CKLECC Council and Board of Director Annual Meeting Minutes

MINUTES MARCH 4, 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); Zoom: Lora White (CKLECC Admin. Assistant) Nancy Gonzalez (Country Living Learning Center); 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); Carole Spady (Quality Improvement Coach); Kailey Meardon (Valley Wide Health Group); Tyann Conley (Safe Care Colorado); Amy Dulin (Centennial Mental Health); Vicki Folkerts (EL Director, Eastern Colorado Services); Raina Ali (Northeast Health Partners); Cindy Ferree (Director LCDC); Jane Tallman (Director Cheyenne County DHS) Absent Board Members: Robbin Schincke (Morgan Community College); Heather Randolph (Baby Bear Hugs); Amber Ellis (Parent/Treasurer); Autumn Pelton (Cheyenne County Communities that Care)

AGENDA TOPICS

MINUTES	FEBRUARY MEETING MINUTES	JULIE WITT
	****Meeting minutes for the February meeting were motioned to be approved by Nancy with a second by Shannon. The board approved. Julie will send out notes/minutes from the special board meeting held in February regarding staff salaries.**	

	LOCAL COMMUNITY ORGANIZATON (LCO)/UNIVERSAL PRESCHOOL (UPK) UPDATES	JULIE WITT
DISCUSSION	Julie reported that all UPK providers are registered again for the 24-25 school year. The application for families went live on Thursday, Feb. 29th. As LCO we have shared with providers that it is open, but nobody is advertising that information to families just yet. New this year is that programs can send a link directly to families for continuity of care from last year. Matching will begin at the end of March through July then direct enrollment into programs will begin in August. New this year also is that there is no application for 3-year-olds. They will enroll directly with the providers. Student enrollments for IEP's will go through BOCES. Programs will receive the same historical allowance for 3-year-olds as they did last year. Julie also reported that we will be having a meeting with representatives from the state about the pilot program with CLLC and GHS. Lisa Roy from the state will be attending and the purpose is to determine if the pilot program can continue next year. Michael Cooke that helped form and approve the pilot program, is no longer working with the UPK program and the rest of the team she worked with was unaware of the pilot program existing. There have been many new resources and handbooks coming out for providers and families. Julie will share many of these at her monthly provider update meeting on Wednesday the 6th at noon. She expects information about quality standards to be coming out soon as well.	

MINUTES	COORDINATOR REPORT	JULIE WITT
DISCUSSION	Julie shared that the SOW document and the budget for fiscal year 24-25 is nearly finished and will be turned in by Tuesday, March 5th. The provider training day is set for Saturday, April 27th and will offer a virtual or in-person option. 3 trainers have been scheduled: Janet Humphryes(mental health support in a post covid setting), a hands on STEM training with KodoKids, and Cathy with First Encounters (Art for stimulation).	

	The Share the Spirit Events are planned for Wednesday, March 27th at LCDC and Wednesday, April 10th at Eads. Julie asked that all council members please share any resources they would like handed out at either event. She is still working on planning a date for CLLC and GHS in the future. Finally, the provider training by Cassie Reyes with Joint Initiatives went well last week. Part Two will take place this month on March 27th.

MINUTES	ECE CONCURRENT ENROLLMENT AND SCHOLARSHIPS	JULIE WITT
DISCUSSION	Julie reported that MCC has reached out and that Jamie Hochanadel will be visiting with LHS and possibly GHS on courses and degrees in ECE in March. Julie would like the board to consider doing a book scholarship or something different than the previous scholarship since we can not require a HS student to stay in the county to work for 1 year. Lisa shared that it might be easier to partner with the high schools to help sponsor an entire ECE class. Julie mentioned that in visiting with Limon Schools they felt that helping cover the costs of the books might be best. We need to have scholarship application and requirements ready for the March 28th meeting with LHS. It was decided that Julie would create an appropriate scholarship application and would share it with the board for approval.	

MINUTES	EARLY CHILDHOOD MURAL BUDGET APPROVAL	JULIE WITT
DISCUSSION	Julie shared the final design with changes from the previous meeting. The only thing left to add is the KC Wildcat logo on the other backpack. We are waiting to hear when Some Girls and a Mural has scheduled to begin. They are aware that the work needs to be completed before the end of June. Charlie at the state was shown the mural design and he approved. He also liked the idea of holding a community event to do rock beside the building as suggested at the last meeting.	

MINUTES	QUALITY IMPROVEMENT COACH	CAROLE SPADY
DISCUSSION	Carole reported that the training night with Cassey Reyes on Trauma was a great success and can be used to improve program ratings as well. The follow up training could also be great for foster parents as well as providers.	

MINUTES	FUN TOTE AND FFN PROGRAM	JULIE WITT FOR CANDIE CHAMBERLAIN
DISCUSSION	Julie shared that Candie will be back some time in April. She has 41 in the Dolly Parton Imagination Library in Cheyenne County. Lora shared that she has been looking into a few prepackaged curriculums for Candie to use with her FFN providers. It would be easier for Candie and would be a reoccurring spend down item. More information will be provided after Lora speaks to a couple of different companies.	

MINUTES	ASSISTANT UPDATE	LORA WHITE
DISCUSSION	Lora shared that the Limon Infant Toddler group is moving forward with their 501.c.3 application using an address of one of the committee members. They are also looking into various building options in the Limon area. Lora updated that the diaper banks for February served nearly 80 children and 40 families. Things have been going smoothly and families enjoy coming in and visiting. We are doing our best to share resources with families every month. There is starting to be an issue with pre-registered families not showing up on the designated pick-up days. She has been pricing a few different bulk texting services. The one she is looking most at is SheetGurus as it is the most affordable and can text numbers directly from GoogleSheets.	

MINUTES	Council Member Updates	COUNCIL MEMBERS
Discussion	Julie asked that the board approve the funding for the shoe 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, Genoa-Hugo, 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	Financials/Expenditures/Checks – February	HALEY LEONARD
Discussion	Haley provided the Check Detail Report for February. Checks included – QuickBooks Payroll Service, EFTPS, Imagination Library, Century Link, Payroll for all staff (twice to account for back pay for approved raises), Cassandra Reyes for provider training, Mileage expenses, 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: Buell $1,904, CCRR $447, CSQI $2,963, E&E $151, FHCN $88, GAE COShines $646, LCDHS $442, LCO/UPK $3,190, SB $3,965, totaling $13,197.51.	

	The Deposit Detail Report showed 5 deposits: Systems Building- $4,400.85, CSQI- $2,447.53, FCCHN- $212.52, CCR&R- $1,794.07 and LCO- $2,300.43 The Balance Sheet for Feb. reflected a balance of $43,908.46. The Balance Sheet for Jan. had a balance of $57,285.97. The Expenditure Spreadsheet showing funding left by source showed ECSB $20,573.09, CSQI $37,120.65, CCR&R $3,477.93, FCCH Nav. $6,469.60, Buell $16,982.83, LCDHS $17,702.20, E&E $25,015.49, LCO $21,604.18 for a total funds amount of $151,856.62. Dennis asked if the approved pay increases for this year are shown on these financials. Lisa asked if things are on track with spend down for the fiscal year. Julie reported that with the mural, training day, provider appreciation day, diaper bank supplies, rock for the mural community event, and curriculum for the FFN Program that spend down should go well. *****Cindy made a motion to approve the financials for February, Nancy seconded the motion and the board approved.** Lisa requested prior to the meeting that the mileage reimbursement rate be reviewed. The current reimbursement rate is $.65 per mile. The 2024 Federal Reimbursement Rate is now $.67. Haley thought at one point the board approved that mileage align with the federal rate, but it isn't listed in the CKLECC Policy Handbook. *****Cindy made the motion to increase the mileage rate to $.67 per mile to match the federal reimbursement rate and revise the CKLECC Policy Handbook mileage policy to state that this adjustment be made annually to match the federal rate as it changes effective January 1, 2024. Luci seconded the motion and the board approved.**

MINUTES	FUTURE MEETING	COUNCIL MEMBERS
DISCUSSION	The next council and board meeting is scheduled for April 1st 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)