

CKLECC Board of Directors Annual Meeting Minutes

MINUTES

JULY 6, 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.); Kailey Meardon (Southeast Health Group)</p> <p>On Site: n/a</p> <p>Absent: Collene Walsh (Cheyenne County); Maranda Foster (Prowers County Public Health); Alex Arellano (Morgan Community College) Cindy Ferree (Limon Child Development Center)</p>

Agenda topics

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

FINANCIALS/EXPENDITURES/CHECK APPROVALS

HALEY LEONARD

DISCUSSION	<p>Haley reported on the check detail report and funding remaining for fiscal year 2020. Checks in June included: tax payments, payroll, CenturyLink, utilities to Stop 'n' Shop, website maintenance, Lakeshore Learning, Constructive Playthings, and Discount School supply for quality improvement materials for Karval and Limon Child Development Center, ECCLA membership dues, mileage, credit card expense for purchase of thermometers, and rent to Stop 'n' Shop. Funding remaining: System's Building and Quality Improvement funding was spent down, Child Care Resource and Referral had a remaining balance of 29 cents, and Buell has a balance of \$4,819 remaining. Haley reported on the balance sheet and deposit detail. Balance in May was \$24,492. The current June balance is \$14,488.99. The balance is low as we are still waiting on state reimbursements for June. Expenditures by funding source were: Buell- \$3,508.58; CCRR - \$198.17; QI - \$1155.90, \$1840.00 (Karval), \$2399.00 (LCDC); LCDHS - \$341, SB - \$3,506 totaling \$12,949. The checks and financial reports were approved by consensus of the board.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

MINUTES

2021 BUDGET & PAYROLL REVIEW

HALEY LEONARD/JULIE WITT

DISCUSSION	<p>Haley provided a report to the board illustrating the total funding budget for state fiscal year 2021. This report included \$5,000 received from the Anschutz Family Foundation and the anticipated funding coming from Buell in September. The board was able to review the budget templates to see which amounts were budgeted for line items for Buell and Anschutz. The board asked Haley to add a column for Lincoln County Department of Human Services even though they are reimbursement only. In the past Lincoln County Dept. of Human Services has been willing to reimburse up to \$20,000 for child care resource and referral work in Lincoln County. Julie has checked with Patricia Phillips and she has confirmed they are willing to do this again. Haley reported CKLECC requested approximately \$10,000 of reimbursement from Lincoln County DHS in the 2020 fiscal year. It was agreed by the board that because they had already approved the state budget that there would be no need to vote to approve. This was considered a full scale review. Julie mentioned to the board that she and Haley thought they should ask the board how they'd like to move forward with payroll in July with the start of the new fiscal year. In April the board approved an average of hours that staff would be paid for during the COVID 19 pandemic. Julie was wondering if the board wished to continue this as the months of July and August are generally the slow months for CKLECC. Julie and Haley both stated they were fine with going back to monthly hours worked if that was the board's wish. Julie and Haley both stated this has not been a normal summer and getting hours in has been more difficult</p>
-------------------	---

	with their kids unable to participate in normal activities. Julie also expressed concern with what the school year is going to look like. She is worried that there is a chance once school starts there will always be that risk of closure again. Haley mentioned that Carole and Candie have not been able to work many hours with their work being put on hold with face to face training and the Fun Tote Program. Jennifer Paintin mentioned that Baby Bear Hugs did go back to normal hours in June versus an average. Lisa asked Haley if calculations that were completed back in March for approval of wage increases would still be accurate if staff was continued to be paid based upon the average approved in April. Haley and Luci both mentioned that since hours haven't been exact to the calculations that we should be ok to move forward with whatever the board decided was best. Amber mentioned she had suggested paying staff through December based upon the average hours that were approved unless they can get back to normal hours before that. After discussion it was the decision of the board to continue to pay staff based upon the average hours approved in April. It was requested this be reviewed monthly as we hope to get back to normalcy soon.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Haley will add LCDHS to the report Total Funding Budget	Haley	Next Meeting	

MINUTES BUELL SPEND DOWN JULIE WITT

DISCUSSION	Julie informed the board that she had sent out a supply request survey to all providers. Of the responses received the majority were interested in receiving children's mask supplies. Julie followed up on the mask resource Cindy Ferree had provided at the last meeting. The price was better; however, the masks were disposable. Julie ended up finding washable children's masks at School Specialty for a much cheaper rate. The total amount of masks needed were less than \$500 so she went ahead and placed the order. Buell has approved funds going towards supporting the needs of child care providers.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

MINUTES COORDINATOR REPORT JULIE WITT

DISCUSSION	Julie reported that the second FEMA baby supply order had come in. She sorted the items (pull-ups, baby wipes, and diapers) and got supplies to DHS and Public Health Offices in each county. She kept a supply at the CKLECC office in Limon. The adult masks and cleaning supplies also arrived from the Office of Early Childhood. These items were to be delivered to open child care sites. CKLECC staff got supplies to Little Leaders in Eads, CLLC in Hugo, Paula Christie, Linda Gibbs, and Terri Miller as they were the current open sites. Limon Child Development Center will be opening on July 13 th so supplies were also delivered there. Julie has the infrared thermometers for each school district. Staff will figure out the best way to deliver them once we know more about when school will start again. Eads Library has decided to begin checking out Fun Totes again as there have been no COVID cases in Kiowa County. Carole and Julie worked with Tammy Yoder at Karval School and Cindy Ferree at Limon Child Development Center to complete their quality improvement spend down. Both Julie and Carole assisted in completing inventory to make sure all items were received. Home provider Terri Miller received the Colorado Shines Level 2 rating and was given an Amazon gift card for an incentive per approval of the board back in January. Julie and Carole have been discussing future training options and the possibility of scheduling a BLAST class. At this point, if restrictions allow, Carole would like to start scheduling face to face training in September when school resumes. Julie asked what the board thought about scheduling a BLAST Babysitting class. The board agreed it wouldn't hurt to attempt to schedule a class and see what response we get as long as guidelines are followed by county Public Health Departments. Julie reported that Claudia Strait with Washington, Yuma, and Kit Carson Early Childhood Council received great feedback on her virtual training day. Julie mentioned we may have to consider doing this if we cannot reschedule the CKLECC Training Day in person.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Julie will follow up with Public Health and work with Carole on choosing a location to schedule a BLAST class.	Julie	ASAP	

MINUTES

BOARD MEMBER TERMS

DENNIS PEARSON

DISCUSSION	Lisa asked Julie if she knew that Collene Walsh was no longer with Cheyenne County. Julie informed the board that Collene did let her know this and that she was willing to continue on the board as a representative of Cheyenne County. The board agreed they were happy to have Collene stay on the board.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

MINUTES

BOARD/COUNCIL UPDATES

ALL MEMBERS

DISCUSSION	Lisa shared that a website is in the works for Stewards of Children. There will also be a virtual training launched. She will share the information with Julie when it is available. Lisa also reported that the collaborative management group was able to help purchase the Mother Goose Time curriculum for Little Leaders in Eads.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

MINUTES

FUTURE MEETINGS

DENNIS PEARSON

DISCUSSION	The next meeting date will be Monday, August 3rd at 1:00 p.m. A virtual meeting will be scheduled on Zoom.		
SECRETARY APPROVAL SIGNATURE:	DATE:		