

STARPOINT

Enriching Lives Realizing Dreams

STARPOINT
BOARD OF DIRECTORS MEETING
Thursday, April 22, 2021

Board Chairperson, Annette Nimmo called the regular Starpoint Board of Directors meeting to order at 6:21 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

Chaffee County board members present via Zoom video conferencing: Katy Grether

Others present in person: Bryana Marsicano, Brenda Aguirre, Jody Berg, Colette Martin, and Jami Roy.

Others present via Zoom video conferencing: Laura Gardner, legal counsel to the board.

INTRODUCTION OF GUESTS AND PUBLIC COMMENTS

No guests or comments.

MINUTES OF THE PREVIOUS MEETING

MOTION by Janet Trujillo:

Move to approve the minutes of the March 25, 2021 meeting with corrections.

Seconded by Jake Francis and carried without dissent.

FINANCIALS

Colette Martin interim CFO presented a Financial Statement update, which included the Income Statement and Cash Balances to the board. The audit will restart based on Eide Bailly's availability. She is also working on templates for the 2021-2022 budget.

MOTION by Janet Trujillo:

Move to approve the Fire Protection Implementation Proposal submitted by Western States Fire Protection Co. for the Penrose Place group home.

Seconded by Jake Francis and carried without dissent.

EHS BOARD REPORT

Brenda Aguirre reviewed the EHS Selection Criteria/Stress Indicator List, EHS Program and School Readiness Goals, First Steps EHS Individualized Family Partnership Agreement for home and center-based services.

MOTION by Jake Francis:

Move to approve the EHS Selection Criteria/Stress Indicator List, EHS Program and School Readiness Goals, First Steps EHS Individualized Family Partnership Agreement for home and center-based services presented with corrections.

Seconded by Janet Trujillo and carried without dissent.

CHIEF EXECUTIVE OFFICER REPORT

Bryana Marsicano reviewed the CEO Report with the Board.

Legislative updates - Bryana explained to the board that a 2.5% Provider Rate increase has passed both the House and the Senate at this time and looks to be solid in the budget for the next Fiscal year. This will apply to all of the adult service line items and both the CCB and SEP Case Management per Member/Per Month rates.

She also reported more good news – Approval to enroll 667 individuals off the waitlist this year has passed as well! We have spoken with HCPF and they will disperse these with the rural sustainability guidance that was previously passed in place. This means that we will get at least 3 HCBS-DD resources in our local community to offer to families in need. We have already reached out to these families to plan the next steps. This does not eliminate the waitlist at all but does provide some hope as we move in that direction!

Bryana explained that a Bill that included leaving our transportation services under the oversight of HCPF is also likely to pass. This will continue to allow us to provide the necessary transportation to our consumers without additional requirements that were previously proposed.

Bryana reported The Case Management Redesign bill also passed out of Committee unanimously. This sets the foundation for what a Case Management Agency will be defined as and moves us closer to the Conflict-Free Case Management goals of the Centers for Medicaid.

Bryana has started to participate in regional Catchment area discussions to determine which catchment areas will be grouped in the new Case Management redesign. They noted that they want catchment areas with 400 members minimum (Both SEP and CCB clients). As anticipated Chaffee and Lake Counties are a hot topic of discussion not only due to the current amount of clients but also the geographic location to other counties and mountain passes in the area making travel difficult. Bonnie Silva has recently sent out emails reaching out to Executive staff to set up meetings every other month as we move towards the new Case Management

system/redesign. I will attend for input. We want to make sure that the definition of "Only Willing and Qualified Provider" is clear so that in the future when other providers and case management agencies are interested in our catchment area that they are qualified, established, and will be long term for the clients we serve.

Bryana told the board that HCPF would be hiring a staff member soon to take the lead on Rural Sustainability issues and Direct Care workforce sustainability as well. We will work with them closely to give them an accurate picture of the unique hurdles of providing services in rural and frontier areas.

Bryana explained to the board that we may have a grant opportunity with the Boys and Girls Club to open an Inclusion Café. The Fremont County Boys and Girls Club has a commercial kitchen and an area we would use for the café. Those adults we serve and members of the Boys and Girls Club would staff the café.

Bryana told the board that Jody Berg had been contacted by the Non-profit Energy Assistance Program (NEAP) about updating the HVAC system in our Diamond building. They will work on getting bids and potentially helping us update that system.

Human Resources - Jami is wearing many hats lately! We are still moving forward with Paylocity and she has established initial Zoom calls with staff and Directors to introduce them to the tool. She is also working behind the scenes on Paylocity getting all the Benefits data into the new system. Kim Baber and Jami have spent countless hours on this to ensure that it is rolled out in a positive and empowering manner to staff. **HIRING HIRING HIRING!** We need more staff and we are thinking outside of the box on how to recruit in Fremont and Chaffee County. Jami is also setting up various hiring events, meet, and Greets for new staff, new host home contractors, and respite providers. We will be setting up "Lunch and Learn" activities, Open houses, and Caregiver Breakfasts where anyone can stop in and learn about our Host Home program and becoming a provider. We have made a goal to increase our Host Homes by 4 by the end of the fiscal year and this advertisement/recruitment of these needed services is critical. Jami has also started an "Employee Retention" meeting to discuss how we can improve our retention of employees, especially in the first three months. Like many organizations and businesses, we are seeing unprecedented numbers of open positions with a lack of interest in them.

Case Management (SEP and CCB) –We have hired a new CM in the SEP department and are currently hiring another in the CCB department (to replace one that is leaving). When fully staffed in all of our new Case Management Departments we will have 13 staff. We have started the initial meeting for the Alamosa SEP transition and will be looking at office space this week in Alamosa. We will be meeting with the current Case Managers in that area to determine if any would be interested in transitioning over to Starpoint. It is a lot of work, but we are excited about the challenge and to serve more individuals. SEP enrollment is currently at around 423 clients and the CCB Case management enrollment is around 184 consumers. We recently received notification of 4 new HCBS-DD resource enrollments from the Waitlist. We will be enrolling one later this week and will work with the families of the others to determine their

needs and what services they are interested in. Case Management has also seen an increase in provider agencies being approved to serve individuals in our community. This is due in part to the 1:1 enhanced rate. We will meet with them soon to determine what services they offer so that we can talk with our clients to determine if they are interested in their services. The 1:1 services are a safer way for clients to be served so we are excited to be able to offer this to them.

Fremont County Adult Services – We continue with day programs in both Chaffee and Fremont County and are offering as many hours as possible with the current staffing patterns. We continue to advertise for the newly approved 1:1 services so that we can serve those individuals who have previously not been able to receive services either due to not being able to wear a mask or transportation limitations. We have hired two part-time staff so far in these positions and look forward to more. We have several moves taking place soon. This was due in part to the lack of staff to meet all of the health and safety needs of the homes and to consumer choice in moving to different residential settings. We have a goal to support more independent living when it is a possibility so that we can decrease the number of staffed PCA settings that we have currently. A key part of this is growing the Host Home program. We have also set a goal to have the Therap documentation tool fully implemented by September 1st, including the billing module. This will support the adult services programs to increase paperless practices, reduce redundancy in their work, streamline their workflow, and give access to records to everyone who needs it. We have had the Therap tool for a while but had various delays in full implementation in the past.

Chaffee County Adult Services– We recently started the Salida Facebook page specific to that site so that we can use social media for staff recruitment and increase communication to the community and families. Thomas continues to be focused on staff recruitment and building the host home program in that county as well. We are still in need of an RN for the Chaffee county services and have posted the opening on many sites to get additional interested applicants. We have been approved to post on Handshake, which is a recruiting platform for new college graduates or current college students. We are hoping this will open up some opportunities. Thomas recently hired a new day program staff so that we can increase the day program services. He has started a monthly meeting with all interested clients, family members, etc. to stay connected and keep the lines of communication and changes open with everyone. Like several of our other programs, lack of applicants has been difficult; however, we continue to try new approaches. Thomas has connected with the Heart of the Rockies Snowmobile Club and they are excited to be able to offer the annual ATV event again this year, with additional COVID-19 precautions in place and adhering to all county outdoor event restrictions and guidance. This will be held Sunday, May 23rd from 10 am to 2 pm.

Children and Family Services – Bethany LaLoge recently was recognized for her part in the Built for Zero movement in Fremont County. Through their efforts, they were able to officially celebrate ZERO homeless Veterans in Fremont County. This group works to find support and housing for those in need and has had incredible success in our community. We have not had any additional COVID-19 outbreaks in the Childcare facility and have been able to continue services for all families. Brenda continues with the grant renewal process for Early Head Start.

We have been authorized for a 1.22% COLA (\$10,554 total) for the grant in this fiscal year. EHS also has additional COVID funding to be used by August. This will be used to update our technology infrastructure with fiber optic internet, an updated server, and more. Brenda also has additional Quality Improvement funding to spend with a plan to fund additional training for staff, specifically Infant Mental Health training, and potentially reimbursement for other training or college classes towards child development courses. The Office of Early Childhood may also have sustainability funding coming soon that we will pursue. We are hoping to use any additional funding for sustainability for wage increases for the classroom teachers. Brenda and Kathy are looking into new grant funding that may be used to create a large community garden at the SPIN site. This would support community relationships and healthy eating for families and community members that choose to be involved in it.

Early Intervention – The Salida School District completed an outreach campaign to encourage birth to three referrals. We received three Salida referrals last month, which is a great improvement over the last few months. With new guidance from the state Office of Early Intervention, we are now offering families limited in-person visits. Our primary model continues to be telehealth, but now each provider has done some in-person visits and they are thankful to be able to connect in person again and look forward to moving to full in person when the state allows. We are thankful to Colette who worked through submitting the Early Intervention budget, which was due to the state. Once the budget is approved, the state will send us a contract for the 21-22 year. We will have submitted our documentation for the Office of Early Childhood audit by the end of this week. Unfortunately, as you are aware, we have discovered several errors in the billing/accounting to the state last year. Colette has already implemented checks and balances so that this does not happen in the future; including setting up a system so that a director such as myself can monitor and approve their program's invoicing. We will be under a Performance Improvement Plan with the state, but they have noted that we are already headed in the right direction with the changes in our accounting department. We have a great rapport with the EI state employees and though we are very disappointed in this finding, they are confident in our ability to get back on track in the accounting department and note that the quality of direct EI services that we have provided is outstanding.

Starpoint Foundation – The Royal Runway event was held on March 26th and was a success! This was a much smaller event than the Night to Shine (invite only) but the volunteers noted that it was a leisurely-paced event that was well-received by all. Though they enjoyed this event, everyone is still hoping for a big Night to Shine Event next year! Safer in your Car – Drive-in Movie event was postponed due to weather and will be held on April 24th (this Saturday). We are collaborating with the Boys and Girls Club on it and will split the proceeds. So far we have about \$12,500 in sponsorship for the event, 70 tickets (70 vehicles) sold, and are opening it up to ticket sales at the gate the night of the event. We received a Chaffee County Community Foundation grant for \$1800.00! We are excited to upgrade some of our kitchen equipment for our cooking classes and potentially offer food and nutrition classes as well. Thomas has also been meeting with his staff and the consumers to determine what furniture or sensory items are most needed in the new expansion room at the day program site. So far, there has been a lot of interest in sensory swings (hung from the ceiling) and some sensory

sand/rice tables for adults. Future events include a Consumer Car wash event on July 22nd from 10 am to 2 pm at Red Ball Sales. Ron is also working on getting a food truck and the Kona Ice truck to attract more participants. This one is always a consumer favorite!

EHS BOARD OF DIRECTORS AND PC MONTHLY REPORT

Brenda Aguirre reviewed the March 2021 EHS Board of Directors and PC Monthly Report.

ADJOURNED

Chairperson, Annette Nimmo adjourned the regular Starpoint Board of Directors meeting at 7:31 PM.

The next meeting will be on May 27, 2021.



Jake Francis, Board Secretary

Financial Update

Discussion Document

May 27, 2021

Colette Martin, MBA

CIRCE

SOLUTIONS

Financial Statements

Balance Sheet

- Cash is up slightly from prior year end.*
- Accounts Payable reported at \$2.4M. This is inaccurate and reflects the disconnect between Bill.com and our accounting software.
- Depreciation and Fixed Asset additions not completed timely in prior years. Review and depreciation schedule in process.

*Very good
Plains
Corrected*

CS

Good News

- Paylocity payroll implementation is near completion. We ran our first payroll, and Kim Baber did a fantastic job! More work continues for HR, Clocking, etc.
- We updated our accounting system to the most recent version.
 - Update allows for attaching invoices/backup – eliminates paper, lost documentation, etc.
- Drafting Policies and Procedures for all tasks
- All Bank Accounts reconciled through April

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STARPOINT
Statement of Financial Position (Balance Sheet)
As of April 30, 2021

	April 30, 2021	June 20, 2020
ASSETS		
CURRENT ASSETS:		
Cash and Investments		
Cash	4,070,177	3,902,859
Investments	-	-
Total Cash and Investments	4,070,177	3,902,859
Receivables		
Client Receivables	658,722	1,055,751
Other Receivables	249,172	240,202
Total Receivables	907,894	1,295,953
Other Current Assets		
Notes Receivable	-	-
Prepaid Expenses	341,100	136,365
Total Other Current Assets	341,100	136,365
Total Current Assets	5,319,171	5,335,178
OTHER ASSETS:		
Investment in JV	-	-
Property and Equipment, Net		
Property and Equipment	7,236,885	7,236,397
Accum. Depreciation	(3,454,334)	(3,490,081)
Net Property and Equipment	3,782,550	3,746,315
TOTAL ASSETS	9,101,721	9,081,493
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts Payable	2,443,749	2,547,421
Accrued Expenses	-	-
Accrued Interest	143,000	143,000
Deferred Revenue	(72)	(72)
TOTAL CURRENT LIABILITIES	2,586,677	2,690,349
OTHER LIABILITIES:		
Bonds Payable	-	-
Notes Payable	-	-
TOTAL LIABILITIES	2,586,677	2,690,349
NET ASSETS		
Beginning Balance	6,391,144	6,012,067
Revenues over Expenses	123,901	379,076
Other Restricted Funds	-	-
Ending Balance	6,515,045	6,391,144
TOTAL LIABILITIES AND NET ASSETS	9,101,722	9,081,493

As of 4/30/2021

		4/30/2021	3/31/2021	Change
Unrestricted Funds				
Description	Account Number	Bank		
ICS Funds		Legacy Bank	258,903.04	258,903.04
Money Market	00S-393-705	Legacy Bank	964,668.81	763,977.41
Money Market	00-393-692	Legacy Bank	19,542.78	24,161.40
Money Market	1458	Bank of the San Juans	640,026.01	743,555.85
Silver Business Checking	103685090047	US Bank	25,868.30	82,007.50
Money Market	103659440855	US Bank	450,180.58	450,176.88
Money Market	103659440848	US Bank	295,665.13	295,662.70
			<u>2,654,854.65</u>	<u>2,618,444.78</u>
				<u>36,409.87</u>
Restricted Funds				
Description	Account Number	Bank		
Payee Account	4399	Bank of the San Juans	108,133.84	4,607.78
Custodial Accounts			IN PROCESS	IN PROCESS
			<u>108,133.84</u>	<u>4,607.78</u>
				<u>103,526.06</u>
Investments				
Description	Account Number	Bank		
Certificate of Deposit	370	US Bank	1,550,139.45	1,550,127.84
				<u>11.61</u>
Foundation				
Description	Account Number	Bank		
Foundation	8418	Bank of the San Juans	41,755.62	42,245.54
				<u>(489.92)</u>
Total Cash and Investments			<u>4,354,883.56</u>	<u>4,215,425.94</u>
				<u>139,457.62</u>

EHS 2021-2022 continuation grant:

1. Program Operations:	\$ 865,105
2. Cost of living Allowance (COLA 1.22%)	\$10,554
3. Training and Technical Assistance	\$18,708
Total	<u> </u>
	\$ 894,367
4. Non-Federal Share	\$ 223,609

Policy Council and Board review:

1. Updated Community Assessment
2. Annual Self-Assessment
3. Selection Criteria (prior approval)
4. Updated Cost Allocation
5. Training Plan
6. Training and Technical Assistance Plan
7. Program Goals, Objectives and Program Impact
8. Budget Justification Narrative

9.)

Also reviewed: Annual calendar for Children's Services