CKLECC Council and Board of Director Meeting Minutes

MINUTES MAY 1, 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); Candace Chamberlain (FFN & Tote Program) Zoom: Lisa Thomas (About F.A.C.E.); Kathleen Bither (Cheyenne County Human Services); Carole Spady (CKLECC Quality Improvement Coach); Amber Ellis (Parent/Treasurer); Robin Schinke (Morgan Community College); Sharon Mauch (Family Advocate Kiowa County Collaborative Management); Jenni Mortimeyer (Cornerstone Resource Center); Shannon Harrell (Centennial Mental Health);Spencer Green (Centennial Mental Health); Amy Dulin (Centennial Mental Health); Autumn Pelton (Cheyenne Communities that Care – joined late) Absent Board Members: Cindy Ferree (Limon Child Development Center); Heather Randolph (Baby Bear Hugs Coordinator)

Agenda topics

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

LCO/UPK UPDATES JULIE WITT

DISCUSSION	Julie reported that we have been receiving applications for Universal Preschool (UPK) for the past several weeks. She was able to go to Cheyenne Wells and help get families enrolled. She reiterated that Local Community Organizations (LCO) across the state had concerns about how the match worked prior to February 24th, so they did another run of the first match on April 26th. Kit Carson school is the only provider in our region that will be a part of this matching process as all other applications came through after February 24th. The 30-hour extended day rate is still uncertain. There has not been any update provided on how many eligible children will be funded for 30 hours. The state must ensure all four-year-olds and three-year-olds with IEPs are placed first and funded for the correct number of hours. Julie said the state is still holding weekly regional meetings and will be hiring an LCO specialist for each region. She is still assisting Genoa Hugo Preschool and Country Living Learning Center with the contract agreement to flow UPK funds through both programs for full day kids.

MINUTES COORDINATOR REPORT JULIE WITT

DISCUSSION	Julie reported that April was a VERY busy month! CKLECC attended the Career Fair at Limon High School and was able to utilize a VR headset for the students to have the experience of being at Country Living Learning Center during recess. Students at the booth painted, were shown videos on early childhood careers, and were provided handouts on ECE career and scholarship opportunities. The CKLECC Training Day event was a success, with thirteen in-person/online attendees and eight presenters. Seven hours of professional development were provided. CKLECC gave out t-shirts, door prizes, and other goodies. A Share the Spirit shoe event was held at LCDC in Limon on April 26th. Seventy-three pairs of shoes and socks were provided. Julie stated that the foundation would like to partner again next Spring. Julie said CKLECC would try to incorporate some of the communities that have not been able to participate in future events. CKLECC has arranged a Provider Appreciation event on Saturday, May 13th. CKLECC will host a SIP & Paint night, provide food, and appreciation gifts to providers in attendance. Julie reported that the Buell Grant got submitted today, and the Buell Foundation plans to hold a Meet & Greet on the afternoon of May 31st with the new director. Buell has requested that Julie meet with them ahead of the event alongside Troy McCue with Lincoln County Economic Development.

MINUTES QUALITY IMPROVEMENT COACH REPORT CAROLE SPADY

DISCUSSION	Carole reported that she assisted with the Share the Spirit event in Limon. She has been busy working with programs completing coaching hours for this year's CSQI participants. She has also been helping these sites prepare to spend down their quality improvement grants.

MINUTES	FUN TOTE & FFN PROGRAM REPORT	JULIE WITT/CANDACE CHAMBERLAIN
DISCUSSION	Candie reported that she has given out seventeen bags this month between the three counties. She has given bags to preschools to provide to children transitioning into kindergarten and is preparing for two babysitting classes. She has a class scheduled in Limon on June 1st and Eads June 2nd. She stated that the babysitting training program she and Julie had used before no longer exists. They are working to find a new curriculum.	

MINUTES	COUNCIL MEMBER UPDATES	COUNCIL MEMBERS
DISCUSSION	Luci reported that Limon Memorial Library's Summer Reading Program will run from 5/31 – 7/31 on Tuesdays, Wednesdays, and Thursdays. This year's program is titled "Find Your Voice" and there will be a music professor and a painter contributing their skills to several activities including pinata making.	

MINUTES	FINANCIALS/EXPENDITURES/APRIL CHECK APPROVALS	HALEY LEONARD
DISCUSSION	Haley provided the April Check Detail List, checks included payroll, a deposit on each of the First National Bank credit cards, Century Link, Lakeshore, trainer fees, catering fees, staff mileage, Limon Leader, Stop 'n Shop-utilities, CLLC QI, First National Bank of Omaha, 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-rent, and Wildcat Korner-food program. Monthly expenditures by funding source were Buell $799.54; Child Care Resource and Referral (CCR&R) $1,204.10; Colorado Shines Quality Improvement (CSQI) $5,950.22; Expanding and Emerging Grant (E&E) $182.84; Family Child Care Home Navigator (FCHN) $597.38; CLLC QI GAE $1782.44; Genoa-Hugo GAE $67.52; Karval GAE $67.52; GAE Colorado Shines $280.21; LCDC $108.01; LCDHS $309.90; Local Coordinating Organization/ Universal Preschool (LCO/UPK) $2,833.53; Systems Building (SB) $4,723.19; totaling $18,906.40 for April. In April, 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 an April balance of $36,950.39. 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 Luci followed by a second from Robin. The entire board approved.	

MINUTES	SPEND DOWN	JULIE WITT/HALEY LEONARD
DISCUSSION	Julie provided a list of items CKLECC will be considering for spend down for fiscal year end June 30th. The list included - new babysitting class curriculum, a small binding machine, the provider appreciation Paint & Sip event, movie supplies for summer movie distribution, new CKLECC promotional bags, new flyers, book orders, babysitting class backpack supplies, a Life Vac choking kit for all licensed providers, office meeting tables and chairs, a mural for advertising in each county, food for all events/classes, and miscellaneous office supplies.	

MINUTES	FUTURE MEETING	COUNCIL MEMBERS
DISCUSSION	The next council and board meeting will be the Annual Meeting and is scheduled for Monday, June 5th at 1:00 p.m. Lunch will be provided at 12:15 for those attending in person. Board terms and officers will be discussed.	

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)