	12,391.06	(3,128.60)	-0.05%					
State General Fund	3,461.70	(310.85)	10,608.68	18,032.84	6,849.11	4,303.44	52,218.62	0.88%					
Management Fees	3,729.55		600.00				25,179.93	0.42%					
Special Needs Funding							600.00	0.01%					
Medicaid Therapy	2,697.02	2,115.55	2,955.53	2,691.84	3,111.34	3,186.00	16,757.28	0.28%					
Fremont RE-1 School District		7,875.00	7,035.00	7,693.44	7,560.00	8,120.00	38,283.44	0.65%					
SEP-CIRS	160.65	257.04	481.95	686.31	680.52	1,013.40	3,279.87	0.06%					
Colorado Preschool Program			41,730.00	31,902.00	25,134.00	400.00	123,900.00	2.09%					
BOCES							400.00	0.01%					
State/CACCF (USDA)	3,253.56	3,265.48	3,896.56	4,147.65	3,285.96	2,477.76	20,326.97	0.34%					
Voc Rehab	268.65	1,135.82		644.76	250.74	429.84	2,729.81	0.05%					
Fremont Co Dept of Human Svcs	20,394.58	18,133.49	10,244.74	10,843.85	8,348.41	7,762.40	75,727.47	1.28%					
Chaffee Co Dept of Human Svcs	7,197.33			4,804.20		1,566.34	13,567.87	0.23%					
Family Resource Center Association			3,400.76	3,801.58	(617.51)	18,621.41	25,206.24	0.42%					
Colorado Foundation for Parents/Children	748.80	810.15		8,217.42	6,572.54	(526.66)	15,822.25	0.27%					
State/Dept of Human Services	71,833.97	49,509.54	35,588.88	36,706.30	35,474.88	60,584.16	289,697.73	4.88%					
ACYF-Admin for Children, Youth & Families	84,011.25	68,445.65	65,096.21	87,098.60	61,781.48	78,082.35	444,515.54	7.49%					
Donations	11,378.89	4,934.02	5,783.62	24,113.57	6,201.47	3,381.96	55,793.53	0.94%					
Salida Event Revenue							5,521.76	0.09%					
In-Kind Donations	34,616.40	23,462.40	22,066.20		54,802.80	31,324.80	166,272.60	2.80%					
Donations-Restricted Building Fund	5,000.00						5,000.00	0.08%					
Residential Fees	53,200.00	53,200.00	53,200.00	53,236.32	53,900.00	53,900.00	320,636.32	5.40%					
Interest Income	152.40	265.62	361.10	144.03	201.23	176.68	1,301.06	0.02%					
Rent Income	243.74	243.43	243.90	24.74			755.81	0.01%					
Tuition Fees	10,761.00	11,778.63	9,247.78	11,402.21	11,370.18	11,117.90	65,677.70	1.11%					
Other Income	901.20	67,252.71	3,689.10	162,030.30	17,333.85	116,521.36	367,728.52	6.20%					
Internal Services Revenue	10,608.19	10,360.45	8,539.04	10,793.67	10,711.41	10,934.28	61,947.04	1.04%					
TOTAL REVENUES	1,019,454.20	932,832.59	889,245.04	1,107,692.49	920,877.35	1,063,961.79	5,934,063.46	100.00%					

STARPOINT
Statement of Income and Expenses by Program
For The Six Months Ended December 31, 2020

	Year To Date						% To Income							
	7/31/2020		8/31/2020		9/30/2020			10/31/2020		11/30/2020		12/31/2020		
	Actual		Actual		Actual			Actual		Actual		Actual		
PERSONNEL EXPENSES														
Directors	48,315.74		44,057.07		33,814.02		57,482.36		41,965.36		63,453.28		289,087.83	4.87%
Resource Coordinator	46,037.31		47,424.23		36,160.39		63,616.65		48,464.75		73,169.84		314,873.17	5.31%
Secretaries	2,455.20		2,213.41		1,692.60		2,867.67		2,086.47		3,128.07		14,443.42	0.24%
Data Coordinator/Passport Aide	3,194.21		2,887.54		2,199.97		3,720.79		1,348.13				13,350.64	0.22%
Coordinator	3,979.76		2,103.36		1,635.77		2,860.00		2,080.00		3,120.00		15,778.89	0.27%
Childcare Director	6,761.06		3,636.60		2,496.00		4,224.00		3,072.00		4,758.00		24,947.66	0.42%
Family Center Coordinator	6,720.69		6,062.14		4,578.40		7,897.98		5,702.40		8,853.62		39,815.23	0.67%
First Steps/EHS HV Coordinator	8,123.52		7,372.03		5,708.59		9,707.69		5,489.51		10,087.06		46,488.40	0.78%
Accounting Clerks	8,031.32		7,664.92		6,194.97		10,719.47		7,755.57		11,231.73		51,597.98	0.87%
Early Childhood Assistant	2,302.86		2,030.37		1,592.65		2,754.84		2,103.71		3,253.54		14,037.97	0.24%
Information Technology Manager	5,225.31		4,710.70		3,602.30		6,096.20		4,433.60		6,650.40		30,718.51	0.52%
Site Coordinator	27,512.63		28,583.14		21,940.99		35,735.24		21,836.28		35,257.47		170,865.75	2.88%
Program Director	19,758.51		17,812.60		13,621.40		23,051.60		16,764.80		24,468.60		115,477.51	1.95%
Team Leader Assistant	16,489.64		15,369.76		11,339.32		19,386.01		14,317.56		20,361.57		97,263.86	1.64%
Direct Support Professional	207,914.71		183,699.77		147,704.28		239,187.02		188,991.47		291,304.59		1,258,801.84	21.21%
Medical Support Professional	27,800.47		25,655.07		17,129.33		30,312.74		27,958.03		38,303.56		167,159.20	2.82%
Systems Coordinator	11,761.23		10,422.30		8,013.02		14,253.98		9,032.71		11,443.35		64,926.59	1.09%
On-Call Coordinator	4,875.88		4,250.44		2,246.93		4,418.75		2,612.75		4,188.50		22,593.25	0.38%
Speech Pathologist	10,011.26		9,025.30		6,901.70		11,679.80		8,494.40		12,741.60		58,854.06	0.99%
Teacher	19,839.44		18,073.38		14,890.35		26,432.52		19,191.82		29,072.57		127,500.08	2.15%
Home Visitor	26,611.10		23,973.10		17,408.81		30,339.26		22,739.03		35,504.16		156,575.46	2.64%
Maintenance	3,358.78		2,829.94		1,830.65		3,395.00		2,628.99		3,945.86		17,989.22	0.30%
Aide	21,731.65		19,969.85		15,497.52		24,679.10		18,711.64		33,372.00		133,961.76	2.26%
Cook	2,250.00		2,028.38		1,560.37		2,636.25		1,912.50		3,131.00		13,518.50	0.23%
Consumer Salaries	1,252.07		3,358.50		2,517.00		3,762.00		2,832.00		3,702.00		17,423.57	0.29%
Employer FICA Expense	40,603.62		36,617.07		28,239.42		47,751.27		35,807.58		55,060.04		244,079.00	4.11%
Worker's Compensation	10,603.83		10,743.06		8,668.90		10,611.53		11,170.49		16,826.12		68,623.93	1.16%
Health & Disability Insurance	115,151.21		163,995.25		167,910.68		121,311.35		104,660.53		71,495.49		744,524.51	12.55%
TOTAL PERSONNEL EXP	708,673.01		706,569.28		587,096.33		820,891.07		634,164.08		877,884.02		4,335,277.79	73.06%
OTHER EXPENSES														
In-Kind Donations	34,616.40		23,462.40		22,066.20		18,375.00		54,802.80		31,324.80		166,272.60	2.80%
Accounting/Audit	(2,212.50)							20,168.20					36,330.70	0.61%
Legal Services	2,700.00		412.50		262.50		3,000.00						6,375.00	0.11%
Medical Services			478.00										478.00	0.01%
Dental/Vision/Therapy	5,768.44		5,367.36		4,245.97		2,800.40		4,923.00		2,890.20		25,995.37	0.44%
Professional Services	80,479.93		76,982.68		74,540.55		93,131.27		93,919.57		83,120.65		502,174.65	8.46%
Consultants	596.75												596.75	0.01%
Purchased Services	80.00		420.00		250.00		250.00						1,500.00	0.03%
Purchased Transportation Services	853.00		1,444.00		626.00		115.00		618.00		18.00		3,674.00	0.06%
Staff Travel (Local)	5,189.86		5,921.31		4,009.10		5,428.08		3,375.05		2,719.36		26,642.76	0.45%
Policy Committee					120.00								250.00	0.00%

STARPOINT
Statement of Income and Expenses by Program
For The Six Months Ended December 31, 2020

	Year To Date												% To Income	
	7/31/2020		8/31/2020		9/30/2020		10/31/2020		11/30/2020		12/31/2020			Actual
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual		
Meetings/Conferences	115.00	278.90		63.28	103.98		101.22		662.38		0.01%			
Gifts/Gratuities	164.93	260.71	129.25	338.74	596.15	115.65	1,605.43		0.03%					
Staff Medical	25.00	25.00	100.00	1,780.00	125.00	118.89	2,173.89		0.04%					
Marketing Expense				98.00			98.00		0.00%					
Family Support Services	3,515.97	6,859.00	3,028.92	4,149.04	7,693.85	5,291.93	30,538.71		0.51%					
Family Emergency Funds						9,566.95	9,566.95		0.16%					
Activity Fees	101.86	152.98	131.39	11.76	41.60	322.59	762.18		0.01%					
Educational Equip/Supplies	535.76	446.26	254.29	684.50	26.48	(26.48)	1,920.81		0.03%					
Other Parent Services		38.47	488.00	98.91	179.98	871.00	1,676.36		0.03%					
Food	10,625.33	11,073.75	10,711.15	13,376.62	12,287.37	11,877.67	69,951.89		1.18%					
Medical Supplies	2,806.89	3,435.60	3,159.70	3,976.97	4,885.68	3,015.62	21,280.46		0.36%					
Assistive Technology	55.00	125.00	90.00				270.00		0.00%					
Hshld/Equip-Supplies	4,693.32	3,126.88	2,003.38	3,334.85	2,770.26	4,315.21	20,243.90		0.34%					
Vehicle-Gas/Oil	1,902.64	2,562.79	2,560.39	2,287.49	3,938.72	1,518.00	14,770.03		0.25%					
Vehicle-Main/Repair	1,366.97	1,148.83	744.63	4,842.11	2,489.68	11.82	10,604.04		0.18%					
Company Owned Vehicle						86.15	86.15		0.00%					
Office Supplies	7,872.89	9,457.13	9,073.77	9,664.40	7,154.00	5,804.18	49,026.37		0.83%					
Telephone Expense	11,330.53	(3,282.48)	7,766.85	7,050.79	7,945.01	6,942.53	37,753.23		0.64%					
Space-Rent/Lease	4,200.00	4,300.00	5,400.00	4,500.00	5,400.00	5,400.00	29,250.00		0.49%					
Utilities	17,558.30	16,938.76	15,443.60	16,492.07	14,945.09	15,825.25	97,203.07		1.64%					
Building Maintenance	12,532.33	21,026.75	4,261.82	8,221.53	9,321.28	4,229.47	59,593.18		1.00%					
General Liability Insurance	3,650.14	3,650.14	3,650.14	3,750.14	3,650.14	3,650.16	22,000.86		0.37%					
Vehicle Insurance	3,651.10	3,657.10	3,651.10	3,882.94	3,651.10	3,651.10	22,144.44		0.37%					
Loss From Theft					26.03	23.00	49.03		0.00%					
Depreciation & Amortization				1,829.98			1,829.98		0.03%					
Dues/Pubs/Fees	7,224.61	14,819.71	8,698.87	4,608.79	9,080.69	3,829.34	48,262.01		0.81%					
Staff Development/Training	3,353.88	2,424.01	6,114.35	6,689.00	1,341.00	972.15	20,894.39		0.35%					
Pre-Employment Expense	2,686.51	2,128.76	1,426.35	1,891.26	2,890.48	1,601.48	12,624.84		0.21%					
Administrative Fees	1,486.63	1,900.04	1,157.01	1,365.24	2,333.46	1,536.74	9,779.12		0.16%					
Bad Debt Expense	18.98		(20.04)	227.29			18.98		0.00%					
Misc Expense				825.00	154.75	937.56	207.25		0.00%					
Equipment	2,897.04	60,163.29	2,471.10	446.50	216.50		67,448.74		1.14%					
Equipment Rental				9,569.38	8,523.82	9,666.64	663.00		0.01%					
Childcare expense allocation	9,121.56	8,460.41	7,560.50				52,902.31		0.89%					
Software			104.97			359.88	464.85		0.01%					
TOTAL OTHER EXPENSE	241,565.05	289,666.04	206,281.81	237,056.33	291,978.72	222,068.71	1,488,616.66		25.09%					
TOTAL EXPENSES	950,238.06	996,235.32	793,378.14	1,057,947.40	926,142.80	1,099,952.73	5,823,894.45		98.14%					
NET	\$69,216.14	(\$63,402.73)	\$95,866.90	\$49,745.09	(\$5,265.45)	(\$35,990.94)	\$110,169.01		1.86%					

EARLY HEADSTART
POLICY COUNCIL REPORT
For the Four Months Ended December 31, 2020

	Year To Date						Remaining	% Budget
	9/30/2020	10/31/2020	11/30/2020	12/31/2020	Actual	Budget		
	Actual	Actual	Actual	Actual	Actual	Budget		
Revenue								
ACF	\$65,096.21	\$87,098.60	\$61,781.48	\$78,082.35	\$292,058.64	\$832,536.00	\$540,477.36	64.92%
In-kind donations	22,066.20		54,802.80	31,324.80	108,193.80	208,134.00	99,940.20	48.02%
Total Revenue	87,162.41	87,098.60	116,584.28	109,407.15	400,252.44		(400,252.44)	#DIV/0!
Expenses								
Personnel								
Program Design & Management Staff	4,285.88	7,291.84	5,303.16	8,104.74	24,985.62	68,931.00	43,945.38	63.75%
Resource Coordinator	2,378.63	4,027.45	2,925.61	4,538.41	13,870.10	37,300.00	23,429.90	62.81%
Fiscal Department	1,157.01	1,365.24	2,333.46	1,536.74	6,392.45	12,952.00	6,559.55	50.65%
Child Health & Devel Services	23,898.83	40,648.33	26,629.20	40,090.56	131,266.92	390,144.00	258,877.08	66.35%
Total Personnel	31,720.35	53,332.86	37,191.43	54,270.45	176,515.09	509,327.00	332,811.91	65.34%
Fringe Benefits								
Employer FICA Expense	2,276.60	3,886.20	2,604.12	3,971.64	12,738.56	38,963.52	26,224.96	67.31%
Worker's Compensation	172.27	212.99	194.46	293.78	873.50	3,412.49	2,538.99	74.40%
Health Insurance	14,728.63	10,047.99	7,086.64	5,443.33	37,306.59	110,443.99	73,137.40	66.22%
Total Fringe	17,177.50	14,147.18	9,885.22	9,708.75	50,918.65	152,820.00	101,901.35	66.68%
Travel/Out of Area								0.00%
Supplies								
Office Supplies	355.53	419.43	312.63	246.60	1,334.19	1,500.00	165.81	11.05%
Educational Equip/Supplies	254.29	168.83			423.12	1,500.00	1,076.88	71.79%
Food	248.03	138.80			386.83	1,000.00	613.17	61.32%
Medical Equip/Supplies	180.20	180.20	225.00	180.20	765.60		(765.60)	
Household Equip/Supplies	124.25	438.40			562.65	1,000.00	437.35	43.74%
Total Supplies	1,162.30	1,345.66	537.63	426.80	3,472.39	5,000.00	1,527.61	30.55%
Other								
Staff Travel (Local)	468.59	254.35	126.17	138.39	987.50	5,000.00	4,012.50	80.25%
Meetings/Conferences	120.00			130.00	250.00	251.00	1.00	0.40%
Audit / Legal			3,000.00		3,000.00	5,000.00	2,000.00	40.00%
Professional Svcs/Consultants	(555.74)	54.23	56.76	150.00	(294.75)	7,000.00	7,294.75	104.21%
Other Parent Services	488.00	98.91	179.98	871.00	1,637.89	1,240.00	(397.89)	(32.09%)
Activity Fees	6.95			8.49	15.44	500.00	484.56	96.91%
Telephone Expense	765.54	765.91	713.90	713.27	2,958.62	5,100.00	2,141.38	41.99%
Utilities	1,179.57	1,065.51	1,087.72	945.82	4,278.62	4,551.00	272.38	5.99%
Building Maintenance	390.06	328.53	172.01	217.73	1,108.33	3,000.00	1,891.67	63.06%
General Pkg Insurance	152.09	152.09	152.09		456.27	6,000.00	5,543.73	92.40%

EARLY HEADSTART
POLICY COUNCIL REPORT
For the Four Months Ended December 31, 2020

	Year To Date						Remaining	% Budget
	9/30/2020	10/31/2020	11/30/2020	12/31/2020	Actual	Budget		
	Actual	Actual	Actual	Actual	Actual			
Dues/Pubs/Fees	5.25	108.99		795.00	909.24		(909.24)	
Child Care Partnership	7,560.50	9,569.38	8,523.82	9,666.64	35,320.34	109,039.00	73,718.66	67.61%
Pre-Employment Expense	46.01			40.01	86.02		(86.02)	
Equipment			154.75		154.75		(154.75)	
Total Other	10,626.82	12,397.90	14,167.20	13,676.35	50,868.27	146,681.00	95,812.73	65.32%
Training & Technical Assistance PA26								
Staff Development (CAN 4121 funds)	4,409.24	5,875.00			10,284.24	18,708.00	8,423.76	45.03%
Total Federal Share	65,096.21	87,098.60	61,781.48	78,082.35	292,058.64	832,536.00	540,477.36	64.92%
In-kind Donations	22,066.20		54,802.80	31,324.80	108,193.80	208,134.00	99,940.20	48.02%
Total Expenses	87,162.41	87,098.60	116,584.28	109,407.15	400,252.44	832,536.00	432,283.56	51.92%
Net Assets	0.00	0.00	0.00	0.00	0.00		0.00	

EHS Board of Directors and PC Monthly Report

Month: January 2021

1) EHS Enrollment: 64

Center-Based: 9

Home-Based: 54

Pregnant Women: 1

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: 72% 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 1/15/2021 :

DATE	COMPANY	DESCRIPTION	AMOUNT
1/29/21	Dollar Tree	Books	\$48.50
		Total	\$48.50

Correspondence with the Regional Office: Monthly check in with Region VIII program specialist, Dolly Hull on 1/8/21 @ 9:00. Program updates and grant check-in

Child Abuse Reporting

Under the "Child Protection Act of 1987" (CRS 19-3-301) in Colorado Children's Code, child care center works are required to report suspected child abuse or neglect. The law at 19-3-304 states that if a child care worker has "reasonable cause to know to suspect that a child has been subjected to abuse or neglect or who was observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the county department or local law enforcement agency."

"Abuse" or "child abuse or neglect" means an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, tissue swelling, or death; any case in which a child is subjected to sexual assault or molestation, sexual exploitation, or prostitution; any case in which a child is in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

If at any time a staff member reasonably suspects child abuse, it's the responsibility of that staff member to report or to cause a report to be made of this suspicion to the local county Department of Human Services at 275-2318 or the police department. It is not the role of the staff member to investigate suspected abuse-only to report it. Persons who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

Child care workers and Early Head Start staff who fail to report suspected child abuse and or neglect commits a class 3 misdemeanor and will be punished as provided in section 19-1-103 (1) (A), C.R.S. The staff person could also be liable for damages "proximately cause thereby".

I have read and understand the above requirements concerning my responsibility regarding child abuse reporting and will also refer to my program procedures for reporting.

Signature _____ Date _____



Policy and Procedure

TITLE: Starpoint EHS & Early Childhood Program's Policy and Procedure on Reporting Child Abuse and Neglect

REFERENCE: Head Start Performance Standards Appendix A to 1301.31-Identification and Reporting of Child Abuse and Neglect. N-30-356-1-00 Purpose: The chapter sets forth the policy governing the prevention, identification, treatment, and reporting of child abuse and neglect in Head Start.

APPROVED BY: Continuous Learning and Quality Improvement (CLQI) **DATE:** 12/9/2020

APPROVED BY: Policy Council **DATE:** 12/17/2020

APPROVED BY: Starpoint Board of Directors **DATE:** 2/25/2021

N-30-356-1-30 Policy: Head Start agencies and delegate agencies must report child abuse and neglect in accordance with the provisions of applicable State or local law.

- a. Starpoint childcare staff, Family Center staff and Early Head Start staff must follow Colorado State law and report child abuse and neglect to the Department of Human Services.
- b. All staff will preserve the confidentiality of all records pertaining to child abuse or neglect in accordance with applicable State and local laws.
- c. Program staff will not undertake, on their own, to treat cases of child abuse and neglect. Staff will cooperate fully with child protective service agencies in their communities and make every effort to retain in their programs children allegedly abused or neglected, recognizing that the child's participating in the program may be essential in assisting families with abuse or neglect problems.
- d. With approval of Policy Council, Starpoint childcare, FC staff and Early Head Start programs will make special effort to include otherwise eligible children suffering from abuse and neglect, as referred by the child protective agency. However, it is emphasized that the programs is not nor is it to become a primary instrument for the treatment of child abuse and neglect. Nevertheless, there is a preventative role to play in respect to child abuse and neglect.

Special Provisions (as Stated in Head Start Grants Administration Standards):

Starpoint Children's Service's at SPIN as a designated representative that establishes and maintains relationships with the agencies providing child protective services. The EHS Home Visitation Manager and Childcare Center Director are to have regular and informal communication with staff at all levels of the agencies as well as Starpoint programs that include some of the following provisions:

- Informing parents and staff of what State and program laws and procedures are for reporting child abuse and neglect.
- Knowing what community medical and social services are available for families with an abuse and neglect problem.
- Reporting instances of child abuse and neglect.
- Discussing the report with the family if it appears desirable or necessary to do so.
- Informing other staff regarding the process for identifying and reporting child abuse and neglect. (Each program can identify a procedure for reporting).
- Training will take place for all staff members that will consist of an orientation about the policy and procedure and also training on the identification and reporting of child abuse and neglect.

Early Childhood Program Procedure:

1. If an early childhood staff member suspect's child abuse or neglect they shall not investigate it themselves. Staff members are allowed to ask families what happened "here" and can point to the area if there is visible bruising or tissue breaks. Often families will tell you what happened immediately when you see their child with an injury. Document the response.
2. If an early childhood staff member suspect's child abuse or neglect they need to contact their supervisor immediately.
3. If your direct supervisor is not available you must contact any early childhood supervisor in the order listed below. Supervisor titles are listed below:
 - Starpoint Children's Services Director
 - Home Visitation & Education Manager
 - Childcare Center Director
 - Family Center PAT Coordinator
 - Health & Mental Health Manager
4. The direct supervisor will work with the agency designated site reporters. The Home Visitation & Education Manager, the Childcare Center Director and the Family Center Coordinator. The site reporters will call Department of Human Services to file the report and request assistance for next steps. The site reporter will document each step they take and what has taken place at each step. The site reporter can work with the staff and make the decision of discussing the report with the family if it appeals and is desirable to do so. The site reporter will work with the staff member's direct supervisor on next steps and any follow up if necessary or requested by the Department of Human Services.
5. The site reporter will notify other staff members that work directly with the family so there is not confusion of reporting or the process that has taken place. This will also need to be discussed at CQI the management team meeting.
6. The site reporter will complete any follow up requested by the Department and document.
7. If the site reporter is not the Starpoint Children's Services Director, then she needs to be notified of what has taken place.

11-9-2011 (DT) , 2-18-16 (BA), 10-28-20 (BA), 12/09/20 (CLQI), 12/17/20 (PC), 02/25/21 (Directors)

FIRST STEPS EARLY HEAD START CODE OF CONDUCT

Head Start Performance Standards (1302.90 c) and the Improving Head Start for School Readiness Act of 2007 require a staff, consultant, contractor, and volunteer to abide by a Standard of Conduct.

(1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that:

- (i) Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
 - (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - (A) Use corporal punishment;
 - (B) Use isolation to discipline a child;
 - (C) Bind or tie a child to restrict movement or tape a child's mouth;
 - (D) Use or withhold food as a punishment or reward;
 - (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
 - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - (G) Physically abuse a child;
 - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - (I) Use physical activity or outdoor time as a punishment or reward;
 - (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
 - (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws;
 - (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.
- (2) Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.

Furthermore, FIRST STEPS Early Head Start recognizes the need to establish additional standards of conduct for staff, family members of enrolled children, consultants and volunteers to promote high quality services and guide their daily interactions with each other. These Standards of Conduct will be demonstrated by:

- Interacting with empathy, warmth and cooperation with each other;
- Showing an accepting attitude with respect for others ideas and beliefs;
- Seeking first to understand then to be understood;
- Putting people and relationships first;

Previously Adopted by the Board of Directors and PC: 12/99; 10/02; and 8/05; 1/08

Last Approved by Starpoint Board of Directors: 10/28/10 and 2/25/21

Reviewed by Policy Council: 2/18/21

Last Approved by Policy Council: 10/27/10 and 2/24/21



POLICY & PROCEDURE

TITLE: EHS Community & Parent Grievance Policy

SECTION: EHS

REFERENCE: Head Start Program Performance Standards, 45CFR Part 1304.50 (2) (v)

REVIEWED BY: Brenda J. Aguirre

REVIEWED/APPROVED BY: Continuous Learning & Quality Improvement (CLQI)

DATE: 2/24/21

REVIEWED/APPROVED BY: EHS Policy Council

DATE: 2/24/2021

LAST REVIEWED/APPROVED BY: BOARD OF DIRECTORS

DATE: 2/25/2021

When a member of the community or any Early Head Start parent (complainant) presents any concerns about the Early Head Start program, it is the philosophy and policy of Early Head Start to address these concerns as quickly as possible. If the complainant does not feel their concern has been addressed, then the complaint should be presented in writing and on a form approved by the Starpoint Board and the EHS Policy Council.

If a staff member of Early Head Start receives a document, which in one way or another, complains about the Early Head Start program, that document shall be forwarded to the EHS Director who, in turn, shall contact the complainant. If a member of the Early Head Start staff receives a verbal complaint, that staff member shall assist the complainant to submit the complaint in writing and again the EHS Director shall contact the complainant.

If the complainant does not feel their concern has been addressed, then the Grievance Form shall be completed. A complainant may obtain a Grievance Form from the First Steps Early Head Start Office located in the Fremont County Family Center. Starpoint will ensure availability of the appropriate forms for filing such grievances.

The First Steps Early Head Start Grievance Committee is responsible for the review and evaluation of said complaints. This committee shall convene meetings as needed to do so. Any member of the EHS Policy Council, the Grievance Committee or staff that is a party to the complaint or a relative of any party shall not participate in the resolution process.

Formal minutes must be kept of each review of a complaint, signed by the Grievance Committee Chairperson, the EHS Director or the Starpoint Human Resource Director.

**COMMUNITY OR EARLY HEAD START PARENT
GRIEVANCE PROCEDURE**

1. All complaints shall be gathered by the EHS Director. This person shall take steps to resolve the complaint, if unresolved within 14 calendar days they shall prepare the documentation for submission to the Human Resource Director.

2. Upon receipt of a written complaint that has not been resolved during step #1, the Human Resource Director shall take steps to resolve the complaint, if unresolved within 14 calendar days, the Director shall prepare the documentation for submission to the Grievance Committee.

3. The Grievance Committee shall have the authority to investigate the merits of each complaint with the cooperation and consideration of the EHS Directors, Managers and the Human Resources Director. Where possible, the Grievance Committee shall attempt to identify the alternative methods for resolution of a complaint after consideration of the opinion of the directors and staff.

4. If the Grievance Committee is able to resolve a complaint at the review and evaluation stage, the complaint shall be deemed closed, and the committee shall report to the Early Head Start Policy Council at its next regular meeting about the complaint and its resolution.

5. If the Grievance Committee is unable to resolve the grievance to the satisfaction of the complainant, said complainant may request to be heard at a special Policy Council meeting. The complainant, or any other person speaking before the Policy Council for the purpose of grievance resolution, may be accompanied by a support person. At this time, the Grievance Committee will describe the nature of the complaint and the recommended course of action for resolution. The complainant will then present his/her complaint and their desired course of action for resolution. The EHS Policy Council then, assumes authority to resolve the complaint. However, if the complainant does not appear for whatever reason, without justification, the EHS Policy Council will resolve the complaint. The Policy Council shall seek the input of the Human Resources Director regarding the merits of the complaint and the feasibility of the recommendations for resolution.

6. If the complainant is not satisfied with the Policy Council decision, a written request can be made to the Policy Council Chairperson within three days for further review. After consideration, the Policy Council shall once again, discuss the complaint and explore alternative ideas to resolve the complaint. After full discussion, the Policy Council shall bring the resolution to a vote. The results of this vote shall be deemed final disposition of the complaint.

7. A record of all complaints shall be maintained at the Starpoint administration office by the Human Resources Director and copies for the Grievance Committee shall be maintained by the EHS Director or the designated parent liaison at the Family Center site. Periodically these shall

be reviewed by the Grievance Committee and EHS Staff. The information gathered will be used as a tool for continuing evaluation of the First Steps Early Head Start program.

**FIRST STEPS EARLY HEAD START
GRIEVANCE FORM**

This form shall be used for the purpose of filing a formal grievance by community members or parents involved in the First Steps Early Head Start program in regards to the operations of the program. This form is not available for staff of Early Head Start. The completed form will be submitted to the Early Head Start Director, who shall bring it to the attention of the Starpoint Human Resources Director following established procedural timelines. If timely resolution is not accomplished, the form shall be given to the Grievance Committee of the First Steps Early Head Start Policy Council for evaluation and disposition.

GRIEVANCE SUBMITTED BY:

Name: _____

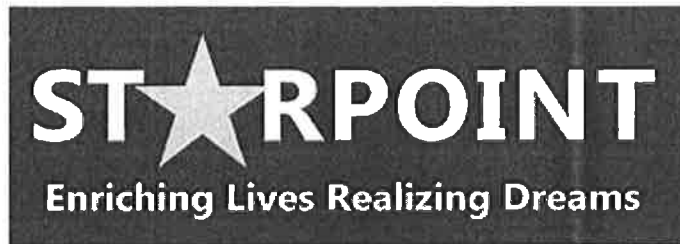
Address: _____

Phone: _____ Date: _____

Nature of Complaint:

What would you like to see done to solve this problem?

SIGNATURE: _____ RECEIVED BY: _____



POLICY & PROCEDURE

TITLE: Violating Eligibility Determination Regulations SECTION: EHS

REFERENCE: 1302.12 (l), (m 1– 4) Determining, Verifying and Documenting Eligibility

SOURCE: FR Doc. 2015-02538, Feb. 10, 2015 revision

WRITTEN BY: ERSEA Team

DATE: 3/12/2015

REVIEWED/UPDATED BY: LS

DATE: 3/31/2020

REVIEWED/APPROVED BY: CLQI

DATE: 2/24/2021

REVIEWED/APPROVED BY: Policy Council

DATE: 2/24/2021

REVIEWED/APPROVED BY: Board of Directors

DATE: 2/25/2021

POLICY:

Starpoint will train all governing body, Policy Council, management and staff who determine eligibility for EHS programs on applicable Federal regulations and program policies and procedures. Action will be taken against staff who intentionally violate Federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start services.

PROCEDURE: Effective 3/12/2015

(1) Training at a minimum will:

- Include methods on how to collect complete and accurate eligibility information from families and third party sources;
- Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy;
- Explain program policies and procedures that describe actions taken against staff, families, or participants who intentionally attempt to provide or provide false information.

(2) The program will train management and staff members who make eligibility determinations within 90 days following the effective date of this rule, and as soon as possible, but within 90 days of hiring new staff after the initial training has been conducted.

(3) The program will train all governing body and policy council members within 180 days following the effective date of this rule, and within 180 days of the beginning of the term of a new governing body or policy council member after the initial training has been conducted.

(4) Training will be provided on an annual basis to all governing body, Policy Council, management and staff who determine eligibility for EHS programs on applicable Federal regulations and program policies and procedures, after the initial training.

(5) All individuals trained will sign off on the policy and procedure and a copy will be kept on file.

(6) Action will be taken against staff who intentionally violate Federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start services.

- An internal investigation will take place by EHS Director and HR Director to examine all necessary documents, including a staff interview if determined needed.
- If determined fraudulent, further reprimand or termination will be taken.
- Families found to be fraudulent in misinformation will be terminated from the program.

(7) Income can be retrieved in person or by secure virtual means due to COVID-19

Original SR 3/12/15

CLQI Approval 4/1/15; 8/15/18; CLQI Approval 4/8/2020, CLQI 12/09/20, CLQI 2/24/21

PC Approval 4/16/15; 8/21/18; 4/29/2020; PC 1/17/20; PC 2/24/21

Board Approval 10/25/18; Board; 2/25/21

Preparing for the EHS grant application 2021-2022 (PY 4):

Community Assessment: Complete comprehensive every 5 years, updated annually

Self-Assessment: Comprehensive look at each program content area reviewing what is working and what are the challenges. Helps review program goals and progress. Includes management staff, staff, parents and community partners.

Program goals, objectives and program impact: Designed, reviewed, monitored and adapted from the annual self-assessment results.

Prepare a budget: Review self-assessment, goals and current EHS status requirements.

Grant application prepared and submitted: Last year it was waived due to COVID, this year look for it to include revisions and adaptations due to COVID-19. Due June 1, 2021

3 policies/procedures: 1) Reporting Child Abuse
2) Parent Grievance
3) Violating Eligibility Determination (please sign and return)
4) Code of Conduct

Region VIII site visit: March 2021. Invite program specialist, Dolly Hull to beginning of Board meeting or 2 representatives meet with her separately.

FA2 review: No notification yet, perhaps in May 2021
We will need Board representation sometime throughout the week.

○ **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 1st and is currently approved through March 1st. 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.
- ✓ HCPF is proposing a 34% 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 18th, 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 in 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 OCL so that we are not subject to all of

these requirements. If we are 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 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 impact our case management services.

- **Starpoint Program Updates**

- ✓ **CFO Update** – As you are aware, Julie has submitted her resignation and her last day with Starpoint was February 10th. Dave from the auditing firm that we are using this year has been a tremendous support during this transition. He has shared our open position with his networks and has sat in on some interviews for a new CFO to give a financial/auditing perspective. We have not had many applicants with Non-profit experience apply so far, but we will interview all individuals who show similar experience on their resumes. In the interim I've signed a temporary contract with a CFO company that supports companies in transition. Colette will support us for up to 20 hours per week while we search for a good permanent fit. She came recommended by Dave at the auditing firm, has experience with non-profits, Medicaid funding and federal grants. Of course when you are contracting for these services they are at a higher cost, however I think it is imperative at this time to keep our finances in order. I've asked that she prioritize monthly financials, creating a budget, and getting the auditors any final documents that they may need for their work.
- ✓ **HR** – Jami has created and will be sending out our annual Satisfaction survey to individuals in services and their families. This is a requirement of our CCB contract however it has not been done for several years. The results will be shared with the Board and posted on our website. We are hoping for good feedback on what people want to see providers offer so that we can adjust to their needs and preferences. Jami has also established a new Policy and Procedure for screening all employees and vendors

through the SAM.GOV website. As a recipient of state and federal funds we need to ensure we are not paying anyone who has been convicted of Medicaid fraud and SAM.GOV is the way to check this status.

- ✓ **Case Management (SEP and CCB)** – The Single Entry Point continues to do well. Though we had some turnover in the department, we have also seen some very strong employees step up to take on additional responsibilities. There was a delay in shipping of the new desks so now the CCB Case Managers will be moving over to the Starpoint North building on March 1st. We downsized the CCB case management department by eliminating one Case Management position as we saw a significant decrease in revenue after the change in reimbursement method (HCPF moved to a Per member/per month payment structure effective July 1st.) The Case managers will be learning a new Care and Case Management tool that will incorporate 6 different software/database programs they currently use into one tool to complete the service plans. We anticipate having several hiccups in this process, but are looking forward to one tool to consolidate some duplicative work that is being done currently.

- ✓ **Fremont County Adult Services** – COVID vaccines have been offered to all adult services staff and consumers in the Comprehensive program. The first dose for many was given on January 15th. The second vaccine clinic was held February 5th and the third clinic will be on the 26th. We continue with day programs in both Chaffee and Fremont County and are offering as many hours as possible with the current staffing patterns. As additional staff are hired we will increase the day program services as much as possible. These are smaller groups with maximum social distancing, masks, and lots of hand washing. When a 1:1 rate is approved we are hoping to also implement that service immediately. We had a long time consumer who lived at Washington house pass away recently. We will be seeking RFPs to fill the open bed there as soon as possible. We are moving forward in the Host Home program to focus on recruitment and advertising to increase the amount of individuals we serve in that model. The hope is to serve more individuals in host homes, have back up providers that current providers can use for respite and to decrease the amount of individuals living in 3 Person PCAs as they are not as cost effective. We want to move towards supporting more independent living whenever possible rather

than 24 hours of staff support. We will have a Social Security audit on March 22nd to review all of our Repayee responsibilities, paperwork etc. so we are preparing all of the necessary items at this time.

- ✓ **Chaffee County Adult Services**– We have officially hired a new Chaffee County Director. His name is Thomas Graf and he lives in Buena Vista. Thomas has previous work history at the Young Life Camp and has effectively coordinated their intern and volunteer programs. He has a degree in Special Education however did not like the limitations of working in the school system. He is eager to get started and help to move the Chaffee County services forward. Thomas started on February 22nd. We have chosen familiar faces to fill the Supported Living Manager and Independent Living Manager roles with Savannah Cordova and Christi Baxter stepping in for those positions. Their knowledge of the consumers that we serve will be imperative to the success of these programs. I feel that this team will work closely together and will open the door for more possibilities in our Chaffee County services. I'll be in Salida more each week for significant amounts of training to support each of them in their new roles. Salida has been doing full day program services and has had great participation. Though transportation services continue to be limited, with the longer days, families are able to drop off their family members and pick them up later in the afternoon.
- ✓ **Fremont County Family Center** – The STM grant that we had originally thought we would not receive for this year came through and we are able to use the funds to cover the salary of the employee that completed the work from July 1st. Kathy has also submitted for an Anschutz grant for \$10,000 and we will be having a site visit in March as one of the final steps before determining approval. We are still watching for the CCR grant RFP however it has not yet been posted to the website. The CCR and CBCAP funding are both currently being audited/reviewed by the state as a routine oversight measure.
- ✓ **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. We have shifted a positions hours and duties to cover some of the nightly cleaning duties and to cover the front desk. In the week of January 25th we received \$32,780.00 for Child Care relief grant money (Awesome!) This will

support us to continue to pay for the staff wages during the time when the center was closed due to COVID-19. This is not yet reflected in the financials.

- ✓ **Early Head Start** – Additional funding will be available in the next grant year for a 1.22% COLA increase. If this increase will put employees out of compliance with the Equal Pay for Equal Work act we can also use it for fringe benefits or other employment related expenses. 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 closely to send in all required documentation.

Prepared Exclusively for:
Starpoint

Alex Lane



Colorado Springs, CO
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Paylocity Quote for Service

February 24, 2021
This quote valid for 30 days

Company Information	
Number of Employees	248
Number of Annual Payroll Processings	26
Number of State / Local Tax Reports	1

One-Time Fees	Qty	Cost Per	Ext. Cost
Full Bundle Pricing - Implementation			\$ 6,012.02
Benefits Implementation			
Benefits EDI (first 4 free)	4		
Some carriers may require multiple files. Be advised that each file counts towards the four free files. Additional files will incur a fee.			
Time & Labor Implementation			
Total			\$ 6,012.02

Monthly Fees	Qty	Cost Per		Ext. Cost
Full Bundle Pricing	248	\$ 18.50	Base \$ 165.00	\$ 4,753.00
Bi-Weekly Payroll Processing				
General Ledger Service				
Signed and Sealed Checks				
Direct Deposit				
New Hire Reporting				
Unlimited Product Training				
Report Writer (Ad Hoc Reporting)				
Comprehensive Report Library				
Analytics				
Payroll Proration/Retro-pay				
Employee Action Forms				
Time Off Accruals				
Online Quarterly Reports and W2 Access				
Retirement File Transfer				
Tax Filing - Bi-Weekly	1			
HR Bundle	248			
Full HRIS - Reporting, PTO Mgmt., Mobile, Notifications, Unlimited Doc Storage, etc.				
Self Service Portal				
Peer-to-Peer Recognition				
Community				
Mobile Access				
Performance				
Onboarding				
Recruiting				
Expense				
Compliance	248			
Benefits	248			
Time and Labor				
Total Per Month				\$ 4,753.00

Year-End Fees	Qty	Cost Per		Ext. Cost
Year-End W2/1099	248	\$ 6.50	Base \$ 45.00	\$ 1,657.00
Quarterly Tax Return - Internet Delivery				Included
Total				\$ 1,657.00

Total Cost Summary*			
Total One-Time Fees		Total One-Time	\$ 6,012.02
Year-End Fees		Total Year-End	\$ 1,657.00
Total Yearly Fees (Annualized)		Total Per Year	\$ 57,036.00

*Annualized Fees do not include Payroll Delivery Charges

*Monthly fees based on # of Active Employees

**Plus sales tax if applicable

THE PAYLOCITY SERVICES COVERED BY THIS AGREEMENT
ARE PROVIDED IN ACCORDANCE WITH THE TERMS
AND CONDITIONS OF THIS AGREEMENT

Paylocity Associate	Date
	2/24/2021
Alex Lane	
Colorado Springs, CO	

Client Authorization
Client Name (Print)
Starpoint