

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

**Starpoint
Board of Directors Meeting
September 22nd, 2022 at 6:00 PM**

Annual Meeting is held at The Abbey Event Center
2951 US 50, Canon City, CO 81212
Dinner for Board Members begins at 5:30 PM

Meeting Agenda

- Call to Order** **Board President**

- Introduction of Guests and Public Comments** **Board President**

- Action Item – Review and acceptance of August Meeting Minutes** **Secretary**

- Report – Financial Report** **Colette Martin**

- Action Item – Approval of FY22-23 Budget** **Colette Martin**

- Report – Chief Executive Officer Report and Updates** **Bryana Marsicano**

- Report - Early Head Start – Board Report** **Martha Sager**

- Adjourn** **Board President**

Colorado statute (CRS 25.5-10-209) allows a Board of Directors, by a vote of a two-thirds majority of members, to go into executive session to discuss items of a specific nature.

STARPOINT

Enriching Lives Realizing Dreams

STARPOINT
BOARD OF DIRECTORS MEETING
Thursday, August 25, 2022

Board Chairperson, Danielle Frost called the regular Starpoint Board of Directors meeting to order at 6:09 PM. Those in attendance and constituting a quorum were:

Fremont County Board members present: Annette Nimmo, Jake Francis, Nicole Francis, and Mitch McCartney.

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

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

INTRODUCTION OF GUESTS AND PUBLIC COMMENTS

No public comments.

MINUTES OF THE PREVIOUS MEETING

MOTION by Katy Grether:

Move to approve the minutes of the July 28th, 2022 meeting with grammatical changes.

Seconded by Jake Francis carried without dissent.

FINANCIALS

Colette Martin reviewed the following reports to the Board of Directors:

- Analysis of Financial Results and Budget Variances
- Revenues and Expenses
- Statement of Operations
- Starpoint Account Balances

Colette explained that we needed to regroup concerning budgets as many of the Directors are new to their roles. She has planned to meet with each Director individually and work through their budget and budget processes. She also reported the status of the current audit.

Colette told the Board that we have been released from the two Performance Improvement Plans. She extended a special thank you to Kim Baber for all of her hard work in getting us off the PIP.

MOTION by Terry Prewitt:

Motion to accept financials as presented to be placed on file.

Seconded by Annette Nimmo carried without dissent.

EARLY HEAD START

Bryana Marsicano reviewed the EHS Policy Council and Board report with the Board.

CHIEF EXECUTIVE OFFICER REPORT AND PROGRAM UPDATES AUGUST 2022

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

1. Legislative Updates
2. LEC Building Sale Update
3. Starpoint Program Updates
 - A. Finance
 - B. Human Resources
 - C. Case Management SEP and CCB
 - D. Fremont Adult Services
 - E. Chaffee Adult Services
 - F. Early Head Start
 - G. SPIN Childcare
 - H. Family Center
 - I. Early Intervention
 - J. Starpoint Foundation

Bryana reported to the Board that we have received a cash offer of \$350,000 for the LEC Building, which has been listed for quite some time. The Board discussed if this offer should be accepted at this time or if the agency continues to hold the building and keep it listed. Starpoint does not currently have a use for the building.

MOTION by Annette Nimmo:

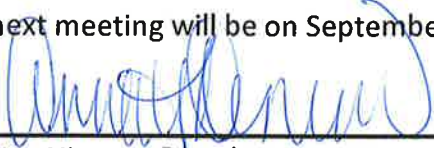
Motion to accept the \$350,000 cash offer for the LEC Building as is.

Seconded by Jake Francis carried without dissent.

ADJOURNED

Chairperson, Danielle Frost adjourned the regular Starpoint Board of Directors meeting at 7:04 PM.

The next meeting will be on September 22nd, 2022 at 6:00 PM.


Annette Nimmo, Board Secretary

Starpoint

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

SUMMARY

Starpoint had net income of \$56,393 (change in net assets) in July and \$56,021 YTD.

Actual Cash Balances are (\$434,985). This is due largely to capital purchases of \$190,708, several large operational expenses, and timing of deposits for Medicaid \$55,000 and receipt of the EHS drawdown \$135,852 (all posting 9/1).

The Balance Sheet is still not available since we are unable to close FY2021 pending the completion of the audit (soon).



Days Cash on Hand

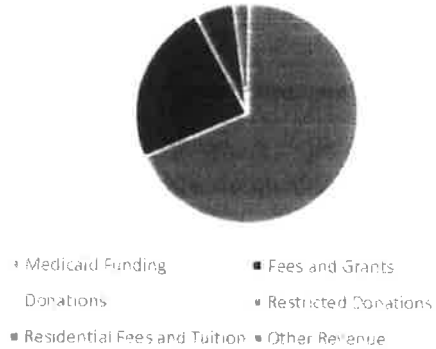
As of 8/31/2022

| | |
|----------------------------------|------------|
| Unrestricted Cash Available | 3,644,009 |
| Cost of Operations | 11,037,270 |
| Days | 365 |
| Average Daily Cost of Operations | 30,246 |
| <hr/> | |
| Days Cash on Hand | <u>120</u> |

REVENUE

Revenues were \$1,036,096 in August and \$1,873,793 YTD.

Actual Sources of Revenue



EXPENSES

Expenses were \$979,703 in August and \$1,817,772 YTD.

Minor Equipment is (\$4,117) due to reclassification to capital purchases. Repairs and Maintenance is higher than usual due to several vehicle repairs. Education and Conference costs are higher than usual due to the purchase of a professional development program (Rocky Mountain Human Services).

Starpoint completed capital Purchases totaling \$190,708 in August.

Adult Services

- Roofing
- Vehicle

Early Head Start

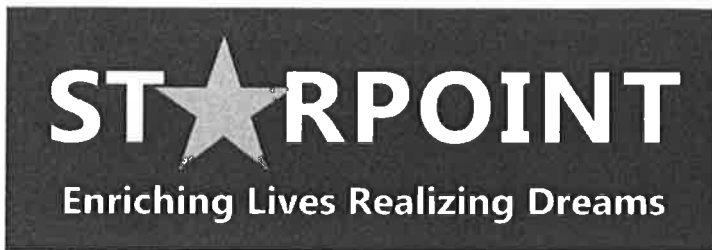
- Painting
- Commercial Refrigerator
- Flooring
- Cabinets

STARPOINT
Statement of Operations
Wednesday, August 31, 2022
STARPOINT

| | MTD Actual | MTD Budget | MTD Budget Variance | MTD Prior Year | MTD Prior Year Variance | YTD Actual | YTD Budget | YTD Budget Variance | YTD Prior Year | YTD Prior Year Variance |
|---|------------------|------------|---------------------|------------------|-------------------------|------------------|------------|---------------------|------------------|-------------------------|
| REVENUE AND SUPPORT | | | | | | | | | | |
| Medicaid Funding | 685,288 | | 685,288 | 593,114 | 92,174 | 1,310,877 | | 1,310,877 | 1,163,085 | 147,792 |
| Fees and Grants | 236,786 | | 236,786 | 565,302 | (328,516) | 344,720 | | 344,720 | 685,701 | (340,980) |
| Donations | 811 | | 811 | 202 | 609 | 2,646 | | 2,646 | 2,322 | 325 |
| In-Kind Donations | 35,017 | | 35,017 | 44,396 | (9,379) | 73,815 | | 73,815 | 81,489 | (7,674) |
| Restricted Donations | | | | | | | | | | |
| Residential Fees and Tuition | 55,420 | | 55,420 | 62,393 | (6,974) | 112,326 | | 112,326 | 126,037 | (13,710) |
| Other Revenue | 22,774 | | 22,774 | 8,635 | 14,139 | 29,408 | | 29,408 | 120,056 | (90,648) |
| TOTAL REVENUE AND SUPPORT | 1,036,096 | | 1,036,096 | 1,274,042 | (237,946) | 1,873,793 | | 1,873,793 | 2,178,690 | (304,897) |
| EXPENSES | | | | | | | | | | |
| Salaries and Benefits | 621,701 | | 621,701 | 543,447 | 78,253 | 1,066,769 | | 1,066,769 | 1,356,258 | (289,490) |
| Supplies and Food | 30,187 | | 30,187 | 26,639 | 3,547 | 55,910 | | 55,910 | 54,214 | 1,696 |
| Purchased Services | 111,080 | | 111,080 | 144,477 | (33,396) | 251,926 | | 251,926 | 232,061 | 19,865 |
| Tuition and Fees | 624 | | 624 | 112 | 511 | 624 | | 624 | 112 | 511 |
| Minor Equipment | (4,117) | | (4,117) | 1,426 | (5,543) | 21,435 | | 21,435 | 8,429 | 13,006 |
| Repairs and Maintenance | 51,008 | | 51,008 | 35,834 | 15,174 | 86,274 | | 86,274 | 68,796 | 17,478 |
| Insurance | 35,337 | | 35,337 | 1,079 | 34,258 | 64,575 | | 64,575 | 5,920 | 58,655 |
| Utilities | 30,737 | | 30,737 | 25,936 | 4,801 | 59,473 | | 59,473 | 59,276 | 197 |
| Leases | 6,925 | | 6,925 | 5,822 | 1,103 | 11,640 | | 11,640 | 11,554 | 86 |
| Travel | 5,997 | | 5,997 | 7,298 | (1,300) | 12,753 | | 12,753 | 13,927 | (1,174) |
| Education and Conferences | 26,686 | | 26,686 | 5,605 | 21,082 | 34,045 | | 34,045 | 12,855 | 21,189 |
| Communications | 1,024 | | 1,024 | 878 | 145 | 1,124 | | 1,124 | 1,166 | (42) |
| Subscriptions and Dues | 5,033 | | 5,033 | 12,609 | (7,577) | 31,540 | | 31,540 | 24,146 | 7,394 |
| In-Kind Donations | 35,017 | | 35,017 | 44,396 | (9,379) | 73,815 | | 73,815 | 81,489 | (7,674) |
| Other | 22,465 | | 22,465 | 38,240 | (15,775) | 45,873 | | 45,873 | 64,096 | (18,223) |
| Operating Expenses less Depreciation | 979,703 | | 979,703 | 893,799 | 85,904 | 1,817,772 | | 1,817,772 | 1,994,300 | (176,528) |
| EBIDA | 56,393 | | 56,393 | 380,243 | (323,850) | 56,021 | | 56,021 | 184,390 | (128,369) |
| Depreciation | | | | | | | | | | |
| Interest (Expense) | | | | | | | | | 4 | (4) |
| TOTAL EXPENSES | 979,703 | | 979,703 | 893,799 | 85,904 | 1,817,772 | | 1,817,772 | 1,994,304 | (176,532) |
| CHANGE IN NET ASSETS | 56,393 | | 56,393 | 380,243 | (323,850) | 56,021 | | 56,021 | 184,386 | (128,365) |

Starpoint Account Balances
 Ads of 8/31/2022

| | 8/31/2022 | 7/31/2022 | Change |
|---------------------------|---------------------|---------------------|---------------------|
| Unrestricted Funds | | | |
| Description | | | |
| ICS Funds | | | |
| Money Market | 542,521.38 | 501,304.13 | 41,217.25 |
| Money Market | 250,025.48 | 250,005.75 | 19.73 |
| Money Market | - | - | - |
| Money Market | 172,025.33 | 648,256.02 | (476,230.69) |
| Money Market | 933,491.98 | 933,491.98 | - |
| Money Market | 195,700.60 | 195,698.94 | 1.66 |
| Money Market | 1,550,244.50 | 1,550,237.83 | 6.67 |
| | 3,644,009.27 | 4,078,994.65 | (434,985.38) |
| Restricted Funds | | | |
| Description | | | |
| Payee Account | 5,358.17 | 5,358.12 | 0.05 |
| | 3,649,367.44 | 4,084,352.77 | (434,985.33) |



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Bryana Marsicano, Chief Executive Officer

- **Report – Chief Executive Officer Report and Program Updates September 2022**
- **Legislative/State updates**
 - ✓ Legislative sessions are gearing up. I will be going to Denver several times throughout October to participate in some Meet and Greets with Senators and Representatives and to participate in Alliance meetings regarding the various bills that may impact our services. This will not only be to advocate for the adult services but also to discuss the implementation of Universal Pre-K.
- **LEC Building Sale Update**
 - ✓ This is moving forward with the cash offer that was previously presented. Currently gathering paperwork for Mike.
- **Starpoint Program Updates**
 - ✓ **HR** – Open enrollment is in the final stages of completing and employees are getting signed up for their benefits for the year. Jami will be seeking additional information on the Family Medical Leave plan to determine if we want to have an internal plan that meets the requirements or pay into the state plan. Recruiting continues throughout the company for various needed positions. Jami will be in Salida weekly for open walk in hours for hiring. This hiring can be done “on the spot” with all paperwork completed onsite. Bryana is meeting with various CCBs in rural areas to get a plan in place to discuss these needs with HCPF as many CCBs are facing similar shortages as ours and have closed programs.
 - ✓ **Case Management (SEP and CCB)** – Continuing with community outreach to build a strong rapport. This will be imperative as we move towards CFCM and maintaining CM services in our area. Rebecca is hiring two new CMs and an assistant in Alamosa at this time. Jenn is doing a great job at getting individuals into services and seeking our new providers whenever possible for various services. She is also working on two children who will be enrolled into the CHRP waiver. We haven’t had a kiddo enrolled in this waiver in the past so it’s a whole new learning experience and Jenn is doing very well with it.

- ✓ **Fremont County Adult Services** – We did receive an approval to extend our deadline for the settings rule compliance in the PCA and group homes due to limited staffing and COVID related concerns. We met compliance in all of the host homes and other settings at this time. We will continue to work towards billing all Medicaid through Therap. We have readjusted some schedules in the houses to hopefully offer better schedules to enhance recruitment. We did lose a longtime resident this week as well. Elmer Myers passed away peacefully in his home. He was on hospice and they were so very helpful in support him and our employees. We will be sure that the employees receive grief counseling if they would like to.
- ✓ **Chaffee County Adult Services**– We continue to be very short staffed in Salida and only have enough resources to provide the residential supports to those living on their own or in host homes. Jami continues to recruit and will be in Salida weekly for this purpose and for hiring individuals “on the spot”. Bryana is meeting with other providers that are in the same situation (Steamboat, Glenwood Springs etc). We are gathering data and concrete examples of our struggles so that we can request a time to meet with HCPF to brainstorm some ideas to support these areas with limited housing options and limited staff availability. We are hoping to get some time with HCPF in early October.
- ✓ **Early Head Start** – Martha has hired a new Health Manager and she started this week. Martha continues to work on various projects to upgrade facilities and equipment. Martha will be setting up a few meeting with other similar EHS programs so that she and the new employees can visit others sites to get ideas on how we can structure or change some items. This will be helpful as the new Education and Health managers learn their roles and build a network of support throughout similar programs. Martha will also begin work on the 5 year grant process. This starts with a community assessment of needs, then builds the grant and its goals around that assessment of need. We are targeting to have the grant completed ahead of time so that the Board is able to review it without a looming deadline.
- ✓ **SPIN Childcare** – We are needing a Preschool lead teacher in order to fully open out Preschool for the FY22-23. We will need to stretch out the school year past the end of May to ensure that kiddos get in enough contact hours due to the limited staffing. Brittany Connor has hit the ground running and I’ve already seen so many amazing improvements in the building and the staff excitement. Brittany will continue to work with two specialists to support the staff and meet the RE-1 requirements. We are also hoping to be able to reapply for NAEYC accreditation in the next year.
- ✓ **Family Center** – Sara Maulin has started her supervisory position in the Family Center and has had several trainings so far. She is scheduled for several more while she is learning the program. We received approval of the Buell Foundation grant in the amount of \$90,000. This grant helps to support the Family Center with overhead

costs, cell phones and some salaries. They are also busy planning the Fall Festival that will be trunk or treat style at the SPIN Preschool in late October.

- ✓ **Early Intervention** – Dustin continues to navigate the huge system changes with his employees as they transition to billing the state or EI contract or Evaluations rather than the school district. This change is impacting EI programs throughout the state but has been easier for our program since we had already been doing the evaluation work by sub-contracting with the school. Kim and Dusting are working closely to determine the invoicing changes and what services are billed to what funding sources. This has been the biggest change for us and many of the questions are still unknown as the state doesn't know what the workflow will look like yet.

- ✓ **Starpoint Foundation** – Ron attended the Autumn Color Run in Buena Vista as a representative from Starpoint. Bryana baked 13 dozen cookies, Ron baked 9 dozen and Katy also contributed with several dozen cookies for runners. Typically, we have consumers greet runners at the end of this race but due to staffing shortages this was not an option this year. We still wanted to contribute to keep the strong community ties and the Autumn Color Run committee was very thankful for the support and contribution. They are looking forward to seeing more faces next year. 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! Mary has been promoting this event and organizing volunteer and vendors. The added trail race has interested some new runners and many that did the 10k last year have switched over to try the trail race this year. We have received notice that Night to Shine WILL be held. This is an event done by the Vineyard church in collaboration with Starpoint and is open to all community members with a developmental disability. It's always an amazing event and one that the consumers talk about for the entire year.

EARLY HEAD START

Policy Council & Board Report

August 2022

EHS Enrollment: 54

Center-Based: 8

Home-Based: 44

Pregnant Women: 2

Still Down 21 enrollment spaces

Waiting list: 10

EHS children receiving EI services - 8

EHS Center-based – EHS attendance for March is 78% with 8 children attending (CACFP) Food program reimbursement: 0

Socialization-Focus

August 2, 2022 Socialization was held at the Penrose Library with 0 in attendance

August 16, 2022 Socialization was held at Florence Library with 0 in attendance

With the attendance of socializations not meeting expectations, we are going to restructure our scheduling of the events to different times and days of the week. We are also going to start thinking out of the box in the activities planned. In September we are going to have an outdoor movie night. In November a trip to an Assisted Living Center and in December a cultural potluck meal.

Correspondence with the Regional Office:

The office of Head Start Deployment Team continued to meet weekly with Management. The 5th year continuation grant was completed and we are now working to change/alter a few things based on recommendations from the office of EHS.

The PIR report was completed and sent in by the due date of August 31,2022.