

STARPOINT  
BOARD OF DIRECTORS  
ANNUAL MEETING  
September 27, 2018

Meeting called to order at 7 p.m. by Chairperson Annette Nimmo.

Fremont County board members present: Annette Nimmo, Linda Bay, Janet Trujillo; Chaffee County board members present: Mike Dowdy, Terry Prewitt, Katy Grether, Brenda Heckel.

Others present: Bob Arnold, Claudia Stevens, Yvonne Bustos, Ron Hinkle, Bryana Marsicano, Bill Davis, Brenda Aguirre, Jody Berg, Mary Yang.

Guests present: Clay Nimmo, Bob Grether, Danielle Frost.

**MINUTES OF THE PREVIOUS MEETING**

Minutes of the previous meeting approved on a motion by Terry Prewitt and second by Linda Bay.

**PUBLIC COMMENT**

There was no public comment.

**EARLY HEAD START**

Brenda Aguirre reported that Starpoint has been approved for the 2018-19 EHS grant for \$818,382. A federal review will begin on Monday, Oct. 1, 2018.

**DENVER UPDATE**

Bob Arnold noted that closing on the sale of the three Denver group homes was completed on August 9, 2018 to Parker Personal Care Homes. Some vehicles are being leased to PPCH until the middle of October, while they wait for their new vehicles. Lease on office space at DDRC will continue until the end of October. Canon staff will be picking up office items and vehicles.

**EXECUTIVE COMMITTEE TERMS EXPIRING**

Members of the executive committee – Annette Nimmo, Chairperson; Janet Trujillo – Vice Chairperson; Jake Francis – Secretary; Terry Prewitt – Treasurer; were re-elected to another 3-year term on a motion by Brenda Heckel and a second by Janet Trujillo.

**STATE/LEGISLATIVE UPDATE**

Bob Arnold noted that Starpoint has been approved by CMS for the Conflict-Free Case Management rural exemption. Board members were asked to review issues that will be on the November ballot.


**OTHER BUSINESS – NEW BOARD MEMBER**

On a motion by Terry Prewitt and a second by Katy Grether, Danielle Frost was approved as a new member on the governing board.

#### REPORTS FROM DIRECTORS

- Bill Davis – Buena Vista Color Run this weekend; GIG at Steamplant on Oct. 19.
- Yvonne Bustos – Working on settings rule compliance; Special Olympics bowling is beginning.
- Bryana Marsicano – Local provider for home health has closed; case managers have been working to meet family needs.
- Brenda Aguirre – Working on closing out 2017-18 EHS grant; partnering with DHS for a specialized home visitor
- Bob Arnold – Have contracted with Now CFO to assist during finance director transition; interviews for new CFO completed.
- Mary Yang – Inaugural Corks/Forks/Farms/Chefs was a huge success; RimToRim is fast approaching.
- Ron Hinkle – Kudos to Beth Katchmar of Pizza Madness and Beyond Madness Catering for her continued support of Starpoint. She will be gifted with a piece of wheelchair art by Clayton.

Next meeting: Thursday, Oct. 25, 6 p.m.



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Jake Francis, Secretary

**EHS Board of Directors and PC Monthly Report**  
**Month: August 2018**

**EHS Enrollment:**

Enrollment: 75 Center-Based 10 Home-Based 60 Waiting List 15—this includes some from 101-130% category

**Pregnant Women: 5**

**Number of EHS children receiving EI services= 7**

Attendance for Center-based Option: 86%

(CACFP) Food program reimbursement:  $\$3.54 \times 18 = \$63.72$

**Socialization-Focus Language-Literacy**

August 7, 2018 Socialization was held at the Canon City Library, food was purchased from Domino's (\$79.23) for 10 adults and 11 EHS and 10 siblings.

August 21, 2018 Socialization was held at the Farmers Market, food was provided by Spin for 9 adults and 10 EHS and 8 siblings.

**EHS Credit Card Purchases all booked on 8/15/18 :**

08-07-18 – Walmart - EHS Socialization	\$39.47
08-08-18 – 16 <sup>TH</sup> Street Café- EHS T&TA Training (management training)	\$106.00
08-20-18 – Red Robin - EHS T&TA Training (Illuminate training)	\$158.84
Total	<u>\$304.31</u>

**Correspondence from Regional Office& Program Summary:**

8/1/18 Notification of a Focus Area 1 (FA1) monitoring review the week of 10/1/18.

**EHS Board of Directors and PC Monthly Report**  
**Month: July 2018**

**EHS Enrollment:**

Enrollment: 75 Center-Based 10 Home-Based 60 Waiting List 15—this includes some from 101-130% category

**Pregnant Women: 5**

**Number of EHS children receiving EI services= 11**

Attendance for Center-based Option: 92%

(CACFP) Food program reimbursement: food was purchased, no claim for the month

**Socialization-Focus Physical**

July 3, 2018 Socialization was held at the Rouse Park, food was provided by Spin for 2 adults and 2 EHS and 2 siblings.

July 17, 2018 Socialization was held at the Mountain View Park, food was purchased from Pizza Madness (\$160.00) for 9 adult and 9 EHS and 15 siblings.

**EHS Credit Card Purchases all booked on 7/15/18 :**

07-09-18 – Walmart – (diapers and wipes)	\$166.99
07-17-18 – Walmart - T&TA Training	\$29.76
07-17-18 – Pizza Madness - EHS Socialization	\$160.00
07-17-18 – Amazon.com - EHS T&TA (staff training supplies)	\$171.00
07-23-18 – Jimmie John's - T&TA (staff training week)	\$136.05
07-23-18 – Jimmie John's - T&TA (staff training week)	\$79.09
07-23-18 – Jimmie John's - T&TA (staff training week)	\$9.96
07-23-18 – Jimmie John's - T&TA (staff training week)	\$9.96
07-24-18 – El Reynold's - T&TA (staff training week)	\$38.07
07-25-18 – Walmart - Ed Supplies	\$23.81
07-25-18 – Parents as teachers - T&TA (staff recertification)	\$60.00
07-26-18 – 16 <sup>th</sup> Street Café - T&TA (staff training week)	\$130.00
07-26-18 – Waffle Wagon - T&TA (staff training week)	\$13.82

TOTAL  \$1028.51

**Correspondence from Regional Office& Program Summary:**

None at this time



## POLICY & PROCEDURE

**TITLE:** Violating Eligibility Determination Regulations    **SECTION:** EHS

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

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

**WRITTEN BY:** ERSEA Team

**DATE:** 3/12/2015

**REVIEWED/UPDATED BY:** LS

**DATE:** 3/14/2018

**REVIEWED/APPROVED BY:** CQI

**DATE:** 8/15/2018

**REVIEWED/APPROVED BY:** Policy Council

**DATE:** 8/21/2018

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### **POLICY:**

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

### **PROCEDURE: Effective 3/12/2015**

#### **(1) Training at a minimum will:**

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

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

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

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

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

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

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

Original SR 3/12/15

CQI Approval 4/1/15; 8/15/18

PC Approval 4/16/15; 8/21/18

Board Approval 10/25/18

## 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:**

- \_\_\_ Child is currently in or has been returned from out of home placement
- \_\_\_ 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
- \_\_\_ Foster Care
- \_\_\_ Homeless (priority) See eligibility guidelines
- \_\_\_ Income Up to 75%(current annual HHS poverty guideline)
- \_\_\_ Enrolling as a Prenatal woman
- \_\_\_ Other

### **TOTAL POINTS**

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_

EHS Staff Signature \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed 3/28/18 CQI, 8/15/18 CLQI, Updated 4/30/15, 3/28/18, 8/15/18

PC Approved 2/20/14, 5/21/15, 4/16/18, 8/21/18 Board Approved 5/28/15, 4/26/18, 10/25/18