CKLECC Council and Board of Director Annual Meeting Minutes

MINUTES SEPTEMBER 11, 2023 1:00 PM – 3:00 PM IN PERSON/VIRTUAL MEETING

MEETING CALLED BY	Dennis Pearson, Chair
TYPE OF MEETING	Monthly CKLECC Council & Board of Directors Meeting
FACILITATOR	Dennis Pearson, Chair
MINUTE TAKER	Lora White, CKLECC Administrative Assistant
ATTENDEES	In Person: Dennis Pearson (Board Chair/DSS); Julie Witt (Council Coordinator); Luci Reimer (Secretary/ Limon Memorial Library); Heather Randolph (Baby Bear Hugs); Nancy Gonzalez (Country Living Learning Center); Cindy Ferree (Limon Child Development Center); Lora White (CKLECC Admin Assistant) Zoom: Amber Ellis (Parent/Treasurer); Shannon Harrell (Centennial Mental Health); Kathleen Bither (Kiowa County DSS); Jamie Hochanadel (Morgan Community College); Autumn Pelton (Cheyenne County Communities that Care); Carole Spady (Colorado Shines) Absent Board Members: Lisa Thomas (About F.A.C.E.); Kara Downing (Cornerstone Resource Center); Robbin Schincke (Morgan Community College)

AGENDA TOPICS

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

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

DISCUSSION	Julie reported that we will be required to provide a monthly UPK meeting. She will schedule them for the first Wednesday of each month at 12:00. There was only person in attendance at the first meeting on Sept. 6th. Julie also reported that there has been no Sept. update on matches in the system and that it is still operating by matches being made on Mondays, providers have until that Thursday to review, parents are notified on Friday evening of their match and have until the following Thursday to accept. UPK has said they will move to manual matching sometime in September, but Julie has not heard anything further on that. The first UPK payments came out Sept. 8th. Cindy stated she had received her payment but there was no list of kids attached. Julie will check on that. The next UPK payment will be sent out Oct. 6th. Julie also reported that forms will be sent out, hopefully to the schools, for the CPP allowance bonus for the year. The schools will need to document how many students they are serving by Oct. 1st count. Julie said payments for students with IEP's should be made monthly and that there is still some confusion on how to report/document special education students. A meeting with Cindy and Mr. McMullen will probably need to be set up. Julie shared that the bonus for providers that registered to participate in UPK prior to August 31st is only for providers that have not previously participated in a state-run preschool program and also that there is another round of capacity building grants opening in September. Nancy and Cindee both stated that their programs had received funding from the previous capacity building grants in June. Nancy also asked how she was supposed to show participation in the UPK program when all the students she serves show up as matched with the school district in the UPK system. Julie shared that the CDEC has shared a Google Drive Folder with all the documents for providers in an update email sent out on Sept. 1st and that a rough draft of UPK standards is in the works and that there are stakeholder meetings taking place to get input on the rough draft. The Sept. 5th update email has a link to submit a form with comments on the standards. Julie reported that the state will be sending out a survey asking how UPK is going so far. Dennis suggested that everyone be honest in their replies so that improvements can be made. Finally, Julie reported that there is a regional UPK meeting scheduled for Tues. Sept. 12th that she will attend virtually and that it should slow down some as most of the applications have come through.

MINUTES — COORDINATOR REPORT — JULIE WITT

DISCUSSION	Julie shared that she had sent the CKLECC annual report to the state and ECCLA in August. Also, CKLECC has received a 2-year grant from the Buell Foundation. $20,000 will be paid now and an additional $20,000 will be paid next year after the year-end report has been submitted. Julie is trying to plan a Kids Count presentation in late October or early November. Suggestions from the board were to make it both online and in person. It will be a weekday event and will be for all three counties. Julie reported that the Doodle poll she sent out showed a few people available for the Strategic Planning Meeting on the dates she sent out. After discussion it was decided that Oct. 16th from 9:00-1:00 would work well for most of the board.

	Julie said ECCLA offered to send a facilitator and/or some tools to help with developing the plan. The consensus was that it would be a good idea to have someone help facilitate. The meeting goal will be to update the strategic plan for the Buell Foundation and the state. Julie will see if someone from ECCLA is available that day and send out RSVPs for the meeting to decide if a bigger space will be needed. Julie reported that she has been in contact with Sarah Hughes, a data collection specialist, to determine if she can help CKLECC track certain data points that will be useful in gathering information and in meeting our Buell grant goal. Julie has also been working on the Diaper Program through Weecycle. They were excited to start serving Lincoln and Cheyenne counties as there currently are no programs here. The diaper orders would need to be picked up monthly in Aurora and must be kept in 1 location as well as all disbursements tracked. They allow 50 diapers per month per family and there are no eligibility requirements. Julie suggested advertising first come, first serve and scheduled days for pickups that allowed Julie or Lora to be at the office to handle pickups. Dennis shared that Cornerstone does their program on a preorder basis. Lucy suggested putting an application request on the website as well as advertising through providers and schools. Julie said she will reach out to Kara at Cornerstone to see how their program is organized. Julie says there is someone in Limon who has contacted her that is very close to being licensed for in home care and has already applied to the state. Julie is working on setting up a CPR/FirstAid class with Limon Ambulance. CKLECC has money to cover the cost for all EC providers. She also wanted to be notified if anyone is needing the Medication Administration or Universal Precautions course and maybe she can get a group one set up with this new provider. Julie and Lora are working on getting the activity boards out as well as changes to the website to have archived newsletters and an updated notification for the FFN program. The Buell Foundation spend down was used on sponsoring local movies, office supplies, a new chair and promotional items. Julie has also been in contact with Some Girls and a Mural about pricing for a mural sponsored by CKLECC.

MINUTES QUALITY IMPROVEMENT COACH CAROLE SPADEY

DISCUSSION	Carole reported that it has not been very busy in August but that she has begun setting up appointments with the schools now that teachers and students are settled in. She attended a movie event in Eads and two open houses at schools. She is coordinating training with the new potential licensed provider in Limon and is organizing the first provider training on September 27th from 6:00-8:00 with Shannon Harrell presenting the FLIP-IT program.

MINUTES FFN & FUN TOTE PROGRAM REPORT JULIE WITT FOR CANDACE CHAMBERLAIN

DISCUSSION	Julie reported for Candie that Cheyenne County is up to 31 kids in the Dolly Parton book program. She had nine FFN bags distributed in August, but that number will go up now that school is in session. She has also had a request for new totes from a few local libraries.

MINUTES COUNCIL MEMBER UPDATES COUNCIL MEMBERS

DISCUSSION	Luci reported that the Limon Library has 113 kids in the Dolly Parton Books program. Heather shared that Baby Bear Hugs is looking for a Lincoln County Board Member

MINUTES FINANCIALS/ EXPENDITURES/ JULY CHECK APPROVALS JULIE WITT FOR HALEY LEONARD

DISCUSSION	Julie reported for Haley that the 990 form for CKLECC had come and it needs signed before filing. The Check Detail Report for August included payments for quick books, taxes, card balances (which were a little high due to grant spend down), payroll, century link (Julie reported we need to cancel the internet now that the fiber has been in place and is working), Your Community Foundation, Crow Luther for the Eads Theatre, Advertising, Food Programs and Rent, Lakeshore and Milage for Candie, Studio 42 for web design and Dolly Parton Book orders. The Deposit Detail Report showed one for FCCH for $412.50 Monthly expenditures by source were as follows: Buell $15,236.90, CCRR $166.99, CSQI $1,100.82, LCO/UPK $2,729.59, FHCN $183.14, SB $1,550.62 totaling $20,968.06. Luci motioned to approve the August Financial Report and Nancy seconded the motion. The board approved the motion.

MINUTES FUTURE MEETING COUNCIL MEMBERS

DISCUSSION	The next council and board meeting is scheduled for October 2nd 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)