

# CKLECC Board of Director Meeting Minutes

MINUTES

DECEMBER 6, 2021

1:00 PM – 2:30 PM

IN PERSON/VIRTUAL MEETING

<b>MEETING CALLED BY</b>	Dennis Pearson, Chairman
<b>TYPE OF MEETING</b>	Monthly CKLECC Board of Directors Meeting
<b>FACILITATOR</b>	Dennis Pearson, Chairman
<b>NOTE TAKER</b>	Julie Witt, CKLECC Coordinator
<b>TIMEKEEPER</b>	
<b>ATTENDEES</b>	In Person: Haley Leonard (Financial Manager); Julie Witt (Council Coordinator); Louie Morphew (Morgan Community College); Candace Chamberlain (CKLECC Fun Tote Program and Child Care Coordinator); Dennis Pearson (Chair/Kiowa County DHS); Jennifer Paintin (Baby Bear Hugs)  Zoom: Lisa Thomas (About F.A.C.E.); Kailey Meardon (Southeast Health Group); Autumn Pelton (Cheyenne County Public Health); Tammy Yoder (Karval Preschool); Jennie Mortimeyer (Cornerstone Resource Center)  Absent Board Members: Cindy Ferree; Tami Stephenson, Collene Walsh, Luci Reimer, Amber Ellis

## Agenda topics

### NOVEMBER 1ST BOARD MEETING MINUTES WERE APPROVED BY CONSENSUS OF THE BOARD.

#### CKLECC EARLY CHILDHOOD ADVOCACY CALENDARE ARTWORK

JULIE WITT

<b>DISCUSSION</b>	Julie reported they had received 63 pieces of artwork for the early childhood advocacy calendar project. Preschools participating were Limon Child Development Center, Karval Preschool, Genoa-Hugo Preschool, Kit Carson Preschool, Plainview Preschool, and Eagles Nest Preschool. Julie and Haley chose their top twenty and requested the council help select the twelve to be displayed in the calendar. They based their choices on not only the artwork, but by the reasons listed of what their teacher does to make preschool fun. They also wanted make sure each preschool had at least one student whose artwork was in the calendar. Julie will try her best to fit some of the other drawings in the calendar somewhere. Each student in the participating classes will be given a calendar and prize for participating. The council and board helped select the top twelve.		
<b>CONCLUSIONS</b>	The goal is for the calendar to be finished and printed shortly after January 1 <sup>st</sup> .		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

#### MINUTES LICENSED CHILD CARE FOOD ASSISTANCE PROGRAM JULIE WITT

<b>DISCUSSION</b>	With the increase CKLECC is receiving in funding CKLECC staff would like to implement a monthly food assistance program for licensed child care providers. Licensed home providers and child care centers would receive a monthly stipend (gift certificate) to their local grocery store to use towards food items or paper products. The amount will vary and be dependent upon enrollment numbers. Julie asked the council if they felt like this would be a beneficial program and if so what information should be requested for tracking purposes. Members suggested a form be created to be signed agreeing to use the funds on appropriate items. It was suggested to list examples of what not to use the funds for. For example, soda. Lisa suggested that along with the monthly gift certificate nutrition resources be included. She suggested pulling free information from the My Plate website. Julie will create a form to be reviewed before sending out.
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#### MINUTES TUITION ASSISTANCE PROGRAM JULIE WITT

<b>DISCUSSION</b>	Julie would like to try to implement a child care tuition assistance program for families over income for the Colorado Child Care Assistance Program (CCCAP). She has received a sample application from the Grand County Early Childhood Council. They have a successful program. Julie would like to create a draft of an application for the council to review. She asked the council if they had any suggestions of what should be included and how to determine the cap for income determination. The council suggested Julie go off the application from Grand County, make adjustments to meet the needs of our counties, and use CCCAP guidelines to help with income determination and household size. It was suggested that providers in the process of being licensed, exempt licensed providers, and licensed providers be eligible to apply. Payments would go directly to providers. Julie will create a draft application for the council to review. It was suggested Julie look into what tax forms will need to be distributed to programs for payments.
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<b>CONCLUSIONS</b>	
<b>MINUTES</b>	<b>SHARE THE SPIRIT FOUNDATION</b>
	<b>JULIE WITT</b>
<b>DISCUSSION</b>	<p>Haley and Julie had a meeting with Share the Spirit Foundation about the possibility of partnering on an event. The foundation is out of Lamar and provides a new pair of tennis shoes to children in need. They have not had an event for the preschool age group. Usually their lists come from students on the free/reduced lunch programs at school districts. They recently held an event in Lamar and Kiowa County students participated. They are holding an event in Cheyenne Wells this week. An event in Lincoln County has never been held, so they suggested if CKLECC would like to schedule an event to try Lincoln first. CKLECC would be responsible for cost of shoes. We would need to estimate approximately \$35/pair. The shoes are good quality tennis shoes. The foundation goes through the shoe store in Lamar and several stores in Denver. Julie thought hosting an event would be a good way to not only help families, but an opportunity to provide CKLECC resources to families. CKLECC would need to determine an amount of funding to work with. We can offer funds to go towards mileage if we choose to do so. Volunteers would be necessary to make it work. The foundation feels events work best when teachers bring students instead of parents so everything would be arranged through the preschool directors. Lisa stated that the foundation was very reputable and had been a local organization in Lamar for many years. It was suggested Julie and Haley contact Lincoln County Preschools and Child Care Centers to determine a number of shoes and move forward from there.</p>
<b>CONCLUSIONS</b>	
<b>MINUTES</b>	<b>COORDINATOR REPORT</b>
	<b>JULIE WITT</b>
<b>DISCUSSION</b>	<p>Julie's report was brief as much focus has been on the previously mentioned programs. Haley and Julie have been working on the amended state budget with the new funding amounts. A lot of work has gone into preparing bags for the holiday events. Haley distributed bags at the Cheyenne Wells Christmas movie on December 4<sup>th</sup>. Candie will distribute bags at the Eads Christmas movie on December 18<sup>th</sup>. Julie will distribute bags at the Santa Claus event following the movie in Limon on December 18<sup>th</sup>. One bag will be given per family. The bag is the reusable "100 Ways to Praise Kids" bag and will include a Christmas book candy canes, and a flyer listing all of the CKLECC programs. In addition, CKLECC staff will be delivering books to preschools, child care centers, and home providers to distribute for Christmas. Limon Child Development Center was provided with their books during the Halloween Trick or Treat Street. 81 books were distributed during that event.</p>
<b>CONCLUSIONS</b>	
<b>MINUTES</b>	<b>QUALITY IMPROVEMENT REPORT</b>
	<b>CAROLE SPADY</b>
<b>DISCUSSION</b>	<p>Carole reported she is finally recovering from COVID. She will be working with five licensed programs through the Colorado Shines Quality Improvement Program. Monthly training will resume in January. CKLECC will be partnering with Cooking Matters to host a virtual training.</p>
<b>CONCLUSIONS</b>	
<b>MINUTES</b>	<b>COUNCIL MEMBER UPDATES</b>
	<b>COUNCIL MEMBERS</b>
<b>DISCUSSION</b>	<p>Louie reported that Morgan Community College would be mailing postcards for their annual Foundation GALA fundraising event. The event in Limon will be held February 25<sup>th</sup>. Jenni reported there is a fully stocked diaper bank in Eads. They are there the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month. Jennifer reported that the Baby Bear Hugs Cash for Christmas Raffle would be held on December 10<sup>th</sup>. She has tickets available. The top prize is \$1,000. Candie reported she provided 15 Family, Friend, Neighbor resource bags in December. Lisa reminded the group that the Kids Coalition would be meeting the next day at noon. She would share the zoom link.</p>
<b>CONCLUSIONS</b>	
<b>MINUTES</b>	<b>NOVEMBER CHECKS/FINANCIALS/EXENDITURES</b>
	<b>HALEY LEONARD</b>
<b>DISCUSSION</b>	<p>The November check detail report included taxes, payroll, Centurylink, Stop n Shop for utilities and rent, USLI Insurance renewal, mileage, Limon Leader advertising, Lakeshore Learning for FFN and Fun Tote supplies, credit cards. Haley has a check prepared for \$221 for the Cheyenne Wells movie theatre for the Christmas movie concessions. It will be added to December checks, but she'd like to request the check to be signed this month. Monthly expenditures by funding source were: Buell \$272, CCRR \$46, CSQI \$3035, E&amp;E \$1927, LC \$312, SB \$4,594, totaling \$10,188. The balance sheet for November reflects a balance of \$40,043.37. The deposit detail report included CSQI \$3,240, SB \$1,872, E&amp;E \$944, LC \$967, Lamar Community College refund \$899. Balances remaining per funding source to spend by June 30, 2022 are: SB \$32,088, CSQI \$38,901, CCRR \$3,768, NEW Family Home Navigator \$4,667, E&amp;E \$17,084. Louie motioned to approve checks and financials. Jennifer seconded and the board approved.</p>
<b>CONCLUSIONS</b>	

MINUTES

AMENDED BUDGET/SALARY INCREASES/MILEAGE REIMBURSEMENT RATE

HALEY LEONARD/JULIE WITT

<b>DISCUSSION</b>	The revised/amended budget had to be submitted to the state by November 30 <sup>th</sup> . Julie had mentioned the possibility of salary and mileage reimbursement increases to Dennis prior to this date. The state had suggested this would be a good time to make changes for staff before budgets were due for the new funding and increased job duties. Dennis and board reviewed suggested revised salary amounts prior to the meeting and the board was in agreement on salary increases. The board was in agreement with the highest amount on the chart provided to them. Julie expressed that the staff were very thankful and appreciated the increases. Julie mentioned that some councils were revising mileage reimbursement rates to the federal rate of \$.56 per mile. With increased gas prices, Louie mentioned the current rate of \$.50 per mile was a bit low. Dennis thought an official vote was need to ratify the electronic vote on wage increases. Louie motioned that that staff wages increase to the highest amount proposed and the mileage reimbursement rate increase to the IRS rate of \$.56 per mile effective January 1 <sup>st</sup> . Jennifer seconded and the board approved.
<b>CONCLUSIONS</b>	

MINUTES

FUTURE MEETINGS

DENNIS PEARSON

<b>DISCUSSION</b>	The next regular Board/Council Meeting will be in January; however, Julie will send out a doodle poll to board members to determine if it will be held on Monday, January 3 <sup>rd</sup> at 1:00 p.m. or Monday, January 10 <sup>th</sup> at 1:00 p.m. The board wants to make sure we have a quorum coming out of the holiday break.
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<b>SECRETARY APPROVAL SIGNATURE:</b>	<b>DATE:</b>	
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