# 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.

**May 6, 2025 / 1:02 PM**

## CKLECC 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)

Zoom: Shannon Harrell (Centennial Mental Health); Kathleen Bither (Kiowa County DSS); Lisa Thomas (About F.A.C.E.); Heather Randolph (Baby Bear Hugs); Kailey Meardon (Valley Wide Health Systems)

Absent Board Members: Rosalind Smith (The Cornerstone Resource Center); Amber Smelker (Parent/Treasurer); Autumn Pelton (Cheyenne County Communities that Care); Cindy Ferree (Director LCDC); Robbin Schincke (Morgan Community College)

### MEETING CALLED BY:

Dennis Pearson (Board Chair/ Director Kiowa County DHS)

## BOARD MEETING AGENDA.

### Financials- Haley Leonard

- Haley provided the Check Detail Report for April. Checks included – QuickBooks Payroll Service,Colorado State Treasurer, Department of Revenue and Colorado FAMLI for Quarterly Payroll Taxes, 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, Eagles Nest Preschool for Quality Improvement spending, Cheyenne Wells School for diaper bank room rental, Lakeshore Learning, Gary Davis for catering, Pat White for provider appreciation gifts and First National Bank of Omaha

- Monthly expenditures by funding source were as follows: BUELL $627.61, CCRR $295.95, CSQI $5,857.99, FHCN $1,080.57, GAE CO Shines $172.90, LCO/UPK $2,211.48, LCDHS $108.62, SB $4,688.141, totaling $15,043.26.
- The Deposit Detail Report showed 4 deposits: CCR&R $109.08, FCCH Nav and COShines $9,213.23, and Systems Building for $4,934.84.
- The Balance Sheet showed $110,302.49 for April and $112,814.91 for March.
- The Expenditure Spreadsheet showing funding left by source showed ECSB $17,053.10, CSQI $18,362.38, CCR&R $588.05, FCCH Nav. $10,668.71, Buell $17,389.37, LCDHS $18,773.00, LCO $15,863.02, Child Care Task Force Funding $23,527.04, ECB $4,614 for a total funding left of $119,179.63.

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

### Payroll Taxes/QuickBooks Error/- Julie Witt and Haley Leonard

- Haley shared that the tax error reported previously where taxes were not pulled for all staff in February and some in March has been corrected with help from Will at the accounting firm. We believe everything is corrected now.
- Julie reported that we are looking into adding another user to quickbooks for ensured access by Julie and Haley both. Will did suggest that we look into the online version of quickbooks as the desktop version will likely be going away eventually. Haley is looking into the options and costs with quickbooks.
- Will also assisted us with quarterly tax preparation. Julie has asked him to send us an invoice for his assistance recently.

### 25/26 SFY Budget Review and Spend Down- Julie Witt

- Julie reports that the 25-26 State Budget was submitted and we have not yet heard back.

- We do know that we will see a $27,000 decrease from state funding
- Our Buell request was submitted last Thursday at $25,000 again. We are hopeful that we will be eligible for 2 years again.
- Our LCO budget is looking to be the same amount as this current year.
- Spend down is on track for June. Spend down items in the plans are: Lincoln county mural, payroll and usual expenses, Quickbooks updates, book orders, babysitting courses, movie sponsorships, increase food program payments for home providers, update the website, electronic signage for the office, Carole's attendance to the ECCLA meeting in Palisade, Candie's new computer and possibly renew ads in the Eads and Cheyenne Wells Theatres and scholarship opportunities with Early Childhood Service Corp for High School students.

**Mural Design- Julie Witt**

- Everyone liked the overall design plan.
- Would like to see updates of a child pulling the wagon, add "in Lincoln County" on the wagon, a QR code on the book that links to the website.
- Will request that Some Girls and a Mural send back a final design for our approval by our June 2nd meeting.

**Board Terms- Dennis Pearson**

- Dennis and Cindy are both retiring in June and will not be wanting to renew their board terms. Both positions of Board Chair and Vice Chair will need to be filled. Please reach out to Julie if you are interested in filling one of these positions.

**The next board meeting is scheduled for June 2nd @ 1:00 p.m. and board members are encouraged to attend in person.**

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CKLECC Board Secretary Signature

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Date