# 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.

**January 6, 2025 / 1:02 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); Katie Zipperer (Director Limon Memorial Library)

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.); Rosalind Smith (The Cornerstone Resource Center); Kailey Meardon (Valley Wide Health Systems); Sharon Mauch (Family Advocate Kiowa County Collaborative Management); Heather Randolph (Baby Bear Hugs); Carole Spady (Quality Improvement Coach); Amber Smelker (Parent/Treasurer)

Absent Board Members: Autumn Pelton (Cheyenne County Communities that Care); Robbin Schincke (Morgan Community College)

MEETING CALLED BY:

Dennis Pearson (Board Chair/ Director Kiowa County DHS)

## COUNCIL MEMBER AGENDA

### December Meeting Minutes- Dennis Pearson

- Kathleen motioned to approve and Amber seconded. The motion carried.

### LCO/UPK Updates- Julie Witt

- Julie reported the usual monthly updates from the state have not been being sent out regularly, possibly due to short staffing.

- The expense reports and 3 year old enrollment reports for programs were due in December. The 3 year old reports will be required for future 3 year old historical allowances.
- Provider set-up can be done at any time, most of our programs still need to do it. Once completed the programs will be published online.
- The state is offering continued office hours. The offerings are separated by need and area of questions/concerns. They are trying to offer hours for each topic in the afternoon and evening both.
- Family eligibility determination will remain the same for school year 25-26 as of now.
- Families and providers will receive verification of eligible hours before placement, the first report will be released Jan. 27th and will allow families to look for a full day program if they are eligible for more hours.
- RFA will be posted Feb. 1st and will be due March 8th.
- Since there have still been no regular update meetings with the state and the January updates haven't been received via email, Julie will probably cancel the weekly UPK call for our programs this Wednesday.

**Coordinator Report- Julie Witt**

- Julie reports that the three movie sponsorships at local theaters went well in December. Cheyenne Wells, Eads and Limon theaters all ran or are running our ad focused on Child Care Task Force recruitment. It sounds like they had a great turnout.
- Christmas gift books were sent out to all licensed programs in December and some FFN providers.
- Our annual calendar has been ordered. We are just waiting on the proof to arrive for us to approve and then the order will be sent.
- Our dates have been set for Share the Spirit Shoe events this spring. Limon Child Development Center will be held Wednesday, March 26th and Eads Preschool will be held Wednesday, April 16th.
- Plainview Preschool was able to reopen on a waiver. The new director is working on meeting the director qualifications and should be certified eventually. The program is set up again in UPK and is serving children now.

- Our next provider training night will be January 22nd at 6:00 with Jodi Giest on the topic of Identifying and Addressing Trauma
- Some Girls and a Mural is beginning work on our design for our Lincoln county mural. The mural is planned to be located on the SE corner near Limon Memorial Library on the old Viaero building. We plan to keep the same theme as the Cheyenne Wells mural but are looking at designs to make this mural interactive for foot traffic in the area.
- Diaper bank numbers have remained steady. Lincoln county is serving 74 children and Cheyenne county is serving 18 children. We did receive notice that Wee-Cycle will be charging a membership fee for 2025. The amount is based on the quantity and value of diapers received in 2024. Our fee is calculated at $500 for 2025. We can vote on this during the Board of Directors portion of the meeting.

## Quality Improvement- Carole Spady

- Carole reported that she visited 5 schools and 1 center in December. She will be starting the January visits next week.
- Genoa-Hugo Preschool has decided to rate in October of next year so that is exciting news.
- Spend down for Quality Improvement grants will be coming up in March.
- Kayla Buchanan decided not to rate due to beginning construction and the opening of a child care center soon.

## FFN- Julie Witt for Candie Chamberlain

- Julie shared that January FFN bags will be delivered soon.
- Candie is working on putting together some booklets with the resources we purchased recently to share with FFN providers.
- Candie will be back early this month after her leave time.

## Child Care Updates- Julie Witt

- Julie shared that we met again with the lobbyist group partnered with Lincoln Health and they were very interested in the ideas given from CDEC such as

partnering housing and childcare solutions as Ouray has done and looking at child care cooperatives with local businesses to help with child care substitutes.

- We also met with Jason Callagari with Buell Foundation. He felt that most of their funding is directed towards projects that are ready to go. He did suggest looking into partnering with Head Start or our other programs to tap into the parent pipeline, possibly even offering a space and technology for parents to do PDIS or other training to become qualified teachers.
- We will be meeting with Rebecca Vlasin with the CDEC workforce department Tuesday, Jan 7th as well as Kathleen Merrit from Ouray on Thursday, Jan 9th.
- We will schedule a Child Care Task Force meeting later this month to share updates about the above items and also mention the Golden Shovel Agency to them.

## Council Member Updates

- Katie Zipperer shared that Limon Memorial Library does have new laptops, free internet and a play area for kids available for any one needing to complete PDIS training.
- TyAnn shared that they are needing two new parent support providers if anyone on the council knows of anyone looking for a full time position.
- Cindy shared that LCDC did have a school to career student apply for this semester after our recent visit at the Limon School career fair. She also said they had quite a few new applicants and new hires.
- Kailey Meardon stated that her last day with Valley Wide Health is going to be January 10th. She will be moving to work at About F.A.C.E. and will pass meeting info along to her supervisor and the new hire that fills her position.
    - Dennis asked if there would be any issues with Kailey serving on the board still. Julie mentioned that she still lives in Kiowa county and is still a fit for the board so she can continue to serve if she would like to.

**BOARD MEETING AGENDA**.

## Wee-Cycle Membership Fee

- It was agreed by everyone that the Diaper Bank has been a good resource and the $500 membership fee was doable. Cindy motioned to approve the payment of the fee of $500 for the 2025 year and Lisa seconded, the motion carried.

## Financials- Haley Leonard

- Haley provided the Check Detail Report for November. Checks included – QuickBooks Payroll Service, Centurylink, Payroll and mileage for staff, Cheyenne Wells Grocery, Crow's Stop and Shop, Katies Korner, Kit Carson Mini Mart, Osborne's Supermarket, Cheyenne Wells Grocery, and Stop 'n' Shop Supermarket for the food program, Stop & Shop for rent and utilities, Office Works, United States Liability Insurance, Wells Theatre, Makayle Loutzenhiser (New Provider Medication Administration Training), and First National Bank of Omaha (credit card).
- Monthly expenditures by funding source were as follows: BUELL $0, CCRR $530.38, CSQI $4,229.65, GAE CO Shines $317.25, FHCN $1,489.48, LCO/UPK $2,879.25, LCDHS $0, SB $3,686.75, Misc $203.74 (Paint & Sip supplies and sympathy flowers), totaling $13,336.50.
- The Deposit Detail Report showed 4 deposits: CSQI for $3,826.07, FCHN for $1,904.83, CCR&R $184.06 and $565.42 and Systems Building $2,596.05 and $3,340.06 (total $6,685.59) and LCDHS for $227.07.
- The Balance Sheet showed $84,380.92 for November and $84,730.99 for December.
- The Expenditure Spreadsheet showing funding left by source showed ECSB $35,039.64, CSQI $38,933.48, CCR&R $1,194.42, FCCH Nav. $18,276.32, Buell $19,712.01, LCDHS $18,773, LCO $28,660.11, Child Care Task Force Funding $23,000, ECB $4,639 for a total funding left of $181,080.98.

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

## E & E Grant Close-out- Julie

- Julie reported that Kayla Buchanan's E&E grant was closed out in 2024 with no issues.

- Somehow there was a miscommunication about no longer spending our E&E baseline funding after that. Through a few conversations between Julie, Haley and the state it was determined that there was quite a bit of confusion amongst numerous councils. The state did approve invoices from November and we will now close out our grant entirely since we have no programs with E&E grants or on the waitlist.

**State of Colorado Labor and Unemployment Audit- Julie**

- Julie shared that we were recently notified by letter that we will have a remote audit of all payroll processes.
- We will need to submit all documents by January 30th on a secure online portal.
- Haley stated that she has all the documents, it will just be a matter of collecting and properly submitting them.
- Lisa Thomas mentioned that it would be a good idea to employ help from our tax professional if needed.

**CKLECC Salary Increase Policy- Julie**

- The sample policy we received from ECCLA was revised to fit our needs and sent out by Julie in mid-December. She asked if anyone had any suggestions or changes after reviewing it.
- Cindy suggested that instead of limiting the COLA increase to a range of 1%-3% as she has seen a higher % increase through Head Start at times.
- Lisa also agreed that we should reword that portion of the policy.
- Dennis suggested that we do some more research on other policies and revisit this one in February with some other suggestions for the wording of the COLA portion.
- Haley asked if she should apply the 2025 COLA increase to this month's payroll and Dennis said to wait until after the vote in February on our new policy.

**The next board meeting is scheduled for February 3rd @ 1:00 p.m.**

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CKLECC Board Secretary Signature

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Date