CKLECC Council and Board of Director Annual Meeting Minutes

MINUTES JUNE 5, 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); Heather Randolph (Baby Bear Hugs) Zoom: Lisa Thomas (About F.A.C.E.); Kathleen Bither (Kiowa County Human Services); Carole Spady (CKLECC Quality Improvement Coach); Amber Ellis (Parent/Treasurer); Sharon Mauch (Family Advocate Kiowa County Collaborative Management); Shannon Harrell (Centennial Mental Health); Amy Dulin (Centennial Mental Health); Autumn Pelton (Cheyenne County Communities that Care); Kara Downing (Cornerstone Resource Center); Kailey Meardon (Valley Wide Health Group) Absent Board Members: Cindy Ferree (Limon Child Development Center); Jenni Mortimeyer (Cornerstone Resource Center); Robbin Schinke (Morgan Community College)

Agenda topics

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

LOCAL ORGANIZATION UPDATE –
CORNERSTONE RESOURCE CENTER KARA DOWNING

DISCUSSION	Kara Downing reported that she has taken the interim director position at Cornerstone Resource Center. Previous Director Jenni Mortimeyer has taken a new position with the Department of Early Childhood as the Regional UPK Specialist for the Southeast region. Kara stated that Cornerstone provides services in Prowers, Kiowa, and Baca counties. She explained that through the Circle Grant they can assist families who are over income for the Colorado Child Care Assistance Program (CCCAP). Some of the services the resource center provides are a car seat program, CPR/First Aid training, Babysitter Boot Camp, FFN Resource Program, respite care, and the Wee Cycle diaper program. Amy Dulin with Centennial Mental Health added that they can accept referrals for FFN providers for Cheyenne and Lincoln Counties.

MINUTES LCO/UPK UPDATES JULIE WITT

DISCUSSION	Julie reported that the family/provider matches finally went through at the end of May for round two. Families have a week-long window to either accept or deny the match when they receive notification of the match. If no action is taken their child will be put back into the pool and the matching process for that child will start over. Julie stated that she assisted with enrollment at LCDC in May and that all the districts in our region have had at least some families apply, with a total of ninety applications altogether. There is currently a glitch in the Bridgecare system denying applications for three-year-olds with the only qualifying factor of income. She has been assured that the state is working to resolve this issue by the next round of matching. She stated that we need to add additional UPK seats at some programs and that LCOs should be getting more access soon to assist with this. She informed the group that UPK is in family review period right now, and all four-year-olds will receive a minimum of 10-15 hours of free preschool. She hopes to learn more about the possibility of the 30-hour full day rate in July. In relation to the progress of the pilot contract between Genoa-Hugo and Country Living Learning Center (CLLC), it has been decided that the combination of service between both sites will allow the district to be paid at the 15-hour rate for full day kids. A portion of this rate will be transferred to CLLC. CKLECC will begin to advertise for UPK enrollment in area newspapers and in theatres. Cheyenne Wells does not have a newspaper, but the area receives an Eads newspaper. Julie announced she has been notified that there will be a new regional specialist assigned to our region by the state and that the UPK payments have been switched from quarterly to monthly.

MINUTES	COORIDNATOR REPORT	JULIE WITT
DISCUSSION	Julie commented that May seemed to have flown by very quickly, but that several things were accomplished throughout the month. She was able to attend the ECCLA meeting in-person for the first time since 2019. One idea from the meeting that she wants to try to implement is the possibility of data collection in the three counties. The new data input tool that has been developed between ECCLA and CDEC will help track data points across the state. CKLECC will be required to report on mandatory data points but can also collect its own data. She asked everyone to think about data point ideas that CKLECC may want to track. Another suggestion Julie made to the group was the possibility of forming a work group to revise and update the council strategic plan. Many things have changed, and Julie feels it is an important step to take. She asked the group if our counties needed a diaper bank. She learned of a resource, Wee Cycle, which might provide CKLECC the opportunity to begin a diaper bank. Currently, Cornerstone can provide diapers in Kiowa County. Julie reported that she was invited to meet with several members, including the new Director of the Buell Foundation at a local meet and greet event. She and Linda attended together and had a nice conversation about early childhood needs in the counties. Julie and Haley will be completing a site visit with Buell later in June to discuss the grant application submitted by CKLECC. Julie mentioned that Candie held two babysitting classes with the new Safe Sitter Curriculum. She reported that the Paint & Sip Provider Appreciation night planned in May needed to be postponed due to scheduling conflicts with Mother's Day weekend. CKLECC will consider rescheduling this event.	

MINUTES	QUALITY IMPROVEMENT COACH REPORT	CAROLE SPADY
DISCUSSION	Carole reported she has had fewer hours with school districts being closed for the summer. but that she has been visiting Country Living Learning Center completing ECERS observations	

MINUTES	FUN TOTE & FFN PROGRAM REPORT	CANDACE CHAMBERLAIN
DISCUSSION	Candie reported that the Safe at Home and Safe Babysitter program classes in both Eads and Limon were successful, with twelve attendees (including two boys) in Limon and ten attendees (including 2 boys) in Eads. She said the new curriculum purchased this year worked very well and that both locations had an EMS demonstration, which included some infant CPR and choking. Candie also stated that information was distributed to families inside the summer library program bags promoting the FFN Resource Program and becoming a licensed provider. Currently Cheyenne Wells has twenty-nine children enrolled in the Dolly Parton Imagination Library (DPIL), and that there will be more information on VROOM coming soon. Julie added that CKLECC will need to cover half of the cost of the DPIL books come July 1st for Cheyenne County. Julie mentioned that at ECCLA she heard that many councils were working to reach FFN in the Spanish speaking population. This may be something CKLECC needs to think about.	

MINUTES	INFANT TODDLER CARE IN LIMON	JULIE WITT/LINDA JEROME
DISCUSSION	Julie and Linda both reported that, even though two potential locations have been informally approved to pursue licensing for an Infant/Toddler Center in Limon, there has been a bit of a snag with the license application process, as an EIN is required before a license number can be issued. A governing body needs to be determined to request the EIN. It was hoped that the license application could be submitted and in pending status, while getting all the other things in place, so that the application process for the Expanding and Emerging (E&E) grant could be completed when the second window opens this summer.	

MINUTES	COUNCIL MEMBER UPDATES	BOARD MEMBERS
DISCUSSION	Nancy announced that she received and was able to view the virtual design on the new CLLC building. There will be an event planned for the public to review the design. She stated that she still has a few child care spaces open for the summer.	

MINUTES	ELECTION OF BOARD OFFICERS & BOARD TERMS	DENNIS PEARSON
DISCUSSION	It was stated that Lisa's term as a board member is up in July. Julie had contacted Lisa about this prior to the meeting. Lisa wondered if there might be a more suitable board member with more UPK experience, but she is not opposed to remaining on the board. This can be reviewed in July after reaching out to potential board candidates. Julie mentioned that Jenni Mortimeyer suggested that Kara Downing fill her position on the board. Kara is interested and will submit a letter of interest. Julie also wondered if Shannon Harrell or Amy Dulin with Centennial Mental Health would be interested in serving. Lisa suggested Rosie Gomez with Safe Care Colorado. Julie read some of the by-laws before elections were held. It was asked if there was an attendance requirement. There does not appear to be one listed in the bylaws. Luci nominated Dennis to remain in the position of Board Chair. Nancy seconded the motion. The entire board approved. There was discussion, in Cindy's absence, that she had generously served several terms as Vice Chair; however, Julie did not contact her prior to the meeting to discuss whether she was interested in remaining	

	in the position. It was discussed that with Cindy's absences from meetings that she may be willing to let someone else fill the vice chair seat. Julie said she would check with Cindy to be sure. Nancy and Heather offered to fill the position if Cindy was no longer interested. After discussion Nancy nominated herself for the position of Vice Chair. Luci seconded the motion. The entire board approved. Heather nominated Luci to remain in the position of Board Secretary. Nancy seconded the motion. The entire board approved. Luci nominated Amber for the position of Board Treasurer. Heather seconded the motion. The entire board approved.

MINUTES	FINANCIALS/ EXPENDITURES/ MAY CHECK APPROVALS	HALEY LEONARD
DISCUSSION	Haley provided the May Check Detail List, checks included QuickBooks Payroll Service, EFTPS - Taxes, FNBO - credit card payments, payroll, Century Link - utilities, Kaplan Early Learning - QI, Lakeshore Learning – QI (3 payments), The Limon Leader - advertising, School Specialty – QI (3 payments), Evergreen Systems – office supplies, Cheyenne Wells Grocery – food program (2 payments), Osbornes Supermarket – food program (2 payments), Stop 'n' Shop – food program (2 payments), Stop & Shop RE, LLC – rent, staff mileage, Discount School Supply – GAE QI (3 payments), Stop & Shop RE, LLC – Utilities, Office Works – office supplies, Karval School – GAE QI. Monthly expenditures by funding source were Buell $585.06; Child Care Resource and Referral (CCR&R) $1,080.62; Colorado Shines Quality Improvement (CSQI) $5,406.73; Expanding and Emerging Grant (E&E) $155.95; Family Child Care Home Navigator (FCHN) $902.09; CLLC QI GAE $80.81; Genoa-Hugo GAE $1,957.42; Karval GAE $1785.32; Kit Carson GAE $1,834.58; LCDC GAE $3,589.16; Colorado Shines GAE $93.67; LCDHS $122.15; Local Coordinating Organization/ Universal Preschool (LCO/UPK) $6,473.66; Systems Building (SB) $4,850.26; totaling $28,917.48 for May. A motion to approve financials and checks was made by Luci followed by a second from Heather. The entire board approved.	

MINUTES	Fiscal Year Spend-Down	JULIE WITT/HALEY LEONARD
DISCUSSION	Haley reported that there is a balance of $55,111.32 of funds needing to be spent remaining. With known expenses, she is estimating a total of $40,320.92 needing to be spent by June 30th. It was suggested that the Council could sponsor children's movies through the summer along with purchasing advertising in the theatres in Limon, Eads, and Cheyenne Wells. Other suggestions were ordering books for the shoe events, kindergarten bags, Halloween, and Christmas giveaways throughout the year. It was proposed that advertising through murals could be done for advertising in Cheyenne Wells, Eads, and Limon. Potential locations for the murals were discussed. Julie mentioned that all licensed programs and child care providers in the counties that CKLECC serves would appreciate receiving a Life Vac choking kit. CKLECC Board shirts still need to be purchased for this year and office supplies for the upcoming year need to be ordered. Baby Bear Hugs (BBH) submitted a request for sponsorship, which allows CKLECC's website to be posted on the BBH website, Facebook page, and at their fundraising events. It was advised that purchases for the Council's direct needs be given priority and that the other options be decided on afterwards, depending on the remaining funds available. The board requested that an email be sent later this month with estimates of costs final spend down amounts for board approval and for approval of bonuses for CKLECC staff, either through payroll or gift cards.	

MINUTES	FUTURE MEETING	COUNCIL MEMBERS
DISCUSSION	The next council and board meeting is scheduled for Monday, July 3rd 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)