

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

**Starpoint
Board of Directors Meeting
May 19th, 2022 at 6:00 PM**

Held at the Starpoint Admin Building and via Zoom
<https://us02web.zoom.us/my/starpointceo?pwd=Z01yeIFZQWNPcnFKNURsclRSSjIvdz09>

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 April Meeting Minutes | Secretary |
| ○ Report – Financials and Financial Report | Colette Martin |
| ○ Report – Chief Executive Officer Report and Updates | Bryana Marsicano |
| ○ Report - Early Head Start – Board Report | EHS Representative |
| ○ Action Item – Initial approval of EHS Continuation grant For FY2022-2023 | Bryana Marsicano |
| ○ Adjourn | Board President |



STARPOINT
BOARD OF DIRECTORS MEETING
Thursday, April 28, 2022

Board Chairperson, Danielle Frost called the regular Starpoint Board of Directors meeting to order at 6:22 PM. Those in attendance and constituting a quorum were:

Fremont County Board members present: Janet Trujillo, Linda Bay, Annette Nimmo, Amy Schmisser, and Mitch McCartney.

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

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

INTRODUCTION OF GUESTS AND PUBLIC COMMENTS

No guests or comments.

MINUTES OF THE PREVIOUS MEETING

MOTION by Katy Grether:

Move to approve the minutes of the March 31, 2022 meeting as presented.

Seconded by Janet Trujillo and carried without dissent.

FINANCIALS

Colette Martin presented and reviewed the Statement of Financial Position as of Monday, February 28, 2022, Starpoint account balances, Revenue and Expenses, and the Grant Summary with the Board. Colette reported that our agency should have 90 days of cash on hand and we are well above 100 days.

Colette told the Board that we need to think about an investment strategy. She suggested a CD ladder that would have better rates than our money market account.

The Board requested that Colette provide financials by program going forward. This is important as we move to make decisions regarding conflict free case management and the potential structure.

At our last meeting Bryana Marsicano mentioned that we are under spent in the EHS grant and have been told that we can do a spend down of the funds. Items that are being considered: Commercial upgrade to the kitchen at the SPIN building, food handling training, updating the EHS infant/toddler rooms, tech upgrades, and upgrading the phone system.

Colette proposed to the Board that we close our Legacy Bank account which was our old payroll account and transfer the funds to a savings account at Bank of the San Juans. This will make transferring funds more efficient.

MOTION by Amy Schmisser:

Move to close Legacy Bank account 00-393-692.

Seconded by Janet Trujillo and carried without dissent.

MOTION by Amy Schmisser:

Move to open a savings account at the Bank of San Juans.

Seconded by Katy Grether and carried without dissent.

MOTION by Mitch McCartney:

Move to accept the financials as presented, to be placed on file.

Seconded by Annette Nimmo and carried without dissent.

CHIEF EXECUTIVE REPORT

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


- Legislative/State Updates
- LEC Building Sale Update
- Finances
- Human Resources
- Case Management (SEP and CCB) – Bryana reported Conflict Free Case Management is one of the biggest things going on. Bryana is planning on hosting community meetings for feedback and working with other Chief Executive Officers at other CCBs. She reported that the state has money for outreach and board education.
- Fremont County Adult Services
- Chaffee County Adult Services – The Salida office continues to struggle with staffing. We have started meeting with individuals to discuss the situation and possibly moving individuals who need additional supports.
- Early Head Start – Martha Sager is writing the EHS grant and has completed the first draft. She is getting additional input from the state and federal outreach supports. We will present the EHS grant draft to the Board in May.
- SPIN Childcare
- Family Center
- Early Intervention
- Starpoint Foundation

Bryana reviewed the EHS Policy Council & Board Report for March 2022. She also explained to the Board that we just received news that the qualifications for the EHS program will now include those who qualify for SNAP benefits. This will hopefully increase out enrollment numbers in EHS.

ADJOURNED

Chairperson, Danielle Frost adjourned the regular Starpoint Board of Directors meeting at 7:37 PM.

The next meeting will be on May 19, 2022 at 6:00 PM.


Annette Nimmo, Board Secretary

6/23/22

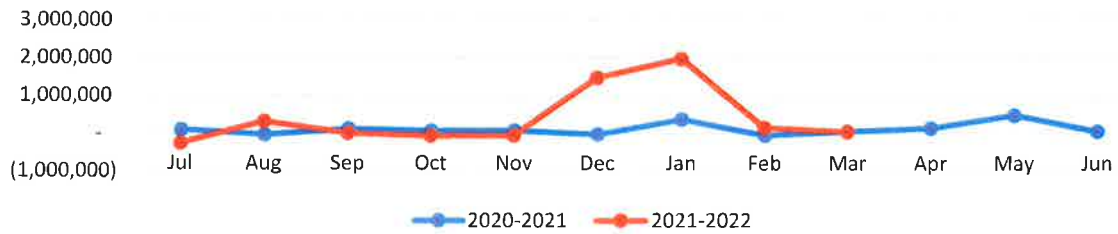
Starpoint

Analysis of Financial Results and Budget Variances For the Month ending April 30, 2022

SUMMARY

Starpoint has net income of \$48,845 (change in net assets) in April. Year to date (YTD) Starpoint has net income of \$2,892,255 due largely to recognizing \$1,918,462 from the PPP Loan Forgiveness in February.

Monthly Net Income Trend



Days Cash on Hand

As of 4/30/2022

Unrestricted Cash Available	3,719,748
Monthly Rolling Cost of Operations	10,730,667
Days	365
Average Daily Cost of Operations	29,399

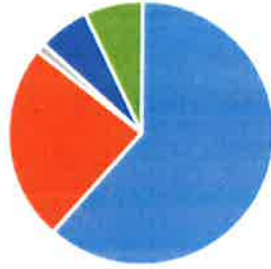
Days Cash on Hand	<u>127</u>
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REVENUE

Revenues were \$978,171 in February compared to the budget of \$1,055,297.

Starpoint received no new grants during the month.

Budgeted Sources of Revenue



- Medicaid Funding
- Fees and Grants
- Donations
- Restricted Donations
- Residential Fees and Tuition
- Other Revenue

Actual Sources of Revenue

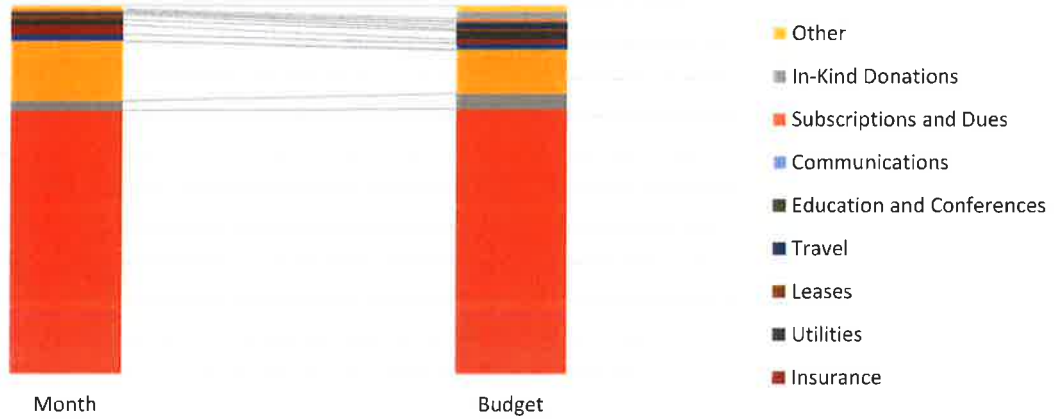


- Medicaid Funding
- Fees and Grants
- Donations
- Restricted Donations
- Residential Fees and Tuition
- Other Revenue

EXPENSES

Personnel expense was under budget for the month \$210,740 and under budget year to date \$1,368,140. Personnel is largely under budget due to recruitment struggles. Purchased Services, Insurance, Leases, and Communications are over budget for the month, but all expenses are under budget year to date \$1,411,355.

Monthly Expenses to Budgeted Expenses



STARPOINT
Statement of Financial Position
Saturday, April 30, 2022

	Current Month April 2022	Prior Month March 2022	Prior Year End June 2021
ASSETS			
CURRENT ASSETS:			
Cash and Investments			
Cash	\$4,705,642	\$5,069,473	\$4,848,088
Investments			
Total Cash and Investments	4,705,642	5,069,473	4,848,088
Receivables			
Client Receivables	2,500,027	2,251,665	1,134,689
Other Receivables	66,993	60,660	40,230
Total Receivables	2,567,020	2,312,325	1,174,919
Other Current Assets			
Restricted Cash	784,765	758,526	205,105
Prepaid Expenses	671,559	558,571	297,780
Total Other Current Assets	1,456,324	1,317,097	502,885
Total Current Assets	8,728,986	8,698,895	6,525,892
OTHER ASSETS:			
Property and Equipment, Net			
Property and Equipment	7,305,812	7,276,694	7,253,447
Accum. Depreciation	(3,454,334)	(3,454,334)	(3,454,334)
Net Property and Equipment	3,851,478	3,822,360	3,799,113
TOTAL ASSETS	12,580,464	12,521,255	10,325,005
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES:			
Accounts Payable	222,612	255,898	372,731
Accrued Expenses	646,138	577,083	0
Deferred Revenue	89,928	89,928	(72)
TOTAL CURRENT LIABILITIES	958,678	922,909	372,659
OTHER LIABILITIES:			
Bonds Payable			
Notes Payable	733,235	733,235	1,918,462
TOTAL LIABILITIES	1,691,913	1,656,144	2,291,121
NET ASSETS			
Beginning Balance	8,033,883	8,033,883	6,387,233
Revenues over Expenses	2,854,674	2,831,233	1,646,650
Other Restricted Funds	(5)	(5)	0
Ending Balance	10,888,552	10,865,111	8,033,883
TOTAL LIABILITIES AND NET ASSETS	12,580,465	12,521,255	10,325,004

STARPOINT
Statement of Operations
Saturday, April 30, 2022

	MTD		MTD		MTD	
	Actual	Budget	Budget Variance	Prior Year	Prior Year Variance	
653,456	646,290	7,166	612,395	41,061		
226,974	252,624	(25,650)	211,988	14,987		
25,436	11,752	13,684	4,240	21,196		
35,645	20,289	15,356	33,313	2,332		
53,778	65,006	(11,228)	65,054	(11,276)		
31,728	75,012	(43,285)	122,488	(90,760)		
1,027,017	1,070,973	(43,956)	1,049,478	(22,461)		

	YTD		YTD		YTD	
	Actual	Budget	Budget Variance	Prior Year	Prior Year Variance	
5,723,197	6,462,900	(739,703)	5,980,781	(257,585)		
3,239,752	2,526,240	713,512	2,290,905	948,847		
36,942	117,520	(80,578)	56,235	(19,293)		
325,528	202,890	122,638	(7,825)	333,354		
(1,634)		(1,634)	5,000	(6,634)		
567,150	650,060	(82,910)	650,039	(82,889)		
2,174,470	750,120	1,424,350	913,603	1,260,866		
12,065,405	10,709,730	1,355,675	9,888,738	2,176,667		

REVENUE AND SUPPORT

Medicaid Funding
 Fees and Grants
 Donations
 In-Kind Donations
 Restricted Donations
 Residential Fees and Tuition

Other Revenue
TOTAL REVENUE AND SUPPORT

EXPENSES

Salaries and Benefits
 Supplies and Food
 Purchased Services
 Tuition and Fees
 Minor Equipment
 Repairs and Maintenance
 Insurance
 Utilities
 Leases
 Travel
 Education and Conferences
 Communications
 Subscriptions and Dues
 In-Kind Donations
 Other

Operating Expenses less Depreciation

549,938	760,678	(210,740)	573,021	(23,084)	
47,401	43,686	3,715	20,232	27,169	
138,175	122,387	15,788	136,370	1,805	
4,299	598	(3,701)	126	(3,958)	
68,901	16,920	51,981	12,719	56,182	
28,791	10,341	18,450	28,791		
56,294	24,593	31,701	23,509	32,785	
9,380	6,258	3,122	4,250	5,130	
5,554	10,133	(4,579)	3,975	1,578	
8,266	9,244	(978)	5,015	3,251	
576	1,000	(423)		576	
11,072	8,708	2,364	1,451	9,621	
35,645	20,289	15,356	33,313	2,332	
13,882	17,417	(3,535)	25,242	(11,360)	
978,171	1,055,297	(77,126)	847,481	130,691	
48,845	15,676	33,169	201,997	(153,152)	
978,171	1,069,089	(90,918)	847,481	130,691	

Depreciation

Interest (Expense)

TOAL EXPENSES
CHANGE IN NET ASSETS

2,923,790	156,760	2,767,030	1,201,741	1,722,049	
31,535		31,535		31,535	
9,173,149	10,690,890	(1,517,741)	8,688,827	484,322	
2,892,255	18,840	2,873,415	1,199,911	1,692,345	

Depreciation

Interest (Expense)

TOTAL EXPENSES
CHANGE IN NET ASSETS

2,923,790	156,760	2,767,030	1,201,741	1,722,049	
31,535		31,535		31,535	
9,173,149	10,690,890	(1,517,741)	8,688,827	484,322	
2,892,255	18,840	2,873,415	1,199,911	1,692,345	

Starpoint Account Balances
As of 4/30/2022

		<u>4/30/2022</u>	<u>3/31/2022</u>	<u>Change</u>
Unrestricted Funds				
Description	Account Number	Bank		
ICS Funds		Legacy Bank	259,308.63	31.97
Money Market	00S-393-705	Legacy Bank	274,802.47	51,819.67
Money Market	00-393-692	Legacy Bank	15,851.34	(25.00)
Money Market	1458	Bank of the San Juans	172,778.85	317,594.44
Silver Business Checking	103685090047	US Bank	25,780.30	(25,780.30)
Money Market	103659440855	US Bank	933,468.47	7.67
Money Market	103659440848	US Bank	195,694.02	(99,998.23)
Money Market	370	US Bank	1,550,218.02	6.46
			<u>3,719,748.21</u>	<u>243,656.68</u>
Restricted Funds				
Description	Account Number	Bank		
Payee Account	4399	Bank of the San Juans	5,357.96	0.04
Investments				
Description	Account Number	Bank		
Foundation	8418	Bank of the San Juans	CLOSED	-
			<u>3,725,106.17</u>	<u>243,656.72</u>

Starpoint Grant Summary
As of 4/30/2022

Major Grants

Grant	Program	Funder	Budget	Invoiced/Received	Remaining
Early Intervention (EI)	Early Intervention	State of Colorado	310,423.00	277,261.80	33,161.20
St Thomas More Healthcare Foundation (STMHF)	Home Visitor	Catholic Health Initiatives	41,724.00	31,808.91	9,915.09
Colorado Community Response (CCR)	Home Visitor	State of Colorado	75,820.00	42,972.65	32,847.35
Early Head Start (EHS)	Early Head Start	Department of Health and Social Services	881,077.00	-	881,077.00
Early Head Start (EHS) COVID	Early Head Start	Department of Health and Social Services	22,573.00	-	22,573.00
Early Head Start (EHS) ARPA	Early Head Start	Department of Health and Social Services	89,738.00	-	89,738.00
Parent Possible - TGYS	Home Visitor	Parent Possible	29,400.00	19,509.81	9,890.19
Promoting Safe and Stable Families (PSSF)	Home Visitor	State of Colorado	46,947.00	3,182.68	43,764.32
Community Based Child Abuse Prevention (CBCAP)	Home Visitor	State of Colorado	75,820.00	18,599.08	57,220.92
First Steps	Home Visitor / SPIN	Temple Hoyne Buell Foundation	90,000.00	90,000.00	-
SEP - HCA	Single Entry Point	State of Colorado	48,871.80	16,290.60	32,581.20
Childcare Operations Stabilization and Workforce Sustainability	SPIN	State of Colorado	154,163.00	51,387.00	102,776.00



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Bryana Marsicano, Chief Executive Officer

- **Report – Chief Executive Officer Report and Program Updates May 2022**
 - **Legislative/State updates**
 - ✓ No significant Legislative updates at this time.
 - **LEC Building Sale Update**
 - ✓ The roof on the LEC will be repaired (this included a warranty while replacing it did not). The cost to repair is approximately \$43,000 and will be completed in June.
 - ✓ We are under contract at this time with an offer of \$430,000. The buyer is selling a commercial property in Denver with a close date of July 28th, we will then close on the LEC with a tentative date of August 1st. The company builds crankshafts for cars and trucks and wants to move out of the Denver area.
 - **Starpoint Program Updates**
 - ✓ **Finances** –We have started to implement Kwiktag to support out AP processes. This is an automation software for Great Plains to streamline AP. This will cut down on duplicate invoices, double payments etc. and will also allow for automation when the AP staff is out of the office. We continue to focus on what technology and system changes we can implement for efficiency. Kim Baber has been AMAZING at getting caught up on grant billing and being able to give very detailed responses so that we can track grant billing. Kim, Colette and Bryana continue to educate those working under the grants on how to capture their time, expenses etc. to ensure we are not “double dipping” or reallocating costs continuously due to errors.
 - ✓ **HR** – Jami has updated all background checks and DMV records for staff at this time. She has provided training to various supervisors on the Performance evaluation module in Paylocity to start implementing this feature. She will continue to meet with additional supervisors so that everyone is trained. She has set timeline goals for each department to have performance evaluations completed for all staff. We are researching a third party to complete a compensation and pay equity evaluation to ensure we are in line with equal pay for equal work and also competitive within the counties that we serve. We feel that the third party option will also build trust with the staff that we want to ensure they are paid in line with other opportunities. April will be doing some hiring events both in Chaffee County and in Fremont County in

June to boost the applicants that are applying. We have hit a standstill with applicants recently and continue to have openings to fill.

- ✓ **Case Management (SEP and CCB)** – Case Management will be completing a time study for HCPF. This data will be used by HCPF to set new rates for Case Management as we move towards Conflict Free Case Management. We continue to have several referrals for case management services however there is a lack of provider capacity in our area so cases managers continue to add clients to provider waitlists and support provider growth whenever possible. We currently have one assistant position in Alamosa open and a CCB case management position open.
- ✓ **Fremont County Adult Services** – Adult services continues to hire to open positions as necessary. We have had a few staff who left during the pandemic come back and are eager to jump in again. We have transitioned a few clients from the Chaffee county area to Fremont County where we were able to offer more daily supports to them as they need. Bowling has been a big hit for all of the consumers and the banquet and awards are this week. We will also be doing a huge thank you to the Bowling alley for all of their continued support of our bowling league on Wednesdays. Many of the staff from the residential program are going above and beyond to also fill in at the Salida PCA. Several are working nights and weekends to make sure that those individuals have staff to meet their needs on the weekends. We will be working on budgets in the next few weeks and will closely evaluate the overtime, contracts, day services and more to make sure we are in line with where we need to be.

Chaffee County Adult Services–

- ✓ We continue to hire in Chaffee County however this has not been successful. Jami and April will be doing a hiring event in June in Chaffee County. The day program coordinator has accepted another job and will be leaving at the end of the month. Craig – a newly hired day program staff will assume the coordinator position and Bonnie will work closely with him to get staff hired and to continue with day services as staffing patterns allow. Due to the extreme staffing shortages we will be meeting with families in the next two weeks to determine other placement options for some of the consumers in Chaffee County. We are unable to staff if adequately and cannot continue to pull staff from the Fremont county program as they are also needed in that county. Once these individuals are moved, we will continue to focus efforts on trying to hire additional staff to open day program services at the center and supported community connections for events. We will be exploring housing options for staff to determine incentives for staff as affordable housing is a need in Chaffee County. Some potential ideas will be presented to the Board when they are ready.

- ✓ **Early Head Start** – The entire month has been spent on writing drafts of the EHS continuation grant, getting input from state and federal specialists and input from the EHS staff. We will have another draft for review/approval after the Board meeting as the timeline is so close but we are also subject to the availability of the grant specialist. We have two meetings for review with them this week. This is the 5th year of the 5 year grant, so we know that approval will be granted but we have to show progress from the first year and goals for this last year as well. Colette is working closely with us on the budget piece of the grant as there will be changes from the previous year. Martha will be attending a fiscal meeting in person on the 18th and 19th in Denver and the other EHS staff will attend via zoom on the 24th and 25th. This will be a great training for the staff so that everyone is familiar with the grant/budget and expectations. This will be very helpful as we then start to write the next grant – which will be in much more detail than the continuation grant. Martha will be setting up a time for the department of health to come and give us guidance on upgrades to the kitchen so that we can use funding from previous years of the grant that were underspent to upgrade to a kitchen that is more usable and better meets the needs of the center.

- ✓ **SPIN Childcare** – The center director is out on medical leave for 6 to 8 weeks. The assistant director will be stepping in to complete many of the duties needed. They are currently planning preschool graduation for approximately 28 graduates. This will be held at Veteran’s park (weather permitting) on May 26th at 6:00 PM. Very exciting time for these families. Early Learning Ventures will be up and running effective June 1st – this will help to track attendance, meals and other documentation that is needed. Michelle estimated that this one system will allow her to discontinue tracking various items on 6 to 8 different spreadsheets and will house them all within the online system. Michelle is currently hiring for two positions. We have had two staff test positive for COVID-19 at the SPIN childcare center this week. Families and staff were notified of the potential exposure, however no closures were necessary. All staff and families will continue to monitor for signs and symptoms. Masks continue to be mandatory for all staff and children age 2 or older at the childcare center due to federal requirements.

- ✓ **Family Center** – The Temple Buell grant was submitted on May 2nd and a request of \$100,000 was made to support the family center overhead that is not covered in the other grants and to support SPIN childcare as well. Several other grants are due in the next few weeks and will be reviewed and submitted. These are all grants that we have received in the past and continue to find value in the work. We continue to streamline the grant billing/invoicing process as it has been too intertwined in the past. We are working with Kathy and all grant funded staff to understand the costs of their grant, how to code their invoices to those grants. This will help Kim in accounting to be able to invoice timely for each grant.

- ✓ **Early Intervention** – We continue to justify our budget with the office of Early Childhood to make sure we can cover all of the expenses of the program. Costs/salaries have increased due to recruiting needs and we are requesting additional personnel funding to cover this. We should have an approved budget by mid-May for that program. We have officially been selected as the RFP evaluation agency in Fremont, Custer and Chaffee County. A huge thank you to Dustin Elliot for his help on completing and submitting the RFP for this contract. This will be a new cost center and costs will be tracked separately from EI for this funding. The search for a Developmental Interventionist continues and we have not yet had any applicants. We are hopeful with the school year ending that many will be looking at open positions in our area. We are also hiring for two part time Service Coordinators.

- ✓ **Starpoint Foundation** – The Foundation board has moved the Mad Hatter event indoors due to a forecast of crazy weather on Sunday. Children’s services staff will represent Starpoint at the Safety Jam being held on June 4th. We will be giving out fidgets, tootsie rolls and information on all of our programs available to families in Fremont County. Special Olympics Athletes recently participated in track and field in Falcon and LOVED it. It was a hot day, but they were eager to participate. These are volunteer hours from community members and staff and so very much appreciated by the consumers. Mary participated in the Colfax marathon booth to promote the Rim 2 Rim and said that they had a lot of foot traffic to promote the race. This is the first time doing this promotion so we are excited to see if the efforts bring in even more participants. Starpoint will be volunteering at the Autumn Color Run – scheduled for September in Buena Vista. This race was discontinued for two years due to COVID so we are excited to have it back on the agenda!