CKLECC Council and Board of Director Annual Meeting Minutes

MINUTES APRIL 1, 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); Lora White (CKLECC Admin. Assistant) Zoom: 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); Tyann Conley (Safe Care Colorado); Amy Dulin (Centennial Mental Health); Amber Ellis (Parent/Treasurer); Robbin Schincke (Morgan Community College); Absent Board Members: Heather Randolph (Baby Bear Hugs); Autumn Pelton (Cheyenne County Communities that Care); Kailey Meardon (Valley Wide Health Group).

AGENDA TOPICS

MINUTES	APRIL MEETING MINUTES	JULIE WITT
	****Meeting minutes for the March meeting were motioned to be approved by Lisa with a second by Robin. The board approved.**	

	LOCAL COMMUNITY ORGANIZATON (LCO)/UNIVERSAL PRESCHOOL (UPK) UPDATES	JULIE WITT
DISCUSSION	Julie reported that she and Haley met with CDEC on next year's LCO funding. CKLECC needs to be prepping and submitting a budget at baseline numbers for salaries and expenses for LCO work next year by April 12th. Final budgets will be sent out in September and should include additional funding beyond the baseline budget. Julie stated there was an email sent out Friday after the meeting that had numbers for next year's LCO budget showing only slightly less than this year's funding. Julie and Haley are not as concerned about the LCO budget as they were after the initial meetings. Haley mentioned that it sounds as if CDEC is trying to restructure the distribution of funds to make it more equitable. Julie stated that we are still working with CDEC on the pilot program between GHS and CLLC for UPK. The current program MOU does not meet state statutes. CDEC has met with the group multiple times to work towards continuing running the programs as they are now but within statute requirements. Everyone is hopeful there will be a solution but if not, there will need to be a change to the school district program options. There are a few UPK Funding Opportunities that have recently been announced: This spring an incentive bonus of $2,000 for UPK providers that open a new CCCAP agreement. There is also an $800-$1,600 bonus for UPK providers that maintain or create new infant and toddler care numbers. Other UPK updates are that the 3-year-old IEP student payments finally went out in March. Provider agreements will be sent out directly to providers now and the family applications are now open. Providers could send a direct link to parents for continuity of care until the end of March, that link is now expired so families will need to register through the program. The first round of matching will be open until April 22nd. From April 23rd-May 7th will be provider acceptance period. May 8th-May 15th will be the family match acceptance period.	

MINUTES	COORDINATOR REPORT	JULIE WITT
DISCUSSION	Julie shared registration for the Spring Training Event is now open. The event will be held April 27th. The three trainers scheduled are Janet Humphryes (Supporting One Another Through the Challenges of a Post Covid World), Kodo Kids (Experiencing STEM Through Play) and Kathy Danko-McGhee (Using Art Works as Rich Early Sensory Stimulation for Infants, Toddlers & Young Children). Registration is available online and	

	is free for residents of our counties and has a fee of $30 for residents of other counties. The event offers online or in-person attendance. The Share the Spirit Shoe Event was held at LCDC last Wednesday. It went well with each child receiving new shoes and socks as well as a bag full of resources, a book, and a water bottle. The next event will be held at Eads next Wednesday. Share the Spirit would like to coordinate events at GHS, CLLC, Plainview and Kit Carson in the future. The mural has been scheduled for the beginning of June and should only take a few days to complete. It was planned to visit Limon High School and Genoa-Hugo School with Jamie from MCC to present information about ECE courses, but it will need to be rescheduled due to a conflict with LHS. The Limon Infant and Toddler Care Committee has filed for their 501.c.3 status and is looking for board members as well as a suitable location for the center. Their meetings are on the last Monday of the month for anyone that would like to join.

MINUTES	CKLECC Assistant Report	LORA WHITE
DISCUSSION	Lora reported that the diaper bank has been doing well. Seventy-five children were served last month and 42 families. The numbers have been staying consistent with adding a few new families each month but also losing a few due to them not showing up or the children being allergic to the diapers. We did take a poll at the pickup day and most families preferred a text reminder rather than using an app to send reminders. We will set up an account with Sheet Gurus for $8 per month to send reminders directly from Google Sheets Lora also reported that CLLC is about halfway through the Design Lab process for the Employer Based Childcare Grant and has submitted two grants for capital funds for a new facility.	

MINUTES	QUALITY IMPROVEMENT COACH	CAROLE SPADY
DISCUSSION	Carole reported that the provider training in March went well. It was part two of Trauma Informed Care with Cassie Reyes. She has also been visiting all the schools and is helping programs choose how to spend down QI funds.	

MINUTES	FUN TOTE AND FFN PROGRAM	JULIE WITT FOR CANDIE CHAMBERLAIN
DISCUSSION	Julie shared that Candie will be back this month. She is planning to host the safe sitter class in the beginning of June in Limon and Eads. Gracianna is planning to help again. Candie reported that the 4 home providers have no openings currently. She delivered 9 FFN bags each month and has 41 children in the Dolly Parton Imagination Library in Cheyenne County. Julie shared that we had also bought a prepackaged curriculum to try out with her FFN providers.	

MINUTES	Council Member Updates	COUNCIL MEMBERS
Discussion	None currently.	

MINUTES	LCO Budget	JULIE WITT
Discussion	Julie reported that she will need to submit the LCO budget and scope of work by April 12th. It is nearly completed now that we have some numbers from the state. Dennis requests that Julie send out the budget and scope of work prior to submission just in case of concerns.	

MINUTES	Financials/Expenditures/Checks – March	HALEY LEONARD
Discussion	Haley provided the Check Detail Report for February. Checks included – QuickBooks Payroll Service, EFTPS, Colorado State Treasurer, Colorado Dept. of Revenue, Colorado FAMLI, Century Link, Imagination Library, Payroll for all staff, Mileage expenses for Lora, Carole and Haley, 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, Quill.com, Kodo Kids, Monthly expenditures by funding source were as follows: CCRR $474, CSQI $4,014, E&E $802, FHCN $1,338, GAE CO Shines $305, LCDHS $522, LCO/UPK $1,922, SB $3,256, totaling $12,637. The Deposit Detail Report showed 5 deposits: Systems Building- $3,701.45, CSQI- $3,229.80, FCCHN- $409.08, CCR&R- $337.60 and LCO- $3,509.48	

	The Balance Sheet for March reflected a balance of $42,572.58. The Balance Sheet for Feb. had a balance of $44,970.22. The Expenditure Spreadsheet showing funding left by source showed ECSB $16,979.86, CSQI $32,839.84, CCR&R $2,972.36, FCCH Nav. $5,378.26, Buell $11,982.83, LCDHS $17,702.20, E&E $23,449.31, LCO $19,363.08 for a total funds left amount of $133,578.39. Dennis asked what funding sources need to be spent down by July 1. Haley reported that the LCO, FCCHN, CSQI, SB, and CCR&R all need to be spent down. *****Luci made a motion to approve the financials for March, Nancy seconded the motion and the board approved.**

MINUTES June Board Retreat & Annual Meeting JULIE WITT

Discussion	Lisa requested the board to meet in the morning for board financial training followed by the regular annual board meeting. Julie mentioned that we typically provide lunch so the board retreat could be before if a few hours was enough time to cover everything. Robin felt that we would need more than 2 hours. Lisa suggested starting at 9:30 a.m. for coffee, starting the retreat at 10:00 a.m. and ending at 12:00 p.m. Lunch and the annual council/board meeting would follow. Lisa asked for the morning session to be a CKLECC 101 with information on the financials, board manuals, bylaws, board terms and what an ECC does. She would also love to see some of the Fun Totes. The group agreed to schedule the board retreat at 9:30 a.m. – 12:00 p.m. followed by a lunch break and the June Annual CKLECC Council/Board Meeting at 1:00 p.m.

MINUTES FUTURE MEETING COUNCIL MEMBERS

DISCUSSION	The next council and board meeting is scheduled for May 6th 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)