



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

Starpoint
Board of Directors Meeting
April 22nd, 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/83657904477?pwd=WkhBek9NcDh0aFJTS3NHRU9kRFowUT09>

Meeting ID: 836 5790 4477 Passcode: 222222

Meeting Agenda

- **Call to Order** **Board President**
- **Introduction of Guests and Public Comments** **Board President**
- **Action Item** – Review and approval of **March Minutes** **Secretary**
- **Action Item** - Review and approval of **Financials** **Colette Martin**
 - **Update on Agency Financials**
 - **Audit Update**
- **Action Item** – Review and approval of **EHS documents** **Brenda Aguirre**
 - **EHS Service Package 2021**
 - **EHS Service Package for Home Based Services 2021**
 - **EHS Selection Criteria 2021**
- **Action Item** - Approval of **Sprinkler System/Fire Suppression system at the Penrose Group Home** **Bryana Marsicano**
- **Report** – Chief Executive Officer Report and Updates **Bryana Marsicano**
 - **Legislative updates**
 - **Program updates**
- **Report** - Early Head Start Board Report **Brenda Aguirre**
- **Other Board Discussion** **Open**
- **Adjourn** **Board President**

STARPOINT

Enriching Lives Realizing Dreams

STARPOINT
BOARD OF DIRECTORS MEETING
Thursday, March 25, 2021

Board Chairperson, Annette Nimmo called the regular Starpoint Board of Directors meeting to order at 6:06 PM. Those in attendance and constituting a quorum were:

Fremont County Board members present: Janet Trujillo and Jake Francis

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

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

Others present in person: Bryana Marsicano, Brenda Aguirre, Brooke Elega, Colette Martin, and Jami Roy.

Others present via Zoom video conferencing: Thomas Grap, and Jody Berg. Laura Gardner, legal counsel to Board.

INTRODUCTION OF GUESTS AND PUBLIC COMMENTS

Megan Koch, Lead SEP Case Manager

MINUTES OF THE PREVIOUS MEETING

MOTION by Jake Francis:

Move to approve the minutes of the February 25, 2021, meeting.

Seconded by Danielle Frost and carried without dissent.

FINANCIALS

Bryana Marsicano introduced our Interim CFO, Colette Martin. Colette explained the strengths, opportunities for improvement, and priorities of Starpoint's Accounting Department.

Starpoint's strengths:

1. Medicaid billing is up to date, which is about 40% of revenues.
2. Accounts payable is largely timely.
3. Payroll is consistent and maintained.
4. Starpoint leaders are eager to work with her.
5. Have an adequate accounting software system.

Starpoint's opportunities for improvement are as follows:

1. Bank accounts have not been reconciled. One bank account had not been reconciled since December 2019. Most of the other accounts since June 30, 2020. As of tonight, accounting has reconciled five of the eight accounts.
2. Financial reports are not completed or timely.
3. Balance sheet accounts need to be reconciled timely. For example, Starpoint uses Bill.com for accounts payable. Colette printed a report from January 2021 with the outstanding balances of \$4,000. Great Plains our GL system reported \$442,000 for the same period.
4. Auditor concerns have not been addressed in years.
5. Lack of organization and record retention.
6. Very few accounting policies and procedures in place.
7. Off-balance sheet accounts. Starpoint is the co-signer for custodial accounts for those we serve. These accounts must be reported on the financial statements as restricted funds. This will most likely be a significant deficiency on the 2020 audit.
8. Over-stated cash. There are two open accounts on the GL that have not been open for five years, totaling \$100,000. The GL also shows we owe money on a line of credit, which we do not.
9. Training needed on the financial software system.

Identified priorities:

1. Complete the audit.
2. Finish reconciling all of the accounts.
3. Present to the board financial statements, which include balance sheets, summary, and program income statements, and a statement of cash flows.
4. Complete the 2021 and 2022 budgets.
5. Implement internal controls.

Colette reviewed account balances with the board. She also stated that the balance sheet and income statement would be presented at the next meeting in April.

EHS BOARD REPORT

Brenda Aguirre reviewed the February 2021 EHS Board of Directors and PC Report.

UPDATE ON SALE OF LEC PROPERTY

Bryana Marsicano told the board that there has been increased interest in the LEC building. Interested parties are having a difficult time getting information from the county on a change of use permit.

RESOLUTION OF SIGNING AUTHORITY

Bryana asked that the board make a motion to remove Julie Watts from all Starpoint accounts at Legacy Bank, Bank of the San Juans, and US Bank. She also requested that we add Bryana Marsicano and Colette Martin to have signing and authority to all Starpoint accounts at Legacy Bank, Bank of the San Juans, and US Bank.

MOTION by Janet Trujillo:

Move to remove Julie Watts from all Starpoint accounts at Legacy Bank, Bank of the San Juans, and US Bank and add Bryana Marsicano and Colette Martin to have signing and authority to all Starpoint accounts.

Seconded by Jake Francis and carried without dissent.

POTENTIAL NEW CONTRACT

Bryana reviewed the opportunity to provide SEP Case Management services to Alamosa and Saguache Counties.

- Current Single Entry Point (DHS) is giving up the contract effective June 30th
- CCB in the area (Blue Peaks) is not interested due to the 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
- for SEP services in Alamosa and Saguache Counties.

Bryana requested a motion from the board to proceed with the above SEP contract.

MOTION by Janet Trujillo:

Move to sign the HCPF contract to provide SEP Case Management services to Alamosa and Saguache Counties.

Seconded by Katy Grether and carried without dissent.

CHIEF EXECUTIVE OFFICER REPORT

Bryana Marsicano reviewed the CEO Report with the Board.

Legislative updates

Colorado Department of Healthcare Policy and Finance(HCPF) is proposing a 25% 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, 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. Therefore, 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 his or her utilization before the pandemic. This is something that we have 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.

Bryana is continuing to participate in various meetings regarding the Conflict-Free Case Management (CFCM) bill that will be presented soon. Most of the discussion and work at this time revolves around the language and ensuring that it does not 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 affect 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

Bryana explained that we are continuing to work with Colette and her team in the accounting office. Colette 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 workflow practices that will benefit Starpoint well into the future. We will continue to interview CFO candidates to find

a good fit and still want 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.

Human Resources

Bryana reported that 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 the Colorado Department of Health Care Policy and Financing (HCPF) to continue as a CCB in our designated catchment areas.

Case Management (SEP and CCB)

Bryana explained that all Case Managers are now at our Starpoint North Building on Diamond and are getting settled in. Brooke has been incorporating many 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, case management system with a "soft launch" on July 1st. 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 increase 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 are higher than what the Level 6 (highest) rate can support. We currently have two individuals approved at a Level 7 and if approved, this man would be our third 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, 2021.

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 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 media 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 now need at least five 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, 2021, for this request. Kathy and Brenda also continue to be very busy renewing our various grants, as many need to be turned in before the end of the fiscal year.

SPIN Childcare

We have not had any additional COVID-19 outbreaks in the Childcare facility and have been able to continue services for all families. The increase in childcare costs was implemented on March 1, 2021, and we are now more in line with the costs of other childcare facilities in our area. Overall, families were receptive, understood our reasoning behind the increase, and continue to be thankful for quality childcare options in Fremont County.

Early Head Start

Brenda is currently working on the self-assessment piece of the EHS grant to 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 are 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 would 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 16th at the Abby field. This is a drive-in movie (The Princess Bride). We are collaborating with the 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, collaborating 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

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 25th, just before 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 highlight 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 26th (this Friday) and we are looking forward to seeing everyone dressed up! Due to COVID, this is an invite-only event.

MOTION by Danielle Frost:

Move that we enter Executive Session pursuant to §24-6-402(4)(f), C.R.S, for discussion of a personnel matter involving the compensation and hiring of a Chief Financial Officer.

Seconded by Jake Francis and carried without dissent.

MOTION by Danielle Frost:

Move that we exit Executive Session and return to the regular board meeting.

Seconded by Jake Francis and carried without dissent.

ADJOURNED

Chairperson, Annette Nimmo, adjourned the regular Starpoint Board of Directors meeting at 8:16 PM.

The next meeting will be on April 22, 2021.



Jake Francis, Board Secretary

Financial Update

Discussion Document

April 22, 2021

Colette Martin, MBA

CIRCE

SOLUTIONS

Discussion Roadmap

- Financial Statement Update
 - Income Statement
 - Cash Balances
- Financial Packet Updates
- Activities Update
- Questions / Concerns

Financial Statements Update

Balance Sheet

- In process
- 2020 not closed until Tuesday so there are balancing issues to address

Income Statement Summary		3/31/2021	YEAR END 06/30/2020
Revenue and Support		6,988,466	13,452,479
Expenses		6,812,314	13,073,403
Change in Net Assets		176,152	379,076

As of 3/31/2021

3/31/2021 2/28/2021

Change

Cash Balances (3/31/2021)

Unrestricted Funds				
Description	Account Number	Bank	3/31/2021	2/28/2021
ICS Funds				
Money Market	005-393-705	Legacy Bank	258,903.04	258,859.09
Money Market	00-393-692	Legacy Bank	763,977.41	635,380.04
Money Market	1458	Legacy Bank	24,161.40	26,775.18
Silver Business Checking	103685090047	Bank of the San Juans	743,555.85	778,687.51
Money Market	103659440855	US Bank	82,007.50	194,378.38
Money Market	103659440848	US Bank	450,176.88	750,188.06
			295,662.70	295,660.19
			2,618,444.78	2,939,928.45
				(321,483.67)
Restricted Funds				
Description	Account Number	Bank		
Payee Account	4399	Bank of the San Juans	4,607.78	4,737.44
Custodial Accounts			IN PROCESS	
			4,607.78	4,737.44
				(129.66)
Investments				
Description	Account Number	Bank		
Certificate of Deposit	370	US Bank	1,550,127.84	1,250,070.86
				300,056.98
Description	Account Number	Bank		
Foundation	8418	Bank of the San Juans	42,245.54	38,989.87
				3,255.67
Total Cash and Investments			4,215,425.94	4,233,726.62
				(18,300.68)

Financial Packet Updates

- **Anticipated Items**
 - Executive Summary
 - Budget performance
 - Variances
 - Balance Sheet
 - Income Statement
 - Statement of Cash Flows
 - Cash Balances

Activities Update

- **Staffing**
 - Recruiting in process
 - Full Time AP/Payroll Specialist – Kim retired
 - Full Time AR Specialist – Pat to retire
 - Part Time Accounting Specialist
- **Financial Systems**
 - Upgrading Great Plains (GP)
 - Transitioning AP to Great Plains – eliminates Bill.com costs
 - Implementing Paylocity – will complete two concurrent payrolls

CS

Activities Update

- **Audit**
 - Restarting based on Eide Bailly availability
 - 990 in process – Starpoint and Foundation
- **2021-2022 Annual Budget**
 - Template and Timeline in development
 - Inclusive process with Leadership
 - Board approval at June meeting

CS

Activities Update

- **Policies and Procedures**
 - Modifying and Expanding Month End Checklist / Deadlines
 - Internal Controls
 - Address noted Deficiencies

CS

Questions and Concerns

CIRCE

SOLUTIONS



**FIRST STEPS EARLY HEAD START INDIVIDUALIZED FAMILY
PARTNERSHIP AGREEMENT
CUSTOMIZED FAMILY SERVICE PACKAGE
FOR CENTER-BASED SERVICES**

In order for Early Head Start (EHS) to be most beneficial to you, your input is important. You have enrolled in Early Head Start’s center-based services at Spiral Progression of Integrated Needs site (SPIN). This is your opportunity to select the services that you want to receive in addition to First Steps Early Head Start’s center-based childcare. Below is a list of all the services available through the First Steps Early Head Start Program. **Service delivery requirements will be in line with current COVID 19 requirements in our community.**

Program Requirements Include:

- Annual Developmental Screening, including vision and hearing
- Annual Lead Testing
- Dental Screening (2 times/year)
- Up to date Well Child Checks (WCC)

Basic Center-Based Services: Performance Standards, Title 45, CFR, 1302.21(c) (1)

Minimum of 28 hours per week for 52 weeks (total 1380 annual hours)	
1 1/2hr. Home Visits, 2 times per year by child’s primary care provider	
Early Intervention Services	(if applicable)

ADDITIONAL BENEFITS OF THE EARLY HEAD START PROGRAM:

- Volunteer Opportunities
- Committee Opportunities
- Parent Workshops
- Car Seat Safety Checks
- Family/Community Fun Events
- Weekly Playgroups
- Social/Emotional parent-child support visits
- Monthly Home Visits with First Steps Parent as Teachers
- Steam activities in classroom such as: Science, Technology, Engineering, Art/Agriculture and Math

- **RESPONSIBILITIES OF STAFF AND EHS FAMILY PARTICIPANTS**

EHS staff role is:

- Prior to completing this family partnership process, EHS staff will let you know about their **role and your family's role in this partnership as well as the comprehensive services available from EHS.**
- Provide **resource coordination** and support to help you access needed services for your child and family.

SPIN Primary Care Provider's role is:

- Provide you with **interesting and helpful** information regarding each of your child's developmental stages.
- Provide loving Care for your child while at SPIN, according to Head Start Performance Standards.
- Show you **easy and rewarding** ways to increase observations about your child's development and behavior.
- Share with you **fun and age appropriate activities** for your child.
- **Support** you in being your child's **first and most influential teacher.**
- **Keep regularly scheduled appointments**, let you know **ahead of time** when a cancellation is necessary, and propose a **make-up date.**
- **Participate** in daily check-in with family

Family's role is:

- Meet your needs by securing funds from other agencies.
- Be **available** for the scheduled two times per year home visits.
- **Communicate** with SPIN and EHS staff so the EHS program can provide the best services to you and your child.
- **Follow up** on agreed activities such as well-child check ups, developmental screenings, etc.
- **Attend** Parent-Center Committee Meetings.
- **Keep regularly scheduled appointments**, let staff know **ahead of time** when a cancellation is necessary, and propose a **make-up date.**
- **Participate** in daily check-in with teacher.

SPIN has a system to assist you to become an active participant in your child's services. Your child's Primary Care Provider at SPIN will create a plan of chosen activities for you and your child to enjoy and will provide you with a calendar on which to record those activities. When you work on these activities, you are helping your child's developmental progress and helping the program meet its non-federal match requirements.

The First Steps Early Head Start and SPIN Staff and our families will be working together to provide the child/children with the best possible start in life. To do this, we will: be respectful; communicate ideas; share resources; maintain confidentiality; work as a team and abide by the EHS Code of Conduct as well as SPIN policies and procedures.

We realize that the staff and our families are making a commitment to the First Steps Early Head Start Program and that if either of us cannot fulfill this commitment, we will meet to revise the service package. As partners we will communicate ideas and concerns and provide positive feedback

PLEASE CIRCLE ONE: Do you have any service package with another agency in the community? Yes No

If so, may we obtain a release to work with that agency? Yes No

By signing this service package you are giving your consent for Mental Health and Early Intervention services (if applicable)

Parent/ Guardian _____ Date _____

Parent/ Guardian _____ Date _____

SPIN Staff _____ Date _____

EHS Service Coordinator _____ Date _____

Adopted 04-05-9 Latest
Reference 1302.21(c) (l)
Revised: 12/12/18 BA, 3/12/20 SW
Board Approval: 1/24/19, 4/23/20, 4/22/21
PC Approval: 12/17/18, 3/12/20, 4/15/21
CLQI Approval: 3/31/21



**FIRST STEPS EARLY HEAD START INDIVIDUALIZED FAMILY
PARTNERSHIP AGREEMENT
CUSTOMIZED FAMILY SERVICE PACKAGE
For Home-based Services**

In order for Early Head Start to be most beneficial to you, your input is important. This is your opportunity to select the services that you want to receive from First Steps Early Head Start. Below is a list of all the home-based services available through the First Steps Early Head Start Program. Service delivery requirements will be in line with current COVID 19 requirements in our community.

Program Requirements Include:

- Annual Developmental Screening, including vision and hearing
- Annual Lead testing
- Socialization Attendance
- Dental screening (Every 6 months)
- Up to date Well Child Checks (WCC)
- Monthly STEAM Visit may include: Science, Technology, Engineering, Art/Agriculture and Math Activities

Service Package #1 – Home-based Services
(46) Weekly Home Visits per year
(2) Family socializations per month
Other _____
Comments:

*Service Package #2-Early Head Start/ Early Intervention
(46) Weekly Home Visits per year
Early Intervention visits per child’s IFSP
(2) Family socializations/ month
Other: _____
Comments:

***For children with an active IFSP**

Service Package #3 –Pregnant Woman
Prenatal Home Visits per month
Other _____
Comments:

Choose the above package of your choice and fill in other choices with the help of your Home Visitor to meet the EHS requirement. Choices include the following. Comments are welcome.

ADDITIONAL BENEFITS OF THE EARLY HEAD START PROGRAM:

- **Volunteer Opportunities**
- **Committee Opportunities**
- **Parent Workshops**
- **Car Seat Safety Checks**
- **Family/Community Fun Events**
- **Weekly Playgroups**
- **Social/Emotional parent-child support visits**

RESPONSIBILITIES OF STAFF AND EHS FAMILY PARTICIPANTS:

The Home Visitor’s role is to:

- *Prior to completing this process, the Home Visitor will let you know about **her role and your family’s role in this partnership.**
- *Provide you with **interesting and helpful** information regarding each of your child’s developmental stages.
- *Show you **easy and rewarding** ways on how to increase observations about your child’s development and behavior.
- *Share with you **fun and age appropriate activities** for your child.
- ***Support** you in being your child’s **first and most influential teacher.**
- ***Keep regularly scheduled appointments**, let you know **ahead of time** when a cancellation is necessary, and propose a **make-up date.**
- ***Provide** ongoing assessment information using Teaching Strategies GOLD and share with family following 3 annual checkpoints.

The Family's role is to:

- *Be **available** for the scheduled home visit, child awake and ready to have **FUN**
- ***Focus** on your child and **join** the Home Visitor during home visits.
- ***Follow up** on the agreed weekly activities.
- ***Support** the child throughout all the activities.
- ***Keep regularly scheduled appointments**, let the Home Visitor know **ahead of time** when a cancellation is necessary, and propose a **make-up date**.
- ***Provide** observation information for ongoing assessment of child.

Your Home Visitor has a system that can assist you to re-visit the information/ activities introduced throughout the week. During each visit, you and your Home Visitor will create a plan of chosen activities for you and your child to enjoy. Your Home Visitor will provide you with a calendar on which to record those activities. When you work on these activities you are helping your child's developmental progress and helping the program meet its non-federal match requirements.

The First Steps Early Head Start Staff and our family will be working together to provide my child/children with the best possible start in life. To do this we will: be respectful; communicate ideas; share resources; maintain confidentiality; work as a team and abide by the EHS Code of Conduct.

We realize the staff and our family are making a commitment to the First Steps Early Head Start Program and if either of us cannot fulfill this commitment, we will meet to revise the service package. As partners we will communicate ideas and concerns and provide positive feedback. Home visitors receive ongoing consultation from an Infant/Toddler behavior specialist on the best practices to address challenging behaviors.

PLEASE CIRCLE ONE: Do you have any service package with another agency in the community? Yes No

If so, may we obtain a release to work with that agency? Yes No

By signing this service package you are giving your consent for Mental Health and Early Intervention services (if applicable)

Parent/ Guardian _____ Date _____

Parent/ Guardian _____ Date _____

Home Visitor _____ Date _____

Reference 1302.22(c) (l)
Adopted: 4-5-99
Revised: 12/6/18, 2/5/20 SW
PC Approval: 12/17/18, 3/12/20, 4/15/21
Board Approval: 1/24/19, 4/23/20, 4/22/21
CLQI Approval: 3/31/21

EHS Selection Criteria/ Stress Indicator List

Family Name: _____

Date: _____

The First Steps Early Head Start program is limited to serving 75 children and/or pregnant woman. The Selection Criteria list is used to rank the level of need on our waiting list, as well as identify the types of services needed by EHS families. Homelessness/foster care moves a child up to the top of the waiting list, and makes them categorically eligible for the program.

1 POINT EACH:

- ___ No Phone
- ___ Three or more children under the age of five
- ___ Little or no extended family
- ___ One parent not employed
- ___ Currently living in the home of friends or family
- ___ Foster child (parents)
- ___ Transportation difficulties
- ___ Live in isolated area
- ___ Step-parent
- ___ Parents are in need of child care (\geq 20 hrs. per week)
- ___ Child's age 2-3 years
- ___ 100%-130% income (current annual HHS poverty guideline)
- ___ Other

2 POINTS EACH:

- ___ English is a second language or does not speak English at all
- ___ Parent who is in jail or prison
- ___ Pregnant woman with child/children under two years old
- ___ Parents utilizing counseling services
- ___ Child's age 1-2 years
- ___ Other

3 POINTS EACH:

- ___ A child with long term medical problems
- ___ Child with a premature birth
- ___ Single parent
- ___ Primary caregiver did not finish High School
- ___ Teen mom (became pregnant in teens)
- ___ Family previously enrolled in EHS
- ___ Child's age 0-1 year
- ___ Income 76-100% (current annual HHS poverty guideline)
- ___ Both Parents Unemployed
- ___ Other

5 POINTS EACH:

- ___ Parents with a chronic mental or physical illness or special education need
- ___ Currently a victim of domestic violence
- ___ Child has been a victim of abuse or neglect
- ___ A child with Special Education needs or developmental delays
- ___ Child is currently in or has been returned from out of home placement
- ___ Foster Care (applicant is foster parent)
- ___ Homeless (priority) See eligibility guidelines
- ___ Income Up to 75% (current annual HHS poverty guideline)
- ___ Enrolling as a Prenatal woman
- ___ Other
- ___ **TOTAL POINTS**

THE "OTHER" CATEGORY WILL BE USED AS FAMILIES DETERMINE STRESSORS FOR COVID 19

Parent Signature _____

Date: _____

EHS Staff Signature _____

Date: _____

Reviewed CLQI: 3/28/18, 8/15/18 CLQI 2/6/19: Updated ERSEA: 3/28/18, 8/15/18, 1/30/19, 3/31/21

PC Approved: 4/16/18, 8/21/18, 2/11/19, 4/29/20, 4/15/21

Board Approved: 4/26/18, 8/23/18, 2/21/19, 5/29/20, 4/22/21



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FIRE PROTECTION IMPLEMENTATION PROPOSAL

PROPOSAL SUBMITTED TO Starpoint	DIRECT PHONE (719) 429-4148	MOBILE	DATE 4-15-21
STREET PO Box 2080	EMAIL lhuffman@starpoinco.com		DATE OF WSFP PLANS 4-14-21
CITY, STATE, ZIP CODE Canon city, CO 81215-2080	JOB NAME Penrose Place Group Home		
ATTENTION Larry Huffman	JOB LOCATION 371 G St. Penrose, CO 81240		

◇ Integrity ◇ Quality ◇ Commitment ◇ Professionalism ◇ Safety
 WE HERBY SUBMIT CLARIFICATIONS, SPECIFICATIONS & ESTIMATES FOR:

Implementation Scope of Work

Total = \$17,960.00

- 1) Provide fire sprinkler system drawings, submittals, DFPC Life Safety Permit, materials and installation for a new wet based fire sprinkler system throughout the facility to meet NFPA-13D and DFPC requirements and WSFP design analysis and engineering review.
- 2) Upsize the existing 1" riser to a 1 1/4" riser assembly starting at the discharge side of the existing pump.
- 3) All CPVC piping and wall sprinklers to be installed exposed along the walls as much as possible.
- 4) The existing ceiling fire sprinklers to be removed and holes patched by property management. The existing polybutylene piping in the attic to be abandon in place and/or removed by property management.

Clarifications

- 1) Hanging anything from sprinkler system components even temporarily is not allowed.
- 2) Additional work requested by project manager (PM) to be done on a time and material basis.
- 3) Price is based on a) adequate water supply, b) PM to coordinate and call monitoring company off line and reset the fire panel, c) PM to foreclose all hazardous materials and provide a safe/clean working environment, infectious controls and related work, d) PM to provide protection of, removal and replacement of, ceiling assemblies, walls, floors, furnishings and equipment.
- 4) **Continuous Operation:** Buyer will ensure all operations are continuous, scheduled and completed in accordance of suggested sequence throughout the project. If lost time occurs due to delays caused by others for any reason, Buyer will reimburse for additional travel and cost of lost time.
- 5) WSFP shall not be held liable for errors and omissions in designs by others, inadequacies of specified materials, indirect loss, or damage.
- 6) If a formal contract is required, its conditions must not deviate from this proposal. Anything verbal or written which is in contrary to these conditions will be null and void.
- 7) Work to be done between 7:00 AM to 3:30 PM Monday through Friday.

EXCLUSIONS: 1) PAINTING, PATCHING, CORING, XRAY, PIPE LABELING, DRIP PANS, WATER SHIELDS, SPLASH BLOCKS AND ACCESS PANELS, 2) ELECTRICAL WIRING, CONDUIT, ALARM AND DETECTION, 3) UNDERGROUND PIPING, FIRE PUMP ASSEMBLY OR RELATED WORK, 4) CUTTING IN TILES OR CENTERING OF SPRINKLERS, 5) MOVING OR UPGRADING PUMP OR TANK, 6) DRY, PRE-ACTION OR ANTI-FREEZE SYSTEMS, 7) SYSTEM STERILIZATION OR RELATED WORK, 8) EXTINGUISHERS, CLEAN AGENT, DRY CHEMICAL, DUCT OR HOOD SYSTEMS, 9) PROTECTION OF, REMOVAL OR REPLACEMENT OF CEILING ASSEMBLIES, FURNITURE, EQUIPMENT OR FLOORING, 10) FIRE WATCH, TEMPORARY FIRE PROTECTION OR RELATED WORK, 11) ALARM CHECK VALVE, WATER MOTOR GONG, PRESSURE REGULATING VALVE, PIV OR WPI ASSEMBLIES, 12) ABOVE CEILING, RAISED FLOOR, DRY BARREL, WINDOW, CANOPY, EAVE, RACK, PARAPET, MEZZANINE, NON-MAGNETIC, DEMISING WALL OR SPECIAL PAINT FIRE SPRINKLERS, 16) CATHODIC PROTECTION, PIPE GROUNDING OR RELATED WORK.

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATION, FOR THE SUM OF:
SEE ABOVE FOR COST BREAKDOWN

PAYMENT TO BE MADE MONTHLY AS THE WORK PROGRESSES TO THE VALUE OF 100 (%) PERCENT OF ALL WORK COMPLETE AND MATERIAL ON JOB SITE. THE ENTIRE AMOUNT OF CONTRACT TO BE PAID WITHIN 30 DAYS AFTER COMPLETION.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMAN LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATION INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMEN'S COMPENSATION INSURANCE. IF PAYMENT FOR WORK PROVIDED IN THIS PROPOSAL IS NOT PAID WHEN DUE, CUSTOMER AGREES TO PAY ALL COSTS OF COLLECTION INCLUDING ATTORNEYS FEES.

AUTHORIZED SIGNATURE

Cecil Pennebaker

Digitally signed by Cecil Pennebaker
DN: s=US, E=cecil.pennebaker@wsfp.us,
O=Western States Fire Protection Co, CN=Cecil
Pennebaker
Date: 2021.04.15 15:57:19-0600'

Cecil Pennebaker, Preconstruction / Estimating
D (719) 235-5096 / C (719) 649-6141

cecil.pennebaker@wsfp.us / www.wsfp.com

ADDITIONAL TERMS:

- A. The terms of payment of invoices rendered against this order shall be net 10 days from the date of the invoice. Invoices may be rendered on a "Progress" basis, and the Buyer agrees to pay such progress billing in full, in accordance with the terms of payment.
- B. Travel time will be included in the hours on all time and material orders.
- C. See reverse side of this order for other General Terms and Conditions.

Western States Fire Protection is not a Disadvantaged Business Enterprise. Furthermore, no DBE participation goals or requirements are included or inferred. Should this project involve DBE goals or requirements please advise in writing regarding the specific nature of those goals or requirements and specifically how they impact Western States Fire Protection.

SPECIAL CONDITIONS: Due to volatile steel, copper and CPVC market an adjustment to our proposal may be required at the time of contracting. In addition, material may require pre-purchasing and payment for said material in order to lock in pricing. In the event of significant delay or material price increases substantially (in excess of twice the increase of the Consumer Price Index for the same period of time) during the performance of the contract through no fault of Western States Fire Protection, the contract sums, time of performance, or contract requirements shall be equitably adjusted by change order (in accordance with the procedures of the contract documents). A Change Order for any price increase for the materials between the date of this proposal and date of material delivery to our shop will be submitted.

Due to the existing pandemic involving COVID-19 and the constantly evolving situation, which includes shut downs of definite and indefinite durations by the federal, state, and local governments, quarantines, business shut downs, transportation interruptions, disruptions in the supply chain of certain materials, supplies, or equipment, disruptions to public services, temporary suspensions of work on site, or the unavailability or reduced availability of manpower, the parties agree that if Subcontractor (WSFP) is hindered, prevented or delayed at any time in the commencement or progress of the work for a cause arising from or related to COVID-19, including but not limited to any of the examples above, Subcontractor shall be entitled to an extension of the Contract time. Furthermore, Subcontractor shall be entitled to additional compensation for increased costs associated with the high demand for specified materials, for increased costs associated with any proposed substitute approved by Contractor or Owner, or any other similar cost increase outside the control of Subcontractor.

TERMS AND CONDITIONS

The Work Authorization, together with these Terms and Conditions, constituted the entire agreement ("Agreement") of the parties.

1. This Agreement is for work performed on this Work Authorization only. If Customer wants WESTERN STATES FIRE PROTECTION or any of its Divisions (ADVANCED FIRE PROTECTION, MAINLINE FIRE PROTECTION, NATIONAL FIRE SUPPRESSION, STATEWIDE FIRE PROTECTION, API SYSTEM INTEGRATORS, OMLID & SWINNEY FIRE PROTECTION & SECURITY, SIGNAL ONE FIRE AND COMMUNICATION) hereafter "Company", to make any additional repairs, alterations or replacements as a result of the work performed, the Company will do so for additional compensation to be agreed upon in writing by the parties. Company is responsible for the new work only. Testing required of the old or existing fire protection system will be done as an additional charge unless otherwise specified.
2. The Company does not know and does not represent that the current fire protection system on the property of Customer ("Property") was originally designed and installed in such a way that the system will perform as originally intended or is suitable and sufficient for its intended purpose given the way in which the Property has been or will be used. In other words, the Property may have been or may be used in ways such that the configuration of partition walls, the location of and types of materials (including the presence of hazardous materials) and other conditions of the Property's use such that the fire protection system is adequate, insufficient or unsuitable for the Property. Customer assumes full responsibility for the condition of existing equipment and for water and other damage resulting directly or indirectly from such condition or application of test or flushing pressures.

The Company is NOT responsible for any damages due to: (1) incompatibility of materials within or external to CPVC piping system placed by others, or, (2) corrosion or deterioration of piping due to Customer's water supply, atmospheric conditions, soil quality, or any other condition at Customer's facility that adversely affects the integrity of the fire protection system.

THIS AGREEMENT IS NOT A GUARANTEE OR WARRANTY THAT THE SYSTEM WILL IN ALL CASES (A) PROVIDE THE LEVEL OF PROTECTION FOR WHICH IT WAS ORIGINALLY INTENDED, (B) IS FREE OF ALL DEFECTS AND DEFICIENCIES, (C) AND IS IN COMPLIANCE WITH ALL APPLICABLE CODES. Customer agrees that it has not retained Company to make these assessments unless otherwise specifically indicated.

3. The Company will be permitted, at all reasonable times, to enter the Property to conduct the work as outlined in this Agreement. Company warrants all material furnished hereunder to be free from defects in workmanship and materials provided Customer notifies Company in writing of such defect within Ninety (90) days from acceptance of the work. Company's sole obligation on any warranty claim is limited to replacement or repair of the defective part or material. No other express warranty is given and no affirmation of "Western States Fire Projection Company" by words or actions shall constitute a warranty. THIS LIMITED WARRANTY IS EXPRESSLY IN LIEU OF ANY OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

4. TO THE FULLEST EXTENT PERMITTED BY LAW, CUSTOMER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS COMPANY AND ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, PARENT COMPANY, SUBSIDIARIES AND AFFILIATES, (HEREINUNDER REFERRED TO AS "INDEMNIFIED PARTIES") FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, LOSSES, EXPENSES OR LIABILITIES OF ANY KIND, INCLUDING ATTORNEY'S FEES, (HEREINUNDER REFERRED TO AS "DAMAGES") ARISING IN WHOLE OR IN PART FROM THE NEGLIGENCE OR FAULT OF CUSTOMER.

5. IT IS UNDERSTOOD AND AGREED BY CUSTOMER THAT COMPANY IS NOT AN INSURER, THAT CUSTOMER SHALL OBTAIN THE TYPE AND AMOUNT OF INSURANCE COVERAGE WHICH IT DETERMINES NECESSARY, AND THAT THE AMOUNTS PAYABLE TO THE COMPANY HEREUNDER ARE BASED UPON THE VALUE OF SERVICES RENDERED AND ARE UNRELATED TO THE VALUE OF CUSTOMER'S PROPERTY, THE PROPERTY OF OTHERS LOCATED ON CUSTOMER'S PREMISES, OR ANY POTENTIAL LIABILITY OR DAMAGE TO CUSTOMER ARISING OUT OF THE WORK PERFORMED BY COMPANY. CUSTOMER ACCORDINGLY AGREES THAT THE SOLE AND EXCLUSIVE LIABILITY OF COMPANY, ITS OFFICERS, DIRECTORS, EMPLOYEES, PARENT COMPANIES, SUBSIDIARIES, AFFILIATES AND AGENTS ARISING OUT OF OR IN ANY WAY RELATING TO OR CONNECTED WITH THE WORK PERFORMED BY THE COMPANY SHALL BE LIMITED TO THE LESSER OF \$10,000 OR THE PRICE OF THE WORK PERFORMED BY THE COMPANY. THIS LIMITATION OF LIABILITY SHALL APPLY TO ALL CLAIMS, DEMANDS, LOSSES, EXPENSES OR LIABILITIES OF ANY KIND, INCLUDING ATTORNEY'S FEES, (HEREINUNDER REFERRED TO AS "DAMAGES"), SUSTAINED BY CUSTOMER OR ANY OTHER PARTY CLAIMING BY OR THROUGH CUSTOMER, AND SHALL APPLY REGARDLESS OF WHETHER SUCH "DAMAGES" ARE ACTUALLY OR ALLEGEDLY CAUSED BY NEGLIGENCE, PRODUCT LIABILITY, BREACH OF CONTRACT, BREACH OF WARRANTY, BREACH OF VIOLATION OF A STATUTE, ORDINANCE, GOVERNMENTAL REGULATION STANDARD OR RULE OR OTHER FAULT OF COMPANY, ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, PARENT COMPANIES, SUBSIDIARIES AND AFFILIATES.

6. CUSTOMER AGREES TO REQUIRE ITS INSURANCE POLICIES TO BE ENDORSED SO AS TO WAIVE ALL RIGHTS OF SUBROGATION AGAINST COMPANY.

7. While the Company will make every reasonable effort to prevent the discharge of water into or onto areas of landscaping, decorative pavement, etc., it is the Customer's responsibility to provide sufficient and readily accessible means to accept the flow of water that may be required by tests as determined by the type of inspection. Customer is to provide any interim or temporary fire protection required during shutdown of existing fire protection system.

8. This Agreement may not be assigned by Customer without the written consent of the Company.

9. Neither party shall be liable to the other for indirect, incidental, consequential or punitive damages arising out of the work.

10. If payment for work provided in this Agreement is not received by the Company within 30 days from the Customer's receipt of an invoice for the work, Customer shall pay an interest at the rate of 1 1/2% per month on all past due sums, together with all costs of collection, including attorney's fees.

11. If any provision hereof shall be invalid, the remaining provisions shall survive and be enforceable against the parties. The law of the state where the work is performed will govern. This Agreement supersedes all prior agreements. This Agreement may be modified only by a written instrument signed by both parties.

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

By _____
Owner Representatives Signature

Owner Representatives Name Printed or Typed

Date _____

By _____
General Contractor Representatives Signature

General Contractor Representatives Name Printed or Typed

Date _____

P.O. # _____

W.O. # _____



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Bryana Marsicano, Chief Executive Officer

○ **Report – Chief Executive Officer Report and Program Updates April 2021**

○ **Legislative updates**

- ✓ A 2.5% Provider Rate increase has passed both the House and the Senate at this time and looks to be solid in the budget for the next Fiscal year. This will apply to all of the adult service line items and to both the CCB and SEP Case Management Per Member/Per Month rates.
- ✓ More good news – Approval to enroll 667 individuals off the waitlist this year has passed as well! We have spoken with HCPF and they will disperse these with the rural sustainability guidance that was previously passed in place. This means that we will get at least 3 HCBS-DD resources in our local community to offer to families in need. We have already reach out to these families to plan the next steps. This doesn't eliminate the waitlist at all but does provide some hope as we move in that direction!

Here are the emails to the JBC members who really prioritized our IDD services this year to get this additional funding...a quick personal THANK YOU goes a long way!

- ❖ dominick.moreno.senate@state.co.us
- ❖ julie.mccluskie.house@state.co.us
- ❖ chris.hansen.senate@state.co.us
- ❖ leslie.herod.house@state.co.us
- ❖ bob.rankin.senate@state.co.us
- ❖ kim.ransom.house@state.co.us

- ✓ A Bill that included leaving our transportation services under the oversight of HCPF is also likely to pass. This will continue to allow us to provide the necessary transportation to our consumers without additional requirements that were previously proposed.

https://6862fd08-624b-44c0-8713-e4178d6f3ae1.filesusr.com/ugd/dabd81_d1f813171aab42d3b5e6e9648d213602.pdf

- ✓ The Case Management Redesign bill also passed out of Committee unanimously. This sets the foundation for what a Case Management Agency will be defined as and moves us closer to the Conflict Free Case Management goals of the Centers for Medicaid.

[HB21-1187, Long Term Services and Supports Case Management Redesign](#)

- ✓ CFCM – Conflict Free Case Management - We have started to participate in regional Catchment area discussions to determine which catchment areas will be grouped together in the new Case Management redesign. They noted that they want catchment areas with 400 members minimum (Both SEP and CCB clients). As anticipated Chaffee and Lake Counties are a hot topic of discussion not only due to the current amount of clients, but also geographic location to other counties and mountain passes in the area making travel difficult. Bonnie Silva has recently sent out emails reaching out to Executive staff to set up meetings every other month as we move towards the new Case Management system/redesign. I will be in attendance for input. 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.
- ✓ HCPF will be hiring a staff member soon to take the lead on Rural Sustainability issues and Direct Care workforce sustainability as well. We will work with them closely to give them an accurate picture of the unique hurdles of providing services in rural and frontier areas.
- **Starpoint Program Updates**
 - ✓ **HR** – Jami is wearing a lot of hats lately! We are still moving forward with Paylocity and she has established initial Zoom calls with staff and Directors to introduce them to the tool. She is also working behind the scenes on Paylocity getting all the Benefits data into the new system. Kim Baber and Jami have spent countless hours on this to ensure that it is rolled out in a positive and empowering manner to staff. **HIRING HIRING HIRING!** We need more staff and we are thinking outside of the box on how to recruit in Fremont and Chaffee County. Jami is also setting up various hiring events and meet and Greets for new staff, new host home contractors and respite providers. We will be setting up “Lunch and Learn” activities, Open houses and Caregiver Breakfasts where anyone can stop in and learn about our Host home program and becoming a provider. We have made a goal to increase our Host Homes by 4 by the end of the fiscal year and this advertisement/recruitment of these needed services is critical. Jami has also started an “Employee Retention” meeting to discuss how we can improve our retention of employees, especially in the first three months. Like many organizations and businesses we are seeing unprecedented numbers of open positions with lack of interest in them.
 - ✓ **Case Management (SEP and CCB)** –We have hired a new CM in the SEP department and are currently hiring another in the CCB department (to replace one that is leaving). When fully staffed in all of our new Case Management Departments we will have 13 staff. We have started the initial meeting for the Alamosa SEP transition and will be looking at office space this week in Alamosa. We will be meeting with the

current Case Managers in that area to determine if any would be interested in transitioning over to Starpoint. It is a lot of work, but we are excited for the challenge and to serve more individuals. SEP enrollment is currently at around 423 clients and the CCB Case management enrollment is around 184 consumers. We recently received notification of 4 new HCBS-DD resource enrollments from the Waitlist. We will be enrolling one later this week and will work with the families of the others to determine their needs and what services they are interested in. Case Management has also seen an increase in provider agencies being approved to serve individuals in our community. This is due in part to the 1:1 enhanced rate. We will meet with them soon to determine what services they offer so that we can talk with our clients to determine if they are interested in their services. The 1:1 services are a safer way for clients to be served so we are excited to be able to offer this to them.

- ✓ **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 continue to advertise 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 hired two part time staff so far in these positions and look forward to more. We have several moves taking place soon. This was due in part to lack of staff to meet all of the health and safety needs of the homes and to consumer choice in moving to different residential settings. We have a goal to support more independent living when it is a possibility so that we can decrease the number of staffed PCA settings that we have currently. A key part of this is growing the Host Home program. We have also set a goal to have the Therap documentation tool fully implemented by September 1st, including the billing module. This will support the adult services programs to increase paperless practices, reduce redundancy in their work and streamline their workflow and give access to records to everyone who needs it. We have had the Therap tool for a while but had various delays in full implementation in the past.
- ✓ **Chaffee County Adult Services**– We recently started the Salida Facebook page specific to that site so that we can use social media for staff recruitment and increase communication to the community and families. Thomas continues to be focused on staff recruitment and building the host home program in that county as well. We are still in need of an RN for the Chaffee county services and have posted the opening on many sites to get additional interested applicants. We have been approved to post on Handshake, which is a recruiting platform for new college graduates or current college students. We are hoping this will open up some opportunities. Thomas recently hired a new day program staff so that we can increase the day program services. He has started a monthly meeting with all interested clients, family members etc. to stay connected and keep the lines of communication and changes open with everyone. Like several of our other programs, lack of applicants has been difficult, however we continue to try new approaches. Thomas has connected with the Heart of the Rockies

Snowmobile Club and they are excited to be able to offer the annual ATV event again this year, with additional COVID-19 precautions in place and adhering to all county outdoor event restrictions and guidance. This will be held Sunday, May 23rd from 10am to 2pm.

- ✓ **Children and Family Services** – Bethany LaLonge recently was recognized for her part in the Built for Zero movement in Fremont County. Through their efforts they were able to officially celebrate ZERO homeless Veterans in Fremont County. This group works to find supports and housing for those in need and have had incredible success in our community. We have not had any additional COVID-19 outbreaks in the Childcare facility and have been able to continue services for all families. Brenda continues with the grant renewal process for Early Head Start. We have been authorized for a 1.22% COLA (\$10,554 total) for the grant in this fiscal year. EHS also has additional COVID funding to be used by August. This will be used to update our technology infrastructure with fiber optic internet, an updated server and more. Brenda also has additional Quality Improvement funding to spend with a plan to fund additional trainings for staff, specifically Infant Mental Health training, and potentially reimbursement for other trainings or college classes towards child development courses. The Office of Early Childhood may also have sustainability funding coming soon that we will pursue. We are hoping to use any additional funding for sustainability for wage increases for the classroom teachers. Brenda and Kathy are looking into new grant funding that may be used to create a large community garden at the SPIN site. This would support community relationships and healthy eating for families and community members that choose to be involved in it.



- ✓ **Early Intervention** – The Salida School District completed an outreach campaign to encourage birth to three referrals. We received three Salida referrals last month which is a great improvement over the last few months. With new guidance from the state Office of Early Intervention we are now offering families limited in person visits. Our primary model continues to be telehealth, but now each provider has done some in person visits and they are thankful to be able to connect in person again and look forward to moving to full in person when the state allows. We are thankful to Colette who worked through submitting the Early Intervention budget which was due to the state. Once the budget is approved the state will send us a contract for the 21-22 year. We will have submitted our documentation for the Office of Early Childhood audit by the end of this week. Unfortunately, as you are aware, we have discovered several errors in the billing/accounting to the state last year. Colette has already implemented checks and balances so that this does not happen in the future; including setting up a system so that a director such as myself can monitor and approve their program's invoicing. We will be under a Performance Improvement Plan with the state, but they have noted that we are already headed in the right direction with the changes in our accounting department. We have a great rapport with the EI state employees and though we are very disappointed in this finding, they

are confident in our ability to get back on track in the accounting department and note that the quality of direct EI services that we have provided is outstanding.




- ✓ **Starpoint Foundation** – The Royal Runway event was held on March 26th and was a success! This was a much smaller event than the Night to Shine (invite only) but the volunteers noted that it was a leisurely paced event that was well received by all. Though they enjoyed this event, everyone is still hoping for a big Night to Shine Event next year! Safer in your Car – Drive in Movie event was postponed due to weather and will be held on April 24th (this Saturday). We are partnering with Boys and Girls Club on it and will split the proceeds. So far we have about \$12,500 in sponsorship for the event, 70 tickets (70 vehicles) sold, and are also opening it up to tickets sales at the gate the night of the event. We received a Chaffee County Community Foundation grant in the amount of \$1800.00! We are excited to upgrade some of our kitchen equipment for our cooking classes and potentially offer food and nutrition classes as well. Thomas has also been meeting with his staff and the consumers to determine what furniture or sensory items are most needed in the new expansion room at the day program site. So far there has been a lot of interest in sensory swings (hung from the ceiling) and some sensory sand/rice tables for adults. Future events include a Consumer Car wash event on July 22nd from 10am to 2pm at Red Ball Sales. Ron is also working on getting a food truck and the Kona Ice truck to attract more participants. This one is always a consumer favorite!

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
Ron Hanks 	60	R	Chaffee, Custer, Fremont, Park		303-866-2747	Ron.Hanks.house@state.co.us
Stephanie Luck 	47	R	Fremont, Pueblo, Otero	P.O. Box 333, Penrose, Colorado 81240	303-866-2905	Stephanie.Luck.house@state.co.us

Senate:

Name	Dist.	Pty.	Counties	Address	Phone	Email
Dennis Hisey 	2	R	Clear Creek, El Paso, Fremont, Teller, Park	24 Circle C Road Fountain CO 80817	303.866.4877	dennis.hisey.senate@state.co.us
Kerry Donovan 	5	D	Chaffee, Delta, Eagle, Gunnison, Hinsdale, Lake, Pitkin	PO Box 118 Wolcott, CO 81655	303.866.4871	kerry.donovan.senate@state.co.us
Cleave Simpson 	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	cleave.simpson.senate@state.co.us

EHS Board of Directors and PC Monthly Report

Month: March 2021

1) EHS Enrollment: 58

Center-Based: 10

Home-Based: 45

Pregnant Women: 3

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

2) Number of EHS children receiving EI services: 12

3) Attendance for Center-based Option: 84% attendance with 9 children attending.

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

5) Socialization- Focus-Physical:

March 2, 2021 socialization was on Zoom, Kid Yoga, at the Family Center @ Spin. No food was provided. There were 4 EHS children, and 4 adults.

March 16, 2021 socialization was on Food Tasting but the recording was so poor we could not publish it on line. No Food was provided.

6) EHS Credit Card Purchases all booked on 03/15/2021 :

DATE	COMPANY	DESCRIPTION	AMOUNT
3/5/2021	Walmart	Staff training	\$65.89
3/9/2021	Walmart	Diapers and wipes	\$104.29
3/15/21	Florence Crittenton	Staff training on working w/teen parents	\$40.00
3/15/21	Florence Crittenton	Staff training on working w/teen parents	\$40.00
3/17/21	PAT	HV recertification	\$265.00
		Total	\$515.18

Correspondence with the Regional Office: Monthly check in with Region VIII program specialist, Dolly Hull on 3/16/21 @ 11:00. Program updates and grant check-in

On March 30, 2021 Cost-of-Living- Adjustment (COLA) notification came for 1.22% increase which is \$10,554 .