



Board of Directors Meeting

March 30th, 2023 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 – Board Appointments** **Board President**
 - Mitch McCartney – Fremont County representative
 - Annette Nimmo – Fremont County Representative
 - Terry Prewitt – Chaffee County Representative
 - Brenda Heckle – Chaffee County Representative
 - Amy Schmisser – Fremont County Representative
- **Action Item – Consent Agenda** **Board President**
 - February (Rescheduled to March 16th) Meeting Minutes
 - EHS Documents
 - ACF-IM-HS-23-01
 - The Role of Head Start Programs in Addressing Lead in Water
 - EHS Credit card purchases (paper copy only due to size)
- **Action Item – Financial Report** **Colette Martin**
 - **Action** – Review and Filing of Financial reports (including EHS)
 - **Action** – Closure of remaining US Bank accounts
- **Report – Early Head Start Manager’s Report** **Martha Sager**
 - EHS Board Report
 - Charges for previous grant year (Camnet)
 - Review of ARPA Funding expenditures
- **Report – Chief Executive Officer Report and Updates** **Bryana Marsicano**
- **Adjourn** **Board President**



STARPOINT
BOARD OF DIRECTORS MEETING
MARCH 16TH (Rescheduled from February 23rd)

Board Chairperson, Danielle Frost called the Starpoint Board of Directors meeting to order at 6:15 PM. Those in attendance and constituting a quorum were:

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

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

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

INTRODUCTION OF GUESTS AND PUBLIC COMMENTS

No guests in attendance nor public comments at this time.

CONSENT AGENDA

Consent agenda reviewed. No items motioned for additional discussion with the board members.

MOTION by Annette Nimmo to approve the consent agenda as presented to the Board. Motion seconded by Mitch McCartney. All Board members vote in favor of approval. Motion carries.

FINANCIALS

Colette Martin presented financial for month ending January 31st, 2023. Colette noted that we have (non-cash) losses to clean up from several previous years that were "stuck" in the accounting system. They have started this process and it is going well to date. These will be reconciled on the 2022 audit. Colette noted that the last item for the 2021 audit was provided today. It has taken significant time to complete due to staff turnover and attempting to find records from previous CFOs. She is confident that the next audit will be much smoother as they have implemented several practices to document sources and maintain all items in the accounting offices. Colette reported that revenue is on track and that invoicing has been consistent. She anticipates to see more positive changes in the next year as employees build

confidence in their roles. Colette noted that the expenses are higher due to increased costs. We are especially seeing this with contractor, food, maintenance and supplies. There was board discussion regarding recent bank failures. Bryana noted that our banks have sent us letters revalidating their strength and that our money is safeguarded. All of Starpoint's funds are in accounts that are less than the FDIC limit at this time.

MOTION to file financials as presented to be placed on file made by Nicole Francis, seconded by Jake Francis. All Board Members vote in favor of approval. Motion carries.

Colette presented the Board with the budget for the 2022/2023 fiscal year with the changes requested from the previous Board meeting. She also stated that the budget process will be changes to be more efficient in the next year as there were several hurdles with the GP software and uploading the budget into the system for use.

MOTION to accept the budget for the 2022/2023 fiscal year made by Jake Francis, seconded by Annette Nimmo. All Board members vote in favor of approval. Motion carries.

EARLY HEAD START

Martha reviewed the Early Head Start Program Manager Report for January 2023.

Board discussion on the Community Assessment and significant changes to the number of childcare options in our area due to another one closing permanently. Martha noted that they are working on the self-assessment currently and will have it for review shortly. Martha reviewed the goals that we will be using in our new 5 year grant and indicated that we may use all 8 but more likely will narrow it down to 4 based off guidance from Anita with the deployment team. Board discussion noted that 4 good quality goals would be a reasonable amount to focus on for quality. If there are too many goals it may lead to the inability to track them accurately and meet needed milestones. Martha agreed as the 4 strongest goals will show the programs strengths and the growth of the children. This will also allow the EHS team to focus their efforts to produce the needed outcomes. Discussion of the expenditures for the ARPA funding was discussed and how we used the final funding for training and professional development related to federal funding and the EHS program. We will be sending 4 senior management employees to Federal/EHS fiscal training in Chicago – again suggested by Anita from the deployment team. Martha also reported that the Home visitors will attend the home visitation conference in Denver in April and 3 EHS staff will also attend the EHS Regional meetings in Denver in May. This focus to build a foundation of understanding of the EHS program and to empower of employees in the program to develop additional skills and education for succession planning.

CHIEF EXECUTIVE OFFICER REPORT AND PROGRAM UPDATES JANUARY 2023

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

1. Legislative Updates
2. 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

Discussion was had regarding the JBC recommendation of a potential 3% across the board rate increase for Medicaid in addition to the requested targeted rate increases. We are excited to see increases in a year of uncertainty. If this is approved, we would anticipate that this would be directly passed along to the employees in these programs as wage increases for their hard work. Bryana has set up a few meet and greet with Legislators to start building relationships and getting them acquainted with Long Term Care services and the IDD system in Colorado. Hoping this will be a great step forward in advocating for continued rate increases and legislation changes to benefit our services.

The CM retention bonuses were paid out in March. Each CM that met the qualifications noted by HCPF received \$500.00. This will be invoiced in early April for receipt of the funding. The total paid out was \$6000.00

CFCM is still moving forward with the RFP process officially closed. A list of those agencies who bid on the areas was provide but to official word on which catchment areas were bid on. We will continue to watch it closely and I'll set up a time to meet with HCPF to discuss the rural exception in our area as we did submit the request for that exception.

Continuing to keep the discussion open regarding expanding our supported employment services by starting an incubator site to hire students and adults with disabilities in a small business, hopefully down town. Discussion of potential spaces was had and it was noted that preference would be on Main Street if the building met ADA requirements and was easily accessible.

Review of UPK and how many children we are holding spots for at this time. We will be updating a few more things in the childcare center and then will hold open houses for families who children will be going to preschool. Childcare Director is available to support families with the application process. This funding was previously passed through the school district and will now be directly paid to the UPK provider with several professional development and training goals included as well. We are eager to hire more teachers to be fully prepared for this in August. We have offered a \$500 sign on bonus for Lead teachers and are also encouraging employees to take additional training and classes that would move them closer to being lead teacher qualified.

We will be upgrading the phone system to a softphone system (more than likely RingCentral). This will be offer additional services that are currently needed but we are unable to use due to

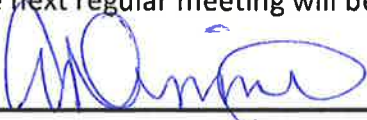
the age of our current phone system. We will be able to transfer between different Starpoint locations so that individuals do not have to hang up and call a different number but instead we can support a transfer and warm hand off to the correct department.

You will see some larger purchases for a heater fix at the administration building and we will be getting three quotes as we need a new copy machine for the administration building as well. Paul anticipates this to be around 20,000 to match the current machine. We will want to purchase the machine and not lease it.

ADJOURNED

Chairperson, Danielle Frost adjourned the Starpoint Board of Directors meeting at 7:05 pm.

The next regular meeting will be on March 30th, 2023 at 6:00 PM.



Annette Nimmo, Board Secretary

Starpoint

Analysis of Financial Results and Budget Variances For the Month ending February 28, 2023

SUMMARY

Starpoint had net income of \$28,269 in February and (\$1,348,202) YTD. Bank Balances (Cash Accounts) decreased (\$18,581.86). The Statement of Financial Position is not available since we are unable to close FY2022 pending the completion of the audit.

REVENUE

Revenues were \$917,501 for February and \$7,606,210 YTD. As a reminder, Single Entry Point revenues are now recorded differently –reported as deferred revenue until expensed. This change was made as the result of an audit of the Single Entry Point program for Fiscal Year ending 2021.

EXPENSES

Expenses were \$889,231 in February and \$8,539,449 YTD. Several expense categories are over budget due to wage changes and increased costs for all goods, etc.

As a reminder, in December 2022 Bad Debt expenses were up due to accounting corrections for receivables for prior years that were incorrect/erroneous; and, we do not expect to receive payment. The Income Statement also includes Prior Period Adjustments. These total \$414,963. These are entries recorded to reduce Accounts Receivable for items that were incorrect/erroneous. These entries would have overstated revenues in prior years on monthly Statement of Operations.

Year	AR Suspense for Audit
2014	221.35
2015	49,683.77
2016	16,263.42
2017	19,409.99
2018	85,798.54
2019	178,210.04
2020	57,933.45
2021	7,004.80
2022	437.91
Grand Total	414,963.27

These two General Ledger accounts will be reviewed with the auditors and reconciled to 2021 and 2022 account balances.

ADJUSTED STATEMENT OF OPERATIONS (removing the Bad Debt and Prior Period Adjustments)

Financial Statement (Adjusted)

	<u>YTD</u>
Revenues	7,606,210
Expenses	8,539,449
Deduct Prior Period Bad Debt	(814,604)
Deduct Prior Period Adjustments	(414,963)
Adjusted Expenses	7,309,882
Change in Net Assets	<u>296,328</u>

The adjusted revenues and expenses show a change in net assets of \$296,328 YTD.

Days Cash on Hand

2/28/2023

Unrestricted Cash Available	3,088,093
Cost of Operations	11,587,268
Days	365
Average Daily Cost of Operations	31,746
<u>Days Cash on Hand</u>	<u>97</u>

Days Cash on Hand decreased due to the investment of \$600,000 in short term Certificates of Deposit.



STARPOINT
Statement of Operations
Tuesday, February 28, 2023
STARPOINT

	MTD Actual	MTD Budget	MTD Budget Variance	MTD Prior Year	MTD Prior Year Vari...	YTD Actual	YTD Budget	YTD Budget Variance	YTD Prior Year	YTD Prior Year Vari...
REVENUE AND SUPPORT										
Medical Funding	522,357	580,696	(58,339)	404,963	117,394	4,703,359	4,645,571	57,788	4,516,549	186,810
Fees and Grants	303,157	283,093	20,063	866,386	(563,229)	2,069,626	2,300,545	(230,920)	3,969,761	(1,900,135)
Donations	285	1,479	(1,194)	1,479	(1,194)	7,596	11,835	(4,239)	10,968	(3,372)
In-Kind Donations	34,787	32,927	1,860	35,896	(1,109)	311,426	263,415	48,011	249,572	61,855
Restricted Donations				(1,634)	1,634	1,500		1,500	(1,634)	3,134
Residential Fees and Tuition	54,260	56,853	(2,594)	55,373	(1,113)	455,926	454,827	1,100	459,522	(3,595)
Other Revenue	2,655	17,332	(14,678)	9,672	(7,018)	56,776	138,659	(81,883)	2,136,932	(2,080,156)
TOTAL REVENUE AND SUPPORT	917,501	972,382	(54,881)	1,372,137	(454,636)	7,606,210	7,834,853	(208,643)	11,341,689	(3,735,459)

EXPENSES

Salaries and Benefits	600,892	572,836	28,056	637,663	(36,771)	5,028,379	4,869,108	159,271	5,052,914	(24,535)
Supplies and Food	35,366	21,827	13,540	23,513	11,853	294,001	174,614	119,388	167,346	126,653
Purchased Services	138,027	139,048	(1,021)	138,516	(489)	1,114,148	1,112,382	1,767	921,823	192,326
Tuition and Fees	100	24	76	100	100	1,252	195	1,057	112	1,140
Minor Equipment	688	4,618	(3,930)	4,911	(4,223)	49,772	36,944	12,828	31,718	18,054
Repairs and Maintenance	6,553	17,372	(10,819)	14,975	(8,422)	208,608	138,973	69,634	82,043	80,290
Insurance	13,239	8,082	5,157	20,203	(6,964)	102,688	64,655	38,033	82,043	20,645
Utilities	20,249	20,497	(248)	11,258	8,991	210,257	164,030	46,227	152,829	57,428
Leases	8,182	5,297	2,885	10,082	(1,900)	54,093	42,372	11,721	42,007	12,086
Travel	12,444	4,519	7,925	5,214	7,231	61,567	36,209	25,358	48,313	13,255
Education and Conferences	13,797	4,467	9,330	3,291	10,506	71,974	35,747	36,226	35,673	35,673
Communications	637	1,558	(921)	1,793	(1,156)	12,078	12,460	(382)	12,741	(663)
Subscriptions and Dues	1,440	4,401	(2,961)	4,442	(3,002)	115,944	35,206	80,738	44,256	71,688
In-Kind Donations	34,787	32,927	1,860	35,896	(1,109)	311,426	263,415	48,011	249,572	61,855
Other	2,830	51,166	(52,337)	18,037	(13,208)	903,262	441,455	461,806	283,869	619,393
Operating Expenses less Depreciation	889,231	892,638	(3,406)	929,794	(40,563)	8,539,449	7,427,767	1,111,682	7,254,163	1,285,286
EBIDA	28,269	79,744	(51,475)	442,343	(414,073)	(933,239)	387,086	(1,320,325)	4,687,505	(5,020,744)
Depreciation		20,833	(20,833)				166,668	(166,668)		
Interest (Expenses)						414,963		414,963	31,535	(31,535)
Prior Period Adjustment										414,963
TOTAL EXPENSES	889,231	913,471	(24,239)	929,794	(40,563)	8,954,412	7,594,435	1,359,978	7,285,698	1,668,714
CHANGE IN NET ASSETS	28,269	58,911	(30,642)	442,343	(414,073)	(1,348,202)	220,418	(1,568,620)	4,055,971	(5,404,173)

Starpoint Account Balances
As of 1/31/2023

				<u>2/28/2023</u>	<u>1/31/2023</u>	<u>Change</u>	<u>Notes</u>
Unrestricted Funds							
Description	Account Number	Institution					
ICS Funds	005-393-705	InBank		600,608.59	1,575,495.26	(974,886.67)	
Money Market	1458	InBank		250,000.00	250,000.00	-	
Money Market	558-23931-1-1	Bank of the San Juans		157,963.27	330,909.20	(172,945.93)	
Edward Jones	103659440855	Edward Jones		529,238.00	-	529,238.00	
Money Market	103659440848	US Bank		-	-	-	
Money Market	370	US Bank		1,550,283.46	1,550,270.76	12.70	
				<u>3,088,093.32</u>	<u>3,706,675.22</u>	<u>(618,581.90)</u>	
Investment Funds							
Certificate of Deposit		Edward Jones		200,000.00	-	200,000.00	5/22/2023 - Rate 4.60%
Certificate of Deposit		Edward Jones		200,000.00	-	200,000.00	5/17/2023 - Rate 4.55%
Certificate of Deposit		Edward Jones		200,000.00	-	200,000.00	5/17/2023 - Rate 4.55%
				<u>600,000.00</u>		<u>600,000.00</u>	
Restricted Funds							
Description	Account Number	Bank					
Payee Account	4399	Bank of the San Juans		5,358.44	5,358.40	0.04	
				<u>3,693,451.76</u>	<u>3,712,033.62</u>	<u>(18,581.86)</u>	
Total Cash and Investments							

Stanford Grant Summary

2/28/2023

Major Grants

Grant	Time Frame	Budget	December	January	February	March	April	May	June	Invoiced/Received	Remaining
Early Intervention Evaluations	7/1/2022 - 6/30/2023	37,750.00	46,349.96	5,700.00	20,000.00					81,299.24	243,346.76
Early Intervention (EI)	7/1/2022 - 6/30/2023	364,646.80									
ST Thomas More Healthcare Foundation (STMHF)	7/1/2022 - 6/30/2023	43,738.00	2,341.50	3,989.97	5,376.42					10,688.14	34,833.86
Child and Adult Care Food Program (CACAP)	Permanent until term.	43,512.00	5,319.78	3,693.13	8,056.80					18,069.71	64,599.80
Child Care Assistance Program (CCAP)	7/1/2022 - 6/30/2023	25,820.00	10,312.74	6,351.08	4,611.98					11,229.25	816,071.42
Colorado Community Response (CCR)	4/1/2022 - 3/31/2023	21,571.00	78,854.98	44,313.89	46,545.98					54,265.58	12,573.00
Early Head Start (EHS) COHD	4/1/2022 - 3/31/2023	88,728.00	17,860.33	1,239.55							88,728.00
Early Head Start (EHS) ARPA	4/1/2022 - 3/31/2023	88,728.00	2,586.69	688.49	640.68						54,497.00
Prevention Site and Stable Family (PSF)	10/1/2021 - 9/30/2022	54,947.00	-	-	3,243.00				4,790.82	10,868.48	49,999.00
Prevention Site and Stable Family (PSF)	10/1/2022 - 9/30/2023	46,999.00	4,645.61	2,986.74	3,022.73				4,630.45	9,433.49	54,000.00
Community Based Child Abuse Prevention (CBCAP)	10/1/2021 - 9/30/2022	49,999.00	5,980.40	4,012.94							
Community Based Child Abuse Prevention (CBCAP)	10/1/2022 - 9/30/2023	54,000.00									
First Steps Home Visitation Program	9/1/2022 - 8/31/2023	36,000.00									
SPW - HCA	7/1/2022 - 6/30/2023	41,533.00	3,460.25	3,460.25	3,460.35					10,380.75	31,142.25
SPW - HCA	7/1/2022 - 6/30/2023	36,000.00	52,792.86	60,593.97	49,874.97					151,824.64	(151,824.64)
SPW - Fremont & Currier	7/1/2022 - 6/30/2023		35,003.83	42,639.81	34,820.09						
SPW - Alameda & Sycamore	7/1/2022 - 6/30/2023										