

AGENDA
BOARD OF DIRECTORS MEETING
THURSDAY, July 23, 2020
6 p.m.

1. Minutes from June 25, 2020 Board Meeting – Action needed
2. Financials
 - a. Starpoint general – Information
 - b. EHS –
 - c. Bids for auditing firms
3. Public comment
4. EHS
 - a. Policy Council and Board report –
 - b. EHS Starpoint Governing Board Training
5. State/Legislative Updates – Information
6. Other Business
7. Reports from Directors

STARPOINT
BOARD OF DIRECTORS MEETING
Thursday June 25, 2020

Board Chairperson Annette Nimmo called meeting to order at 6 p.m.

Fremont County board members present via Zoom video conferencing: Annette Nimmo, Mitch McCartney, Janet Trujillo, and Linda Bay.

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

Others present via Zoom video conferencing: Mary Yang, Bob Arnold, Bryana Marsicano, Ron Hinkle, Julie Watts, Jody Berg, Bonnie Stumph, Brittney Connor, Michelle Trenhaile, Yvonne Bustos, Christie Baxter, Danielle Frost, Tom Evers, and Laura Gardner, legal counsel to the board.

MINUTES OF THE PREVIOUS MEETING

A typo was noted on page 3. Under Director's Reports, Bryana's position was listed as EO and will be corrected to read CEO. Minutes from the previous meeting on May 28, 2020 were approved on a motion by Janet Trujillo, Vice Chair, and a second by Danielle Frost.

FINANCIALS

Julie Watts, Starpoint's CFO, provided financials through April. She will provide financials for May at next month's meeting. She stated that April was a good month with a total revenue of \$1,038,053.22 and a net income of \$288, 229.78. In May, will see a \$100,000 increase in our bottom line due to more income and the Temple Beull Grant. Julie indicated that there shows a negative balance for workman's compensation due to receiving a refund check. Janet Trujillo made a motion to accept the financials and Brenda Heckel seconded the motion.

Julie reported to the Board our current bank account balances.

Legacy Bank Money Market Account	\$208,212.39
Legacy Bank Payroll Account	\$223,730.45
Legacy ICS	\$258, 389.12
Bank of the San Juans Money Market Account	\$432,130.33
U.S. Bank PPP account	\$1,142, 335.18
U.S. Bank Payroll	\$150,000.00
U.S. Bank Money Center	\$1,500,225.00

Julie reports that we have three rolling CD's in the Money Center: \$250-30 day (.03% interest), \$250-60 day (.05% interest), and \$500-90 day (.07%). All CD's are 100% insured. Julie provided an update on the status of the PPP loan. In order for the loan to be forgiven, we have to spend 60% of the loan proceeds on payroll. She is confident we will meet the criteria for loan forgiveness.

EHS Financials

Brenda Aguirre, FC & Child Care Centers Director, was unable to attend the meeting. Brenda and Julie met prior to the board meeting. Because of COVID-19, Julie reports we are able to move money between expense categories as needed. EHS budget goes through August 31, 2020. Julie reported EHS has 40% remaining budget for personnel, 28% remaining for Fringe, 28% remaining for supplies and 55% remaining for travel. Insurance premiums are not going up. Janet Trujillo moved to accept EHS financials with possible change in in-kind. Brenda Heckel seconded the motion.

PUBLIC COMMENT

No Comment

EARLY HEAD START

Jody Berg gave the Policy Council and Board report. In March, there was a waiting list for enrollment, however, we were unable to accept any new enrollments until an income spot opened up. In April, there was a higher enrollment, however, attendance decreased, likely due to COVID- 19. In May, there was a full enrollment and attendance began to come back up.

Brenda will provide the EHS Governing Board Training at next month's meeting.

STATE/LEGISLATIVE UPDATES

Bryana, Starpoint CEO, reports that there have not been any significant changes since the last report. The long bill was officially signed and the intellectual and developmental system will see a 1% reduction in rates beginning on July 1, 2020. Some of the services won't receive the reduction until September. Bryana indicated that we will receive further cuts in the years to come and that we hope to spread out those cuts to alleviate the strain on our programs.

REPORTS

Bryana Marsicano, Starpoint's CEO, reported that the 8% residential rate increase will end at the end of June, but that we anticipated this. Starpoint will assume the Single Entry Point (SEP) waiver on July 1st. We have received \$21,000 as a startup fund from the state. Bryana hired 5 new case managers for the SEP who will start working on July 6, 2020. Bryana also reports that she filled the Director of Case Management position. The new director is Brooke Elenga and she will begin her Starpoint career on July 1, 2020. Brooke comes with great supervisory skills. She will oversee both the CCB and SEP. In regards to the audit, some of the numbers were off. Julie Watts continues to work with the auditors on getting correct numbers where discrepancies were found. Bryana reports that half of the HVAC/AC has quit working at the administration building. Janet Trujillo, made a motion to move forward with the repair based on the three bids we received. Katy Grether seconded the motion. Lastly, Bryana met with the insurance brokers. Our current limits are adequate. We increased our umbrella to \$6,000,000. We changed brokers for our workman's compensation with no additional cost. We are currently shopping around for health insurance with a goal of not passing down any more costs.

Ron Hinkle, Foundation Director, reports he is currently working on the annual report and is waiting on the audit. The theme for this year's audit is the "Good Old Days." This will be a play on next year's theme, "The New Normal," as we transition more towards the use of technology

devices. The foundation has recently received the following three monetary donations restricted for technology: \$1,000 (Lisa and Scott Grove), \$600 (Canon City Rotary Club), and \$900 (Florence Rotary Club). SPIN Elm was awarded the \$5,000 ECHO grant to upgrade one of their playgrounds into a natural playing space.

Mary Yang, Foundation Director Assistant, reported on the planning strategies being discussed for the annual Rim to Rim Royal Gorge Race and the annual Forks-Corks-Farms-Chefs fundraising events. Currently, the Rim to Rim Royal Gorge Race are doing virtual fun challenges on Facebook.

Jody Berg, Director of Early Intervention, reports she and her staff are still doing virtual visits with families. State Early Intervention (EI) announced budget cuts. Beginning July 1st State EI will no longer fund the \$10 per visit telehealth visit. Beginning July 10th a child will need to have a 33% delay (previously was a 25% delay). Beginning July 1st we can no longer bill the one unit "Family Education" for our Medicaid Speech Therapy. EI has received a budget extension to continue our work but our new 20-21 budget has not been approved. The Buena Vista, Salida, Florence RE-1, and Canon City school districts have contracted with Starpoint Early Intervention to do evaluations for the 2020-2021 school year.

Yvonne Bustos, Adult Services Director, reports that the adult services directors continue to meet and discuss ways to open the adult program under strict guideline from the state. The state is pushing towards technology initiatives. Yvonne reports the state is being cautious and she is thankful that no consumers have gotten sick. There has been discussion on developing a new job description that could best fulfill the role of helping consumers and employees participate in activities virtually. Yvonne reports that we continue to have new enrollments in services.

Bonnie Stumph, Adult Services Director, reported that they are working hard on maintaining staff 24/7 in the residential services. She projects this will increase the budget. There are a total of nine openings in the PCA's and group homes. Bonnie will present the budget at the next Director's meeting. Bonnie reports that the employees are doing a great job during a challenging time. She discussed the upcoming "Drive-Through" hiring event that will be conducted by our Human Resource department on July 7th and 8th.

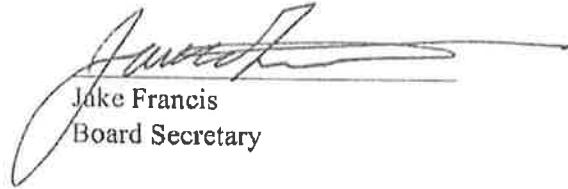
Laura Gardner, legal counsel to the board, reports there are no current updates to share.

Tom Evers, Salida's Interim Co-Director Adult Services, reports that they have been working on securing host homes and getting people moved. Tom is happy to report that they will begin some online classes beginning next week. He also reports that the parking lot at the day program has new lines painted in the parking lot and can now accommodate more parking.

Christy Baxter, Salida's Interim Co-Director Adult Services, reports that they have been working closely with Yvonne and Bonnie on the budget and reallocating funds to best support current changes in their adult programs due to COVID-19. Christy asked about Starpoint benefits as she discovered that some providers may have dropped. Bryana will follow up with Jami Roy, Human Resource Director, in regards to this.

Robert Arnold, Starpoint CEO, gave his final comments, as he will retire on June 30, 2020. He has appreciated the support from the employees and states that Starpoint has been a great capstone to his career.

The next meeting will be July 23, 2020.



Jake Francis
Board Secretary

DEVELOPMENTAL OPPORTUNITIES
BANK BALANCES AS OF JULY 23, 2020

Legacy MM	967,918.84
Legacy Payroll	51,986.69
BSJ MM	506,688.74
BSJ Rep Payee	57,621.04
BSJ Foundation	10,104.14
US Bank PPP	814,807.49
US Bank Payroll	149,580.51
US Bank MM	500,016.70
3 CDS	1,000,000.00

STARPOINT
For The Eleven Months Ended May 31, 2020
Monthly Report

	7/31/2019	8/31/2019	9/30/2019	10/31/2019	11/30/2019	12/31/2019	1/31/2020	2/29/2020	3/31/2020	4/30/2020	5/31/2020	Year To Date	%
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Other Expenses													
In-Kind Donations			26,305.89	33,354.95	32,020.17	25,642.11	38,313.60	30,287.40	22,308.00	48,874.80	38,220.00	295,226.92	2.4%
Accounting/Audit		3,300.00	975.00	450.00	787.50	1,912.50	1,912.50	2,337.50	1,256.25	93.60	397.50	43,597.78	0.4%
Legal Services										374.40		468.00	0.0%
Medical Services	6,319.70	4,691.75	2,724.08	7,002.82	3,819.85	6,112.92	4,633.10	5,286.27	992.32	6,075.00	4,533.64	52,082.05	0.4%
Dental/Vision/Therapy	78,849.22	75,266.69	77,920.41	76,711.41	77,229.55	78,375.97	71,455.39	79,917.40	84,861.26	78,185.40	33,473.04	812,245.74	6.6%
Professional Services	356.50	250.00	93.80	271.25	335.00	250.00	1,890.60	702.00	93.00	250.00	93.00	4,145.15	0.0%
Consultants	250.00	250.00	250.00	250.00	436.00	266.00	221.00	251.50	272.00	180.00	2,745.00	2,835.00	0.0%
Purchased Services	317.50	121.50	104.00	333.50	40.00	286.00	221.00	251.50	272.00	180.00	10,728.45	10,728.45	0.0%
Int. Purchase Services	51,424.62	66,102.70	58,178.03	56,327.68	40,140.62	59,451.93	62,974.84	51,808.96	57,454.03	18,253.13	10,728.45	532,844.81	4.3%
Staff Travel (Local)	13,143.48	12,627.92	15,453.23	14,103.93	9,947.94	10,737.27	11,048.29	7,631.74	8,637.06	3,264.64	2,955.58	109,541.08	0.9%
Travel/Out of Area				100.80				80.00				180.80	0.0%
Meetings/Conferences	1,353.61	3,839.59	2,030.81	2,414.68	308.76	166.24	291.85	380.22	695.00	330.00	104.73	1,810.76	0.1%
Gifts/Gratuities	61.90	808.68	(508.45)	78.58	345.19	202.42	86.44	118.05	157.86	118.05	100.00	1,537.45	0.0%
Star Medical	50.00		65.00	643.65	2,875.18	50.00	50.00	50.00	100.00	108.95	2,415.44	6,408.22	0.1%
Marketing Expense	538.26	2,138.17	4,129.56	1,386.20	567.95	(500.00)	100.00	100.00	100.00	108.95	2,415.44	6,408.22	0.1%
Family Support Services	5,306.44	3,750.88	6,855.52	9,620.69	5,300.22	3,812.52	7,033.80	5,742.37	7,095.07	3,495.45	5,464.66	64,497.62	0.5%
Family Emergency Funds	1,288.46	(75.00)	2,322.62	2,055.00	2,193.97	1,349.20	402.73	429.61	429.61	63.97	185.74	9,664.56	0.1%
Activity Fees	185.00	723.58	73.58	706.11	(54.79)	3,571.20	236.11	37.82	365.70	1,959.65	235.80	8,341.95	0.1%
Educational Equip/Supplies	87.88	674.62	452.35	452.35	618.05	238.42	470.71	223.72	223.72	223.72	3,208.72	3,208.72	0.0%
Other Parent Services	90.00	868.15	355.00	1,178.16	91.41	60.00	70.00	79.90	60.00	500.00	100.00	3,452.62	0.0%
Food	17,452.34	19,492.70	18,377.78	20,068.36	18,244.02	16,458.53	17,981.08	14,447.74	16,294.60	10,601.84	15,308.34	184,727.33	1.5%
Medical Supplies	4,586.42	3,976.96	6,433.98	4,868.21	4,276.94	5,196.30	3,854.91	24,380.37	5,742.90	3,689.57	3,843.34	3,689.57	0.6%
Aesthetic Technology	90.00	90.00	90.00	90.00	2,457.56	2,663.02	90.00	90.00	90.00	90.00	3,646.44	3,646.44	0.0%
Health/Equip/Supplies	2,258.32	2,782.84	3,440.11	2,601.45	3,661.48	2,457.56	2,663.02	3,856.46	5,853.34	2,187.60	3,646.44	37,416.62	0.3%
Vehicle-Gas/Oil	6,365.13	6,701.15	2,061.94	5,311.84	3,886.62	4,902.57	4,927.34	5,517.61	4,147.09	1,900.24	1,900.24	48,653.69	0.4%
Vehicle-Maint/Repair	5,732.10	6,056.35	7,936.58	8,351.60	7,994.62	4,241.62	3,529.74	7,351.03	4,632.21	2,421.99	1,882.79	60,120.63	0.5%
Company Owned Vehicle	75.28	78.96		39.50	72.83	81.16	62.35	83.61	74.88			569.37	0.0%
Office Supplies	9,234.34	5,897.62	18,364.25	24,998.45	9,290.92	9,292.07	8,709.54	6,455.20	6,682.92	6,213.23	5,141.03	110,279.57	0.9%
Telephone Expense	7,728.00	7,176.30	3,360.40	7,079.35	7,161.30	6,989.03	7,180.56	7,326.10	8,474.75	8,474.75	8,996.92	76,944.92	0.6%
Space-Rent/Lease	5,150.00	5,150.00	5,150.00	9,450.00	5,247.00	3,247.00	9,000.00	4,300.00	5,400.00	5,400.00	5,400.00	50,497.00	0.5%
Utilities	13,617.65	20,265.30	5,412.05	16,847.27	12,729.78	16,790.53	17,037.14	16,142.06	13,925.51	15,200.31	15,736.79	164,224.39	1.3%
Building Maintenance	18,999.13	13,248.44	3,535.88	4,002.63	12,594.38	9,692.16	7,499.92	8,211.03	7,064.27	7,246.84	6,534.01	98,601.69	0.8%
General Liability Insurance	4,241.57	4,241.57	4,241.57	4,465.75	4,241.57	6,137.57	4,241.57	4,494.54	4,241.57	4,241.57	4,241.57	18,508.22	0.1%
Vehicle Insurance	4,672.32	4,672.32	4,672.32	4,672.32	4,672.32	4,672.32	3,791.00	4,546.42	4,546.42	4,546.42	5,262.33	62,901.04	0.5%
Dues/Pubs/Fees	1,986.82	5,487.85	6,985.39	4,174.41	4,613.82	17,665.71	5,315.22	5,586.36	5,690.88	3,615.88	3,14.03	70,463.51	0.6%
Start Development/Training	1,829.32	1,829.32	5,404.55	5,911.87	5,282.56	1,264.20	1,475.42	6,620.00	3,615.88	3,14.03	7,203.46	35,452.19	0.3%
Pre-Employment Expense	1,625.75	4,020.88	3,293.66	2,777.88	1,572.59	2,689.80	2,051.93	1,618.72	1,853.89	935.45	309.41	22,748.36	0.2%
Administrative Fees	927.81	2,004.42	1,775.60	3,749.98	4,085.20	3,300.60	1,090.39	1,180.48	1,156.81	2,264.37	1,156.81	22,692.47	0.2%
Bad Debt Expense	40.33			236.92	10.83	53.52	(13.48)					236.92	0.0%
Interest Expense		(117.73)	99.78	1,405.37	82.74	82.74	9,182.72	8,533.18	662.15	614.22	34.58	745.52	0.0%
Misc Expense	155.46	2,269.47	8,976.50	8,206.81	9,706.79	9,713.04	9,182.72	8,533.18	8,804.58	9,607.62	9,519.71	101,016.63	0.9%
Equipment	10,319.57	8,442.11	8,976.50	8,206.81	9,706.79	9,713.04	9,182.72	8,533.18	8,804.58	9,607.62	9,519.71	101,016.63	0.9%
Childcare expense allocation	1,712.01	1,712.01	1,702.02	1,712.01	1,712.01	1,712.01	1,712.01	1,712.01	1,712.01	1,712.01	1,712.01	18,822.12	0.2%
Software	292,088.24	306,222.95	308,834.59	348,542.02	293,428.68	322,523.24	306,633.34	333,448.21	296,902.98	262,756.09	212,227.72	3,288,666.98	26.6%
TOTAL OTHER EXPENSE	824,271.95	1,366,503.97	1,207,943.07	1,213,045.02	1,013,036.26	1,049,290.74	1,373,211.65	1,044,660.90	1,038,499.33	817,011.37	795,473.00	11,747,547.31	95.1%
TOTAL EXPENSES	\$193,018.39	(\$287,759.41)	(\$90,261.87)	(\$4,046.38)	\$53,606.61	\$119,930.04	(\$191,759.84)	\$33,992.72	\$124,408.68	\$294,431.83	\$361,894.77	\$69,445.44	4.9%

A poll was taken from the CFO's of the CCB's in Colorado concerning who they use for their Auditing needs. Upon completion of this Poll the following firms have been identified as ones in which bids should be obtained from.

Eide Bailly

JDS Professionals

FredrickZink & Associates

Lenny Merriam – supplied by Janet T.

An email conversation with a fellow CFO follows this. He states a very important fact to take into consideration when choosing an auditing firm.

Would like approval to move forward with obtaining bids.

Julie Watts

From: Steve Dahlman <stevedahlman@communityoptionsinc.org>
Sent: Friday, June 26, 2020 12:26 PM
To: Julie Watts
Subject: RE: 7/16 @ 1:30pm: Alliance CCB CFO/Finance Peer Network

You are welcome. One piece of advice as you select an auditor is how much experience do they have with our system's funding and program requirements. I am only familiar with our audit firm of all those listed, but I suspect any of the firms used by any CCB would be very familiar with our environment. Selecting a firm that has never dealt with our system will require so much more time and effort by your staff to explain and demonstrate your data, that any cost savings in the audit cost will manifest itself in extra time and grief. For example, back when the State chose the audit firm for all CCBs, a firm would send out all of their junior staff or even interns, to conduct the fieldwork. The amount of time it took just to explain what they were given was horrendous.

Best wishes in your selection process!

Steve K. Dahlman

Community Options, Inc.
Director of Finance & Business Operations
Direct Line: 970-249-1412 Ext. 233

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From: Julie Watts <JWatts@starpointco.com>
Sent: Friday, June 26, 2020 10:00 AM
To: Steve Dahlman <stevedahlman@communityoptionsinc.org>
Subject: RE: 7/16 @ 1:30pm: Alliance CCB CFO/Finance Peer Network

Thank you Steve.

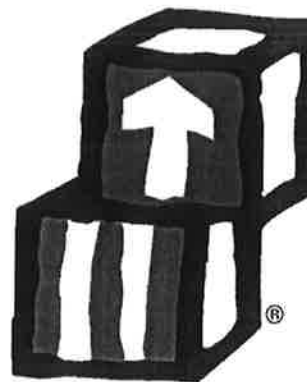
From: Steve Dahlman <stevedahlman@communityoptionsinc.org>
Sent: Friday, June 26, 2020 8:02 AM
To: Julie Watts <JWatts@starpointco.com>; Anita Kinsey <akinsey@bluepeaks.org>; Carla Conrardy <carlac@foothillsgateway.org>; Chris Bergquist <cbergquist@strivecolorado.org>; George Montoya <george.montoya@nmetro.org>; Heather Whitworth <hwhitworth@tre.org>; John Wetherington <jwetherington@rmhumanservices.org>; Karen Flores (K.Flores@nmscolo.org) <K.Flores@nmscolo.org>; Ksana Oglesby <ksana@mtnvalley.org>; Mariah Schofield - Colorado Bluesky Enterprises (mariah@coloradoblueskyenterprises.org) <mariah@coloradoblueskyenterprises.org>; Matt Morrill (mmorrill@horizonsnwc.org) <mmorrill@horizonsnwc.org>; Nikki McDowell (ncalvillo@sdsccb.com) <ncalvillo@sdsccb.com>; Rob DeHerrera <ROBERT.DEHERRERA@ddrcco.com>;

7/23/20

Starpoint Board Training

Brenda J. Aguirre

EHS, FC & Child Care Centers Director



Board Composition Requirements:

- Fiscal management and accounting expert
- Early Childhood education expert or consultant
- Licensed attorney
- Parents of children who are or were enrolled
- Individuals selected for their area of expertise

OHS- HSSPS # 1301.5 Training for the Board

The training content should at minimum ensure Governing Board have the knowledge and skills to:

- Approve agency policies and some procedures
- Financial expenditures
- Approval of annual operating budget
- Approve grant applications
- Oversee agency Self-Assessment-Community Assessment and Needs Assessment
- Monitor annual audit
- Monitor corrective action process,
- Ensure that parent, staff and community complaints are handled properly
- Review School Readiness Goals, data and outcomes
- Establishing/reviewing procedures and criteria for recruitment, selection and enrollment of children
- Review Program Information Reports

Monthly Board Reports Include (PIR):

- Enrollment numbers by program(Childcare Partnership, Home Visit, Pregnant Mothers)
- Child Assistance Numbers
- Attendance data
- Food Program amounts
- Disabilities enrollment data
- Socialization and workshop information and data
- Regional Office data
- Diapers and wipe purchase
- Credit card purchases
- Program Summary

Questions?