

# CKLECC Meeting Minutes

MINUTES

JULY 24, 2015

10:00 AM – 11:30 AM

LIMON

<b>MEETING CALLED BY</b>	Dennis Pearson, CKLECC Chairman
<b>TYPE OF MEETING</b>	Monthly CKLECC
<b>FACILITATOR</b>	Dennis Pearson, CKLECC Chairman
<b>NOTE TAKER</b>	Julie Witt, CKLECC Coordinator
<b>TIMEKEEPER</b>	
<b>ATTENDEES</b>	<p>Phone: Honey Richardson (Cheyenne County DHS); Sheila Anzlovar (NE Child Care Resource &amp; Referral); Colette Barksdale ( Lincoln County DHS)</p> <p>On Site: Julie Witt (Coordinator CKLECC); Haley Smith (CKLECC Representative); Dennis Pearson (Kiowa County DHS); Cindy and Mike McCloud (Kiowa County Commissioner); Heike Adams (Lincoln County Public Health); Juliet Lundy (Centennial Mental Health); Jennifer Jackson (Limon Child Development Center)</p>

## Agenda topics

MINUTES	CHILD CARE COMMITTEE/NEEDS ASSESSMENT UPDATE	JULIE WITT
<b>DISCUSSION</b>	<p>Julie provided an update to the council on the work of the child care committee. She reported that the group is working on creating a needs assessment to be completed in each community in all three of the counties. The assessment will be geared to not only parents but to community members and businesses as well. The assessment will include data regarding how the lack of quality child care availability affects Department of Human Services programs. Julie and Haley are in the process of completing data collection. The goal is to have the data collection and a rough draft of the needs assessment done by mid-September. Julie requested that anyone who may have suggestions regarding the assessment to please contact her.</p> <p>Julie mentioned that the child care committee was wondering if the committee meeting should be combined with the regular monthly CKLECC meetings so that more feedback can be received. Everyone at the meeting agreed that would be fine. Julie reminded the council that if funding is received from Temple Hoyne Buell regarding the Child Care Director position that the committee may have to meet separately prior to the next CKLECC meeting to create a job description for advertisement.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Haley and Julie will continue to work on data collection and assessment rough draft.	Julie & Haley	Sept. 15th

MINUTES	COORDINATOR UPDATE	JULIE WITT
<b>DISCUSSION</b>	<p>Julie informed the council that the CKLECC Early Childhood Mental Health Brochures were printed and anyone who would like a supply may contact her.</p> <p>Julie reported that the Eads Printer was unable to print the Kindergarten Readiness Packets due to an unexpected illness. She asked for suggestions on where to go for printing. The Burlington Record and Yuma Printer were suggested. It was agreed by most members that printing so many copies on the office copier would not be the best idea.</p> <p>Julie reminded the council that DentaQuest is still willing to have an information table at any community events and if anyone is interested to let her know. Heike and Sheila mentioned that Patricia Brewster may already have a connection with DentaQuest.</p> <p>CKLECC will have a booth at each of the County Fairs. T-shirts, magnets, brochures, child care flyers and other goodies will be available for people to take.</p> <p>Julie asked the council if it would be ok for the newsletter to switch to an every other month cycle instead of monthly. In the original strategic plan a monthly newsletter is listed. It was suggested to do the big newsletter every other month but to do a one-pager for the other months so that the strategic</p>	

	<p>plan is followed.</p> <p>Julie reported that with available funds a book supply was purchased to give away to kids at local events. Julie asked for any suggestions. Suggestions mentioned were: The Hugo Fall Festival on October 10<sup>th</sup>, Trick or Treat Street in Limon, Literacy Night in Cheyenne Wells and Teddy Bears &amp; Books Christmas Trees. Dennis Pearson mentioned Kiowa County Dept. of Human Services has some books they could donate to CKLECC.</p> <p>Dennis provided an update that Kiowa County Commissioner Cindy Mcloud had been in contact by email with Robin Smart, a Legislative Analyst for the Joint Budget General Assembly, and that Robin is very interested in the issues regarding the availability of child care in our counties. Dennis reminded the council that this would be a good opportunity to visit with Robin while the interest is there.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Julie will get in contact with Robin Smart.	Julie	ASAP

MINUTES RACE TO THE TOP FUNDING/INCENTIVE PLAN JULIE WITT/HALEY SMITH

<b>DISCUSSION</b>	<p>Julie and Haley provided a copy of the Race to the Top Budget to council members. The budget shows the breakdown of how the funds are to be used. A certain portion is to be used for training to assist providers in reaching the Level 2 status. Once providers hit Level 2 then there are funds available to assist with materials and professional development. Every provider in our area is currently a Level 1 with the exception of Limon Child Development Center which is a Level 4. If the providers do not reach Level 2 then a portion of the Race to the Top Funding will go unused. Based upon the budget Haley completed a rough draft of an incentive plan to encourage Level 1 providers to work towards a Level 2. The incentive plan draft lists a \$50 Visa gift card incentive to register into PDIS, a \$50 gift card to complete the self assessment, and a \$75 gift card to complete all of the training modules to move the provider to a Level 2. The total amounts were based upon an estimation of 14 providers. Haley reported that if these amounts were agreed upon there would be a balance of \$252 remaining of the outreach balance. Sheila Anzlover suggested keeping this portion as a cushion fund in case a provider may need assistance with some sort of material to meet Level 2 requirements. She also suggested holding a mini-training summit in each county so that each provider has access locally to training.</p> <p>Julie mentioned that if the providers who are interested in EQIT and ECE 111 reach the Level 2 status funds would be available to them to assist with a portion of the college fees. Julie informed the council that an online ECE 111 course was going to be available through Morgan Community College and that interested providers seem to prefer this over the EQIT course the council was planning for the fall. Honey Richardson said this would probably be for the best as she is getting ready for surgery in August. The course will meet the same requirements for providers; however, EQIT would have been free.</p> <p>Council members in attendance thought the incentive plan looked good. Julie said she would be attending a state meeting next week and would try to find out if the state would approve a plan like this before Haley finalizes it.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Julie will confirm with CDE that the incentive plan is acceptable before Haley finalizes it.	Julie & Haley	ASAP

MINUTES NEW SCOPE OF WORK JULIE WITT

<b>DISCUSSION</b>	<p>A copy of the scope of work for the council for the fiscal year of 2016 was provided to each council member and Julie quickly walked the council through it. The council members agreed that activities are already being completed to meet the requirements of most of the scope of work. One strategy on the scope of work that was discussed was the lack of Memorandum of Understanding (MOU) documents that have been signed. The scope of work is requesting councils to increase the number of MOU agreements between the council and its partners. Members in attendance did not see any reason why most partners could not sign an agreement.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Julie will create an MOU document and discuss it with partners of the council.	Julie	October

<b>DISCUSSION</b>	<p>As discussed at the June council meeting it was decided to review several sections on the council bylaws and membership pledge document.</p> <p>Julie mentioned that in Article III, Section 3.1 of the bylaws it states the council will identify and articulate gaps and needs in the four domain areas and eight goal areas as outlined by the state. Julie reminded the council that the Colorado Framework has been updated and now there are only three domains. Julie suggested this be updated in the bylaws. Colette made a motion to correct the bylaws to state three domains instead of four. Sheila seconded the motion and the motion passed.</p> <p>The second section under review was Article V/Elections and Appointments. In an overview the bylaws state that the Executive Committee shall consist of five members. The five members should consist of a chairman, cochairman, three representatives (one from each county when possible) and one of these positions must provide representation of the fiscal agent. Julie mentioned that when creating the Executive Committee ballot in June she come across an issue with limiting the committee to five members. The problem came about as Colette automatically became the Lincoln County Representative to represent the fiscal when her Chairman term ended. This did not leave an option for additional Lincoln County representation. The ballot worked out as Dennis became Chairman and was able to act as Kiowa County Representation as well. This allowed another member of Lincoln County to have a spot on the committee and limit the number to five members; however, Julie mentioned that this may not always be the case. Colette made the motion to change the bylaws and amend the executive committee number to seven members with one member at large and one member to represent the fiscal agent. Heike made a second to the motion and the motion was accepted.</p> <p>Julie mentioned that in the board membership pledge it states that members should attend meetings of the council and committees which they serve; however, in the bylaws Article VI/Board membership states that members should be in attendance at 60% of meetings. Julie suggested the information should be the same in both places. Colette made a motion that the 60% language be included in the membership pledge. Sheila made a second to the motion and it was accepted. Julie asked if all members, including members who have already signed the current membership pledge, need to sign an updated copy. It was suggested a statement be added on the pledge that it will be sent out for renewal of signature annually. By doing this partners will sign an updated copy.</p> <p>Colette reminded the council that per the bylaws a proposal to revise the bylaws must be sent out to the council for review 30 days prior to the meeting where a motion to accept the revisions would be made.</p>		
	<b>THE CONCLUSIONS</b>		
	<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
	Julie will make the changes to the bylaws and membership form and send out at 30 days prior to the September meeting for review.	Julie	8/25/15

<b>DISCUSSION</b>	<p>It was decided to not schedule an August CKLECC meeting due to numerous scheduling conflicts. Honey Richardson said that Cheyenne County would not be able to host a meeting in August as she will be out due to surgery. Everyone was in agreement to have the next meeting September 25<sup>th</sup> at 10:00 a.m. in Cheyenne Wells. If the Child Care Committee needs to plan a meeting prior to this date a survey monkey will be sent out for a date and time.</p> <p>Colette shared with the group that CCI is working to craft a bill to allow counties to have discretion on child care block grants. The work is in the initial stages but would help with quality child care initiatives. Colette suggested that even though as a council we cannot lobby for or take a stance on bills we are still able to share information and inform.</p>		
	<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	Early Care and Education (2), Family Support (6), Mental Health (1), Health (1)
<b>SPECIAL NOTES</b>	