

CKLECC Board of Directors Annual Meeting Minutes

MINUTES

JUNE 1, 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: Alex Arellano (Morgan Community College); 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.); Vicki Folkerts (Eastern Colorado Services); Rhonda Fleshman (South East Developmental Services); Cindy Ferree (Vice Chair/Limon Child Development Center)</p> <p>On Site: n/a</p> <p>Absent: Collene Walsh (Cheyenne County); Maranda Foster (Prowers County Public Health)</p>

Agenda topics

MAY BOARD MEETING MINUTES WERE APPROVED BY CONSENSUS OF THE BOARD.

FINANCIALS/EXPENDITURES/CHECK APPROVALS

HALEY LEONARD

DISCUSSION	<p>Haley reported on the May Check Detail Report. Checks included payment for taxes, payroll, CenturyLink, Stop n Shop for rent/utilities, mileage, quality improvement purchase, Early Childhood Council of Washington, Yuma, Kit Carson for Census bags, First National Bank, office supplies, and Sharon Pearson for website maintenance. Total amount of expenditures was \$7,204. The balance sheet for May was \$22,138. The Deposit Detail Report were as follows: \$723 – Lincoln County DHS, \$307 Kiowa County (reimbursement for Census bags), \$988 - State Child Care Resource & Referral. \$895 - State Quality Improvement, \$5,000 - Anschutz Family Foundation. End of the fiscal year spend down must be done by June 30th for state funding. State funds left to spend down are as follows: System’s Building - \$3,506, Quality Improvement - \$1,101, Child Care Resource & Referral - \$198. Remaining Buell funds do not have to be spent until August 30th. The remaining balance for Buell is \$7,840. The financials were considered approved as is by consensus of the board.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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2021 BUDGET

HALEY LEONARD

DISCUSSION	<p>Haley reported on the projected budget for state fiscal year 2021. Anticipated funding includes: \$45,000 Systems Building, \$45,000 Colorado Shines Quality Improvement, \$3,611 Child Care Resource & Referral, Anschutz Family Foundation \$5,000, and Buell \$20,000. The projected total budget is \$113,000. Dennis requested a breakdown be provided to the Board in July listing allocations budgeted for each funding source. He also asked that a budget breakdown be provided for both the Buell and Anschutz grants. Julie reported that the Buell grant request was less than last year due to the increase in CSQI funding coming from the state. This is a \$30,000 increase. Originally Julie and Haley were going to apply for even less, but with the uncertainty of state budget cuts during COVID they decided it would be better to ask for more than planned. Cindy mentioned it was a good that the higher request was submitted as she has received information about state cuts. Public schools could be losing 10% of their budgets. Haley will send out an operational budget break down for the \$113,000. Julie also mentioned that the Office of Early Childhood has suggested cancels prepare for possible funding cuts in future fiscal years. It was suggested to start reviewing budgets for upcoming fiscal years and preparing for cuts of 10-20%. At this time, funding will remain the same for SFY 2021.</p>
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES BUELL SPEND DOWN JULIE WITT

DISCUSSION	Julie reported to the board that she had received permission from the Buell Foundation to use funding to support child care sites during COVID by purchasing needed supplies. With training on hold and no scholarship applications at this time, Julie suggested funds be used to purchase children's masks for licensed child care homes and preschools. Discount School Supply has children's washable masks for approximately \$6/mask. Many of the Preschool Directors have mentioned they would like a supply of the masks. Cindy reported that Public Health is suggesting children 3 and above wear masks; however, if there is discomfort a mask shouldn't be worn. Children under the age of 3 should not wear masks. Cindy mentioned she had a resource with children's masks listed for \$3 per mask. She isn't sure of the quality, but she will forward the information to Julie. Lisa suggested Julie find out from providers if there are supplies other than masks that they might need before making a final decision on masks. Julie will send out a supply survey.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will price other masks and send out a supply survey to all licensed providers.	Julie	ASAP

MINUTES COORDINATOR REPORT JULIE WITT

DISCUSSION	Julie reported that the Fun Tote Program continues to be on hold due to COVID. She will continue to reach out to the libraries to see how they wish to proceed. Clinics are definitely on hold with the totes. The Census 2020 reusable grocery bags arrived. Julie and Haley will be including information in the bags regarding the importance of census completion for families and what early childhood councils do. They will be distributing the bags in all three counties during the next couple of weeks. Cleaning supplies from the state will be arriving this week. Supplies will include – gallons of bleach, gallons of hand soap, gloves, toilet paper, and paper towels. Supplies will be distributed to the open licensed child care sites first. CKLECC received the infrared thermometers purchased for all sites. Each child care site will get a thermometer, including school districts when they open. There is no update on when the second round of FEMA baby supplies will be delivered. As soon as Julie knows she will get the items and disburse between all three counties. There have been no trainings or babysitting classes scheduled. At this point in time, the feedback received from providers is they'd like to resume training in the fall. Carole would like more clarification regarding COVID restrictions and feedback from the board before making the decision to move forward with babysitting classes. The Emergency Child Care Collaborative came to a close in May. Essential workers are no longer eligible for funding. Some families of Country Living Learning Center in Hugo, Little Leaders Learning Center in Eads, and home child care provider Terri Miller participated in the collaborative. Carole and Julie are working with Limon Child Development Center and Karval Preschool to finalize their Colorado Shines Quality Improvement spend down. Once orders are received they will do inventory on the orders.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES BOARD MEMBER TERMS DENNIS PEARSON

DISCUSSION	Per CKLECC Bylaws, the June meeting is considered the annual meeting where board terms are reviewed. Lisa Thomas's term will be up July 28 th . Dennis asked all members in attendance if they were willing to continue to serve and if officers were willing to stay in their positions. Each officer and member was willing to stay. Lisa stated she would be willing to serve another board term. The board approved Lisa's renewal of board term by consensus. The officers will remain the same.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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BOARD/COUNCIL MEMBER UPDATES

ALL MEMBERS

DISCUSSION	Alex reported that Morgan Community College has opened back up for business. Luci reported that the library opened today. Summer reading will be by packet pickup only. Cindy reported that Limon Child Development will be closed through June 30 th . Her board will meet later this month to make decisions about July. Julie forgot to mention that it was time to renew Sharon Pearson's contract to continue website maintenance. She requested the board's approval. It was approved by consensus of the board to renew Sharon's contract. Dennis abstained from the vote.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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FUTURE MEETINGS

DENNIS PEARSON

DISCUSSION	The next meeting date will be Monday, July 6 th at 1:00 p.m. A virtual meeting will be scheduled on Zoom.
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SECRETARY APPROVAL SIGNATURE:	DATE:	
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