

CKLECC Board of Directors Annual Meeting Minutes

MINUTES

OCTOBER 5, 2020

1:00 PM – 2:30 PM

VIRTUAL MEETING

MEETING CALLED BY	Dennis Pearson, Chairman
TYPE OF MEETING	Monthly CKLECC Board of Directors Meeting
FACILITATOR	Dennis Pearson, Chairman
NOTE TAKER	Julie Witt, CKLECC Coordinator
TIMEKEEPER	
ATTENDEES	<p>Phone/Zoom: Jennifer Paintin (Baby Bear Hugs); Amber Ellis (Treasurer/Parent); Dennis Pearson (Board Chair/Kiowa County DHS); Haley Leonard (Financial Manager); Julie Witt (Council Coordinator); Carole Spady (Quality Improvement Coach); Luci Reimer (Secretary/Limon Memorial Library); Tami Stephenson (Southeast Health Group); Lisa Thomas (About F.A.C.E.); Collene Walsh (Cheyenne County) Cindy Ferree (Board Vice Chair/Limon Child Development Center); Troy McCue (Lincoln County Economic Development); Tammy Yoder (Karval Preschool); Kailee Meardon (South East Health Group); Maranda Foster (Prowers County Public Health)</p> <p>On Site: n/a</p> <p>Absent Board Members: Alex Arellano resigned in September</p>

Agenda topics

AUGUST 31ST BOARD MEETING MINUTES (CONSIDERED SEPTEMBER'S MEETING) WERE APPROVED BY CONSENSUS OF THE BOARD.

FINANCIALS/EXPENDITURES/CHECK APPROVALS

HALEY LEONARD

DISCUSSION	Haley went through the check detail list. Checks included payroll, rent, utilities, mileage, rent, Lakeshore Learning for tote supplies, 990 Tax Filing, First National Bank for credit cards, and CenturyLink. Monthly expenditures: Buell \$1957, Child Care Resource & Referral \$187, Colorado Shines \$1214, Lincoln County DHS \$60, System's Building \$2866, totaling \$6285. The deposit detail report showed \$1437 for Colorado Shines and \$2838.45 for System's Building. The balance sheet for September was \$14,525.51. Haley reported that she corrected formulas on the 2021 Expenditures report. With the corrected formulas, balances for each funding source are as follows: System's Building - \$35,360.67, Colorado Shines - \$40,964, Colorado Child Care Resource & Referral - \$3,059, Anschutz - \$5,000, Buell - \$18,042, Lincoln County (reimbursable) - \$18,982. The financials and checks were approved by consensus of the board.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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CSQI BUDGET UPDATES

HALEY LEONARD

DISCUSSION	Haley updated the board on a funding increase CKLECC will receive for Quality Improvement. We will receive an additional \$5,175 additional Quality Improvement dollars. The total amount of QI funding awarded to CKLECC is now \$50,175.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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COORDINATOR REPORT

JULIE WITT

DISCUSSION	Julie reported that Alex Arellano has resigned from her board position. She is moving to Texas to relocate with family. Julie mentioned to the board that there was a potential member interested. Julie will request a letter of interest and forward it onto the board once received. Cindy Ferree mentioned how nice it had been having Alex on the Board representing Morgan Community College. Alex was very helpful in getting our		
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scholarship program going. Cindy suggested Julie reach out to the MCC office to see if there might be someone willing to replace Alex. Carole will be resuming provider training this month. Carole will offer training in person in Limon and provide a virtual option so all can participate. Accountant Daniel Prentice has finished tax form 990 for CKLECC. Amber Ellis, CKLECC Treasurer, has reviewed and signed the document. Daniel will get the form filed electronically. Little Leaders Learning and Care Center was just awarded the Colorado Shines Level 2 rating. All Preschool Directors and licensed home child care providers were sent an updated packet on current Colorado Shines funding available and were sent a program update survey to return to Julie. In addition to program questions, the survey asks how programs would like to move forward with training and events during the pandemic. Julie completed the Buell grant final report for 2019-2020. The new grant cycle started in September for 2020-2021. Julie showed a trailer of the documentary "No Small Matter" and told the council she would be looking into the possibility of doing a virtual event to show the film. She would be reaching out to Michelle Sharpe, with Logan, Phillips, and Sedgwick Counties Early Childhood Council to see if she could help put this on. Kiowa County and Limon Memorial Libraries are distributing totes again. Two preschool classrooms at Limon Child Development Center have requested totes. Both Baby Bear Hugs and Nurse Family Partnership in Lincoln County will be getting new totes to use during family visits. The Kit Carson Preschool has requested a set of totes. We are providing Purell disinfectant wipes, cleaning smocks, and dishwasher bags for disinfecting items to those who want them. Julie asked if the group would mind if the agenda changed up next month. She would like to have a presenter to open up the meeting followed up by the Coordinator Report, Quality Improvement Coach Report, and council updates before completing the board/financial part of the meeting. This will give those who are only joining for the council portion the option to get off of Zoom if they don't wish to participate in the board meeting. The board/council did not have a problem with trying this. Vroom Colorado will open up the November meeting with a presentation.

CONCLUSIONS						
ACTION ITEMS						
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MINUTES COLORADO GIVES/CKLECC OUTREACH MAILER JULIE WITT

DISCUSSION
 Julie reminded the group that CKLECC has a Colorado Gives profile and that Colorado Gives Day is December 8th. Haley and Julie have been working on a mailer to send to local post office boxes in all three counties that would promote Colorado Gives Day and CKLECC. Julie showed the draft of what they had developed to the group. Julie explained the post office in Limon recommended they do a mailer with EDDM. This would save on postage cost. Overall, the board liked the design. Collene Walsh recommended Julie look to see if there are any local printers who may be able to do the job. Troy McCue mentioned that the Burlington Record in Kit Carson County could possibly do it if we couldn't find anyone. The Kiowa County Press was the only local option mentioned. Julie will follow up with the Kiowa County Press and send out a final draft of the mailer with pricing information for review.

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MINUTES COUNCIL UPDATES ALL MEMBERS

DISCUSSION
 Troy with Lincoln County Economic Development reminded the group about the grant opportunity through Energize CO. It is for the purposes of 501(c3) organizations. He also reminded the group there would be a FREE webinar series discussing business consultation for child care businesses. It will begin in November and be split up into evening sessions. Discussions will be around marketing, operations, accounting, payroll, etc.
 Cindy Ferree with Limon Child Development Center reported that they have remained open despite some closures at the public school due to COVID 19.

MINUTES FUTURE MEETINGS DENNIS PEARSON

DISCUSSION
 The next meeting date will be Monday, November 2nd at 1:00 p.m. A virtual meeting will be scheduled on Zoom. The meeting will be a combined board and council meeting.

SECRETARY APPROVAL SIGNATURE:	DATE:
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