CKLECC Council and Board of Director Annual Meeting Minutes

MINUTES AUGUST 7, 2023 1:00 PM – 3:00 PM IN PERSON/VIRTUAL MEETING

MEETING CALLED BY	Nancy Gonzalez, Vice Chair
TYPE OF MEETING	Monthly CKLECC Council & Board of Directors Meeting
FACILITATOR	Nancy Gonzalez, Board Chair
NOTE TAKER	Julie Witt, CKLECC Coordinator
ATTENDEES	In Person: Julie Witt (Council Coordinator); Haley Leonard (Financial Manager); Luci Reimer (Secretary/ Limon Memorial Library); Heather Randolph (Baby Bear Hugs); Nancy Gonzalez (Country Living Learning Center); Cindy Ferree (Limon Child Development Center); Candace Chamberlain (CKLECC FFN/Fun Tote & Child Care Coordinator) Zoom: Lisa Thomas (About F.A.C.E.); Sharon Mauch (Family Advocate Kiowa County Collaborative Management); Kara Downing (Cornerstone Resource Center); Autumn Pelton (Cheyenne County Communities that Care); Robbin Schincke (Morgan Community College) Absent Board Members: Amber Ellis (Parent/Treasurer); Shannon Harrell (Centennial Mental Health); Dennis Pearson (Board Chair/DSS); Kathleen Bither (Kiowa County DSS)

AGENDA TOPICS

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

LOCAL COMMUNITY ORGANIZATON (LCO)/UNIVERSAL PRESCHOOL (UPK) UPDATES — JULIE WITT

DISCUSSION	Julie reported that UPK matching is happening more often. Instead of monthly, the match is run on Mondays followed by the provider review through Thursdays. Families are notified on Friday evenings of the match and have until the following Thursday to accept. Manual placement could possibly replace this process in September. Between Cheyenne, Kiowa, and Lincoln Counties there are approximately 110 applications that have been submitted. The Colorado Dept. of Early Childhood (CDEC) is requiring that all LCOs offer a monthly UPK meeting to programs. Julie suggested the first Wednesday of each month at noon as was done in the past or counting this portion of the monthly CKLECC meeting as the meeting. Those joining strictly for UPK updates could leave the meeting once updates were given. It was suggested Julie send out a doodle poll to determine the best time. Four-year-old UPK payments will be made on the 8th of the month. The payment will be based upon enrollment or acceptance on the 15th of the month prior. CDEC and CDHS are hosting a variety of meetings providing information on how CCCAP and UPK will be combined. LCOs will be receiving information soon regarding the Quality Standards draft for UPK. Lisa suggested that Julie look into changing the settings in the CKLECC zoom account to see if all meetings could automatically be recorded for those preschool directors who can't attend meetings during the day.

MINUTES — COORDINATOR REPORT — JULIE WITT

DISCUSSION	Julie reported that CKLECC has been asked to attend Back to School Nights at Cheyenne Wells and Kit Carson Schools. Haley and Carole will be covering both events. CKLECC will distribute books, UPK information and other CKLECC resources. Julie will also be setting up a resource table at the Lincoln County Fair. Julie will be working to schedule a strategic planning work day. She will send out a doodle poll to determine the best date. She anticipates doing the event in October. Julie is working on connecting with the Colorado Children's Campaign to arrange a Kids Count Report Presentation for our counties. The new Kids Count Report will be released this month. The activity boards the council purchased are in. Locations are being determined of where to take them. A label will be put on each activity board with a QR code directing families to cklecc.org. A "Donated by CKLECC" label will also be placed on the boards. Colorado Shines Quality Improvement Packets for the new fiscal year will be sent in the upcoming weeks to encourage licensed programs to apply for CSQI funding. Carole is in the process of developing a credential incentive program to offer programs to encourage staff to increase their level or apply for a credential. Julie is working on the CKLECC CDEC state annual report and ECCLA Data Input Tool report. They are both due on August 15th.

MINUTES	QUALITY IMPROVEMENT COACH	JULIE WITT (IN CAROLE SPADY'S ABSENCE)
DISCUSSION	Carole was not in attendance as she had another commitment. Julie reported in her absence that programs are now able to apply for the new round of CSQI funding. Carole will resume coaching when school begins and is working on the upcoming monthly training schedule for providers.	

MINUTES	FFN & FUN TOTE PROGRAM REPORT	CANDACE CHAMBERLAIN
DISCUSSION	Candie reported that over the summer months she is only distributing seven FFN bags. This is due to grandparents not caring for kids in the summer. She anticipates the numbers will go back up once school resumes. CKLECC staff have been brainstorming new ideas for the FFN Program to recruit potential licensed providers in addition to the grandparents currently participating. It was suggested to change the wording on the flyers. Instead of the FFN Program, change to something like, "Are you caring for more than your own kids?' Discussion was had on incorporating Baby Bear Hugs information in the monthly resource bags. Heather Randolph said she could provide Candie with Ages and Stages flyers to encourage free screening.	

MINUTES	COUNCIL MEMBER UPDATES	COUNCIL MEMBERS
DISCUSSION	Nancy reported that Country Living Learning Center will have a booth at the fair with face painting and illustrations of the new building plan. CLLC is currently looking for a new toddler teacher. Luci reported that the Limon Library would have free books at the fair and will promote the Dolly Parton Imagination Library. Cindy Ferree mentioned that Limon Child Development Center is looking to hire subs for the fall. Heather shared that she would also have a booth at the fair and would be providing information about Bright by Text.	

MINUTES	FINANCIALS/ EXPENDITURES/ JULY CHECK APPROVALS	HALEY LEONARD
DISCUSSION	Haley provided the Check Detail Report for July. Checks included – employee bonuses, CenturyLink, Stop 'n' Shop utilities, preschool supply stipends for all sites, Cheyenne Wells Theatre, Gracianna Smith, First National Bank credit cards, payroll, mileage, Cowbell Insurance Agency, Kiowa County Press, Limon Leader, Evergreen Technology Systems, ECCLA Membership Dues, Cheyenne Wells Grocery – food program, Osbornes – food program, Stop 'n' Shop- food program, Stop 'n' Shop – rent, Wildcat Korner – food program. Lisa asked how the amount paid to Gracianna Smith was determined for her time helping with Share the Foundation Spirit Events. Julie shared that the hourly rate for the administrative assistant position was used. Her time for driving was included in her time. The board suggested a policy be put in place for paying volunteers. Julie will work on this policy. Monthly expenditures by funding source were as follows: Buell $977, CCRR $513, CSQI $2,347, LCO/UPK $2,287, E&E $244, FHCN $512, GAE $263, SB $6,014 totaling $13,160.47. The Deposit Detail Report showed many state reimbursements totaling $22,794.26. The Balance Sheet for June reflected a balance of $27,235.89. The Balance Sheet for July has a balance of $59,176.33. Luci motioned to accept the financial report, checks, and employee bonuses that were approved via email. Robbin seconded the motion and the board approved. Haley brought up that the Buell balance of $15,236 had to be spent by August 31st. It was decided that CKLECC would reach out to the movie theatres to see if a movie could be sponsored by CKLECC. Other spend down ideas included a book order for holiday events, FFN/Fun Tote supplies, promotional items, and website updates. Julie shared with the board that the Buell Foundation has offered CKLECC the opportunity to be a two-year grantee versus applying for the grant each year. Julie must let the foundation know by tomorrow if CKLECC would like to move forward with this offer. The only downfall that Haley and Julie see is that after year one a new funding amount cannot be requested. Haley informed the group that she didn't foresee this being an issue with the status of state funding. Lisa motioned that CKLECC accept the Buell Foundation's offer for the two-year application. Luci seconded and the board approved.	

MINUTES	ADMINSTRATIVE ASSISTANT POSITION	JULIE WITT
DISCUSSION	Julie updated the group on the search for a replacement for Linda. Two interviews will be held on Wednesday, August 9th. Dennis, Haley, and Heather have agreed to help Julie with interviews.	

DISCUSSION	The next council and board meeting is scheduled for September 11th 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)