

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

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Bryana Marsicano, Chief Executive Officer

# Starpoint Board of Directors Meeting April 28<sup>th</sup>, 2022 at 6:00 PM

Held at the Starpoint Admin Building and via Zoom <a href="https://us02web.zoom.us/my/starpointceo?pwd=Z01yelFZQWNPcnFKNURsclRSSjlvdz09">https://us02web.zoom.us/my/starpointceo?pwd=Z01yelFZQWNPcnFKNURsclRSSjlvdz09</a>

Meeting ID: 268 825 6018

Passcode: 222222 Salida Wifi: SPS@I1d@

### **Meeting Agenda**

0	Call to Order	<b>Board President</b>
0	Introduction of Guests and Public Comments	<b>Board President</b>
0	Action Item – Review and acceptance of March Meeting Minutes	Secretary
0	Report – Financials and Financial Report	Colette Martin
0	Report – Chief Executive Officer Report and Updates	Bryana Marsicano
0	Report - Early Head Start - Board Report	EHS Representative
0	Report – Initial review of EHS grant for FY22-23	Bryana Marsicano
0	Adjourn	<b>Board President</b>



# STARPOINT BOARD OF DIRECTORS MEETING Thursday, March 31, 2022

Board Chairperson, Danielle Frost 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: Janet Trujillo, Linda Bay, Jake Francis, and Mitch McCartney.

Chaffee County board members present: Katy Grether, Danielle Frost, Brenda Heckel, and Mark Plummer.

Others present in person: Bryana Marsicano, Martha Sager, Colette Martin, Ron Hinkle, and Jami Roy. Laura Gardner, legal counsel to the board.

# INTRODUCTION OF GUESTS AND PUBLIC COMMENTS

Jody Berg is a guest and interested community member at the Board of Directors meeting and had no comments at this time.

### MINUTES OF THE PREVIOUS MEETING

**MOTION** by Jake Francis:

Move to approve the minutes of the February 24, 2022 meeting as presented.

Seconded by Janet Trujillo and carried without dissent.

#### **FINANCIALS**

Colette Martin presented and reviewed the Statement of Financial Position as of Monday, January 31, 2022, and Starpoint account balances with the Board. Starpoint is in a favorable financial standing at this time.

*MOTION* by Jake Francis:

Move to accept the Statement of Operations, Statement of Financial Position, to be placed on file Seconded by Mitch McCartney and carried without dissent.

Collette explained that Eide Bailly would not be able to do our audit because of a variety of circumstances. Stockman Kast will be the new auditors for 2021/22 and 2023 audit. Colette has worked with them in the past and feels that they will provide the same level of service as we received from Eide Bailly.

### CHIEF EXECUTIVE REPORT

Bryana Marsicano reviewed the Chief Executive Officer Report and Program Updates for March 2022 with the Board of Directors:

- Legislative/State Updates
- LEC Building Sale Update
- Finances
- Human Resources
- Case Management (SEP and CCB)
- Fremont County Adult Services
- Chaffee County Adult Services We have hired Maddie and Mary Mares in Salida and Day Programming will begin again.
- Early Head Start EHS Deployment has started. The EHS Grant is due 6/1/22 and the plan is to bring a draft
- SPIN Childcare
- Family Center
- Early Intervention The RFP was submitted this morning.
- Starpoint Foundation

Bryana also advised the Board that we need a longer and more robust discussion in the near future to discuss and implement how Starpoint will proceed with conflict free case management.

Bryana reviewed the EHS Policy Council & Board Report for February 2022. She also explained that we have learned that we can spend underspent funding from previous EHS grant years (within the 5 year grant cycle) which is approximately \$138,000 in the current year to spend for program improvements. We have started identifying projects and areas of need. Bryana also reviewed the process that is currently being used for EHS childcare allocation in the grant. This is funding that is the teachers' salaries who work in the EHS rooms that also serve children who are not in EHS. This is not in the salary line item in the EHS budget but rather in the childcare allocation line item. In the next grant year we will be putting these salaries for the time they are working with the children in the EHS classrooms into the salary line item.

## MOTION by Janet Trujillo:

Move to spend any EHS Grant underspent funds on quality improvement projects that are identified as priorities for the program.

Seconded by Brenda Heckel and carried without dissent.

#### ADIOURNED

Chairperson, Danielle Frost adjourned the regular Starpoint Board of Directors meeting at 7:02 PM,

The next meeting will be on April 28, 2022 at 6:00 PM.

Annette Nimmo, Board Secretary



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Bryana Marsicano, Chief Executive Officer

# Report – Chief Executive Officer Report and Program Updates April 2022

# Legislative/State updates

- ✓ The Long bill has been signed and we will be receiving a 2% rate increase for Medicaid services. Though 2% is smaller than we would like, we are glad that it is an increase and not a decrease.
- ✓ We did receive notification the enhanced rate for 2.11% will continue through July 31<sup>st</sup> on all Medicaid services. This was originally going to end March 31<sup>st</sup>. This may also be extended again as it is tied to the Federal Public Health Emergency extension that is giving states and additional 6% FMAP on Medicaid funds.

# LEC Building Sale Update

- ✓ The roof on the LEC will be repaired (this included a warranty while replacing it did not). We are in the process of obtaining quotes to compare at this time.
- ✓ Mike has a potential buyer again and we are currently in the process of providing utility bills for them to review and compare.

## Starpoint Program Updates

- Finances We have closed a US Bank account that was incurring fees as approved by the Board and will continue to move funds from US Bank into more local banks. Colette has trained Credit card holders on Expensify (receipt management software). To more efficiently manage our receipts. The move to using Paylocity for mileage will be effective May 1<sup>st</sup> and Colette has also set up several training for staff for this as well. This will also allow us to better track mileage as well and will allow staff to be paid timely for mileage as it will be on their paycheck. Mileage will continue to be paid monthly. We will start to implement Kwiktag in the next month. This is an automation software for Great Plains to streamline AP. This will cut down on duplicate invoices, double payments etc. and will also allow for automation when the AP staff is out of the office.
- ✓ HR Jami and April are continuing to work on enhancing the onboarding process for all staff. This more robust onboarding will give staff a better understanding of the agency and the requirements of their positions within the first week of employment. Jami is continuing to work with Children's services to evaluate current job

descriptions, duties, salary ranges, etc. to create more transparency of salaries and the professional opportunities for all of the staff. Jami is updating all background checks and DMV records for staff at this time. Background checks must be updated every 5 years and we will now need DMV records for staff who will be transporting consumers.

- ✓ Case Management (SEP and CCB) Case Management is doing well at this time. They are still hiring to various positions so the staff are covering additional duties until additional Case Managers are hired. I will be meeting with various CM agencies to discuss how they will approach CFCM to determine what path our agency may choose. I will also be setting up meetings with the Chaffee county DHS and Public Health to determine what they see for these services in Chaffee County in the future. This will be a huge systems change and will change the dynamic of our agency regardless of which direction we take. HCPF has consultants that may be able to provide support (legal, change management, board training, shareholder outreach, etc.) once we know what decision we will be making.
- Fremont County Adult Services New Transportation regulations are coming and we met to discuss how to implement these changes. All agency and staff vehicles used for Non-Medical transportation will require a certificate from a certified mechanic. Marilyn has found one in town that is familiar with these as they do them for other agencies that have these requirements. These are \$40 per vehicle and must be completed on a regular schedule depending on the age of the vehicle. We are continuing to hire for day program staff so that we can offer more day service activities both at the site and in the community. We are also continuing to recruit host home placements so that we can serve additional individuals in our rural area. Fully vaccinated individuals and staff no longer have to wear masks in the day services program. We still have to wear masks in other programs that continue to mandate it.

### Chaffee County Adult Services—

We have posted new hiring ads in Chaffee County with an increased starting wage in an attempt to hire additional staff for both residential and day program services. We have had to use staff from Canon City to cover residential needs and Bonnie has filled in on night shifts. We are at a critical point in our residential services where we are not able to provide quality supports to some individuals. We have met with several clients and families to discuss their needs and preferences. We will be moving one client from a Host Home in Chaffee County to a Host Home in Fremont County at the request of his guardian. We will be meeting with 3 other clients as well to determine if they need/want to live closer to family at this time. While we will be downsizing the residential services we will still attempt to increase the day services. Maddy will be continuing with a full day of site based services and eventually add in community access services when we have additional staff available. We did also have two

positive cases of COVID-19 in staff members in Chaffee so we suspended day program for a week. The staff are doing well and recovering and we anticipate day services to start again on Monday, May 2nd.

- ✓ Early Head Start The flooring is installed the new sensory room at SPIN. This will be used for EHS socializations and is currently being set up with all the other equipment and supplies. Martha has set some big goals for the EHS program for increased socialization attendance and recruitment. Head start has loosened some of their standards to qualify families and we have learned that some of our previous interpretations of "homeless" were too stringent. These are both great things as we will revisit with some families to determine if they now meet the EHS requirements for enrollment. This should boost our numbers and get us closer to the 75 fully enrolled individuals mark. Martha has been working on the EHS grant and is doing awesome working through it. It has been a team effort with everyone to each update pieces and make changes. She is wanting to add additional center based slots to the grant (and reduce home visits slots) as this was an identified need in the community assessment that was completed. Our enrollment target would still be 75, we would just serve them at SPIN instead of through home visitation. Martha is getting quotes on updates needed for the infant and toddler room (countertops, cabinets, paint, flooring) This EHS room has not been redone for SEVERAL years and the upkeep is well needed. We will use the ARPA funding and the underspent funding from previous year's grants for this work.
- ✓ SPIN Childcare Michelle is hiring for two open position at this time due to staff turnover or staff being out for short term (pregnancy related, offsite injury related etc.). Early Learning Ventures a software program for Childcare centers to better track enrollment, attendance, food program data, and more is almost set to "go live". Michelle is training her staff and families on the software so that they are comfortable with it and know which steps they need to take. She is working with Colette to set up payments through this system as well instead of the separate credit card machine at the center for better tracking purposes. A new security/camera system is being installed. This will include "cards" for families and staff to swipe to get back to the childcare center. This will replace the keypad that has had the same code since being installed so this will increase security for the center. Michelle and Martha will also be working toward updating the kitchen and improving that area for health and safety. We will also have staff that use the kitchen take food handler's safety courses as an additional training step.
- ✓ Family Center Kathy continues to update and submit grants for the upcoming year. She will be submitting Temple Buell this week. We continue to streamline the grant billing/invoicing process as it has been too intertwined in the past. We are working with Kathy and all grant funded staff to understand the costs of their grant, how to

- code their invoices to those grants. This will help Kim in accounting to be able to invoice timely for each grant.
- Farly Intervention We submitted the proposed budget to EI for review and asked for an increase in funding in order to align salaries with the Equal Pay for Equal work requirements and to provide a 3% COLA increase to staff this year if possible. Office of Early Childhood had questions on this and we are justifying the increase to them. They have stated that overall Early Intervention services statewide may 10 million over budget. We should have an approved budget by mid-May for that program. We have not yet heard what agencies have been chosen for the Early Intervention Evaluations RFP but should hear back within the next few weeks. The search for a Developmental Interventionist continues and we have not yet had any applicants. We are hopeful with the school year ending that many will be looking at open positions in our area.
- ✓ Starpoint Foundation Ron and Mary are assisting with planning the Alliance retreat in Salida in June and have set up some great activities with jewelry making and sip and paint. Thank you to the board members for all your suggestions!! Our new Starpoint website is nearing the final stages. We will get a preview in the next few weeks and make final suggestions with changes before it goes live. We are excited for an updated look that is exciting and easy to navigate! We will be hosting the Mad Hatter Tea Party on May 21<sup>st</sup> from 2-5 in Macon Plaza for the consumers. This will be an event to replace the Night to shine for this year and all of the consumers are looking forward to it. Mary is gearing up to promote the 2022 Rim to Rim that will include a trail run this year. She is confident that this will bring in even more runners to an already successful event.

# Early Head Start Policy Council & Board Report

March 2022

# March 2022

EHS Enrollment: 55 Center-Based: 10 Home-Based: 42 Pregnant Women: 3

Still down an enrollment spots

Walting List; 12

EHS children receiving El services- 8



EHS Center-based Option- EHS attendance for March is 89% with 9 children attending.

(CACFP) Food program reimbursement: \$0
Providing snacks left over from fall festival due to the time of Socialization

Focus: Physical

March 1, 2022 was held at the Penrose Community Library. No one in attendance,

March 15, 2022 was held at the Canon Art Center. A healthy snack was provided for 2 adults, 1 EHS child and no siblings.

"We are working hard to engage families and will be implementing a formal recruitment plan.

### Correspondence with the Regional Office:

The Office of Head Start Deployment team has been meeting with management regularly. The management team has been able to gain so much knowledge. We have started to implement ways to increase our enrollment and get our policies and procedures in order. Recently, we worked with Anita from the Office of Head Start to complete the Self- Assessment, Community Assessment and Goals Objectives and Program Impact. All three documents are submitted with the upcoming years grant. Bryana has copies available to view.

# Early Head Start News

Martha has been working hard to make changes to the Early Head Start Program and Children's Services. We are excited to be a completed team and look forward to success in the future with Martha's guidance. We as a staff are very pleased with Martha's kind nature and FAST paced approach to improving Children's Services. Starpoint Children's Services will become a sought after program for our community in no time!!!



# **Starpoint**

# Analysis of Financial Results and Budget Variances For the Month ending February 28, 2022

### **SUMMARY**

Starpoint has net income of \$153,770 (change in net assets) in February. Year to date (YTD) Starpoint has net income of \$3,502,134 due largely to recognizing \$1,918,462 from the PPP Loan Forgiveness in February.



### **Days Cash on Hand**

As of 2/28/2022

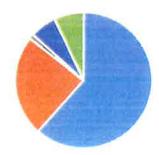
Unrestricted Cash Available	3,495,121
Monthly Rolling Cost of Operations	10,730,667
Days	365
Average Daily Cost of Operations	29,399
Days Cash on Hand	119

#### **REVENUE**

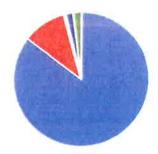
Revenues were \$977,263 in February compared to the budget of \$1,070,973

Starpoint received no new grants during the month.

# **Budgeted Sources of Revenue**



### **Actual Sources of Revenue**

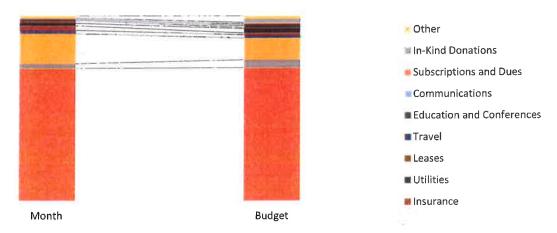


Medicaid Funding Fees and Grants Donations Restricted Donations Residential Fees and Tuition Other Revenue

#### **EXPENSES**

Personnel expense was under budget for the month \$174,131 and under budget year to date \$1,154,798. Personnel is largely under budget due to recruitment struggles. Purchased Services, Insurance, Leases, and Communications are over budget for the month, but all expenses are under budget year to date \$1,475,198.

# Monthly Expenses to Budgeted Expenses



# STARPOINT Statement of Financial Position Monday, February 28, 2022

Mon	iday, February 28, 2022	•	
	Current Month	Prior Month	Prior Year End
	February 2022	January 2022	June 2021
ASSETS			
CURRENT ASSETS:			
Cash and Investments			
Cash	\$4,538,965	\$3,975,389	\$4,848,088
Investments			
Total Cash and Investments	4,538,965	3,975,389	4,848,088
Receivables			
Client Receivables	3,058,017	2,863,777	811,313
Other Receivables	(12,946)	39,063	40,230
Total Receivables	3,045,071	2,902,840	851,543
Other Current Assets			
Restricted Cash	688,515	672,816	205,105
Prepaid Expenses	695,769	613,763	297,780
Total Other Current Assets	1,384,284	1,286,579	502,885
Total Current Assets	8,968,320	8,164,808	6,202,516
OTHER ASSETS:			
Property and Equipment, Net			
Property and Equipment	7,276,694	7,276,694	7,253,447
Accum. Depreciation	(3,454,334)	(3,454,334)	(3,454,334)
Net Property and Equipment	3,822,360	3,822,360	3,799,113
TOTAL ASSETS	12,790,680	11,987,168	10,001,629
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES:			
Accounts Payable	250,527	222,894	372,731
Accrued Expenses	507,938	439,703	0
Deferred Revenue	89,928	89,928	(72)
TOTAL CURRENT LIABILITIES	848,393	752,525	372,659
OTHER LIABILITIES:	\ <u></u>	-11	
Bonds Payable			
Notes Payable	733,235	0	1,918,462
TOTAL LIABILITIES	1,581,628	752,525	2,291,121
NET ASSETS			
Beginning Balance	7,710,507	7,710,507	6,387,233
Revenues over Expenses	3,498,550	3,524,141	1,323,274
Other Restricted Funds	(5)	(5)	0
Ending Balance	11,209,052	11,234,643	7,710,507
TOTAL LIABILITIES AND NET ASSETS	12,790,680	11,987,168	10,001,628
TO THE BINDED HED HEL MOSELS		12,307,200	

Prior Year Variance	222,025 (1,480,817)	41,487	(229,423) 6,634	131,676	(1,352,813)		391.876	65,534	(105,553)	952 57,340	(21,799)	(37,998)	(5,225)	(14,335)	14,962	11,947	(229,423)	85,814	(2,747,046)	1,830	(31,535)	56,109	(2,717,341)
Prior Year	479	51,529	5,000	518,091	787,453		5,322,502	221,174	814,747	76,521	102,086	44,045	38,243	31,882	94,04	55,792	(71,665)	7,056,722	786,623	1,830		7,058,552	784,793
YTD Budget Variance	659,887 (1,280,305)	83,973	1,634	133,633	(1,540,170)		1,154,798	193,847	58,796	5,179	11,475	685	6,596	34,847	42,474	25,819	4,554	1,471,468	(3,408,261)	110,336	(31,535)	1,550,270	(3,487,062)
YTD Budget B	5,170,320 2,020,992	94,016		520,048	600,096		6,085,424	349,488	979,096	24,360	135,360	82,728 196.744	50,064	81,064	R,000	69,664	162,312	8,442,376	125,408	110,336		8,552,712	15,072
Actual	4,510,433 3,301,297	10,043	(1,634)	386,415	2,140,266		4,930,626	155,641	920,300	19,181	123,885	82,043 152,595	43,468	46,217	12.721	43,845	157,758	6,970,908	3,533,669		31,535	7,002,442	3,502,134
	REVENUE AND SUPPORT Medicaid Funding Fees and Grants	Donations In-Kind Donations	Restricted Donations	Residential Fees and Tuition	Other Revenue TOTAL REVENUE AND SUPPORT	EXPENSES	Salaries and Benefits	Supplies and Food	Furchased Services Tuition and Fees	Minor Equipment	Repairs and Maintenance	Insurance Utilities	reases	Travel	Communications	Subscriptions and Dues	In-Kind Donations Other	Operating Expenses less Depreciation	EBIDA	Depreciation	Interest (Expense)	TOAL EXPENSES	CHANGE IN NET ASSETS
Prior Year Variance	127,602 (274,226)	(448) 47,279	1,634	46,306	(8,655)		(53,622)	58	(31,801)	17	(7,085)	(20,203) 16,004	(6,113)	(1,458).	(1.123)	(1,827)	47,279	(39,261)	(21,247)			(39,261)	(21,247)
Prior Year Pri	532,566 90,630	1,031		64,239	1,777		532,924	20,779	6/c,cu1 07	148	7,818	27,428	5,430	2,603	670	2,393	47,279	784,232	(46,710)			784,232	(46,710)
M ID Budget Variance	62,094 (112,233)	10,273 20,289	1,634	47,073	64,580		174,131	22,965	598	2,909	2,016	(9,862) 13,169	(5,285)	6,072	(793)	4,487	20,289	231,804	41,139	13,792		245,596	27,346
	646,290 252,624	11,752 20,289		900'59	75,012		760,678	43,686	122,387	3,045	16,920	10,341 24,593	6,258	10,233	1,000	802'8	20,289	1,055,297	15,676	13,792		1,069,089	1,684
Budget					1 1													П					

**Starpoint Account Balances** As of 3/31/2022

			3/31/2022	2/28/2022	Change
Unrestricted Funds					
<b>Description</b>	Account Number	Bank			
Money Market	008-393-705	Legacy Bank Legacy Bank	259,308.63	259,275.61 161 133 84	33.02
Money Market	00-393-692	Legacy Bank	15,876.34	15.901.34	01,846.96
Money Market	1458	Bank of the San Juans	172,778.85	157,082.35	15.696.50
Silver Business Checking	103685090047	US Bank	25,780.30	25,788.30	(8,00)
Money Market	103659440855	US Bank	933,460.80	933,452.88	7.92
Money Market	103659440848	US Bank	295,692.25	295,689.74	2.51
Money Market	370	US Bank	1,550,211.56	1,550,204.89	6.67
	72				
			3,476,091.53	3,398,528.95	77,562.58
Restricted Funds					
Description	Account Number	Bank			
Payee Account	4399	Bank of the San Juans	5,357.92	20,757.78	(15,399.86)
Investments					
Description	Account Number	Bank		٠	ě
Description	Account Mission	d Juce			
Foundation	8418	Bank of the San Juans	95,695.11	96,592.52	(897.41)
Total Cash and Investments			3,577,144.56	3,515,879.25	61,265.31

Starpoint Grant Summary As of 2/28/2022

Major Grants

Grant	Program	Funder	Time Frame	Budget		
Early Intervention (FI)	Casks Indonesandian		2011011	nager	invoiced	Kemaining
	carry intervention	state of Colorado	7/1/2021 - 6/30/2022	310 423 00		00 000
St Thomas More Healthcare Foundation (STMHF)	Home Visitor	Catholic Health Initiatives	בבסר/סב/2 ובטכ/ו/ב	44 704 00		310,423.00
Colorado Community Response (CCR)	Home Visitor	Charte of Colorado	7707/06/9-1707/1/	41,724.00		41,724.00
		orace of colorado	//1/2021 - 6/30/2022	75,820.00		75.820.00
Early Head Start (EHS)	Early Head Start	Department of Health and Social Services	CCOC/ 1E/8 - 1COC/ 1/6	001 077 00		00:010:00
Parent Possible - TGYS	Home Visitor	Parent Possible	7/1/2021 - 0/21/2025	00.1/0,100		881,077.00
1			77 T/ 707 T - p/ 30/ 7077	29,400.00		29.400.00
Promoting Sare and Stable Families (PSSF)	Home Visitor	State of Colorado	てくいて/ひと/ 5 - 1/202/1/01	A6 947 00		000
Community Based Child Ahuse Prevention (CRCAP)	Home Vicitor	Charles of C. Land J.		00:4100		46,947.00
	TOTIC AISTO	state of cororago	10/1/2021 - 9/30/2022	75,820.00		75 820 00
Hirst Steps	Home Visitor / SPIN	Temple Hovne Buell Foundation	9/1/2021 - 8/31/2022	00 000 00		20101010
SED - HCA	1-1-0		יו דו בחביד הו הול דרוב	20,000,00		90,000,00
	Single Entry Point	State of Colorado	7/1/2021 - 6/30/2022	48.871.80		AD 071 DO
Childcare Operations Stabilization and Workforce Sustainabiliby	NIds	Chate of Colorado	of a factor and a factor	0011		40,071.00
		המוב הו החוחו מחם	7/1/2021 - 11/30/2021	154.163.00		154 153 00