



Serving Fremont, Chaffee and Custer Counties  
700 S. 8<sup>th</sup> Street, Canon City CO 81212  
Phone: 719-275-1616  
Fax: 719-275-4619

Bryana Marsicano, Chief Executive Officer

**Starpoint  
Board of Directors Meeting  
March 31<sup>st</sup>, 2022 at 6:00 PM**

Held at the Starpoint Admin Building and via Zoom  
<https://us02web.zoom.us/my/starpointceo?pwd=Z01yeIFZQWNPcnFKNURsclRSSjlvdz09>

Meeting ID: 268 825 6018

Passcode: 222222

Salida Wifi: SPS@l1d@

**Meeting Agenda**

- |  |                           |
|--|---------------------------|
| ○ <b>Call to Order</b>   | <b>Board President</b>    |
| ○ <b>Introduction of Guests and Public Comments</b>                      | <b>Board President</b>    |
| ○ <b>Action Item – Review and acceptance of February Meeting Minutes</b> | <b>Secretary</b>          |
| ○ <b>Report – Financials and Financial Report</b>                        | <b>Colette Martin</b>     |
| ○ <b>Report – Chief Executive Officer Report and Updates</b>             | <b>Bryana Marsicano</b>   |
| ○ <b>Report - Early Head Start – Board Report</b>                        | <b>EHS Representative</b> |
| ○ <b>Action Item – Review and Approval of EHS Grant adjustments</b>      | <b>Bryana Marsicano</b>   |
| ○ <b>Adjourn</b>   | <b>Board President</b>    |



STARPOINT  
BOARD OF DIRECTORS MEETING  
Thursday, February 24, 2022

Board Chairperson, Danielle Frost called the regular Starpoint Board of Directors meeting to order at 6:10 PM. Those in attendance and constituting a quorum were:

Fremont County Board members present Annette Nimmo, Linda Bay, Jake Francis, and Mitch McCartney.

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

Others present in person: Bryana Marsicano, Jody Berg, Kathy Kennedy, Sadie Swisher, Brittany Connor, Colette Martin, and Jami Roy. Laura Gardner, legal counsel to the board.

**INTRODUCTION OF GUESTS AND PUBLIC COMMENTS**

**MINUTES OF THE PREVIOUS MEETING**

*MOTION* by Annette Nimmo:

Move to approve the minutes of the January 20, 2022 meeting as presented.

Seconded by Jake Francis and carried without dissent.

**FINANCIALS**

Colette Martin presented and reviewed the Statement of Operations, Statement of Financial Position, and Starpoint account balances with the Board.

*MOTION* by Jake Francis:

Move to accept the Statement of Operations, Statement of Financial Position, to be placed on file

Seconded by Annette Nimmo and carried without dissent.

Jake Francis inquired about the status of the Investment Committee. Bryana Marsicano explained that we need Board Member participation and we need to determine the total members who will serve on the committee.

**CHIEF EXECUTIVE OFFICER REPORT AND PROGRAM UPDATES February 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

Sadie Swisher reviewed the EHS Board Report for January 2022. She also presented the following policies for review: Medical Emergency Transport, First Steps Early Head Start Individualized Family Partnership Agreement for Center-Based and Home-Based Services, EHS Selection Criteria, Monitoring for Safety, EHS Medication Administration Procedure, EHS Community & Parent Grievance Policy, Establishing a smoke free campus, EHS Impasse Policy and Procedure, and the EHS Sick Child Policy. The Board determined that all policies and procedures presented needed further review and corrections. Laura Gardner, legal counsel to the Board will work with Sadie Swisher and Jami Roy to make the necessary changes. Once the changes are made they will be brought to the Board for approval.

Bryana Marsicano explained to the Board that she had found a candidate for the EHS Program Manager position that she would like to hire. The candidate is Martha Sager. Bryana reviewed Martha's qualifications with the Board.

*MOTION* by Brenda Heckel:

Move to offer the EHS manager position to Martha Sager as the Board agrees that she meets the EHS performance standard qualifications of the EHS director position.

Seconded by Jake Francis carried without dissent.

### **ADJOURNED**

Chairperson, Danielle Frost adjourned the regular Starpoint Board of Directors meeting at 7:23 PM.

The next meeting will be on March 31, 2022.

  
Annette Nimmo, Board Secretary

**STARPOINT**  
**Statement of Financial Position**  
**Monday, January 31, 2022**

	Current Month <b>January 2022</b>	Prior Month <b>December 2021</b>	Prior Year End <b>June 2021</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS:</b>			
Cash and Investments			
Cash	\$4,027,899	\$3,595,290	\$4,848,088
Investments			
<b>Total Cash and Investments</b>	<b>4,027,899</b>	<b>3,595,290</b>	<b>4,848,088</b>
<b>Receivables</b>			
Client Receivables	2,974,470	2,430,518	811,313
Other Receivables	10,023	1,500	34,212
<b>Total Receivables</b>	<b>2,984,493</b>	<b>2,432,018</b>	<b>845,525</b>
<b>Other Current Assets</b>			
Restricted Cash	664,475	684,992	272,722
Prepaid Expenses	613,763	560,791	297,780
<b>Total Other Current Assets</b>	<b>1,278,238</b>	<b>1,245,783</b>	<b>570,502</b>
<b>Total Current Assets</b>	<b>8,290,630</b>	<b>7,273,091</b>	<b>6,264,115</b>
<b>OTHER ASSETS:</b>			
<b>Property and Equipment, Net</b>			
Property and Equipment	7,276,694	7,276,694	7,253,447
Accum. Depreciation	(3,454,334)	(3,454,334)	(3,454,334)
<b>Net Property and Equipment</b>	<b>3,822,360</b>	<b>3,822,360</b>	<b>3,799,113</b>
<b>TOTAL ASSETS</b>	<b>12,112,990</b>	<b>11,095,451</b>	<b>10,063,228</b>
<b>LIABILITIES AND NET ASSETS</b>			
<b>CURRENT LIABILITIES:</b>			
Accounts Payable	190,786	248,620	372,731
Accrued Expenses	439,703	373,100	0
Deferred Revenue	89,928	89,928	(72)
<b>TOTAL CURRENT LIABILITIES</b>	<b>720,417</b>	<b>711,648</b>	<b>372,659</b>
<b>OTHER LIABILITIES:</b>			
Bonds Payable			
Notes Payable	0	1,216,807	1,918,462
<b>TOTAL LIABILITIES</b>	<b>720,417</b>	<b>1,928,455</b>	<b>2,291,121</b>
<b>NET ASSETS</b>			
Beginning Balance	7,772,106	7,772,106	6,387,233
Revenues over Expenses	3,620,472	1,394,895	1,384,873
Other Restricted Funds	(5)	(5)	0
<b>Ending Balance</b>	<b>11,392,573</b>	<b>9,166,996</b>	<b>7,772,106</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>12,112,990</b>	<b>11,095,451</b>	<b>10,063,227</b>

**Starpoint Account Balances**  
As of 2/28/2022

			<u>2/28/2022</u>	<u>1/31/2022</u>	<u>Change</u>
<b>Unrestricted Funds</b>					
<b>Description</b>	<b>Account Number</b>	<b>Bank</b>			
ICS Funds		Legacy Bank	259,275.61	259,245.79	29.82
Money Market	005-393-705	Legacy Bank	161,133.84	113,199.31	47,934.53
Money Market	00-393-692	Legacy Bank	15,901.34	15,926.34	(25.00)
Money Market	1458	Bank of the San Juans	157,082.35	380,634.74	(223,552.39)
Silver Business Checking	103685090047	US Bank	25,788.30	25,796.30	(8.00)
Money Market	103659440855	US Bank	933,452.88	450,218.38	483,234.50
Money Market	103659440848	US Bank	295,689.74	295,687.48	2.26
Money Market	370	US Bank	1,550,204.89	1,550,192.19	12.70
			<u>3,398,528.95</u>	<u>3,090,900.53</u>	<u>307,628.42</u>
<b>Restricted Funds</b>					
<b>Description</b>	<b>Account Number</b>	<b>Bank</b>			
Payee Account	4399	Bank of the San Juans	20,757.78	20,757.62	0.16
<b>Investments</b>					
<b>Description</b>	<b>Account Number</b>	<b>Bank</b>			
			-	-	-
<b>Description</b>	<b>Account Number</b>	<b>Bank</b>			
Foundation	8418	Bank of the San Juans	96,592.52	96,618.43	(25.91)
			<u>3,515,879.25</u>	<u>3,208,276.58</u>	<u>307,602.67</u>
<b>Total Cash and Investments</b>					

○ **Report – Chief Executive Officer Report and Program Updates March 2022**

○ **Legislative/State updates**

- ✓ We are still hoping for a slight increase in our rates this year as the budget is favorable at this time, but a lot can change from now until the budget is signed.
- ✓ IDD awareness day at the Capitol was virtual this year with the legislators walking a red carpet and receiving Oscar type awards for their support of the IDD world and various IDD topics and budgets. It was a huge success and definitely brought increased awareness to IDD services, our budget and our needs. Alliance did an incredible job with this virtual event this year.
- ✓ The state budget is starting to move through the House this week. If it remains on track we anticipate the third reading of the budget on Thursday. So far, no big impacts to our services however as they work through the amendments we are watching and reading closely to make sure we know of any potential impacts that we need to address. The big remaining economic concerns continue to be inflation, a tight labor market, geo-political conflict, and supply chain issues.
- ✓ 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>, so we were pleased to see this stretching out.

○ **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.

○ **Starpoint Program Updates**

- ✓ **Finances** – Tamar completed an onsite training with accounting so that we are able to fully understand and utilize Great Plains. We will begin to set up regular meetings with accounting staff and management staff to continue to streamline practices so that we are not duplicating work for others. Colette will be training staff on Expensify (receipt management system to assist with missing receipts), and we will be starting to do mileage reimbursement through Paylocity to cut down on the number of checks that go through accounting. This is no added expense through Paylocity however it does save time for accounting staff and helps with reducing paperwork in each manager's office. After a review of our financial position and many staff requests, we did

increase our mileage reimbursement from \$.42 per mile to \$.58 to assist with the increasing fuel prices. This will take effect April 1<sup>st</sup>. We have encouraged staff to continue to use agency vehicles when they are available and we will pay for shortest routes not preferred routes to keep costs in line. We have closed our Wells Fargo Credit cards and have fully switched to Bank of the San Juan Cards. These are connected to the receipt management system (Expensify) so that we can start to track these better and ensure we have the necessary receipts for all purchases.

- ✓ **HR** – Jami and April are working to enhance the onboarding process for all staff. This will include an orientation that includes basic trainings for all staff (workplace safety, harassment policies, Equity and inclusion training etc.) and some initial trainings for staff that will be working in the adult program (Safety care, CPR, First aid, QMAP etc.). The goal is to have all necessary employment paperwork (tax forms, W9, direct deposits, background checks etc.) completed before the employee starts their shifts. Jami is continuing to work with Children’s services to start the process to evaluate current job descriptions, duties, salary ranges, etc. to create more transparency of salaries and the professional opportunities for all of the staff. She is also gathering all required degrees, certificates etc. to house them in the Personnel files in Paylocity so that they are in a central location that can be accessed by the supervisor at any time. This will assist in surveys/inspections in the future as they will all be in one location.
- ✓ **Case Management (SEP and CCB)** – I’d like to have a discussion about CFCM so that everyone knows the important decisions we will need to make in the near future and how it may impact our agency and community. Prior to 2024 we will need to make important strategic decisions regarding separating Case Management from our provider services and all the details of that decision. Various CCBs have done this in different manners and we should start planning now for it.
- ✓ **Fremont County Adult Services** – Day program bowling has started and we have slowly been able to increase the amount of consumers we are serving as staff become available. This is a slower process as we continue to see turnover in various positions. We are continuing to see applications coming in so that is a positive sign. We have started the transition to using Therap as a billing tool for Medicaid billing and will be meeting with them for next steps next week. The accounting office has input all the needed Medicaid billing codes into the system and we have connected the services to bill to each client. We are on track to potentially start using it for billing in late April or early May. Transportation changes are coming and we will be meeting to discuss this impact to our work. HCPF has added regulations that require that all vehicles used to provide Non-emergency transportation be certified annually and that we have various paperwork completed and in our files. We will be meeting to determine who should gather this information annually, where to store it etc.

## Chaffee County Adult Services–

- ✓ We will be officially starting day services next week for a small group of consumers!! We are SO excited. We continue to need several staff in the Salida office, however with the two that we have currently, we are able to add some site based activities. Maddy is the Day Program Manager and has been working hard to create a schedule, calendar of events, purchase supplies and to prepare the center. Wednesday afternoon at the bowling alley will be a big hit again! She is working on a plan to use some of the Gathering in Gratitude fundraising revenue to purchase furniture for the back patio, yard games, sensory swings etc. We will also be relocating the kitchen in the day program to create an area for a cooking skills class room upstairs so that it is more easily accessible to the clients. Bonnie has rearranged the front reception area to be HIPPA compliant so all paperwork with protected health information is now moved to another area in the building rather than at the front door. The front office has been turned in to a training room/Therap documentation room and a small are for staff to clock in and use Paylocity for other activities. This room will also have all necessary forms or paperwork for staff to access if they are not already in the Paylocity system.

Alliance will be doing an “On the Road” meeting in the Salida/Buena Vista area in June and we are excited to host them. June 22<sup>nd</sup> and 23<sup>rd</sup> are the official dates and we will be doing the Alliance Executive meeting at the Starpoint office, then hosting a “Sip and Paint” event also at the office that evening for Alliance Board Members. The following day we will go to a private property of another Alliance Member and have the other meetings and a catered lunch. After these meetings we will be able to fish, paddleboat, play various outdoor games etc. Ron is working out the details with the Alliance committee currently to get everything in place!

- ✓ **Early Head Start** – Martha Sager has officially started as the EHS Manger and is off to a great start. She has gotten acquainted with the staff and is studying the Early Head Start performance standards. She started by getting three quotes/bids for flooring and paint for the Brown room so that we can start to have more socializations onsite. This will hopefully assist with recruitment or EHS families and pregnant women. She also have lots of great ideas about different ways to do some tasks and I’ve encouraged all staff to listen to these ideas and hopefully it will spark some additional creative thinking and changes that we can do to increase our quality of services. We are starting to meet with the deployment specialists to gain knowledge of the EHS program and how we can restructure some things and ensure we are meeting performance standards. Martha and I are signed up to participate in an in person fiscal training in Denver in May and the other staff will participate via zoom so that everyone better understands the fiscal responsibilities as a recipient of a federal grant.



- ✓ **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.). She is implementing Early Learning Ventures – a software program for Childcare centers to better track enrollment, attendance, food program data, and more. This program, which costs us \$100.00 per month, will help to eliminate 7 separate spreadsheets that she is currently tracking. It will also assist with reminders to parents for payments due, updated records are due, notifications of closures or illness in the center and more. This is another step in the direction of using technology to enhance our programs and eliminate duplicate work for staff. She is excited to start with the program and has been working on getting all necessary information into the system and access for families and staff. We may have another funding opportunity through a circle grant for innovation in childcare and will be looking at this for the center as well.
  
- ✓ **Family Center** – Kathy is currently updating budgets and narratives for several of the grants that are up for renewal in June. We recently received approval of a new funding opportunity passed through the school district that will cover 35% of Kathy's time that was previously allocated to a general operating grant. This will allow us to use more of the general operating grant for overhead expenses of the grant programs (technology, phones, utilities, cleaning and office supplies etc.). We continue to work through the PIP for these grants and are getting good tracking practices in place for each grant that we receive.
  
- ✓ **Early Intervention** – Dustin and Bryana have been working together on the Early Intervention RFP for EI evaluations. The RFP for Early Intervention Evaluations will be submitted by the board meeting. We are indicating that we would like the contract for Fremont, Chaffee and Custer counties as we are currently completing these evaluations. If we are chosen as the EI evaluator in these counties we would receive \$500.00 for each evaluation completed. We are currently completing about 6 to 10 a month in the program and expect that number to remain in that range. We will also be submitting the EI budget to the State for first review by April 4<sup>th</sup>. We will be requesting an increase to hire back to Dustin's position that remains open since he was promoted. We will be seeking an individual with a degree in Early Childhood Special Education. This will be hard to fill, but we are hopeful that the right candidate is ready to be a part of our team. We will also be increasing the costs of items that have increased form us such as office supplies, cell phone plans etc. We are hopeful that the increase will be approved as we can justify the need due to the significant changes to the program on a state level but also internally with Dustin's promotion.
  
- ✓ **Starpoint Foundation** –The Special Olympics Basketball team vs. the Canon City Police Department on March 4<sup>th</sup> at Mountain View Core Knowledge School was a huge success again. This event is always a fun one and a great community partnership. Mary, Ron and additional Children's services staff are working with the City of Canon City to participate in the 150<sup>th</sup> birthday celebrations. We will have a table that

represents all of the services we provide as a unified front and are excited to offer some vintage games of bean bag toss, double Dutch jump rope and more. This will be a great opportunity to promote our services as well and recruit new families for each of our programs. The table will have information for all of our programs for others to take with them as well. Starpoint adult clients will also be participating in a short play that evening on the field before the fireworks. Their part is to demonstrate all the various rec activities in Fremont County from the past, present and into the future. Huge Kudos to Mary Yang who wrote a grant to Fremont County to request additional funding to cover lost revenue due to COVID-19. She was able to get Starpoint approved for \$25,000! We will be using this funding to create the communications/marketing position and support part of the initial salary for the position. This will help with not only staff recruitment, but also with getting the word out about our services throughout the community to recruit children/families and community partners.

# **Early Head Start**

## **Policy Council & Board Report**

### **February 2022**



# February 2022



EHS Enrollment: 52

- Center-Based: 9
- Home-Based: 42
- Pregnant Women: 1
- Waiting List: 12

EHS children receiving EI services-7

- Getting close to our 10% of EI children served. If we drop below 7 children receiving EI services we will need apply for a waiver from the Office of Head Start.

EHS Center-based Option

- Attendance is at 85% with 11 children attending. Two COVID closure brought attendance down a bit.

(CACFP) Food program reimbursement: \$0

- Providing snacks left over from Fall Festival due to the time of Socialization.

Socialization Focus

- February 1, 2022 Socialization was held at the Canon City Library. Healthy snacks were provided for 1 adults, 2 EHS children and 0 siblings.
- February 15, 2022 Socialization was held at Canon City Library. Healthy snacks were provided for 7 adults, 3 EHS children and 0 siblings.

Correspondence with the Regional Office:

- Samantha Lyons Program Specialist Region VIII, Office of Head Start. We were approved for a deployment. The "Deployment" means we would be assigned a specialist from the Office of Head Start to help us from the ground up. Policy Council and Board will also be trained during the deployment.

## Early Head Start News

- Pam Sanchez is our new receptionist.
- Gaining 3 new policy council representatives.
- 2022 EHS Self-Assessment is in its final stages.
- On 4/13/22 Erika from Sol Vista will be meeting with all staff (without managers or supervisors) that work for Children's Services. The group will review 2022 staff surveys and develop goals for Children's Services.
- Early Head Start Manager started 3.21.22- Martha Sager- THANK GOODNESS!!!!
- News and upcoming events
  - Fairly Tale Night
- Painting "EHS Socialization" room



### Expenses 2022 February:

Vendor	Date	Amount
Safe System	2/1/2022	\$44.35
River Valley Plumbing	2/2/2022	\$125.10
Travel for Brittany Connor	2/2/2022	\$36.54
Atmos	2/14/2022	\$71.82
Atmos	2/14/2022	\$12.42
City of Canon City	2/25/2022	\$7.75
City of Canon City	2/25/2022	\$83.54
City of Canon City	2/25/2022	\$14.87
City of Canon City (1331)	2/25/2022	\$7.75
City of Canon City	2/25/2022	\$7.75
City of Canon City	2/28/2022	\$85.13
Total		\$497.02