# CKLECC Council and Board of Director Annual Meeting Minutes

MINUTES JULY 3, 2023 1:00 PM – 3:00 PM IN PERSON/VIRTUAL MEETING

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| **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); Heather Randolph (Baby Bear Hugs); Nancy Gonzalez (Country Living Learning Center)<br><br>Zoom: Lisa Thomas (About F.A.C.E.); Kathleen Bither (Kiowa County Human Services); Maegan Lokteff (Early Childhood Council Leadership Alliance); Carole Spady (CKLECC Quality Improvement Coach); Sharon Mauch (Family Advocate Kiowa County Collaborative Management); Shannon Harrell (Centennial Mental Health); Cindy Ferree (Limon Child Development Center); Carole Spady (CKLECC Quality Improvement Coach); Kailey Meardon (Valley Wide Health Group); Kara Downing (Cornerstone Resource Center); Autumn Pelton (Cheyenne County Communities that Care – joined at 1:40)<br><br>Absent Board Members: Amber Ellis (Parent/Treasurer); Robin Schincke (Morgan Community College) |

AGENDA TOPICS

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

EARLY CHILDHOOD COUNCIL LEADERSHIP ALLIANCE (ECCLA) SCHOLARSHIP OPPORTUNITIES — MAEGAN LOKTEFF, ECCLA DIRECTOR

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| **DISCUSSION** | Maegan, who is the Executive Director of ECCLA in Colorado, stated that there are thirty-five early childhood councils in the state . She communicated that there are four statewide scholarship programs currently available in the three counties that CKLECC serves. (1) The National Teach Program is available for persons currently working in the field of Early Childhood, to assist them in gaining required certifications such as associate and bachelor's degrees, director qualifications, and starting this fall, master's degrees. Maegan explained that 90% of tuition would be covered by the Teach Program, with 5% supplied by the employer and the remaining 5% being paid by the recipient, who would also be required to commit to working for the employer for 2 years. Maegan explained that the data has shown a 90% retention rate of employees through this program. (2) Back to Work Scholarships are braided and blended with other scholarship programs to cover extra expenses, like housing, food, etc. (3) The Rural Run Program specifically covers the cost of any training for individuals in rural communities to reskill or upskill those who are already involved in early childhood education or are interested in the field. These scholarships are also used to grow your own workforce. (4) The Coaching Credential Program is an option available to cover expenses entailed with earning Early Childhood Coaching Credentials. (5) In addition, though it is a competitive program, the FCCH (Family Child Care Home) Initiative is available for licensed or pre-licensed family child care homes, providing up to $5,000 and available three times per year.<br><br>In short, Maegan emphasized that there are LOTS of opportunities to cover the costs of credentials through these funding opportunities, to help provide for the shortage of qualified staff in the field of early childhood. She also iterated that she is always willing to help answer questions and/or assist with the processes entailed with these programs. |

| MINUTES | LOCAL COMMUNITY ORGANIZATON (LCO)/UNIVERSAL PRESCHOOL (UPK) UPDATES | JULIE WITT |
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| **DISCUSSION** | Julie expressed that much had happened over the past couple of weeks in the UPK world. The recent round of matching started June 19, and families will need to review and accept their matches July 5th. She stated that providers can and should reach out to families who have not accepted the match as the deadline approaches. She explained that the UPK payments were switched from quarterly to monthly payments, but the state is still trying to figure out payments for kids who are enrolled or accepted after July 9th. July 9th has been determined as the cutoff date for the first payment in August for enrolled or accepted children. The Colorado Preschool Program (CPP) allowance will be paid quarterly. This is the funding per the Hold Harmless Fund if the UPK funding does not reach the previous year of funding that programs received. She said that the funding for 3-year-olds will be sent out around November. Julie stated that the next round of matching will be the same as this one. Julie also reported that the state has assigned a new regional specialist for the Northeast Region, there have been just under 100 applications for UPK in our 3 counties, and that providers and families will be notified soon of which children are eligible for the extended 30 hours and rate. Julie has scheduled a UPK Q&A session for Wednesday. She is still not sure what the council's role is in the acceptance process but is sure she will know more as fall approaches. She announced that CKLECC has put UPK advertising in local newspapers and theatres, as was formerly discussed. She added that many meetings are beginning to happen around what UPK looks like with the Colorado Child Care Assistance Program (CCCAP). Currently, our counties have a very low number of children on CCCAP. | |

| MINUTES | COORDINATOR REPORT | JULIE WITT |
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| **DISCUSSION** | Julie stated that, like May, June seems to have flown by. She and Haley attended Buell's virtual site visit, where Buell requested CKLECC to identify one BIG goal for the year. Julie said she thinks data collection should be a priority, to fulfill state requirements with their new database recently put in place, and that a data collection expert might need to be hired to assist with this process. She explained that CKLECC needs to identify three areas to track, how to track data in those areas, and how best to get started. Buell gave a two-week deadline for CKLECC to turn in an achievable goal and they also requested an updated strategic plan for CKLECC. Cindy mentioned that the Kids Count report for our counties might be able to be utilized to get started and expanded on for data collection, which Julie said she would follow up on. Cindy also suggested it would be nice to schedule another Kid's Count Report presentation from the Colorado Children's Campaign. Julie reported that that movie sponsorships, which included free admission, popcorn, and soda for every attendee, as well as UPK and CKLECC advertising during previews, were successfully implemented and that it is a plan to continue the sponsorships each year. She reported that CKLECC's responsibility to match 50% of the cost of books for the Dolly Parton Library began July 1st for Cheyenne County. She is planning a CKLECC staff meeting to discuss a new strategic plan and asked if the council would like to meet to discuss updates and revisions to the plan as she feels it is outdate. The council agreed scheduling a time for the entire group to participate would be most beneficial. She announced that Linda will be leaving employment with CKLECC this month to accept a full-time teaching position in the fall so advertising would begin to search for Linda's replacement. | |

| MINUTES | QUALITY IMPROVEMENT COACH REPORT | CAROLE SPADY |
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| **DISCUSSION** | Carole reported that she was able to complete an ITERS observation in a classroom at Country Living Learning Center. The goal is for the center to begin the rating process over the course of this next year. Carole and Linda completed a site visit with home child care provider, Kayla Buzzard, as she has applied for the Expanding and Emerging Infant and Toddler grant. Carole was also able to tour at the Nature Preschool in Pueblo with her coaching reflective supervision group. She reminded the group that programs can now apply for the new year of quality improvement grants. | |

| MINUTES | FUN TOTE & FFN PROGRAM REPORT | JULIE WITT/ CANDACE CHAMBERLAIN |
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| **DISCUSSION** | In Candie's absence, Julie reported that the Dolly Parton Library now has 29 participants in Cheyenne County. Candie has given out 8 FFN bags this past month as some providers are taking the summer off while children are out of school. Numbers for the FFN program will go back up in the fall. Candie ordered smoke/carbon dioxide detectors to distribute to existing and new FFN providers. | |

| MINUTES | COUNCIL MEMBER UPDATES | BOARD MEMBERS |
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| **DISCUSSION** | Kailey Meardon shared that Valley Wide Health would be hosting a free swim day at the pool in Lamar on August 5th. | |

| MINUTES | EMPLOYER-BASED CHILD CARE GRANT | LINDA JEROME |
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| **DISCUSSION** | Linda reported on the information she had learned about the Employer-Based Child Care (EBCC) grant which opens for application in August. If funding is available, there will be another round to apply in the summer of 2024. It must be applied for by a non-child care employer, whose business would benefit by their employees having quality child care available. The employees of the applying business would have priority placement for child care slots. Up to $800,000 can be requested but there is a matching requirement. Non-profit applicants would need to match 25% of the award and for-profit applicants would need to match 50% of the award. The funds could go to expanding/remodeling, rebuilding, or new construction of a child care facility. The commitment made by the child care provider receiving the funds is to remain open for at least 5 years after the grant is awarded. There is much encouragement for innovative models of providing care for the employees of the business, as well as for general members of the community. It was requested | |

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| | that any board/council members might offer suggestions/ideas/information on some innovative models to be able to apply for the grant to help provide infant/toddler care in Limon or increase the availability of child care slots elsewhere in CKLECC's region. There is also a design lab through the EBCC program available to help educate potential employer applicants on the entire process. |

MINUTES ELECTION OF BOARD OFFICERS & BOARD TERMS DENNIS PEARSON

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| **DISCUSSION** | Dennis shared that Lisa had sent out meeting minutes for a special meeting held by the board. Julie reported she had seen them but had not forwarded them to the entire board yet. Julie displayed the minutes on the screen for everyone to be able to read and she said she would send them to everyone in an email. Cindy made a motion to approve the special meeting minutes, with a second from Nancy. The board voted to approve. Jenni Mortimeyer submitted a letter of resignation in June and suggested Kara Downing as her replacement. Kara provided a letter of interest to the board for their review. Following discussion, Heather made a motion to approve Jenni's resignation, with a second from Luci. Then Luci made a motion to accept Kara as Jenni's replacement, with a second from Heather. The entire board approved. As Lisa's term was up, it was discussed whether Shannon should step in to replace her. Shannon had submitted a letter of interest as well. Julie said she had checked the bylaws and found that CKLECC is permitted up to thirteen board members, which would allow for Lisa to stay on, in addition to Shannon joining the board. Lisa informed the group she would be willing to remain on board. Luci made a motion to keep Lisa on the board and add Shannon as a new member, with a second from Nancy the board voted to approve. |

MINUTES FINANCIALS/ EXPENDITURES/ JUNE CHECK APPROVALS HALEY LEONARD

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| **DISCUSSION** | Haley provided the June Check Detail List, which included QuickBooks Payroll Service, FNBO -credit card payments, payroll, Baby Bear Hugs – sponsorship, Century Link - utilities, Life-Vac – choking kits, Cheyenne Wells Grocery – food program, Osbornes Supermarket – food program, Stop 'n' Shop – food program, Stop & Shop RE, LLC – rent, Discount School Supply – GAE QI, Limon Chamber of Commerce – Limon theatre sponsorship, First Book - books, Quill – office supplies, Crow Luther Cultural Events Center – Eads theatre sponsorship, Office Works – office supplies, Your Community Foundation- Cheyenne Wells theatre sponsorship, staff mileage, Community Growth Alliance – theatre sponsorship. Monthly Expenditures by Funding were Buell – $0, CCR&R $3,005.66; Colorado Shines Quality Improvement (CSQI) $7,956.47; Expanding and Emerging Grant (E&E) $109.39; Family Child Care Home Navigator (FCHN) $2,769.29; CLLC QI GAE $294.59; Colorado Shines GAE $142.27; LCDHS $256.84; Local Coordinating Organization/ Universal Preschool (LCO/UPK) $19,207.41; Systems Building (SB) $8,208.62; totaling $43,231.91 for June. The Balance Sheet showed a balance of $28,694.08 for the month of June, compared to $43,846.61 in May. Haley stated that there was a balance of $8,000 remaining in the funds to be spent down. Julie and Haley explained this was mainly because the LCO funding for the new hire was not utilized until March with the hiring of an Administrative Assistant. A motion to approve the financials was made by Heather followed by a second from Kathleen. The entire board approved. |

MINUTES FUTURE MEETING COUNCIL MEMBERS

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| **DISCUSSION** | The next council and board meeting is scheduled for Monday, August 7 at 1:00 p.m. |

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| **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)