CKLECC Council and Board of Director Meeting Minutes

MINUTES APRIL 10, 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	Linda Jerome, CKLECC Administrative Assistant
ATTENDEES	In Person: Julie Witt (Council Coordinator); Haley Leonard (Financial Manager); Luci Reimer (Secretary/ Limon Memorial Library); Dennis Pearson (Board Chair/Kiowa County DHS); Linda Jerome (CKLECC Administrative Assistant); Nancy Gonzalez (Country Living Learning Center) Zoom: Lisa Thomas (About F.A.C.E.); Heather Randolph (Baby Bear Hugs); Kathleen Bither (Cheyenne County Human Services); Carole Spady (CKLECC Quality Improvement Coach); Amber Ellis (Parent); Robin Schinke (Morgan Community College); Autumn Pelton (Cheyenne Communities that Care – joined late) Absent Board Members: Cindy Ferree (Limon Child Development Center)

Agenda topics

****MEETING MINUTES FOR THE MARCH MEETING WERE MOTIONED TO BE APPROVED BY NANCY WITH A SECOND BY AMBER. THE BOARD APPROVED.**

LCO/UPK UPDATES JULIE WITT

DISCUSSION	Julie reported that applications for Universal Preschool (UPK) have been coming through, though there have been zero applications from Cheyenne Wells. The first match was pushed out to April 26th, due to numerous requests of LCO's and providers who felt like some children were matched inaccurately. She reiterated that watching for applications for children turning three or five in between the school district cutoff date and the 10/1 date in the online portal is something she is trying to watch closely to make sure children are enrolled in the correct program by age. The Colorado Department of Early Childhood (CDEC) has created a new memo series intended to assist in providing updates to all partners involved in UPK. CKLECC held UPK enrollment sessions in Hugo, Karval, Plainview, and Eads. LCDC in Limon will be handling enrollments on their own; it is hoped that an enrollment session can be scheduled in Cheyenne Wells soon. A monthly UPK meeting has been agreed to by the school districts in our LCO region, to discuss ongoing changes, issues, questions, and concerns. Julie mentioned that there is still work being done to determine the best way to complete a contract between Genoa-Hugo School District and Country Living Learning Center to participate as partnering UPK providers. Julie said she feels that families need to apply sooner, rather than later, as it is still unclear on which children will be looked at first as being eligible to receive funding for the 30 hours of UPK if there isn't enough funding for all who qualify for 30 hours.

MINUTES COORDINATOR REPORT JULIE WITT

DISCUSSION	Julie reported that the Eads Share the Spirit shoe event in Eads on March 22 was a success and that CKLECC bags with resource flyers, books, goodies, and the shoes were given to every child that participated. There is another shoe event scheduled for LCDC on April 26th. It is hoped that a fall date for a shoe event in Hugo can be scheduled, but there has been no interest in holding a shoe event in Cheyenne Wells or Kit Carson. Julie stated that the Career Fair at Limon High School was coming up on April 12th and that the goal is to provide an interactive booth, utilizing technology, to engage the students and encourage them to consider a career in early childhood. Julie also mentioned that Hospital Week in Cheyenne Wells is coming up and that Candie will be hosting a CKLECC booth. Julie and Haley will be busy for the next few weeks working on the application for the Buell Grant, as the parameters for that have changed. Training Day is coming up on April 22. It will offer 7 hours of Professional Development in 3 two-hour sessions and a lunch session. Lunch, door prizes, and provider appreciation gifts will be given to all attendees, both virtual and in-person. Julie reported that Candie is putting together Ready for Kindergarten bags to hand out at upcoming kindergarten round up events or to preschool classes at each school district.

MINUTES	QUALITY IMPROVEMENT COACH REPORT	CAROLE SPADY
DISCUSSION	Carole reported that she has been attending the UPK enrollments, the shoe events, and several coaching sessions in March and April. Monthly training won't resume again until September when the next school year begins since the training day event will offer seven hours of training.	

MINUTES	FUN TOTE & FFN PROGRAM REPORT	JULIE WITT/CANDACE CHAMBERLAIN
DISCUSSION	Julie reported (in Candie's absence) that 16 Family Friend and Neighbor (FFN) bags were given out this month, there have been several new sign-ups for the Dolly Parton Imagination Library, and there are two babysitting classes scheduled, one in Eads on 5/12 and one in Limon on 6/1.	

MINUTES	COUNCIL MEMBER UPDATES	COUNCIL MEMBERS
DISCUSSION	Dennis reported that there will be a Child Abuse Prevention awareness event in Eads on 4/18 from 4-5 p.m.	

MINUTES	FINANCIALS/EXPENDITURES/MARCH CHECK APPROVALS	HALEY LEONARD
DISCUSSION	Haley provided the March Check Detail List. She explained that there was a payment for First National Bank for $3.12, because somehow last month's payment was short that amount and the bank shut down the use of the cards until it was paid. Checks included payroll, Century Link, staff mileage, Quill, Limon Leader, Cheyenne Wells Grocery-food program, Crow's Stop and Shop-food program, Osbornes Supermarket-food program, Stop 'n Shop Supermarket-food program, Stop 'n Shop-utilities, Stop 'n Shop-rent, Wildcat Korner-food program, and First National Bank credit cards. Monthly expenditures by funding source were Buell $741.15; Child Care Resource and Referral (CCR&R) $722.45; Colorado Shines Quality Improvement (CSQI) $3,023.21; Expanding and Emerging Grant (E&E) $284.55; Family Child Care Home Navigator (FCHN) $380.85; CLLC QI GAE $53.78; Genoa-Hugo GAE $53.78; Karval GAE $67.24; GAE Colorado Shines $551.28; LCDC $107.57; LCDHS $258.81; Local Coordinating Organization/ Universal Preschool (LCO/UPK) $2,888.03; Systems Building (SB) $4,063.71; totaling $12,914.04 for March. In March, there was a deposit for LCO $2,873.65; CO Shines QI $4,765.13; CCR&R/SB/FCCHN $3,479.33; LCO $1,947.92; and Cornerstone Resource Center $40. The balance sheet report lists a March balance of $51,456.44. Reported balances that are not required to be spent by June 30th are Buell $24,550 and E&E $28,058. A motion to approve financials and checks was made by Robin followed by a second from Luci. The entire board approved. Haley also reiterated the details from and requested approval for the State Budget for the upcoming fiscal year, starting July 1, 2023. There was some confusion about the dates she had received regarding the new AOC/FCCHN funding; Haley will get clarification on those dates. A motion to approve the new state budget was made by Robin followed by a second from Autumn. The entire board approved.	

MINUTES	SPEND DOWN	JULIE WITT
DISCUSSION	Options for spend-down for the June 30th deadline were discussed. Spend down ideas and discussion included: CKLECC has hosted one of the two scheduled Share the Spirit Foundation shoe events, with the other one coming up in April; some of the CKLECC printed materials that need to be updated have been completed, but additional materials still need updated, meals have been and will be provided for the March-June LCO/UPK enrollment, Share the Spirit shoe, and CKLECC training events; new books for FFN bags, Ready for Kindergarten, and shoe events have and will be purchased; advertising is needed for UPK and the babysitting class; there are current and on-going expenses for presenters, food, and door prizes for provider appreciation week and April's Training Day, but a considerable balance is still needed to be spent by June 30th. Some ideas are: Hosting a nutrition night, sending teachers to conferences; increasing the food program stipends; purchasing the supplies for the summer movie program; purchase of new CKLECC bags; purchase of Admin Asst. desk, new tables, and shelves for the CKLECC office; summer event supplies/equipment; covering Colorado Shines application fees; and May 8-12 teacher appreciation week purchases. It was mentioned that spending down is difficult for FCCHN funding, as there are only four licensed home care providers in our council area. It was suggested that Julie speak to other councils about some creative spend-down ideas.	

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

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)