Cheyenne, Kiowa, Lincoln County Early Childhood Council
Council and Board of Directors Meeting Minutes



cklecc.org
719-775-8622
Supporting children, families, and early childhood programs in Cheyenne, Kiowa, and Lincoln Counties.

December 2, 2024 / 1:03 PM

CKLECC Council and Board Meeting

ATTENDEES:

In-Person: Dennis Pearson (Board Chair/Director Kiowa County DHS); Julie Witt (Council Coordinator); Lora White (CKLECC Admin. Assistant); Haley Leonard (CKLECC Financial Manager); Heather Randolph (Baby Bear Hugs); Carole Spady (Quality Improvement Coach)

Zoom: Cindy Ferree (Director LCDC); Shannon Harrell (Centennial Mental Health); Tyann Conley (Safe Care Colorado); Kathleen Bither (Kiowa County DSS); Lisa Thomas (About F.A.C.E.); Robbin Schincke (Morgan Community College); Rosalind Smith (The Cornerstone Resource Center); Kailey Meardon (Valley Wide Health Systems); Sharon Mauch (Family Advocate Kiowa County Collaborative Management)

Absent Board Members: Autumn Pelton (Cheyenne County Communities that Care); Amber Ellis (Parent/Treasurer)

MEETING CALLED BY:

Dennis Pearson (Board Chair/ Director Kiowa County DHS)

COUNCIL MEMBER AGENDA

Golden Shovel Agency Presentation- Dan Armitage

- Dan Armitage shared the offerings of the Golden Shovel Agency, a marketing and communications strategy agency.
- Their initial offering would be a Marketing Blueprint Package with facilitation in determining strategic plan goals.

- Other packages they offer are a Gatekeeping Service which includes creation of newsletters, website articles, facebook posts, press releases etc. and a Targeted Digital Marketing Service that includes digital content creation.
- Dan mentioned he would be happy to attend our next Child Care Task Force Meeting as well as hold any conversations needed with CKLECC board members, council members and/or key partners.
- Julie mentioned that while this could be a good fit to help us meet our goals for the Child Care Task Force, it does come with a considerable cost. It may work to collaborate with other key partners to cover the costs.
- Lora will send out the information about the services to the board for their review before the next meeting.

November Meeting Minutes- Dennis Pearson

- Lisa requested a change to the minutes in the listing of The Cornerstone Resource Center to reflect a capital t in “the” and Cornerstone as one word.
- Robbin motioned to approve and Cindy seconded. The motion carried.

LCO/UPK Updates- Julie Witt

- Julie reported that Julie Chavez is no longer with the state and due to staff shortages and changes there have been no regional update meetings. Our updates have been received from statewide communications.
- November 8th was the program set-up deadline. Any programs submitting their set up forms after this date will not be uploaded into the system until January.
- Dec 17th-Feb 8th will be pre-registration for continuity of care and there will be two online matching rounds this year starting Feb. 10th and March 10th. After the two online rounds it will be direct enrollment at the programs which is likely what most of our programs will use.
- There is now expenditure reporting that is required for community providers only. LCDC will probably be our only program required to use the new system as school district programs will continue to report through the CDEC pipeline as they have been. There will be templates and help videos available to learn the new way of reporting. The first report due in December is for the 23-24 school year. After this it will be required quarterly.

- There will be some changes to the 3 year old historical allowance this year. Programs must collect data on all enrolled 3 year olds to be reported in June. The state will be determining new historical allowance amounts from there. The reporting template will be out December 9th - December 20th.
- Lastly Julie will be holding our next regional update call on December 11th at 12:00 for our programs.

Coordinator Report- Julie Witt

- Julie reports that her and Lora attended a Connect and Collaborate event hosted by the Downtown Limon group. Initially Julie wasn't sure where our goals were a fit for the meeting but there was a lot of conversation about how a child care center could be a great thing for downtown Limon. It was a good opportunity to connect with new faces and groups.
- Julie and Lora also attended a career fair at Limon High School and visited with over 50 middle school and high school kids. There was a lot of expressed interest in volunteering at Limon Child Development Center.
- CKLECC also hosted a provider appreciation Paint and Sip Event. There were 17 in attendance including Julie, Lora and Carole. It was a fun evening of good food and guided painting with a few in-home providers, center employees, and even FFN providers.
- Julie also reported that we received word that we were awarded $5,000 after applying for the Eastern Colorado Bank Giving Back Grant. This will be used for Child Care Task Force goals.
- We will be handing out our annual Christmas books to all of the programs again this year except LCDC, who received books during the Trick or Treat Street event.
- Our annual calendar is in progress. We are hoping to feature each program on a page if they would like.
- We will be sponsoring movies again this year as well. Cheyenne Wells will be Moana 2 this weekend, Eads will be Moana 2 and Limon will be Mufasa: The Lion King. Each theatre will give a free small drink and popcorn with our sponsorship as well as run our advertisements, Eads and Limon will include free

admission for children ages 12 and under. We will be putting together flyers to advertise the different dates and movies at each theatre.

- Our Share the Spirit Shoe event is booked for Eads in April and hopefully will be booked for LCDC in March.
- Our next provider training will be Wednesday, January 22nd.
- Lora reported that the diaper banks are holding consistent with 67 Lincoln county children and 19 Cheyenne county children. The total number of diapers ordered for December (plus Cheyenne Wells for January) was 7,950 diapers.

Quality Improvement- Carole Spady

- Carole reported that she is feeling a bit behind after being stuck at home due to the snow and then having car issues. She will be meeting with a home provider and a few of the centers this week to discuss quality improvement goals.

FFN- Julie Witt for Candie Chamberlain

- Julie shared that FFN bags will likely not go out this month due to Candie's dad passing away. We may possibly double up on them the following month. There are still 9 FFN providers receiving bags.

Child Care Updates- Julie Witt

- Julie shared that we will have a meeting with Buell this Thursday about their child care recruitment toolkit and possible funding options. Rebecca Vlasin, CDEC workforce recruitment, had already talked to Buell in regards to our Child Care Task Force. The next meeting for that group will be in January.
- The second meeting with the lobbyist group and Lincoln health has been postponed multiple times and is not rescheduled as of yet.
- Shannon Hill in Cheyenne Wells has completed all the training for licensing and is finishing some renovations to her home before her final licensing visit.
- Plainview Preschool is in the waiver process for a non-qualified staff member to take on the role as lead teacher and is in the final stages of approval.

Council Member Updates

- Heather Randolph shared that Baby Bear Hugs has hired a part time parenting educator for Lincoln county that is bi-lingual. She also shared that Baby Bear Hugs is doing their annual Cash for Christmas raffle ticket fundraiser and tickets are available from her or online at babybearhugs.org

BOARD MEETING AGENDA.

Financials- Haley Leonard

- Haley provided the Check Detail Report for October. Checks included – QuickBooks Payroll Service, Imagination Library, Century Link, Payroll and mileage for staff, Quill, Cheyenne Wells Grocery, Crow's Stop and Shop, Katies Korner, Kit Carson Mini Mart, Osbornes Supermarket, and Stop 'n' Shop Supermarket for the food program, Stop & Shop for rent and utilities, Office Works, Hi Mama LLC for Kayla Buchanan's app subscription, Your Community Foundation for movie advertisement, Jenny Hoefler for catering, Gary Davis for catering, Gloria Newcomb for painting instruction, and First National Bank of Omaha (credit card).
- Monthly expenditures by funding source were as follows: BUELL $240.92, CCRR $167.33, CSQI $3,487.35, E&E $5,262.10, ECB Grant $361.48, FHCN $1,731.66, LCO/UPK $2,110.24, LCDHS $0, SB $2,369.14, Unclassified $180.00 for cell phone and internet reimbursement, totaling $15,910.21.
- The Deposit Detail Report showed 2 deposits: LCO for $2,434.88, E&E for $1,428.99 for a total deposit from the State of $3,863.87.
- The Balance Sheet showed $77,534.68 for November and $89,245.01 for December.
- The Expenditure Spreadsheet showing funding left by source showed ECSB $38,953.30, CSQI $43,501.86, CCR&R $1,741.53, FCCH Nav. $19,939, Buell $19,712.01, LCDHS $18,773, E&E $ 24,819.51, LCO $25,521.36, Child Care Task Force Funding $23,000, ECB $4,639 for a total funding left of $192,993.35.
- Dennis asked about E&E spend down being due Dec. 30th with $24,819.51. Haley and Julie shared that the closing out of E&E has been confusing and that they have a meeting scheduled with the new E&E coordinator to find out for sure when the spend down is due and if there will be a budget amendment sent for

$3,148, We will also see about using the E&E funds for the Golden Shovel Agency possibly.

Heather motioned to approve the financials as presented by Haley and Cindy seconded, the motion carried.

CLLC Deposit- Julie

- Julie reported that she spoke with Will, our CPA, about how to handle the donation from CLLC and the ECB Grant and depositing and tracking the expenses. Will recommended that we can deposit both into the main account if we feel like it will be easy enough to track.
- Lisa suggested we consider a separate account or way of tracking that will be easier if we continue to get more donations to the fund.
- Haley mentioned she may be able to start a whole new QuickBooks account for the fund.

CKLECC Salary Increase Policy- Dennis

- Julie shared that she had sent out a sample salary wage increase from ECCLA for review.
- Dennis suggested that we edit or tweak the sample policy to fit our council and then represent it to the board at a later meeting.
- Lisa thought the sample looked pretty thorough and would not take much editing to fit our needs.
- Julie will work on the edits and send them out for a later board meeting.

The next board meeting is scheduled for January 6th @ 1:00 p.m.

_____

CKLECC Board Secretary Signature

_____

Date