CKLECC Council and Board of Director Annual Meeting Minutes

MINUTES OCTOBER 2, 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/Kiowa County DSS); Julie Witt (Council Coordinator); Luci Reimer (Secretary/ Limon Memorial Library); Heather Randolph (Baby Bear Hugs); Haley Leonard (CKLECC Financial Manager); Lora White (CKLECC Administrative Assistant) Zoom: Amber Ellis (Parent/Treasurer); Shannon Harrell (Centennial Mental Health); Kathleen Bither (Kiowa County DSS); Carole Spady (Colorado Shines); Lisa Thomas (About F.A.C.E.); Kara Downing (Cornerstone Resource Center); Cindy Feree (LCDC); Kandi Seymour (Early Intervention); Kailey Meardon (Valley Wide Health Group); Amy Dulin (Centennial Mental Health) Absent Board Members: Nancy Gonzalez (Country Living Learning Center Director); Robbin Schincke (Morgan Community College); Autumn Pelton (Cheyenne County Communities that Care)

AGENDA TOPICS

Minutes

Discussion	****Meeting minutes for the September 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 there will be a UPK update meeting for our providers this Wednesday, October 4th at 12:00. If she does not get a good turn out again this time, she is considering trying to schedule individual program meetings since this is a requirement from the state for LCO's to have monthly check-ins with the programs. As of now there are 125 UPK applications total for the 3 counties, but the database shows more because of duplicate enrollments. A new feature for UPK is that walk-in enrollments are now allowed. Families no longer must apply and wait for a match in the system before being able to enroll. Programs can enroll them, notify Julie of the enrollment, and then start the families immediately. The next round of Capital Building Grants is open until October 31st for programs. Julie reports that there was also a memo sent out recently about Head Start and UPK funding. Cindy said she was happy to see the Head Start funding information finally in writing. It is also noted that the state will be offering trainings for CCCAP and UPK programs at some point and that the historical allowance for three-year-old forms were recently sent out for programs. These must be submitted to determine how much funding was previously received for non-IEP 3-year-olds through the Colorado Preschool Program (CPP). A lump sum for the yearly amount will be sent out in November. IEP payments are planned to be sent out monthly starting in November. Julie reports there are still some small issues being worked out with enrollments that were not done correctly but things seem to be running smoother. There will be a Regional In-Person UPK meeting with CDEC representatives in Yuma on Oct. 20th. Lora, Julie and Carole are planning to attend. Finally, Dennis asked about cleaning up duplicate enrollments in the database. Julie responded that hopefully the state will be able to get that done eventually and that in the meantime she is learning to filter applications and enrollments when searching the database.

	COORDINATOR REPORT	JULIE WITT
DISCUSSION	Julie shared that the Buell Grant reports that were due at the end of the month have been completed and turned in for the September 2022-August 2023 grant cycle. In planning for the strategic plan meeting with ECCLA facilitators, Julie needs RSVPs to determine what meeting location will be best and how to plan for technology depending on the location. The Kids Count presentation with the Colorado Children's Campaign is tentatively scheduled for Monday, Dec. 4th at 1:00 as part of the monthly council meeting. Julie has a meeting scheduled for Tuesday, Oct. 3rd with Jamie, MCC Early Childhood Department, to see how CKLECC can help with funding and planning for concurrent enrollment ECE courses for local students. Julie has also set up a Wee Diapers meeting with Cornerstone to figure out how to organize the diaper bank and then will move forward with setting up the program with Wee Diapers once we figure out how to organize the program. Julie has been in contact with Sarah Hughes, a data consultant, to help us with data collection. She asks that at the strategic planning meetings we come up with three key points of data that we would like to collect. CKLECC needs to determine how much money we want to budget for data collection and Sarah will provide what she can for that amount. CPR and First Aid course is set for this Saturday, October 7th with Limon Ambulance for our potential new in-home provider. CKLECC will pay for any of our providers, but anyone can attend. There is an online portion that will need to be completed before the in-person course. Kayla Buchanan was approved for an E&E grant for a large capital project. CKLECC will oversee approving expenses. A plan will need to be developed for how to fund the project and receive reimbursement for expenses from the federal grant. Carole is training a new provider for in-home care in Limon. She has completed almost all the requirements. She just needs to finish the training with Carole, complete the CPR and First Aid and finish fingerprints once she gets her license number. CKLECC plans to do Trick or Treat Street again this year in Limon and is looking for new ideas for the yearly calendar we put out each year. The first provider training of the school year was a success this last week with 8 providers attending in person and 4 online. It was for the FLIPIt program and was provided by Amy and Shannon from Centennial Mental Health. The follow up training will be done at the end of October. Shannon mentioned that LCDC is welcome to send any staff to the follow up training since their staff was trained on the first portion in May. Activity boards are completed with our logo/QR code sticker and will be sent out over the next few weeks. The infant and toddler care survey for Lincoln County/Limon area was successful this summer and the $150 gift card drawing was done. Lora will be contacting responses that showed interest in serving on a committee as well as those possibly interested in working in childcare.

MINUTES	QUALITY IMPROVEMENT COACH	JULIE WITT FOR CAROLE SPADY
DISCUSSION	Julie reported on behalf of Carole as she was having internet issues. Carole attended the ECCLA meetings recently in Denver and has been busy getting started on CO Shines Quality Improvement coaching now that school is in session. LCDC and CLLC have both applied for grants and four other sites have pending MOU's. Julie and Carole are thinking of having a provider appreciation night at the end of November rather than the regular training. They will be looking into doing a painting class. They are also looking at new training sources to use in January and February. Dennis asked if all these trainings count for continuing education classes for providers. Julie said yes, they do. Providers need 15 hours per year of continuing education, and we try to offer enough training to meet those requirements each year.	

MINUTES	FFN & FUN TOTE PROGRAM REPORT	JULIE WITT FOR CANDACE CHAMBERLAIN
DISCUSSION	Julie reported on Candie's behalf. Candie is working on updating the fun tote inventory and is trying new ideas for provider welcome bags for the FFN program. Kiowa county has also received a grant for a FFN program. Candie is working to coordinate with the Kiowa County Library who has received the grant to see how CKLECC and the library can collaborate. It was also reported that Cheyenne county has 31 kids in the Dolly Parton Imagination Library.	

MINUTES	COUNCIL MEMBER UPDATES	COUNCIL MEMBERS
DISCUSSION	Luci reported that the Limon Library has 117 kids in the Dolly Parton Imagination Library. Dennis asked if there was a way to find out how many kids are participating in the Kiowa county Dolly Imagination Library. Julie said that she could contact Prowers County Library to find out. Julie said that she has been in contact with Some Girls and a Mural about a possible mural in Cheyenne county. They have sent pricing and would like some artwork ideas to start developing a theme for murals to be done in each of our counties that represent our work and each county individually. Haley found a building in Cheyenne County that is willing to allow a mural on gets a good amount of highway traffic.	

MINUTES	FINANCIALS/EXPENDITURES/SEPTEMBER CHECK APPROVALS	HALEY LEONARD
DISCUSSION	Haley reported that the Check Detail Report for September included payments for liability, taxes, payrolls for CKLECC employees, Stop and Shop for utilities, Limon Leader, each Food Program Grocer, and FNB of Omaha for office supplies. The Deposit Detail Report showed deposits for FCCH navigator for $352.54, LCO for $3,002.55, Quality Improvement for $3,691.15 and Buell Foundation for $20,000 Monthly expenditures by source were as follows: Buell $589.55, CSQI $2,113.75, E&E $110.83, LCDHS $13.52, LCO/UPK $1,977.53, FCCHN $213.75, SB $4,451.47 totaling $9,470.40. The Balance Sheet for the end of August showed $51,346.80 while the end of September showed $70,178.65. The following remaining budgets by project were reported by Haley as well: ECSB $40,498.11, CSQI $54,910.82, CCR&R $7,332.12, FCCH Navigator $5,916.21, Buell $16,410.45, E&E $21,057.66, LCO $33,332.98 Luci motioned to approve the September Financial Report and Heather seconded the motion. The board approved the motion	

MINUTES	FUTURE MEETING	COUNCIL MEMBERS
DISCUSSION	The next council and board meeting is scheduled for November 6th 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)