

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

**Starpoint
Board of Directors Meeting
July 28th, 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

- | | |
|---|-------------------------|
| ○ Call to Order | Board President |
| ○ Introduction of Guests and Public Comments | Board President |
| ○ Action Item – Review and acceptance of June Meeting Minutes | Secretary |
| ○ Report – Financial Report/Investment Policy Discussion | Colette Martin |
| ○ Report - Early Head Start – Board Report | Martha Sager |
| ○ Report – Salida 6-Plex Committee Recommendation | Committee Chair |
| ○ Report – Chief Executive Officer Report and Updates | Bryana Marsicano |
| ○ Action Item – Approval of Vehicle Purchases | Bryana Marsicano |
| ○ Action Item – Review/Discussion and Approval of Potential New Board Member | Bryana Marsicano |
| ○ Adjourn | Board President |

STARPOINT

Enriching Lives Realizing Dreams

STARPOINT
BOARD OF DIRECTORS MEETING
Thursday 23, 2022

Board Chairperson, Danielle Frost called the regular Starpoint Board of Directors meeting to order at 6:00 PM. Those in attendance and constituting a quorum were:

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

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

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

MOTION by Annette Nimmo:

Move in pursuant to Colorado Revised Statutes, Title 25.5, Article 10, Section 209, subsection (2)(b)(IV)(13) to go into Executive Session to receive legal advice from council.

Seconded by Mitch McCartney and carried without dissent.

MOTION by Annette Nimmo:

Move to come out of Executive Session.

Seconded by Mitch McCartney and carried without dissent.

INTRODUCTION OF GUESTS AND PUBLIC COMMENTS

Kathy Kennedy, Mellynie Albertson, and Katherine Bennett. No public comments.

MINUTES OF THE PREVIOUS MEETING

MOTION by Annette Nimmo:

Move to approve the minutes of the May 19, 2022 meeting as presented.

Seconded by Mitch McCartney and carried without dissent.

FINANCIALS

Collette Martin reviewed the following documents with the Board:

- Analysis of Financial & Budget Variances for Month Ending May 31, 2022
- Statement of Financial Position May 31, 2022
- Statement of Operations
- Starpoint Account Balances

Colette will be bringing a certificate of deposit ladder recommendation to the next meeting.

MOTION by Annette Nimmo:

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

Seconded by Mitch McCartney and carried without dissent.

CONFLICT FREE CASE MANAGEMENT REVIEW AND DECISION OF NEXT STEPS

Bryana Marsicano explained to the Board that there is not enough data such as the reimbursement rates to move forward with review and planning our next steps for Conflict Free Case Management. This will be a standing discussion item as we move towards compliance within the updated Colorado system.

APPROVAL OF EHS QUALITY IMPROVEMENT NARRATIVE FOR FY2022-2023

Bryana Marsicano reviewed Starpoint's First Steps Early Head Start FY2022-2023 EHS Federal Grant COLA and Quality Improvement Funding Budget Summary and Justification with the Board. This included updates that were requested and updated after the initial approval. QI funding will focus on staff development and additional training to support children with disabilities.

MOTION by Annette Nimmo:

Motion to accept the updated First Steps Early Head Start FY2022-2023 EHS Federal Grant COLA and Quality Improvement Funding Budget Summary and Justification.

Seconded by Mitch McCartney and carried without dissent.

EARLY HEAD START - BOARD REPORT

Bryana reviewed the EHS Policy Council & Board report for May 2022.

CHIEF EXECUTIVE REPORT

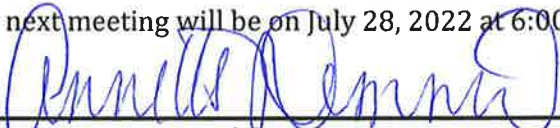
Bryana Marsicano reviewed the Chief Executive Officer Report and Program Updates for June 2022 with the Board of Directors:

- Legislative/State Updates
- LEC Building Sale Update
- Human Resources
- Fremont County Adult Services
- Chaffee County Adult Services
- SPIN Childcare
- Early Intervention

ADJOURNED

Chairperson, Danielle Frost adjourned the regular Starpoint Board of Directors meeting at 8:00 PM.

The next meeting will be on July 28, 2022 at 6:00 PM.



Annette Nimmo, Board Secretary

7/28/22

**Board of Directors
Investment Policy
Month Year**

I. Objective / Purpose

This policy is intended to communicate a consistent message throughout Starpoint and establish objectives, guidelines, and eligible instruments for the prudent investment of Starpoint assets.

II. Philosophy

- a. **Safety:** The investment principal must be preserved and secure from credit risks whenever possible . No investments will be made where the expected return is dependent upon the appreciation of , principal such as stock, long-term bonds, and commodities. No institution will have funds invested with it in excess of FDIC or other insured collateralized limits. Accounts will be in federally insured financial institutions or insured with substantial private insurance . All investments will be deposited in a creditable institution with at least a 4 star (excellent) rating as determined by the financial institution' s star rating process.
- b. **Liquidity:** Starpoint will endeavor to hold investments to their stated maturity and will approximate a conservative estimate of cash needs. Starpoint's investment portfolio will remain sufficiently liquid to enable Starpoint to meet all operating requirements, which might be reasonably anticipated. To ensure an available source of funds to meet potential cash flow needs, investment periods will be relatively short-term, and maturities will generally be staggered throughout the year, and must be able to be sold prior to maturity to meet unforeseen cash needs.
- c. **Yield:** To the best of Starpoint's ability the investment must provide a reasonable rate of return and mitigate inflation, with the highest yield possible being sought after satisfying both safety and liquidity criteria.
- d. **Conflict of Interest:** Appropriate disclosure must be made to the Board of Directors regarding any possible conflict of interest regarding Starpoint's investments.
- e. **Reporting:** Staff shall provide to the Finance Committee of the Board quarterly investment reports which provide a clear picture of the status of the current investment portfolio.

III. Scope

This investment policy applies to all financial assets of Starpoint. These funds are accounted for in Starpoint's financial reports and include:

- Operating Funds
- Capital Projects Funds
- Debt Service Reserve Funds
- Trust and Agency Funds
- Endowment Funds
- New Funds Created by Starpoint (unless specifically exempted)

IV. Eligible Investments

The investment principal must be preserved and secure from credit risks. To ensure an available source of funds to meet potential cash flow needs, investment periods will be relatively short-term in nature. No investment will have a maturity date in excess of twenty-four (24) months. Investments will be highly marketable, and liquid in order to:

- a. Manage Credit Risk
 - i. Eligible investments
 - ii. US Federal government obligations (US Treasury Bills/Notes/Bonds and Agency securities).
 - iii. Money market mutual funds.
 - iv. Certificates of deposit.
- b. Manage Rate Risk
 - i. For investments that carry rate risk , maturities will be no longer than 24 months with the goal to be held until maturity, and
 - ii. The total of rate sensitive investments shall not exceed 20% of the total portfolio.
- c. Maintain Liquidity
 - i. Starpoint's investment portfolio will remain sufficiently liquid to enable Starpoint to meet all operating requirements, which might be reasonably anticipated.

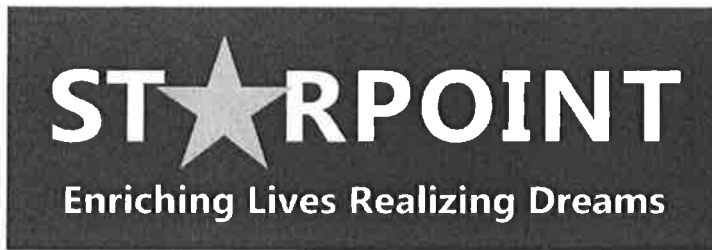
V. Authority

- a. Retained: The Board retains the authority to change or rescind this policy. The Finance Committee shall review the policy annually and any modifications made thereto must be approved by the Board of Directors.
- b. Delegated: The Starpoint President & CEO or his/her designee(s) are delegated the authority for the operation and management of the investment strategies.

V. Adopted and Approved this _____ day of _____, 2021.

Name, Chair

Name, Treasurer



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Bryana Marsicano, Chief Executive Officer

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

○ **Legislative/State updates**

- ✓ HCPF is working on retention payments for Case Management agencies to maintain staff through the transition of CFCM so that the CM workforce remains stable. Additional information will be coming on what these will look like and how they might be distributed. There are several federal waiver updates that need to be approved to get this funding so it will take some time. However, they are hopeful that at least one payment will be this calendar year.

○ **LEC Building Sale Update**

- ✓ The building is back on the market and Mike has shown it to three potential clients in the last month. We have repaired the roof and added a kick board around the bottom to improve the look of the outside. This work is guaranteed for 20 years and the warranty is transferrable to new owners.

○ **Starpoint Program Updates**

- ✓ **Finances** – The audit will officially start in August and will be virtual – the typical manner these days. Colette and her team are busy gathering various materials and uploading them to the auditor’s site for review. Though we know there will be some bumps due to the staffing changes and some of the items we have discovered and fixed, we anticipate it will be a smoother audit this year. Included in the Board packet is a DRAFT investment policy. We would like to have a review/input and discussion on this policy so that we can get one finalized and move forward with investments.
- ✓ **HR** – As noted last month, Jami will be doing a larger hiring/recruiting efforts in Salida. She is working on two separate ads in the Mountain Mail. We have increased the starting wages in Salida to also improve recruiting. Jami continues to work on the pay equity analysis with Employers Council so that we can have a detailed analysis of where our wages are and target wages to be competitive in our areas. Jami is also working on getting the Leadership training off the ground for the new leaders at Starpoint. Not only will this support growth in their leadership skills but will also promote networking between the leaders in various departments to bring them all together under one mission.

- ✓ **Case Management (SEP and CCB)** – I have met with various CCBs and SEP to discuss their plans for Conflict Free Case Management. We are working on various community outreach efforts at this time to continue to build relationships with various providers. The Case Management team will have a new Case Management state database soon and will be adjusting to this. Anticipate implementation of the new database is late October or early November.
- ✓ **Fremont County Adult Services** – Fremont Adult Services was able to hire a new RN that will start on August 8th. She has experience in RN supervisory roles and also in Long Term Care (nursing facilities). We are excited to have found a great candidate. Mary Beth (current RN) has agreed to stay on a little longer to train and support her through the transition. Adult services is working on the Provider Transition Plan that is due for each setting that services are provided. This Provider Transition Plan (PTP) is a plan submitted to the state to ensure we are in compliance with the Final settings rule that notes that all settings should be fully integrated. We have several settings that are not yet approved for various reasons, but we will continue to update and submit for approval. Included in the packet this month are quotes for agency vehicles. We are needing additional vans and plan on selling ones that are older and are costing more in repairs than we would like to spend.
- ✓ **Chaffee County Adult Services**– The Group Home in Salida has been downsized to a Host Home setting. There are no longer 24 hour staffed settings in Salida. This will allow us to focus the staff time on the health and safety needs of consumers living on their own. We currently have 3 full time staff and 2 part time staff in Salida. We still have to focus their time on the priority items, and add in day services when we are able to. Jami will begin going to Salida weekly again for recruiting and hiring. The professional level positions (director, RN, LPN) will continue to be posted and updated in the Paylocity recruiting site. This site posts the openings on various websites for applications (indeed, ziprecruiter, jobtarget etc). We have completed respite contracts with several families when we have contractors available. This has been a relief for some families. We also continue to partner with DVR to support consumers to find meaningful work to fill their days. A few clients have been successful in this as well and are working in community settings now. Bonnie is in Salida on Tuesdays and Wednesday for support for the staff and has been also filling in on the weekends to meet the medication administration needs of clients living on their own. The Salida Picnic will be August 11th and will be at the center. This will be for staff, families, consumers and community members (for recruiting). We are looking forward to seeing everyone and having a great time.
- ✓ **Early Head Start** – We will have on site support and review of our EHS program to support getting all necessary paperwork, policies and procedures etc. in place that are

needed. They will be here in September for three days. We are excited to use this as an opportunity to learn more about the program and requirements. Martha will begin working on the 5 year grant in August. We hope to have the final draft completed well ahead of time for submission this year. This 5 year grant will look significantly different from the previous grant as we will get to make several changes that we noted in the previous years grant that we wanted to improve. Martha is focusing her staff on enrollment as several children will age out in August, dropping our enrollment numbers significantly. We hope to enroll additional families as soon as possible. She is also actively hiring for three home visitation positions that are currently open.

- ✓ **SPIN Childcare** – I met with RE-1 school district on July 20th to go over areas of improvement for the upcoming year. We will be scheduling additional trainings for all staff and adjusting schedules for lesson planning time to make sure teachers are able to meet the quality standards. We will be getting our preschool numbers soon from RE-1 and Michelle is working on schedules currently to start the preschool year. Michelle has submitted her resignation in order to go back to school full time. The Childcare center Director Position will be posted soon.
- ✓ **Family Center** – A Parents as Teachers Supervisor position will be posted by the end of the week. This will be what Kathy Kennedy's position previously was but is updated with a different scope of work. This position will focus on supervising the Home visitation grants and writing various grants for the children's services program altogether. This position will also work closely with DHS for referrals to support enrollment in all of our Children's services programs. I have spent a significant amount of time completing end of year reports and data collection for the various grants that we currently have. I've also submitted several of the grants for renewal review and provided supporting or additional documentation when needed. We will be reducing out Parents as Teachers affiliation to a lower level – this will not impact our program at this time but will be easier for a new PAT supervisor to learn the programs. Then, once the new supervisor is fully trained, we can increased our membership to an affiliate/Blue Ribbon Affiliate if we feel it would benefit the agency and program.
- ✓ **Early Intervention** – EI continues to have significant changes throughout the state. Our budget approval is pending the Sam.gov approval that Colette is working on. EI evals will need to be billed to Medicaid now and Dustin has been working to make sure that the Evals will meet all the Medicaid requirements to submit for payments. Dustin continues to recruit for various positions to get a full team to support all of the EI referrals.
- ✓ **Starpoint Foundation** – Lots work time and energy being put into the staff appreciation picnics at each site. These are always a favorite and a great way to include the staff and consumers in an event. There will be three separate events – children's service, adult services and Salida – in August and the foundation board will

cook hamburgers and hot dogs. Sides will be brought by staff, foundation board members and volunteers. Ron and the foundation board had the annual consumer car wash – it was SO HOT – but a success. The consumers enjoyed helping and getting to see some friends and community members they hadn't seen in a while. Tip-A-Cop was held at Chilis on 7/25/2022 and was a success. This is actually put on by the Canon City Police Department to support Special Olympics and they invite our Special Olympic athletes to participate as well. Forks, Corks, Farm and Chefs coming up in September, Rim to Rim in October. Fall is our biggest fundraiser time and we so excited to be able to get back to these events.