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.

March 3, 2025 / 1:01 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); Candie Chamberlain (CKLECC FFN Coordinator)

Zoom: 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); ; Heather Randolph (Baby Bear Hugs); Carole Spady (Quality Improvement Coach); Amber Smelker (Parent/Treasurer)/; Robbin Schincke (Morgan Community College); Jane Tallman (Cheyenne County DHS); Kailey Meardon (Valley Wide Health Systems); Sharon Mauch (Family Advocate Kiowa County Collaborative Management); Kandi Seymour (Service Coordinator/Case Manager at ECSDD)

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

MEETING CALLED BY:

Dennis Pearson (Board Chair/ Director Kiowa County DHS)

COUNCIL MEMBER AGENDA

February Meeting Minutes- Dennis Pearson

- Robbin motioned to approve and Heather seconded. The motion carried.

LCO/UPK Updates- Julie Witt

- Julie reported that we are still working on getting program set up forms returned. She is missing forms from four districts. Forms must be submitted and input for programs to be ready for enrollment in April.
- There is a new help desk onboarding with MetrixIQ. It is intended to simplify the process of submitting and tracking help tickets. Julie reports this shouldn't make a big change for us but that we will attend the training for the new ZenDesk to be in the know.
- A CCCAP memo went out to LCO's that providers and DHS can use UPK funding then CCCAP funding to stack with it but not for overlapping hours.
- The last round of online matching ends March 10th. After that it will be direct enrollment by programs.
- 2nd Quarter reconciliation is happening- programs will be notified of overpayments.
- Our RFA for LCO is due this Friday so we will be submitting that when it is complete.
- We have been following Senate Bill 19 which was proposed by Senator Kirkmeyer to modify CDEC. The original bill proposed to eliminate LCO's. ECCLA took an official stance of opposition to the bill. Lora listened in on the Education Committee Senate session regarding the bill and it had been tabled until the next session so there was more time to review the last draft of the bill which was much shorter and did not include elimination of LCO's. It sounds as if both sides are in agreement that changes are needed so we will continue listening for updates.

- Julie shared that the monthly UPK update call will be next Wednesday, the 12th at noon.
- Dennis asked if Plainview had completed the UPK set-up form. Julie reported that they had the form submitted, are all set up and will be offering more hours next school year.
- Julie shared that 3 year old funding could look different so districts need to be aware when budgeting if it were to change to only funding current 3 year old enrollment not historical allowance.

Coordinator Report- Julie Witt

- Julie reports that the state RFA and budget are due next Wednesday.
- Our training title ECHO on Messy Play was held last Wednesday. There were 8 in attendance and it went well.
- ECHO will be providing a grant for $950 for outdoor play equipment for any FFN providers that attend the training on March 26th on outdoor play. The training will be offered to all of our providers as usual but the grant will only be offered to FFN providers. We are hopeful this will help us reward existing providers as well as attract some new providers. We will have to plan ahead on how to handle any new FFN providers that attend but haven't been participating in our FFN program previously.
- We will host our Shoe Event with Share the Spirit Foundation at LCDC on March 26th and with Eagles Nest Preschool on April 16th. We are currently working on the resource bags and will share the same resources at our diaper banks.
- Our annual training day event is scheduled for Saturday, April 26th. We will offer 6 hours of training again. We have Clayton Early Learning doing a session on Scaffolding Curiosity in the Classroom, Janet Humphreys doing a session on child development. We are still looking for a trainer for the 3rd session.
- Lora reported that the diaper bank has been holding consistent numbers. There are 45 families in Limon and 17 in Cheyenne Wells.
- Julie shared that Some Girls and a Mural has sent over a few designs for the Lincoln County mural. They are all along the same theme as the Cheyenne Wells

mural. Julie shared the designs with the whole group and it was suggested that we add CKLECC.org into the design, double check that the saying says Early Childhood Education, Robbin wanted to be sure we included a child reading, Tyann mentioned including a QR code that would take you to a key for possible hidden pictures in the mural. We will take these suggestions back to Some Girls and a Mural and get the design finalized soon.

Quality Improvement- Carole Spady

- Carole reports that she has been doing the ECCERS observations. She is done with 1 school and will do 2 more this week. ECCERS really helps the programs pinpoint specific issues.
- Genoa-Hugo Preschool will have their rating visit in October

FFN- Candie Chamberlain

- Candie shared that the program still has 7 participants. She lost one but gained one in Kiowa County this month.
- She has been working to get the fun totes cleaned out and ready to be re-distributed.

Child Care Updates- Julie Witt

- Julie shared that the next Child Care Task Force Meeting is scheduled for March 11th. We will have a presentation from Lisa Armano with the Early Childhood Service Corp scheduled.
- Shannon Hill, a new FFN provider, is working on the final licensing steps.

Council Member Updates

- TyAnn shared that SafeCare is still looking for two new parent support providers if anyone on the council knows of anyone looking for a full time position.

BOARD MEETING AGENDA.

Financials- Haley Leonard

- Haley provided the Check Detail Report for November. Checks included – QuickBooks Payroll Service, Quill.com, Centurylink, Imagination Library, Payroll and mileage for staff, Cheyenne Wells Grocery, Crow's Stop and Shop, Katie's 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, Some Girls and a Mural, Limon Leader (advertising), and First National Bank of Omaha (credit card).
- Monthly expenditures by funding source were as follows: BUELL $769.27, CCRR $87.86, CSQI $3,606.48, FHCN $1,281.92, LCO/UPK $3,375.98, LCDHS $0, SB $3,375.08, totaling $12,496.59.
- The Deposit Detail Report showed 2 deposits: CSQI for $3,935.28, CCR&R $51.66 and Systems Building $4,302.29 and E&E for $5,788.31 (total $16,240.02) and GAE CO Shines for $176.00.
- The Balance Sheet showed $107,685.07 for January and $111,685.07 for February.
- The Expenditure Spreadsheet showing funding left by source showed ECSB $27,003.59, CSQI $30,978.75, CCR&R $1,006.56, FCCH Nav. $14,682.97, Buell $18,862.12, LCDHS $18,773, LCO $22,371.81, Child Care Task Force Funding $23,527.04, ECB $4,639 for a total funding left of $154,170.80.
- Dennis asked about funding streams that need to be spent by June 30th. Haley and Julie mentioned spenddown plans include the shoe events, the mural, training day, provider appreciation day, the babysitter class and purchasing more books.

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

February Employee Payroll Taxes- Haley Leonard

- Haley reported that there was a mistake in Quickbooks last month where there was no liability taxes withheld from payroll. Haley will ask our accountant, Will, for help and will update next month.

25/26 SFY Budget Approval- Julie Witt and Haley Leonard

- The LCO Budget is due Friday and is based on the 2 previous years of funding amounts.
- Haley reports that the total proposed budget is $44,000 and last year was $43,000.
- Rosalind motioned to approve the LCO budget as presented and Lisa seconded. The motion passed.
- The State Budget is based on amounts given by the state for Systems Building, Quality Improvement, Family Child Care Home Navigator and Child Care Resource and Referral.
- Haley was not able to get the spreadsheet the show totals so she will need to revise and resend to the state for corrections and then will send out a final draft to the board for approval.
- Robbin motioned to approve the budget as presented and Shannon seconded. The motion carried.

COLA Increase and Salary Increase Policy- Dennis Pearson

- Dennis asked that everyone consider a special meeting soon for merit based increases and budgeting.

The next board meeting is scheduled for April 7th @ 1:00 p.m.

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CKLECC Board Secretary Signature

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Date