CKLECC Council and Board of Director Annual Meeting Minutes

MINUTES FEBRUARY 5, 2024 1:00 PM – 3:00 PM IN PERSON/VIRTUAL MEETING

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	In Person: Dennis Pearson (Board Chair/Director Kiowa County DHS); Julie Witt (Council Coordinator); Haley Leonard (Financial Manager); Luci Reimer (Secretary/ Limon Memorial Library); Heather Randolph (Baby Bear Hugs); Lora White (CKLECC Admin. Assistant) Zoom: Nancy Gonzalez (Country Living Learning Center); Amber Ellis (Parent/Treasurer); Shannon Harrell (Centennial Mental Health); Kathleen Bither (Kiowa County DSS); Lisa Thomas (About F.A.C.E.); Sharon Mauch (Family Advocate Kiowa County Collaborative Management); Kara Downing (Cornerstone Resource Center); Robbin Schincke (Morgan Community College); Kandi Seymour (ECSDD Service Coordinator); Carole Spady (Quality Improvement Coach); Kailey Meardon (Valley Wide Health Group); Tammy Yoder (Karval Preschool); Tyann Conley (Safe Care Colorado); Autumn Pelton (joined at 1:45 p.m. – Cheyenne Counties Communities that Care0. Absent Board Members: Cindy Ferree (Limon Child Development Center)

AGENDA TOPICS

MINUTES	JANUARY MEETING MINUTES	JULIE WITT
	**Meeting minutes for the January meeting were motioned to be approved by Heather with a second by Robbin. the board approved.	

	LOCAL COMMUNITY ORGANIZATON (LCO)/UNIVERSAL PRESCHOOL (UPK) UPDATES	JULIE WITT
DISCUSSION	Julie reported that UPK Provider Setup for Year 2 (2024-2025) is open for programs to enroll. This is due by Feb. 16th and providers need to estimate as close as possible to the number of slots they will have available next school year. Providers are also still waiting on an update for 3-year-old payments for IEP students. The last update was that those payments may happen in March. It was also updated that the same payment for the 3-year-old historical allowance that was made in 2023 will be paid out again next year for the same amount. Julie also reported that some districts are still working through missed payments as the state is determining what their reconciliation process will be. Hopefully there are less errors in the enrollment process in year two which will prevent this from being as much of an issue. CKLECC will hold the monthly regional UPK provider update meeting this Wed. at 12:00 to update providers and answer questions. Enrollment for students is expected to be opening in the next few months.	

MINUTES	COORDINATOR REPORT	JULIE WITT
DISCUSSION	Julie shared that the E&E grant capital project with Kayla Buchanan in Kit Carson is complete. The Diaper Bank served 45 families and 72 children in January. The first one in Cheyenne County went well. There are 82 kids registered for February between the two counties. Pick up days will be Feb. 20th in Limon and Feb. 21st in Cheyenne Wells. The time for Cheyenne Wells has been adjusted to 11:00-1:30. We have continued to receive new sign ups each month and have created a flyer with a QR code linked directly to the registration page to share in all the communities. Look for it in your email. The professional development training will be on Wed. Feb. 28th with Cassy Reyes with Join Initiatives on Early Childhood Trauma. The dates for Share the Spirit Foundation- Shoe Events are scheduled for LCDC on March 27th and Eagles Nest Preschool in Eads on April 10th. The current to-do list is setting a date and potential location for a Health Screening Day, scheduling a Saturday in April for training day and research trainers, and planning outreach around MCC's ECE courses to share with the local school districts.	

MINUTES	STRATEGIC PLAN APPROVAL	JULIE WITT

DISCUSSION	**Julie asked for approval of the updated strategic plan with revisions from the strategic planning meeting and the January board meeting. Lisa made a motion to approve, and Luci seconded. The motion passed.

MINUTES EARLY CHILDHOOD MURAL BUDGET APPROVAL JULIE WITT

DISCUSSION	**Julie shared two mural designs for the early childhood mural in Cheyenne Wells. One design is in the $5,000 budget and the other is in the $10,000 budget range. Haley has verified that the funding for a $10,000 budget is available, and that budget was approved by the state. Robbin made a motion to approve a budget of $10,000 for the Cheyenne county mural this fiscal year, Heather seconded. The motion passed. Another discussion about the mural was that the location in Lincoln County has been approved by the building owner and that mural design work can begin now. That mural will happen next fiscal year. Discussion about the theme and design showed that everyone approved of the overall theme and the use of the website rather than the CKLECC logo. A few suggestions were adding a Kit Carson wildcat on the second backpack, lightening the purple background color, moving the website up higher in the design to be more visible, and adding colored rocks on the ground below.

MINUTES QUALITY IMPROVEMENT COACH CAROLE SPADY

DISCUSSION	Carole shared that she had been visiting schools and programs. She has been working on her new environmental rating scales with the programs. The provider training last month with Jennifer Kollerup on Nature Based Learning was a success and several providers have asked for continued training.

MINUTES FUN TOTE AND FFN PROGRAM JULIE WITT FOR CANDIE CHAMBERLAIN

DISCUSSION	Julie shared that Candie is now distributing nine FFN bags each month, two new ones have joined from the diaper banks. One is in Lincoln County, and one is in Cheyenne County. The Dolly Parton Imagination Library sign-ups are at 41 in Cheyenne County. She also reported that there are no openings at any of our Family Home Childcare Providers.

MINUTES ASSISTANT UPDATE & CHILDCARE COMMITTEE UPDATE LORA WHITE

DISCUSSION	Lora shared that the Limon Infant Toddler group continued working on their non-profit status but are held up currently without a physical address. The group is planning to start a Facebook group page and has discussed holding a logo design contest. They are still researching and exploring building opportunities and potential start-up funding sources. Julie has written a letter explaining the group and CKLECC's role in supporting the committee. It will be sent out this week to community businesses. Lora updated that CLLC in Hugo was accepted to the Design Lab for EPIC and CDEC Employer Based Childcare Grant which runs Feb.- May. The group is also working with CO Forum and GHS to gain exposure for more capital funding opportunities. The group will begin applying for capital funds this spring. Discussions with Colorado Housing and Finance Authority show that there may be additional funding opportunities through them for events and fundraisers. Lora also attended the first session of the newly reformed Resources Unlimited meeting. Lincoln Health is heading up reviving that group and has also received funding for an online resource sharing platform called Community Resource Network (CRN) to easily look up specific services for families. The next Community Resource Meeting will be held at MCC Thursday, Feb. 22nd.

MINUTES Financials/Expenditures/Checks – January HALEY LEONARD

Discussion	Haley provided the Check Detail Report for January. Checks included – QuickBooks Payroll Service, EFTPS, Imagination Library, Century Link, Payroll for all staff, Kayla Buchanan for the E&E Grant, Mileage expenses, Some Girls and a Mural for a design fee, Quill.com, First National Bank credit cards, Cheyenne Wells Grocery – food program, Osbornes – food program, Stop 'n' Shop- food program, Stop 'n' Shop – rent and utilities, Katie's Korner – food program, and Kit Carson Mini Mart- food program Monthly expenditures by funding source were as follows: CCRR $1,631, CSQI $2,225, E&E $708, FHCN $193, LCO/UPK $2,091, SB $4,000, totaling $10,849.35. The Deposit Detail Report showed 5 deposits: Systems Building- $3,061.84, CSQI- $4,139.80, FCCHN- $210.01, CCR&R- $639.19, and FCCHN for $563.75 The Balance Sheet for Dec. reflected a balance of $52,421.53. The Balance Sheet for Jan. had a balance of $47,486.79. The Expenditure Spreadsheet showing funding left by source showed ECSB $24,338.12, CSQI $40,306.60, CCR&R $3,947.94, FCCH Nav. $6,576.42, Buell $18,887.37, LCDHS $17,702.20, E&E $22,776.37, LCO $25,003.75 for a total funds left amount of $162,449.42. **Luci made a motion to approve the financials for January, Amber seconded the motion and the board approved.

	Dennis asked about spend down plans and Julie stated that some plans for bigger spend down are a health screening day, the Share the Spirit shoe events and the full day provider training event.

MINUTES SHARE THE SPIRIT SHOE EVENT JULIE WITT

Discussion	Julie asked that the board approve the funding for this event at LCDC and Eagles Nest Preschool for this year. The price of shoes has increased, and Julie is asking for $5,000 to purchase shoes for these two programs. We are trying to coordinate schedules to be able to hold shoe events at Kit Carson, Plainview and CLLC. If this gets scheduled, we will need to look at approving more funding. **Heather made a motion to approve a budget of $5,000 for the Share the Spirit Shoe Event at LCDC and Eagles Nest Preschool. The motion was seconded by Lisa and the board approved.

MINUTES FUTURE MEETING COUNCIL MEMBERS

DISCUSSION	The next council and board meeting is scheduled for March 4th at 1:00 p.m.

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); Country Living Learning Center (LCDC)