



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

**Starpoint  
Board of Directors Meeting  
August 25<sup>th</sup>, 2022 at 6:00 PM**

Held at the Starpoint Admin Building and via Zoom

<https://us02web.zoom.us/j/91017621000?pwd=Z01yeiFZQWNPcnFKNURscjR5SSJlvdz09>

Meeting ID: 268 825 6018    Passcode: 222222

Salida Wifi: SPS@l1d@

**Meeting Agenda**

- **Call to Order** **Board President**
- **Introduction of Guests and Public Comments** **Board President**
- **Action Item** – Review and acceptance of July Meeting Minutes **Secretary**
- **Report** – Financial Report **Colette Martin**
- **Report** - Early Head Start – Board Report **Martha Sager**
- **Report** – Chief Executive Officer Report and Updates **Bryana Marsicano**
- **Adjourn** **Board President**

# STARPOINT

Enriching Lives Realizing Dreams

STARPOINT  
BOARD OF DIRECTORS MEETING  
Thursday, July 28, 2022

Board Chairperson, Danielle Frost 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: Linda Bay, Annette Nimmo, Jake Francis, and Mitch McCartney.

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

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

## **INTRODUCTION OF GUESTS AND PUBLIC COMMENTS**

No public comments.

## **MINUTES OF THE PREVIOUS MEETING**

*MOTION* by Jake Francis:

Move to approve the minutes of the June 23, 2022 meeting as presented.

Seconded by Annette Nimmo and carried without dissent.

## **FINANCIALS**

Colette Martin explained to the Board that they would receive July and August Financial at the next meeting due to the end of the fiscal year. She also reviewed the Starpoint account balances. Colette provided the Board with a draft copy of an Investment Policy to review and discuss.

Jake Francis inquired about the Investment Committee. The following Board members agreed to serve on the Investment Committee: Jake Francis, Danielle Frost, and Mitch McCartney.

Colette announced that the 2021 audit has started and the 2022 audit will be starting in October.

## **EARLY HEAD START**

Martha Sager reviewed the EHS Policy Council and Board report with the Board.

### **SALIDA 6-PLEX COMMITTEE RECOMMENDATION**

Committee Chairperson Danielle Frost explained that the Salida 6-Plex Committee met and determined it would not be advisable to pursue the Salida 6-Plex at this time.

*MOTION* by Mitch McCartney:

Move to accept the Salida 6-Plex Committee recommendation not to move forward with the 6-Plex proposal.

Seconded by Jake Francis carried without dissent.

### **CHIEF EXECUTIVE OFFICER REPORT AND PROGRAM UPDATES July 2022**

Bryana reviewed the report she provided the board covering the following:

1. Legislative Updates
2. COVID Updates
3. LEC Building Sale
4. Starpoint Program Updates
  - A. Finance
  - B. Human Resources
  - C. Case Management SEP and CCB
  - D. Fremont Adult Services
  - E. Chaffee Adult Services
  - F. Children and Family Services
  - G. Early Intervention
  - H. Starpoint Foundation

### **VEHICLE EXPENSE PROPOSAL**

Bryana presented a proposal to the Board to purchase one Community van and two Day Program vans.

*MOTION* by Annette Nimmo:

Move to approve the expense proposal for the purchase of three vans after inquiring about non-profit tax exempt status.

*SECOND* by Jake Francis carried without dissent.

### **REVIEW/DISCUSSION AND APPROVAL OF POTENTIAL NEW BOARD MEMBER**

Nicole Francis submitted a letter of interest to serve on the Starpoint Board of Directors.

*MOTION* by Brenda Heckel:

Move to approve Nicole Francis as a Starpoint Board member.


Seconded by Jake Francis carried without dissent.

Seconded by Jake Francis carried without dissent.

**ADJOURNED**

Chairperson, Danielle Frost adjourned the regular Starpoint Board of Directors meeting at 7:17 PM.

The next meeting will be on August 25, 2022 at 6:00 PM.



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Annette Nimmo, Board Secretary

# Starpoint

## Analysis of Financial Results and Budget Variances For the Month ending July 31, 2022

### SUMMARY

Starpoint has net income of \$2,123 (change in net assets) in July and YTD.



### Days Cash on Hand As of 7/31/2022

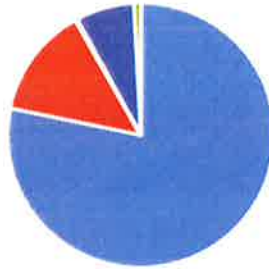
Unrestricted Cash Available	4,078,995
Cost of Operations	11,037,270
Days	365
Average Daily Cost of Operations	30,246
<b>Days Cash on Hand</b>	<b>135</b>

## REVENUE

Revenues were \$1,201,008 in May compared to the budget of \$1,070,973.

Starpoint received no new grants during the month.

### Actual Sources of Revenue



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

## EXPENSES

Most expenses are (264,927) less than prior year for the same month. Total expenses for the month were \$835,574.

**STARPOINT**  
**Statement of Operations**  
**Sunday, July 31, 2022**

MTD Actual	MTD Budget	MTD Budget Variance	MTD Prior Year	MTD Prior Year Variance
625,589	625,589		569,971	55,618
107,934	107,934		120,399	(12,464)
1,835	1,835		2,120	(285)
38,798	38,798		37,093	1,705
56,906	56,906		63,643	(6,737)
<b>6,634</b>	<b>6,634</b>		<b>111,422</b>	<b>(104,788)</b>
<b>837,697</b>	<b>837,697</b>		<b>904,648</b>	<b>(66,951)</b>

**REVENUE AND SUPPORT**

625,589 Medical Funding  
 107,934 Fees and Grants  
 1,835 Donations  
 38,798 1,705 In-Kind Donations  
 56,906 Restricted Donations

63,643 Residential Fees and Tuition

**EXPENSES**

445,068 Salaries and Benefits  
 25,723 Supplies and Food  
 140,845 Purchased Services  
 7,003 Tuition and Fees  
 35,266 Minor Equipment  
 29,238 Repairs and Maintenance  
 28,736 Insurance  
 4,715 Utilities  
 6,755 (4,604) Leases  
 7,359 (1,017) Travel  
 100 108 Education and Conferences  
 24,012 (187) Communications  
 38,798 12,476 Subscriptions and Dues  
 23,408 1,705 In-Kind Donations  
 2,123 (2,448) Other

**835,574** **835,574** **1,100,501** **(264,927)** **Operating Expenses less Depreciation**

Depreciation

4 (4) Interest (Expense)

**835,574** **835,574** **1,100,505** **(264,931)** **TOTAL EXPENSES**

**2,123** **2,123** **(195,858)** **197,980** **CHANGE IN NET ASSETS**

YTD Actual	YTD Budget	YTD Budget Variance	YTD Prior Year	YTD Prior Year Variance
625,589	625,589		569,971	55,618
107,934	107,934		120,399	(12,464)
1,835	1,835		2,120	(285)
38,798	38,798		37,093	1,705
56,906	56,906		63,643	(6,737)
<b>6,634</b>	<b>6,634</b>		<b>111,422</b>	<b>(104,788)</b>
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**835,574** **835,574** **1,100,501** **(264,927)** **Operating Expenses less Depreciation**

Depreciation

4 (4)

**835,574** **835,574** **1,100,505** **(264,931)** **TOTAL EXPENSES**

**2,123** **2,123** **(195,858)** **197,980** **CHANGE IN NET ASSETS**

**Starpoint Account Balances**  
 Ads of 7/31/2022

7/31/2022      6/30/2022      Change

**Unrestricted Funds**

Description	Account Number	Bank	7/31/2022	6/30/2022	Change
ICS Funds		Legacy Bank	501,304.13	259,405.60	241,898.53
Money Market	005-393-705	Legacy Bank	250,005.75	420,239.11	(170,233.36)
Money Market	CLOSED	Legacy Bank	-	-	-
Money Market	1458	Bank of the San Juans	648,256.02	742,609.70	(94,353.68)
Money Market	103659440855	US Bank	933,491.98	933,484.06	7.92
Money Market	103659440848	US Bank	195,698.94	195,697.28	1.66
Money Market	370	US Bank	1,550,237.83	1,550,231.16	6.67
			<u>4,078,994.65</u>	<u>4,101,666.91</u>	<u>(22,672.26)</u>

**Restricted Funds**

Description	Account Number	Bank	7/31/2022	6/30/2022	Change
Payee Account	4399	Bank of the San Juans	5,358.12	5,358.06	0.06
<b>Total Cash and Investments</b>			<u>4,084,352.77</u>	<u>4,107,024.97</u>	<u>-</u>



# EARLY HEAD START

## Policy Council & Board Report

July 2022

EHS Enrollment: 55

Center-Based: 7

Home-Based: 47

Pregnant Women: 1

Still Down 20 enrollment spaces

Waiting list: 14

EHS children receiving EI services - 6

EHS Center-based – EHS attendance for <sup>July</sup> ~~March~~ is 78% with 8 children attending

(CACFP) Food program reimbursement: 0

### Socialization-Focus Social/Emotional

July 5, 2022 Socialization was held at the Centennial Park food was provided by Spin for 6 adults and 4 EHS children and 3 siblings.

July 19, 2022 Socialization was held at Rouse Park where a healthy snack was provided for 2 adults and 3 EHS children

Correspondence with the Regional Office:

The office of Head Start Deployment Team continued to meet bi-weekly with Management. We are working on completing 2 reports – the PIR and PPR.

- **Report – Chief Executive Officer Report and Program Updates August 2022**
- **Legislative/State updates**
  - ✓ This year Alliance and CCBs will be working on advocating for targeted rate increases to services that are underfunded. This will be in addition to the across the board Medicaid rate increases that we are always advocating for.
- **LEC Building Sale Update**
  - ✓ We do have a potential cash buyer for the property. They are willing to purchase it for \$350,000. This is a local buyer who would use it for an investment property.
- **Starpoint Program Updates**
  - ✓ **Finances** – The audit has officially started and Colette and her team have been gathering various documents. This audit year will continue to show some adjustments as we learned of various items and made corrections to get on track with the standards. Colette is working with Telmar to get additional guidance for Great Plains to make sure that all areas are retying together correctly. At this time the information is in the system, it just isn't matching up automatically like it should be. We will be moving to a PO system within our organization and are working through how this will also work with Great Plains. Again – the goal is to automate what we can so that we are in compliance and the work is not chaotic and unorganized. This is a culture shift but will be done in stages so that employees don't get overwhelmed by the changes.
  - ✓ **HR** – Jami's larger hiring/recruiting efforts in Salida continue. We have raised the starting wages for various positions to \$17.00 per hour. We have not received any applicants. Jami continues to work on the pay equity analysis with Employers Council so that we can have a detailed analysis of where our wages are and target wages to be competitive in our areas. Initial summaries note that it may take approximately \$150,000 annually to get all positions to the min range of their job descriptions.
  - ✓ **Case Management (SEP and CCB)** – Currently being surveyed by the state for compliance so the teams are gathering and uploading requested documents. Working through some technology glitches with faxing and routing emails to better improve

workflow. Continuing with community outreach efforts with providers to support a strong system.

- ✓ **Fremont County Adult Services** – The new Fremont County RN has started and is shadowing for her first two months. The Directors are working on integrating all documentation into Therap so that we can transition over to using it for Medicaid billing as well. This has been a work in progress. Jami was able to hire 4 additional DSPs for the Fremont home and community program. We still have various shifts to fill – especially overnight and overnight awake that Jami continues to recruit for. Directors are also actively working on the Provider Transition plan as we have not yet met compliance with it and this may impact our Medicaid services. We will be meeting as a management team today to create a plan of action to have it completed by early next week.
- ✓ **Chaffee County Adult Services**– Jami continues to focus her efforts on recruiting and hiring in Salida. We unfortunately had to terminate an employee due to health and safety issues. We currently have 2 Full time staff and 3 part time staff in Salida. Lisa Swindle is AMAZING and has been stepping up and taking on more responsibility and enjoying this new role. She is eager to continue to support the program as much as possible and has been such a great support through all of these difficult staffing times. Bonnie is in Salida on Tuesdays and Wednesday for support for the staff and has been also filling in on the weekends to meet the medication administration needs of clients living on their own. We will continue to provide the most important services first and fill in with day services when we are able to. Case managers are actively seeking out additional providers for the area however they are having the same issues with staffing and recruitment.
- ✓ **Early Head Start** – We have hired a new Education/Disabilities Manager. Bill Fred was an elementary teacher at Canon City Schools for 30 years. He has “retired” to this current position and is eager to learn all about the EHS framework and goals. Martha is focusing her staff on enrollment as several children will age out in August, dropping our enrollment numbers significantly. We hope to enroll additional families as soon as possible. We have also been able to hire 3 new Home visitors for the EHS program. These individuals are getting trained in the Parents as Teachers Curriculum and settling in. The health Manager has given her notice to work at the school district so we will be hiring to that position soon as well. Martha is also actively working to spend down the underspent funding on health and safety projects. This includes updated paint, cabinets, flooring, appliances and various toys and furniture to replace worn out/unsafe equipment. We will be working on updating Policies and Procedures in the next few weeks in prep for an onsite visit for support and guidance. We want to have as much in place as possible so that we can focus our questions on areas that we want to expand our knowledge in.

- ✓ **SPIN Childcare** – Brittany Connor has accepted the Childcare center Director position and is eager to jump in. There are several areas that we need to focus on for quality improvement with a goal to regain NAECY accreditation and RE-1 school district funding that was lost in previous years. We have hired various new teachers and are in the process of getting them trained and supported in their new roles. Preschool has officially started. We are under enrolled at this time, but can continue to recruit for additional families and children.
  
- ✓ **Family Center** – Sara Maulin has accepted the Parents as Teachers Supervisor position at this time. Sara previously worked as a CM for Starpoint, then moved to DHS to completed child welfare work. She is eager to move back to a program that makes a positive impact in the lives of children. I have various trainings scheduled for her in the first few weeks and each affiliate has reached out to offer additional training supports as well to get her on boarded. We are eager to have this position filled and coordinate these services in the community again.
  
- ✓ **Early Intervention** – Dustin has been able to fill a service coordinator position that was vacant for some time. The EI contract is in the final states to be signed as well for the New Year. We are officially NO LONGER under a performance improvement plan and all measures have been met and will continue to be. This was significant work in process changes and we have been able to get a new workflow completed.
  
- ✓ **Starpoint Foundation** – It is picnic season! Ron and Mary have been very hard at work hosting picnic in all of our programs. The employees really appreciated the break and kind gesture. The Forks Cork Farms and Chefs event is this Friday in Macon plaza and is always a very well received event. Beth Katchmar (pizza madness) donated a significant amount of time and food for the event so if you happen to know her personally or see her out an about please be sure to extend appreciate to her for her continued generosity. Rim2Rim is well on track with numbers of signed up runners for this year and we know that we will have even more individuals sign up in September – usually our largest signup month as the event gets closer!