

CKLECC Meeting Minutes

MINUTES

JUNE 24, 2016

10:00 AM – 11:30 AM

LIMON

MEETING CALLED BY	Dennis Pearson, Chairman
TYPE OF MEETING	Monthly CKLECC
FACILITATOR	Dennis Pearson, Chairman
NOTE TAKER	Julie Witt, CKLECC Coordinator
TIMEKEEPER	
ATTENDEES	<p>Phone: Honey Richardson (Cheyenne County DHS); Kelli Adamson (Cheyenne County DHS/Public Health)</p> <p>On Site: Julie Witt (CKLECC Coordinator); Dennis Pearson (Kiowa County DHS); Haley Smith (CKLECC Representative); Cindy McLoud (Kiowa County Commissioner); Molly McDonald (Centennial Mental Health); Patricia Phillips (Lincoln County DHS); Jennifer Paintin (Baby Bear Hugs & Safe Care CO); Gretchen Blackwelder (Baby Bear Hugs & Safe Care CO); Sheila Anzlovar (NECCRR); Luci Reimer (Limon Memorial Library); Elizabeth Martin (Parent); Lora White (Parent-Country Living Learning Center); Heike Petersen (Lincoln County Public Health); Candie Chamberlain (CKLECC Child Care Director); Julie Faucett (Colorado Preschool Program)</p>

Agenda topics

MINUTES

CHILD CARE COMMITTEE UPDATES

CANDIE CHAMBERLAIN/JULIE WITT

DISCUSSION	<p>Kiowa County - Eads Community: Candie reported that monthly meetings are still occurring in Eads and the discussion of grants is ongoing. Cindy McLoud reported that the group is in the process of preparing an application to become a 501(c3) and is waiting for their EIN#. The Superintendent from the school was in attendance at the last meeting and discussion was had on combining the preschool with the center. Cindy has had a couple of conversations with individuals at the State and has been told to encourage providers to either get licensed or to get the license exempt status so that CCCAP funds can be accessed. Most likely Eads is at least a year out from the center being open. Cindy heard that home providers are sometimes eligible for Early Head Start funds. Sheila mentioned that there are very strict rules on guidelines surrounding head start and with our lack of licensed providers this isn't very likely. The funding for this would also flow through the counties or Child Care Resource & Referral.</p>	
	<p>Lincoln County - Hugo Community – Country Living Learning Center: Lora White was present and reported that the group is moving towards submitting their application to become a 501(c3), getting a tax id number and completing their bylaws. They are planning a July 4th fundraiser through Schwan's ice cream sales and doing concessions at the fair. They have begun their Colorado Common Grant Application to have it ready for funders.</p>	
DISCUSSION	<p>Lincoln County - Limon Community: Julie reported that the Town of Limon and Limon Child Development Center (LCDC) are going to submit a grant proposal for Early Head Start funding to add onto their facility and offer care for ages 6 weeks to 3 years. They will be having a study done with CU Denver regarding the facility expansion. Most likely they should hear by March of 2017 whether or not the grant will be awarded. This will allow them time to fill slots prior to the 2017 school year. The group of parent volunteers has agreed to meet again in July to discuss/brainstorm ideas for a small center in Limon to assist those families who may not be eligible for Early Head Start.</p>	
	<p>Cheyenne County - Sheila reported that the new provider in Kit Carson has been in attendance at trainings. Kelli Adamson reported that she did not show up to the recent CPR Class.</p>	
CONCLUSIONS		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
CKLECC will continue to provide technical assistance & support to each child care group.	Candace Chamberlain	

DISCUSSION	<p>Daniel Prentice has complete the 1023 Application to submit to the IRS for tax exempt status. All CKLECC has left to do is approve Bylaw revisions and the Conflict of Interest Policy to include as attachments with the application.</p> <p>Julie and Haley received good feedback at Rural Philanthropy Days. They spoke with seven funders. They received green lights to apply for funding from Anschutz Family Foundation, Jared Polis Foundation, El Pomar Foundation and USDA. The Daniel's Fund was a possibility. The Colorado Creative Industries Foundation has possible funding available for child care centers for art programs. The Colorado Health Foundation may have funds available in the future but not at this time for what CKLECC is pursuing. Julie and Haley also met with the Buell Foundation to answer follow up questions to the grant application submitted in April.</p> <p>Carole Spady's contract for coaching will be renewed for three months beginning July 1st. The goal is that by the end of September CKLECC will be a 501(c3) and Carole can then become a CKLECC employee versus being a contracted employee.</p> <p>The BLAST Babysitting course was held in Limon on June 3rd. The class was full and had a waiting list. Gayle with Child Care Resource & Referral taught the class. Due to the interest CKLECC may want to consider hosting this course each summer.</p> <p>Julie and Haley are looking at assigning Candie with some additional duties as the child care work is less with the completion of the needs assessment and community groups doing well. They would like to have her work on a tri-county resource guide. Haley has received a template from another county. Heike highly suggested that this be done online as well so that it can constantly be updated. Candie will also be put in charge of managing the tote program by checking in with libraries and other locations to help manage the organization of the totes and find out what other supplies are needed.</p> <p>Julie asked the group if they would be interested in bringing in someone from the OMNI group to assist with updating CKLECC's strategic plan. The plan has not been updated since 2013 due to the fact that Councils have been assigned a scope of work from the Office of Early Childhood (OEC). Julie suggested it might be a good idea to have OMNI come out and help us incorporate all of the domains of the Early Childhood Framework into our plan and still comply with the OEC Scope of Work. This way all domains are being fulfilled as it seems so much focus has been on Family Support and Education and Learning and Development but not Health and Well Being. The group agreed this would be helpful and for Julie to look into cost, etc.</p>		
	CONCLUSIONS		
	ACTION	PERSON RESPONSIBLE	DEADLINE
	Look into funder grant application deadlines	Julie Witt & Haley Witt	
	Look into OMNI/Strategic Planning Meeting	Julie Witt	

DISCUSSION	<p>All members should have received a draft of the bylaws with the suggested revisions highlighted two weeks prior to the meeting. It was decided to reword the Secretary duties in Article IV to state that the secretary is responsible for taking, reviewing, distributing minutes and finding a minute taker when absent. It was decided to remove Article XIII, Purposes of starting councils, as it didn't seem relevant. It was decided to keep article XIV regarding political activities as is with no change.</p> <p>Sheila moved to approve the bylaws with approved revisions and changes. Heike made a second to the motion. The group approved the bylaws. Julie will make changes discussed and send out a final copy to the group.</p> <p>There were no changes discussed on the Conflict of Interest Policy or Conflict of Interest Disclosure Form. Heike made a motion to approve the Conflict of Interest Policy and Disclosure Form as written. Patricia made a second to the motion. The group approved the Conflict of Interest Policy and Disclosure Form.</p>	
	CONCLUSIONS	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bylaws and Conflict of Interest Policy to be submitted with 501(c3) Application. Revised Bylaws to be sent to the entire group when finalized.	Julie Witt	ASAP

DISCUSSION	Twelve ballots were received and there were 13 nominations for the Board. After the votes were tallied the seven members elected to the Board were Dennis Pearson, Lora White, Tina Kraft, Cindy Ferree, Sheila Anzlovar, Casey Halde and Kelli Adamson. Officers will be elected at the first Board Meeting. The Board will also determine when their monthly meeting will be. It was suggested Julie get in touch with those elected to make sure they are willing to accept their position on the board. If for any reason someone isn't then the person who had the next highest number of votes will take their place on the Board.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Julie will contact those elected to confirm they are still willing to sit on the Board. Julie will send out a doodle survey to set the first Board Meeting date.	Julie Witt	ASAP	

DISCUSSION	Haley went over the May expenditures and end of the year balances. CKLECC needs to open a checking account to deposit funds for when non-profit status is attained. It was suggested using Eastern CO Bank as it has a branch in both Lincoln and Cheyenne County. It was recommended to have three signors on the account. The signors will be determined by the Board. Haley suggested we use the \$260 received in checks from the BLAST class to open the account as the minimum amount is usually \$100 to open an account. The group agreed that would be fine as the checks are made out to CKLECC already.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
NEXT REGULAR CKLECC MEETING TO BE HELD FRIDAY, JULY 22ND IN CHEYENNE WELLS AT THE PUBLIC HEALTH OFFICE AT 10:00 A.M.	Haley will open checking account.		

OBSERVERS	
RESOURCE PERSONS	Family Support and Education (11), Health and Well Being (3), Learning and Development (3) – **some members may represent more than one domain
SPECIAL NOTES	