CKLECC Council and Board of Director Meeting Minutes

MINUTES JANUARY 8, 2024 1:00 PM – 3:00 PM VIRTUAL MEETING ONLY

MEETING CALLED BY	Dennis Pearson, Chair
TYPE OF MEETING	Monthly CKLECC Council & Board of Directors Meeting
FACILITATOR	Dennis Pearson, Chair
MINUTE TAKER	Lora White, CKLECC Administrative Assistant
ATTENDEES	Zoom: Dennis Pearson (Board Chair/DSS); Julie Witt (Council Coordinator); Haley Leonard (Financial Manager); Carole Spady (Quality Improvement Coach); Lora White (Council Administrative Assistant); Cindy Ferree (Limon Child Development Center); Lisa Thomas (About F.A.C.E.); Sharon Mauch (Family Advocate Kiowa County Collaborative Management); Shannon Harrell (Centennial Mental Health); Kailey Meardon (Valley Wide Health Group); Amy Dulin (Centennial Mental Health); Luci Reimer (Secretary/ Limon Memorial Library); Kara Downing (Cornerstone Resource Center); Robbin Schincke (Morgan Community College); Kandi Seymour (ECSDD Service Coordinator); Nancy Gonzalez (Vice Chair/Country Living Learning Center) Absent Board Members: Heather Randolph (Baby Bear Hugs); Candace Chamberlain (CKLECC FFN/Fun Tote & Childcare Coordinator); Kathleen Bither (Kiowa County DSS); Amber Ellis (Parent/Treasurer); Autumn Pelton (Cheyenne County Communities that Care)

AGENDA TOPICS

****MEETING MINUTES FOR THE DECEMBER MEETING WERE MOTIONED TO BE APPROVED BY LISA (WITH A SUGGESTION TO CHANGE SOME OF THE TITLES FOR ATTENDEES THAT HAVE MULITPLE TITLES) WITH A SECOND BY KAILEY. THE BOARD APPROVED.**

LOCAL COMMUNITY ORGANIZATON (LCO)/UNIVERSAL PRESCHOOL (UPK) UPDATES — JULIE WITT

DISCUSSION	Julie reported that the next few weeks will be focused on year two UPK provider setup. We will be receiving training as LCO's on how to help providers in registering for next school year. A letter should have been sent out last week to explain the process to providers in getting themselves set up for year two. Julie did say she was told by the state that not everything for year two is ready. Caitlyn Russell, with CDEC, has told Julie that one of their goals is to make registration for families continuing care with the same provider a simpler process than last year's registration. Family enrollment should be available later this month for providers that choose to allow families to register that early. Julie will hold a provider update meeting this Thursday at noon for our providers to ask questions and to provide them with updates. CDE will be joining some of the upcoming LCO meetings to answer questions regarding SPED services and preschoolers with new IEPs. The state is still creating a resource bank for providers that will include resources on the new UPK quality standards hopefully. Julie shared a survey link with all providers, so they had a chance to provide input.

MINUTES COORDINATOR REPORT — JULIE WITT

DISCUSSION	Julie reports that we were able to distribute books to each of the providers and their students before Christmas as well as some extra books to the Limon community at their Santa event. The 2nd month of the Lincoln County diaper bank went well. All the pre-registered families came back for their diapers as well as some new additional pre-registrations. In Dec. we served a total of 48 children which brings our total families served to 72 during the first two months of the diaper bank service. We will be offering the next pick-up day on Jan. 15th in Limon and will hold the first Cheyenne County diaper bank in Cheyenne Wells on Jan. 17th. There are 8 pre-registrations so far in Cheyenne County. Wee Cycle also sent us a large bag of brand-new clothes in various sizes in December. We were able to distribute most of those and will get the rest of them out this month hopefully. Julie has been working on two dates for the Share the Spirit event. The plan right now is March 27th for LCDC and April 10th for Eagles Nest Preschool. Our annual calendar, with photos from local families and providers has been received and is ready to distribute to council members and providers. Conversations with Some Girls and a Mural about the mural design for Cheyenne County are happening. Professional Development for providers will be held Jan. 24th. Carole is hoping to have Jennifer Kollerup provide training about learning in nature. February's training will be on the 28th and will be with Kassi Reyes on Early Childhood Trauma.

	Julie reported that she learned that CSQI funding is running out and that new providers will not be guaranteed funding. Existing providers that have signed an MOU with us will still receive funding. The Strategic Plan draft was sent out for board and council members to review. The goal is to finalize it this month. The Limon Infant and Toddler Care Group has still been meeting. They are working on their 501.c.3 status to be able to begin fundraising. They are also trying to re-word how they are presenting their project to the community. Julie and Lora plan to create a packet or letter to share information about their project and its relation to CKLECC. Finally, Julie said she is starting to make plans for the April training day and is taking suggestions for trainers, she typically needs 3. Dennis suggested training regarding child abuse since April is Child Abuse Prevention Month. Lisa mentioned bringing back a trainer from last year that everyone seemed to really enjoy.

MINUTES	STRATEGIC PLAN	JULIE WITT
DISCUSSION	The strategic planning meeting was held in October. Julie and Lora have taken feedback from that meeting and updated the previous plan to reflect our current work and goals. Once the new plan is approved Julie will need to submit it but there is no specific deadline. Julie shared the draft on her screen for the group to go through together. Many suggestions were made to help with the wording and to focus on work that the council is already doing. Julie and Lora will make the suggested revisions for review next month.	

MINUTES	FFN & FUN TOTE PROGRAM REPORT	JULIE WITT FOR CANDIE CHAMBERLAIN
DISCUSSION	Julie shared that we are working to revise the surveys for the FFN and Fun Tote Program. Candie also has been looking at the Ready For Kindergarten! Program that was suggested at the strategic plan meeting as a new resource for curriculum and activities. Candie was out sick, so numbers were not reported.	

MINUTES	QUALITY IMPROVEMENT PROGRAM	CAROLE SPADEY
DISCUSSION	Carole reports that she was able to visit each of her programs last month before the break and will be working on a new quality rating scale with each of the providers this coming month.	

MINUTES	FINANCIALS/ EXPENDITURES/ DECEMBER CHECK APPROVALS	HALEY LEONARD
DISCUSSION	Haley provided the Check Detail Report for December. Checks included – QuickBooks Payroll Service, EFTPS, Colorado State Treasurer, Colorado Department of Revenue, Colorado FAMLI, Imagination Library, Century Link, Payroll for all staff, Kayla Buchanan for the E&E Grant, Donna Metcalf, Gloria Newcomb, Mileage expenses, First National Bank credit cards, United States Liability Insurance, Limon Leader, Cheyenne Wells Grocery – food program, Osbornes – food program, Stop 'n' Shop- food program, Stop 'n' Shop – rent, Katie's Korner – food program. Monthly expenditures by funding source were as follows: CCRR $581, CSQI $3,790, E&E $1,069, FHCN $190, GAE $548, LCDHS $254, LCO/UPK $1,474, SB $2,783, totaling $10,693.67. The Deposit Detail Report showed 8 deposits: CCRR and CSQI $4,510, E&E and GAE $878.10, First Book Refund $1,201, Systems Building $4,065, LCO, $2,865, Colorado Gives Donation $25, Terri Miller $25. The Balance Sheet for Dec. reflected a balance of $48,392. The Balance Sheet for Nov. had a balance of $65,819.55. The Expenditure Spreadsheet showing funding left by source showed ECSB $28,617.24, CSQI $42,880.70, CCR&R $5,637.02, FCCH Nav. $6,788.71, Buell $18,887.37, LCDHS $17,702.20, E&E $23,591.43, LCO $27,242.53 for a total funds left amount of $174.257.85. Luci made a motion to approve the financials for December, Cindy seconded the motion and the board approved.	

DISCUSSION	The next council and board meeting is scheduled for February 5th at 1:00 p.m. **Lisa requested that the next board meeting agenda include a line item from looking at staff wages and when the last increase took place. The board agreed to discuss this at the February meeting.

SECRETARY APPROVAL SIGNATURE:	**DATE:**	

Commonly Used Acronyms:

General Accounting Encumbrance (GAE); Quality Improvement (QI); Local Coordinating Organization (LCO); Universal Preschool (UPK); Child Care Resource and Referral (CCR&R); Colorado Shines Quality Improvement (CSQI); Expanding and Emerging Grant (E&E); Family Child Care Home Navigator (FCCHN); Country Living Learning Center (CLLC); Limon Child Development Center (LCDC); Lincoln County Department of Human Services (LCDHS); Colorado Department of Early Childhood (CDEC); Individualized Education Plan (IEP)