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.

April 7, 2025 / 1:00 PM

CKLECC Council and Board Meeting

ATTENDEES:

In-Person: Dennis Pearson (Board Chair/Director Kiowa County DHS); Lora White (CKLECC Admin. Assistant); Haley Leonard (CKLECC Financial Manager); Candie Chamberlain (CKLECC FFN Coordinator); Heather Randolph (Baby Bear Hugs)

Zoom: Shannon Harrell (Centennial Mental Health); Kathleen Bither (Kiowa County DSS); Lisa Thomas (About F.A.C.E.); Carole Spady (Quality Improvement Coach); Robbin Schincke (Morgan Community College); Jane Tallman (Cheyenne County DHS); Kailey Meardon (Valley Wide Health Systems); Sharon Mauch (Family Advocate Kiowa County Collaborative Management);

Absent Board Members: Julie Witt (Council Coordinator); Rosalind Smith (The Cornerstone Resource Center); Amber Smelker (Parent/Treasurer); Autumn Pelton (Cheyenne County Communities that Care); Cindy Ferree (Director LCDC)

MEETING CALLED BY:

Dennis Pearson (Board Chair/ Director Kiowa County DHS)

COUNCIL MEMBER AGENDA

Early Childhood Service Corps- Lisa Armao

- Lisa shared information about her organization, Early Childhood Service Corp, that was formed to be an intergenerational solution to the shortage of child care workforce. ECSC recruits, trains and assists adults 55+ in finding part-time or full-time work in the Early Childhood Education field. There are 3 options for volunteers: Classroom and Site Volunteer, Encore Substitutes, or Volunteer Business Advisors.
- ECSC pays for the entire process for these adults to become ECE qualified and is looking for partners in our area. The next step would be to hold an informational meeting and do some advertising in our area to see if there is interest.
- Dennis asked how the recruitment process works and Lisa said she uses a variety of resources depending on the area but options include advertising with flyers, radio, direct mailers, social media, newspapers, word of mouth and in person conversations.

March Meeting Minutes- Dennis Pearson

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

LCO/UPK Updates- Lora White for Julie Witt

- We received notice that we were chosen to be awarded/funded for the LCO for another year. We don't know the budget yet.
- Provider setup forms for the 25/26 school year are almost complete for our counties. Karval Preschool is the only form missing, but it is a work in progress. There have been some technical difficulties.
- Providers setup in the system as of 3/18 should have received a welcome email from the contracts and procurement team for the 25/26 school year on 3/20. The email includes a google form that must be completed by each provider prior to being sent the new provider agreement. The form is being used to collect required documents such as business registration with the Secretary of the State and insurance. Providers need to let Julie know if they did not receive the mail.

Once the form is complete, providers will be sent a docusign for signature. No payment will be made until the agreement has been signed.

- There will be provider agreement office hours scheduled with the Procurement Team weekly on Thursdays at 2:00. This started on 4/3. The office hours link has been emailed to providers.
- Direct enrollment began April 1st. There will be no more automatic matching rounds to providers. Families that did not accept a match during the family review period will be changed back to selected status. Providers will be able to see their application list in selected status.
- A paper application is now available. Families can now request a paper application. Julie isn't sure if providers have been given the application. If not Julie can share this with them. This is very new. It is our understanding the provider or LCO will help the family complete the paper application then enter the information into an online application. The paper application will need to be signed by the parent and then scanned and uploaded with the online version.
- The resource bank is getting closer to being released; however, it's still in the final stages of completion.
- 24/25 Expenditure reporting for providers (not school districts) is due for quarters 1 & 2. Providers can access the reporting process through their Metrix Enroll on their dashboard.
- Julie will provide a UPK Update zoom call on Wednesday at noon (April 9th)

Coordinator Report- Lora White for Julie Witt

- The state RFA for funding for next fiscal year was submitted March 13th. We have not heard anything back yet.
- Share the Spirit Shoe Event was held on March 26th at Limon Child Development Center. It was a successful day. Shoes were provided to approximately 70 children.Thank you to Heather Randolph for helping CKLECC staff fit shoes. A resource bag was sent home with each child. Resources included information from zero to three, child abuse prevention month, reading tips from vroom, steps to becoming a licensed provider flyer, child care network flyer, diaper bank registration information, and early intervention.
- We will be going to Eagles Nest Preschool for another shoe event on April 16th. We've asked Katleen Bither (board member) to join us.
- We partnered with ECHO (Early Childhood Health Outdoors) for professional development night for the Nature Based Play Training. A special grant opportunity of $950 to purchase outdoor supplies was open to FFN providers participating. We had a great turnout. We had 7 FFN providers participate. 6 of the 7 are eligible to apply for the grant. In addition, we had 6 providers working at licensed programs attend as well. CKLECC will help the FFN providers through the grant process

- The annual spring training day is set for Saturday, April 26th from 8-3. Providers can attend in person or online. Registration information was shared last week. Anyone can attend. It isn't limited to just providers. We are excited to have Clayton Early Learning provide a training on Scaffolding Curiosity in the Early Childhood Classroom. Janet Humphryes will be back again this year presenting on Critical Connections of the Preschool Years & the Miracle of Development. We are super excited to have our very own board member, Shannon Harrell, provide a session on Perspectives versus Reality.
- Training Day will be the last monthly professional development offered until next school year in September.
- We will be working on provider appreciation gifts as provider appreciation day is May 9th.
- Carole will be attending the in-person ECCLA Meeting in May to represent CKLECC. The meeting is in Palisade the same week as Macie's graduation and state track meet.
- Lora shared that the diaper bank numbers have been growing a little but that Wee-Cycle had emailed that they would only be able to supply 25 diapers per child for April due to not receiving their grant money as timely as they usually do. Hopefully they are able to go back to the 50 diapers per child that they typically do.
- We will be working on the Buell application which is due May 1st.
- We will be working on website updates & revisions that need done.
- The Lincoln county mural is still on track to begin June 1st. We will have more design information to share soon.

Quality Improvement- Carole Spady

- Carole reports that she has been reviewing the ECCERS evaluation results with programs.
- She has also been helping programs through spending requests.
- She recently attended a Collaborative Roles Conference in Pueblo and enjoyed the time with others in the ECE field. She is looking forward to the ECCLA conference in Palisade.

FFN- Candie Chamberlain

- Candie shared that she has been delivering bags to providers and was excited to see so many FFN providers at the training last week for the FFN grant.

- She has also been sharing information about the child care tax credit and a recording form for providers to track their hours of care provided.

Child Care Updates- Lora White

- Lora shared that we are looking into a potential FFN grant provided by Colorado Statewide Parent Coalition and CDEC. It is due April 18th, we can request $10,000-$50,000, and it is reimbursement only. We are in the works of planning an informational meeting with CSPC to ask more questions about the grant.
- The Child Care Task Force meeting went well. Everyone felt like the Early Childhood Service Corp could be a great partnership and would like to try the next steps of holding informational sessions to see what interest there is.
- We are still working on the incentive program chart for our child care network. We have changed gears from it looking like a road map to more of a bingo board.
- The Lincoln county housing committee has been requesting information from us about child care needs and is looking for solutions for licensed home child care. We are interested to see where these conversations lead us.

Council Member Updates

- Heather shared that Baby Bear Hugs is hosting their annual Gala on May 3rd. There is a link to the online auction on their website.
- Lisa shared that Collaborative Management is excited for their new office in Eads that is in the works.

BOARD MEETING AGENDA.

Financials- Haley Leonard

- Haley provided the Check Detail Report for November. Checks included – QuickBooks Payroll Service, EFTPS, Quill.com, Centurylink, Imagination Library, Payroll and mileage for staff, Donna Metcalf (donation for building use), National Wildlife Federation (training), Coaching Potential LLC (training), Clayton Early Learning (training), 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, three payments to clear credit card for an additional purchase).

- Monthly expenditures by funding source were as follows: BUELL $845.14, CCRR $99.17, CSQI $5,956.80, ECB Grant $24.97, FHCN $2,550.45, GAE CO Shines $346.50, LCO/UPK $3,848.25, LCDHS $114.94, SB $4,495.31, totaling $18,281.53.
- The Deposit Detail Report showed 5 deposits: FCCHN and CCR&R $1,506.76, LCO and COShines $6,591.52, LCO for $3,157.18, ECB Grant $5,000, and Systems Building for $3,702.59.
- The Balance Sheet showed $112,704.91 for March and $111,288.94 for February.
- The Expenditure Spreadsheet showing funding left by source showed ECSB $22,180.77, CSQI $24,671.30, CCR&R $893.92, FCCH Nav. $12,004.33, Buell $18,016.98, LCDHS $18,773.00, LCO $18,439.33, Child Care Task Force Funding $23,527.04, ECB $4,614 for a total funding left of $135,471.63.
- Dennis asked if Haley feels like we are on track with spending for this point in the fiscal year. Haley shared that we are maybe a little under our typical spending level but that many of our big events are being held over the next two months so that will keep us on track with spend down.

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

Payroll Taxes and QuickBooks Error- Haley Leonard

- Haley reported that since the February error with payroll taxes it has come to her attention that QuickBooks has taken out double the taxes in March. She is working to be sure that the settings are correct for April’s payroll and has emailed Will for help but has not heard back yet.

25/26 SFY Budget Review- Haley Leonard

- Haley wanted to share the budget since it was not calculated correctly at last month's meeting. She has corrected it and will share it via email so it is easier to view. The total budget amount for the 25/26 school year is $130,944.00.
- Dennis requested that she send out the budget soon for everyone's review.

Board Terms- Dennis Pearson

- Kathleen's term was up on 4/4/2025, she is willing to be reappointed.
- Lisa motioned to reappoint Kathleen for a 3 year term and Kailey seconded.
- Robbin's term will be up on 5/2/2025, she is willing to be reappointed.
- Heather motioned to reappoint Robbin for a 3 year term and Lisa seconded.
- Cindy's board term will be up on June 24th, Julie will confirm with her that she wants to be reappointed before our June meeting.
- Dennis' board term will be up on June 24th as well. He is not sure about being a good fit for the board once he retires in May. He will definitely not continue as board chair as he feels he needs that position to be held by someone more active in the early childhood field. He will consider continuing on the board and let us know.

The next board meeting is scheduled for May 6th @ 1:00 p.m. and will be a Board Meeting ONLY. Updates will be sent out to the council via email.

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CKLECC Board Secretary Signature

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Date