

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

**Starpoint
Board of Directors Meeting
June 24th, 2021 at 6:00 PM**

Zoom Link Option

<https://us02web.zoom.us/j/89299269517?pwd=QnBSOXZCbRmRoZ3BRSFRVWkNlLc2IHZz09>

Meeting ID: 892 9926 9517 Passcode: 222222

Meeting Agenda

- | | |
|---|-------------------------|
| ○ Call to Order | Board President |
| ○ Introduction of Guests and Public Comments | Board President |
| ○ Action Item – Review and acceptance of May Minutes | Secretary |
| ○ Report – Update of accounting progress and goals | Colette Martin |
| ○ Action Item – Early Head Start | Brenda Aguirre |
| ○ EHS Board Report | |
| ○ Report – Chief Executive Officer Report and Updates | Bryana Marsicano |
| ○ Other Board Discussion | Open |
| ○ Executive Session | Board President |
| ○ Review of Legal Matters and CEO Contract | |
| ○ Adjourn | Board President |

STARPOINT

Enriching Lives Realizing Dreams

STARPOINT
BOARD OF DIRECTORS MEETING
Thursday, May 27, 2021

Board Chairperson, Annette Nimmo called the regular Starpoint Board of Directors meeting to order at 6:05 PM. Those in attendance and constituting a quorum were:

Fremont County Board members present Janet Trujillo, Annette Nimmo, Linda Bay, and Jake Francis.

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

Chaffee County board members present: Katy Grether, Brenda Heckel, Terry Prewitt, and Danielle Frost.

Others present in person in Chaffee County: Thomas Grap

Others present in person: Bryana Marsicano, Brenda Aguirre, Jody Berg, and Jami Roy. Laura Gardner, legal counsel to the board.

INTRODUCTION OF GUESTS AND PUBLIC COMMENTS

No guests or comments.

MINUTES OF THE PREVIOUS MEETING

MOTION by Jake Francis:

Move to approve the minutes of the April 22, 2021 meeting with corrections.

Seconded by Mitch McCartney and carried without dissent.

FINANCIALS

Bryana Marsicano reviewed the financial presentation developed by Colette Martin, Interim CFO.

Bryana explained that we would be consolidating all of the Starpoint checking accounts to streamline our accounting processes and save money on bank fees. She would like to present to the Board in June so that the accounts can be moved before the fiscal year on July 1, 2021.

Bryana discussed the plan to potentially dissolve the Starpoint Foundation and bring them under the Starpoint umbrella. Currently, Starpoint is its own non-profit and the Starpoint Foundation is its own non-profit. The current setup is costing Starpoint money because we pay for the annual 990 for the foundation. Starpoint also pays the foundation staff salaries, benefits, office space, supplies, and equipment.

Bryana explained that we needed to determine how long we would like to retain the services of Colette Martin and when we will be opening up the CFO position. We currently have two good applicants but would like to post the position to see if there are more potential applicants for the position.

ACTION ITEM EARLY HEAD START

MOTION by: Janet Trujillo

Approve the Early Head Start 2021-2022 continuation grant and annual calendar.

Seconded by Jake Francis and carried without dissent.

Chief Executive Officer Report and Program Updates May 2021

Legislative updates

No big Legislative changes for our services, the budget is due to be signed soon. The legislative session is still not over – looks like it will continue into early or mid-June at this time.

CFCM – Conflict-Free Case Management – We continue with meetings to discuss catchment areas for the Case Management Agencies in the future. Most of the discussion in our area revolved around Lake County and if it makes sense to group it with Chaffee County or counties further north. The consensus was that it should indeed be grouped in the Chaffee, Fremont, and Custer county catchment area.

HCPF – Colorado Department of Health Care and Financing is setting up various meetings with CCBs, providers, and others to determine how the additional FMAP – Federal Medical Assistance Percentages and stimulus money from the American Rescue Act can be used in Colorado. These funds are directed to sustain and expand the HCBS services in states with a big emphasis on increased wages for the Direct Care workforce.

CEO Strategic Priorities

Bryana presented a quick list of some of the items that she has been working on to enhance Starpoint as an employer and as a quality provider.

1. Establishing a 401K for the 2021-2022 fiscal year – currently exploring options and setting up demos with the top three.
2. Stabilizing the Salida office with additional supports from all departments.
3. Hiring a permanent Chief Financial Officer.
4. Increasing Host Home services and decreasing 24 hour staffed services.
5. Budget for increased starting DSP/childcare worker wages across the board and addressing the compression factor from previous years as much as possible.

6. Researching and Establishing investments (potentially a CD Ladder) for Starpoint.
7. Establishing a Career ladder within Starpoint with clear career paths for all staff.
8. Updating Board Policies and Training for all Board Members.
9. Upgrading phone systems to VOIP systems – currently researching options and setting up demos with the top three.
10. Work from home workgroup to determine options for staff in various programs.
11. All departments Strategic planning session this summer to guide the next 3 to 5 years of the agency.

COVID Updates

Though the mask mandate is lifted for many services, we continue to be under a mask mandate due to the high-risk populations that we serve. Staff is asked to wear a mask at all times when working with clients, families, and in meetings. Jami is working to gather vaccination data and proof of vaccination status from staff so that we can follow all CDC recommendations when they change. If a staff chooses not to share their vaccination status with the HR department, they will fall under all recommendations of an unvaccinated individual.

LEC Building Sale Update

We have received two offers on the LEC building. Unfortunately, they have both fallen through due to financing terms from the buyer's bank. It continues to be on the market and still has interest at this time.

We have done community outreach to allow various community agencies to use the space while we are not. Most recently, the Sheriff's Department used it for SWAT training and said it was the perfect building for this training due to the various nooks and crannies that it has. Other uses have been the local wrestling club and a dog training school.

Starpoint Program Updates

HR – As you are aware, hiring is a challenge currently with little to no applicants applying for positions. This is not just in the direct care positions, but the open professional positions as well. This is not just Starpoint, but also almost every employer across the nation as we continue to recover from all of the effects of the Pandemic. We continue to offer hiring bonuses for the difficult-to-fill positions, have increased the referral bonus for all staff, and hope to address the starting wage in all programs in the next fiscal year. We are also looking into a 401K match for staff as a recruiting/retention incentive. Jami and April will be providing significant supports to the Salida office as their staffing shortages are critical at this time. This will include being onsite more, walk-in hiring, recruiting in town, and setting up lunch and learns or open houses to encourage community members to come to learn about our services. Jami also continues to work on the implementation of the Paylocity benefits modules and training for staff as we transition. Jami has upgraded the accident investigation process to better meet the requirements for worker's comp and to provide the safety committee with enough information for trend analysis so that improvements can be made where necessary to prevent injuries while working.

Case Management (SEP and CCB) – Our Case Management department is hiring at this time for a CCB Case Manager in Fremont County and all of the Alamosa Case Managers as we continue towards the July 1st start date for the new contract. We have rented an office in Alamosa and have already started collaborating with the other counties in the area for various meetings and to learn how the counties work together for the entire area. Brooke has been able to meet 98% of the timeline requirements for the SEP and CCB deliverables, which is an impressive feat.

Fremont County Adult Services – A Host Home lunch and learn event was held at the Vineyard Church with a good turnout for the first event. These events are to promote our host home and respite programs. We have several individuals who are seeking a host home placement at this time and this aligns with our goal to reduce the number of PCAs in Fremont County as individuals move into the Host home model of services. Critically low levels of staffing inhibit the ability to provide full-day services at this time. The staff we have must be allocated to the critical residential positions first. We continue to provide site-based services at the administration building for a limited capacity and will increase it, as we hire more staff.

Chaffee County Adult Services– Salida services are in a critical staffing shortage as well and we will be taking additional measures to address this. This will include increasing the starting wage, offering a shift differential for both night and weekend shifts, downsizing the group home to a PCA and eventually to a Host Home, offering a hiring bonus and an increased referral bonus for current staff, and having HR onsite for recruiting, hiring, and onboarding in a timely fashion. The Foundation will also increase its promotion of Starpoint and Starpoint events in Chaffee County to put our name out at events more. Unfortunately, Thomas will be leaving us in the first week of June and we will be looking at what the budget allows for a new structure and increased starting wages for staff. We will be having a Host Home Open House event on June 2nd to promote these opportunities and to give a “Thank you” to our current providers. We will have food and refreshments available throughout the day for anyone to stop in. We will also be planning a Staff appreciation picnic in June and will host this potentially at a local park.

Children and Family Services – Brenda and her staff have transitioned back to the office at this time and can visit with families in person now. Though we did, have another COVID positive child in the childcare, it did not spread to any other staff or children and we were able to resume services after a short quarantine period. It is “grant season” and the Early Head Start Grant will be submitted this week, along with several other RFP responses for various grants to sustain the Home Visitation program. The amount of work that goes into each proposal or grant response is incredible but we have been able to meet these deadlines. We hope to use some of the quality improvement dollars to update our website to be more eye-catching, easy to navigate, and accessible for everyone. The hope is that this will bring in more referrals and inquiries from families in need as they move towards accessing more technology. We also hope this will help in staff recruiting to continue to provide quality services.

Early Intervention – Early Intervention resource coordinators have also started seeing families in person. This is especially helpful with children needing feeding supports and families are excited to have in-person visits again. The proposed Early Intervention Budget has been submitted to the state and is still pending at this time. Jody continues to work with Chaffee

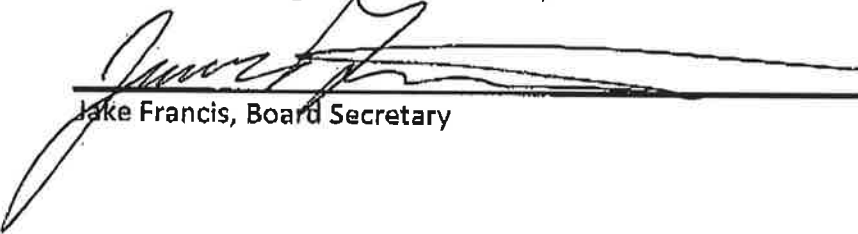
County school districts to promote outreach for birth to three referrals and her efforts have paid off – 5 of the 8 current referrals are from Chaffee County! We have renewed contracts with Mountain BOCES to complete the birth to 3 evaluations for the 2021-2022 school year. Jody and another EI staff attended the State EI meeting to collaborate with EI departments in each of the CCBs. This is usually done in person, however was held virtually this year. EI will also be supporting two practicum students this summer. These students are working on their Master's degrees in Early Childhood Special Education.

Starpoint Foundation – The Foundation is busy planning another Drive-In movie event since the first was a success and we received several requests for another one this summer. We will collaborate with the Boys and Girls Club of Fremont County again for this event and look forward to another great community event. We have booked July 16th at the Abbey grounds and will show the movie "Hook". Other future events include a Consumer Car wash event on July 22nd from 10 am to 2 pm at Red Ball Sales and a Staff Appreciation picnic on August 5th for all staff and consumers. Additional details to follow. Ron is looking at the Chaffee county events that are already scheduled to coordinate and plan a fundraiser in Salida and establish promo tables at events to increase awareness of Starpoint and the work we do. Future events to keep on your calendar: Dancing Event August 21st at the Rialto in Florence, Forks ~ Corks ~ Farms ~ Chefs – is a farm to table event planned for September, Rim 2 Rim Royal Gorge Run still scheduled for October and Mary is setting up Special Olympics Softball for the summer months. We hope to work with the rec district and Canon City Police Department for a unified sport.

ADJOURNED

Chairperson, Annette Nimmo adjourned the regular Starpoint Board of Directors meeting at 7:22 PM.

The next meeting will be on June 24, 2021.



Jake Francis, Board Secretary

EHS Board of Directors and PC Monthly Report

Month: April 2021

1) EHS Enrollment: 63

Center-Based: 10

Home-Based: 49

Pregnant Women: 4

Waiting List —this includes some from 101-130% income category: 9

2) Number of EHS children receiving EI services: 12

3) Attendance for Center-based Option: 81% attendance with 8 children attending.

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

5) Socialization- Language:

April 1, 2021 Virtual Fairy Tale Night, 22 community readers

April 20, 2021 socialization was held at the Canon City Library. A meal was provided by Spin, we had 8 EHS children and 7 Adults.

6) EHS Credit Card Purchases all booked on 04/15/2021 :

DATE	COMPANY	DESCRIPTION	AMOUNT
4/9/2021	Walmart	Diapers and wipes	\$160.57
4/28/2021	Walmart	COVID supplies	\$25.29
4/28/2021	Walmart	Socialization supplies	\$33.42
4/29/2021	Amazon	COVID supplies	\$15.79
		Total	\$235.07

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



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In order to remain an approved Medicaid provider Starpoint must maintain the following information from each Board member that is approved to oversee our operations. We will request this information upon initial appointment to the Board of Directors and annually from the Board members to maintain updated records.

Name:		
Address:		
Phone Number:	Cell:	Home:
Date of Birth:		
Social Security Number:		
Office held on Board (if any)		
Interest/Expertise: Ie. Family Member, Individual in services, Financial background, non-profit background, interested community member etc.		

- I attest that I have no current conflict of interest that would inhibit me from carrying out my duties as an appointed Board member for Starpoint.
- I attest that I have not been convicted of any fraudulent practices that would inhibit me from overseeing Medicaid, State and/or federally funded programs.

 Name (Printed) of Board Member

 Date

 Signature of Board Member

8.125.10.B. All Providers, must complete the requirements for revalidation every five years from the date of enrollment or last revalidation.

8.125.10.C. If a provider fails to comply with any requirement for revalidation specified in sections 8.125.10.A or 8.125.10.B, the provider agreement shall be suspended.

8.125.10.D. If a provider fails to comply with all requirements for revalidation within 30 days of the deadlines established by sections 8.125.10.A or 8.125.10.B, the provider agreement may be terminated. In the event that the provider agreement is terminated pursuant to this section, any claims submitted after deadlines established in sections 8.125.10.A or 8.125.10.B, are not reimbursable beginning on the day after the date that the provider's revalidation application was due to the Department.

8.125.14 TEMPORARY MORATORIA

8.125.14.A. In consultation with CMS and HHS, the Department may impose temporary moratoria on the enrollment of new providers or provider types, or impose numerical caps or other limits on providers that the Department and the Secretary of HHS identify as being a significant potential risk for fraud, waste, or abuse, unless the Department determines that such an action would adversely impact Medicaid clients' access to medical assistance.

8.125.14.B. Before imposing any moratoria, caps, or other limits on provider enrollment, the Department shall notify the Secretary of HHS in writing and include all details of the moratoria.

8.125.14.C. The Department shall obtain the Secretary of HHS's concurrence with imposition of the moratoria, caps, or other limits on provider enrollment, before such limits shall take effect.

8.125.15 DISCLOSURES BY MEDICAID PROVIDERS, MANAGED CARE ENTITIES, AND FISCAL AGENTS

8.125.15.A. All Medicaid providers, disclosing entities, fiscal agents, and managed care entities must provide the following federally required disclosures to the Department:

1. The name and address of any entity (individual or corporation) with an ownership or control interest in the disclosing entity, fiscal agent, or managed care entity having direct or indirect ownership of 5 percent or more. The address for corporate entities must include, as applicable, primary business address, every business location, and P.O. Box address.
2. For individuals: Date of birth and Social Security number
3. For business entities: Other tax identification number for any entity with an ownership or control interest in the disclosing entity (or fiscal agent or managed care entity) or in any subcontractor in which the disclosing entity (or fiscal agent or managed care entity) has a 5 percent or more interest.
4. Whether the entity (individual or corporation) with an ownership or control interest in the disclosing entity (or fiscal agent or managed care entity) is related to another person with ownership or control interest in the disclosing entity as a spouse, parent, child, or sibling; or whether the entity (individual or corporation) with an ownership or control interest in any subcontractor in which the disclosing entity (or fiscal agent or managed care entity) has a 5 percent or more interest is related to another person with ownership or control interest in the disclosing entity as a spouse, parent, child, or sibling.

5. The name of any other disclosing entity (or fiscal agent or managed care entity) in which an owner of the disclosing entity (or fiscal agent or managed care entity) has an ownership or control interest.
 6. The name, address, date of birth, and Social Security Number of any managing employee of the disclosing entity (or fiscal agent or managed care entity).
 7. The identity of any person who has an ownership or control interest in the provider, or is an agent or managing employee of the provider who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid, Children's Health Insurance Program or the Title XX services since the inception of these programs.
 8. Full and complete information about the ownership of any subcontractor with whom the provider has had business transactions totaling more than \$25,000 during the 12 month period ending on the date of the request; and any significant business transactions between the provider and any wholly owned supplier, or between the provider and any subcontractor, during the 5-year period ending on the date of the request.
- 8.125.15.B. Disclosures from any provider or disclosing entity are due at any of the following times:
1. Upon the provider or disclosing entity submitting the provider application.
 2. Upon the provider or disclosing entity executing the provider agreement.
 3. Upon request of the Department during re-validation.
 4. Within 35 days after any change in ownership of the disclosing entity.
- 8.125.15.C. Disclosures from fiscal agents are due at any of the following times:
1. Upon the fiscal agent submitting its proposal in accordance with the State's procurement process.
 2. Upon the fiscal agent executing a contract with the State.
 3. Upon renewal or extension of the contract.
 4. Within 35 days after any change in ownership of the fiscal agent.
- 8.125.15.D. Disclosures from managed care entities are due at any of the following times:
1. Upon the managed care entity submitting its proposal in accordance with the State's procurement process.
 2. Upon the managed care entity executing a contract with the State.
 3. Upon renewal or extension of the contract.
 4. Within 35 days after any change in ownership of the managed care entity.

- 8.125.15.E. The Department will not reimburse any claim from any provider or entity or make any payment to an entity that fails to disclose ownership or control information as required by 42 CFR 455.104. The Department will not reimburse any claim from any provider or entity or make any payment to an entity that fails to disclose information related to business transactions as required by 42 CFR 455.105 beginning on the day following the date the information was due and ending on the day before the date on which the information was supplied. Any payment made to a provider or entity that is not reimbursable in accordance with this section shall be considered an overpayment.
- 8.125.15.F. The Department may terminate the agreement of any provider or entity or deny enrollment of any provider that fails to disclose information when requested or required by 42 CFR 455.100-106.

8.126 COLORADO NPI RULE

8.126.1 Definitions

- A. Billing Provider Field means the data field on a Claim that reflects the Health Care Provider to which the payer issues payment.
- B. Campus means the physical area immediately adjacent to the Hospital's main buildings, other areas and structures that are not strictly contiguous to the main buildings but are located within 250 yards of the main buildings, and any other areas determined on an individual case basis by the Centers of Medicare and Medicaid Services to be part of the provider's campus.
- C. Claim means a request for payment for the delivery of medical care, services, or goods authorized under the Medical Assistance Program, submitted to the Department through its fiscal agent by a Health Care Provider. Claim includes the transmission of encounter information for the purpose of reporting the delivery of medical care, services, or goods.
- D. Health Care Provider means any person or organization that furnishes, bills for, or is paid for medical care, services, or goods to one or more Medical Assistance Program members.
1. A Health Care Provider includes an Organization Health Care Provider, Subpart of an Organization Health Care Provider, Off Campus Location, and a Site of an Organization Health Care Provider.
 2. Unless specified otherwise in Subsection 8.126.1, a Health Care Provider may include a Health Care Provider located outside the state of Colorado (out-of-state provider) that is licensed and/or certified pursuant to their state laws.
- E. Hospital means an Organization Health Care Provider that is enrolled in the Medical Assistance Program under the Provider Type of "Hospital - General" as defined in this Subsection 8.126.1.
- F. Medical Assistance Program means the programs authorized under Articles 4, 5, 6, 8, and 10 of Title 25.5.
- G. National Provider Identifier (NPI) means the standard, unique health identifier for Health Care Providers or Organization Health Care Providers that is used by the National Plan and Provider Enumeration System (NPPES) in accordance with 45 C.F.R. pt. 162.
- H. Off-Campus Location means a facility that: