CKLECC Council and Board of Director Meeting Minutes

MINUTES FEBRUARY 6, 2023 1:00 PM – 3:00 PM IN PERSON/VIRTUAL MEETING

MEETING CALLED BY	Dennis Pearson, Board Chair
TYPE OF MEETING	Monthly CKLECC Council & Board of Directors Meeting
FACILITATOR	Dennis Pearson, Board Chair
NOTE TAKER	Julie Witt, CKLECC Coordinator
ATTENDEES	In Person: Julie Witt (Council Coordinator); Haley Leonard (Financial Manager); Luci Reimer (Secretary/ Limon Memorial Library); Dennis Pearson (Board Chair/Kiowa County DHS) Zoom: Lisa Thomas (About F.A.C.E.); Kailey Meardon (South East Health Group); Heather Randolph (Baby Bear Hugs); Nancy Gonzales (Country Living Learning Center), Jenni Mortimeyer (Cornerstone Resource Center); Tammy Yoder (Karval Preschool); Robbin Schincke (Morgan Community College); Kathleen Bither (Cheyenne County Human Services); Carole Spady (CKLECC Quality Improvement Coach); Cindy Ferree (Board Vice Chair/Limon Child Development Center); Vicki Folkerts (Eastern Colorado Developmental Services, Early Intervention) Absent Board Members: Amber Ellis (Parent)

Agenda topics

****MEETING MINUTES FOR THE DECEMBER MEETING WERE MOTIONED TO BE APPROVED BY NANCY WITH A SECOND BY LUCI. THE BOARD APPROVED. A JANUARY COUNCIL MEETING WAS NOT HELD. JANUARY FINANCIALS WERE APPROVED ELECTRONICALLY BY CONSENSUS OF THE BOARD.**

NEW WEBSITE JULIE WITT

DISCUSSION	Julie informed the group that the new website has gone live. The logo was revised, and the site is very user friendly. Anyone can go onto the website to subscribe to the CKLECC Newsletter. A page has been created to provide information about Universal Preschool (UPK) and provides a link to the UPK online application for families. Lisa requested Julie talk to Greg Brewton to see if something can be done to prevent the website pages from jumping back to the top of the page every time a link is clicked on.

MINUTES LCO/UPK UPDATES JULIE WITT

DISCUSSION	Julie reported that January has been a very busy month with UPK work. The family online application opened on January 17th. A big change that has occurred is that the state found a loop hole in legislation to acknowledge school district cutoff dates, so our districts and programs can go by their cutoff date for preschool and kindergarten and not October 1st. The new challenge is that any child that turns five years old between the district date and October 1st will show up as ineligible in the application portal. CKLECC will be working with programs to determine who these children are and will be provided steps on how to get them into the system. Each school district in our region has signed a provider agreement to participate in UPK. Country Living Learning Center is participating. Limon Child Development is still pending as it determines what is going to be best with the Head Start funding the center receives. Home provider, Kayla Buchanan, in Kit Carson has signed on to be a provider. CKLECC will offer to support to programs as they need it helping families enroll. Julie is working closely with Genoa-Hugo Preschool and Country Living Learning Center as they will be working together through a contract to provide services together. The state is impressed with their partnership and would like to see this as a pilot for the rest of the state. Julie continues to listen to weekly UPK office hours as information changes weekly.

MINUTES COORDINATOR REPORT JULIE WITT

DISCUSSION	Julie reported that the CKLECC Early Childhood Advocacy Calendar has arrived. Staff will be distributing it to all our early care programs. Artwork was provided by Limon Child Development Center, Genoa-Hugo Preschool, and Eagles Nest Preschool. A Share the Spirit Foundation shoe event is scheduled to happen at Eagles Nest Preschool on Wednesday, March 22nd. The Expanding and Emerging Infant and Toddler grant application has opened. Programs who might consider to apply include Little Leaders and the Limon group working towards an infant and toddler center. The first application round is due March 3rd. There will be a second-round opening, but a date of when has not been released. Little Leaders renewed its child care license on December 1st and is working towards reopening in May.

MINUTES	QUALITY IMPROVEMENT COACH REPORT	CAROLE SPADY
DISCUSSION	In coordination with Jennifer Kollerup, state regional coaching specialist, Carole arranged an Outdoor Play Spaces Training on January 25th. The next provider training will be held on Wednesday, February 22nd. The training is still to be determined. Carole will be offering a home child care pre-licensing class in Eads on Friday, February 24th and Saturday, February 25th. She is coaching six sites through quality improvement grants – Genoa Hugo, Country Living Learning Center, Karval, Kit Carson, Little Leaders, and Limon Child Development Center.	

MINUTES	FUN TOTE & FFN PROGRAM REPORT	JULIE WITT/CANDACE CHAMBERLAIN
DISCUSSION	Candie was unable to attend the meeting due to illness. She let Julie know that she will be delivering 17 Family, Friend, Neighbor (FFN) Resource Program bags this month. The Fun Tote Program continues to work well in collaboration with the FFN bags. An increased number of parent surveys are being received for the totes this way. Candie plans to begin prize drawings again for the Fun Tote Program at the libraries. The next drawing will be the middle of March.	

MINUTES	COUNCIL MEMBER UPDATES	COUNCIL MEMBERS
DISCUSSION	Vicki Folkerts with Eastern Colorado Developmental Services/ Early Intervention reported that eligibility determination for Early Intervention has changed. Percentages of areas of delays for eligibility have been revised. Vicki will provide Julie with new documents explaining these changes. Referrals made need to be made to the state site and then assigned to an evaluation team. Telehealth will be an option for families.	

MINUTES	FINANCIALS/EXPENDITURES/JANUARY CHECK APPROVALS	HALEY LEONARD
DISCUSSION	Haley provided the January check detail report. Checks included taxes, payroll, Stop n Shop utilities, CenturyLink, Limon Leader, Studio42 website, Stop n Shop rent, staff mileage, Cheyenne Wells Grocery food program, Crowe's Stop n Shop food program, Stop n Shop food program, Wildkat Korner food program, First National Bank credit cards, Kit Carson School (Colorado Shines merit award). Monthly expenditures by funding source were Buell $453; Child Care Resource and Referral (CCRR) $27; Colorado Shines Quality Improvement (CSQI) $1,991; Expanding and Emerging (E&E) $188; Family Child Care Home Navigator (FCHN) $173; Kit Carson GAE $1500; Lincoln County DHS $13.00; Local Coordinating Organization (LCO/UPK) $2,857; Systems Building (SB) $2,162 totaling $9,368.05 for January. There were not any deposits made in January. The balance sheet report lists a January balance of $49,316.66. A motion to approve the financials and checks was made by Luci followed by a second from Cindy. The entire board approved.	

MINUTES	JENNIFER PAINTIN BOARD RESIGNATION/LUCI REIMBER BOARD TERM	JULIE WITT
DISCUSSION	Jennifer Paintin submitted her board resignation. Her new position with Baby Bear Hugs does not allow her the time to participate. Heather Randolph, who has replaced Jennifer as the Lincoln County Baby Bear Hugs Coordinator, has submitted a letter of interest to replace Jennifer. Luci Reimer's term was up in January. Luci has informed Julie that she is willing to stay on the board. Nancy moved to accept Jennifer's resignation and accept Heather has her replacement. Luci seconded the motion and the board approved. Cindy motioned to reappoint Luci has a board member and the secretary. Robbin seconded and the board approved.	

MINUTES	COLORADO FAMLI ACT UPDATE	HALEY LEONARD
DISCUSSION	Haley participated in a Famli Act webinar and confirmed that CKLECC can cover the deduction for employees. Accountant Will Helling assisted Haley in getting the deduction setup in QuickBooks. Haley reminded the group that because CKLECC has fewer than nine employees CKLECC can cover the employee portion. The amount of deduction will be paid quarterly. Haley will report next month on what the totals for January and February are.	

MINUTES	SCHOLARSHIP APPLICATION	JULIE WITT
DISCUSSION	An Early Childhood Professional Scholarship application was received from a County Living Learning Center teacher. The applicant is requesting assistance for ECE 101 and 103 for the entire amount due to Morgan Community College. The application is complete with all verification. Carole asked if the state is still covering the cost of ECE 101 and 103. Robbin with Morgan Community College let the group know that funding is still available from the state. Without a signed FERPA agreement by the scholarship applicant, Robbin was unable to let the group know what the remaining balance due would be after funds from the state were applied. It was requested by the board that the applicant complete a FERPA form so that MCC could inform CKLECC of the remaining balance due. The applicant would be responsible for 10% of the remaining balance. Luci motioned to approve a scholarship amount of up to $1,000 as needed for the remaining balance once it was determined by MCC. Cindy seconded the motion and the board approved.	

MINUTES ADMINISTRATIVE ASSISTANT POSITION JULIE WITT

DISCUSSION	Julie reported that Monica Gonzalez did not accept to take the administrative assistant position as she needed more hours. As of now, several applications have been given to potential applicants. Haley and Julie will work on scheduling interviews. Candie has expressed interest in expanding her current position to take on the duties of the administrative assistant. She believes she can spend two full days in the office. The board requested that Candie complete an application and do an interview with other applicants.

MINUTES FUTURE MEETING COUNCIL MEMBERS

DISCUSSION	The next council and board meeting is scheduled for Monday, March 6th at 1:00 p.m. with an in-person and virtual option available.

SECRETARY APPROVAL SIGNATURE:	**DATE:**	