

Sublette County Childcare Coalition

Library, Big Piney

Meeting Minutes-#37

6:30 pm, February 23, 2009

ATTENDANCE: Erin Losik, Dawn Mitchell, Loretta Erickson, Christy Kirk, Kathy Johnson, Elena Walton, Amy Sletten, Shelly Walker

Meeting called to order at 6:45 pm

Erin Losik, President, presided. Loretta Erickson, Vice President, Acted as Treasurer and Secretary in Michael Kudar's absence

Guests

Kathy Johnson of Kathy's Kids attended for two reasons. She is interested in joining the SCCC as a board member, and she also shared that she would like to pursue an expansion project of her current home daycare to convert it to a family center, so that she could serve 15 children, rather than 10. The board discussed staffing and logistics of the expansion. Kathy will employ 1 to 2 staff members in the event of this expansion. Erin Losik clarified the licensing differences and requirements for a home day care versus the proposed family center. Kathy wanted to know if the SCCC has funds available for this type of project. The board members present encouraged Kathy to pursue gathering competitive bids, and we will consult with Mary Lankford regarding the potential to fund expansion projects of this nature.

Amy Sletten and Shelly Walker of the Pinedale Preschool came to meet with us and discuss some concerns. Amy shared that the Pinedale Preschool has been in operation since 1978. From 2002-2006 they had offered a summer camp for children, but had ceased to offer this program the past two years for many reasons. Amy and Shelly shared their numbers of Full time and Part time 4 and 5 year-old children currently attending their preschool and also clarified their hours/days of operation. She also discussed the collaborative efforts of The Learning Center and The Pinedale Preschool to accommodate some children who need care all week from 7:45 until 5:15. Amy shared that The Pinedale Preschool will not be able to be open this summer due to some struggles with sewer and water and electrical issues that will need to be worked on over the summer. She also expressed that she and her staff feel that they don't want to compromise quality of their existing program. The Board shared that we were going to approach them at their next board meeting to determine if there was a possibility to lease their space for a summer program administrated by another entity. This won't be a possibility at this time. Shelly shared that last summer, in an effort to accommodate parents who needed full time preschool for their 4 and 5 year-olds, Shelly ran a program, however, it was not accessed optimally; we all discussed ways that we can collaborate to establish what the need will actually be for summer care, and try to work towards addressing it. Amy, Shelly and the SCCC board all decided a survey to parents at all 3

preschools would be the best course of action. Loretta agreed to distribute a survey to all 3 preschools by the week of March 2, 2009. Amy suggested that requested deposits that are subsequently credited to tuition can be an effective way to determine a more realistic number of families that might access a program. The Board also inquired about aspects of the Pinedale Preschool's program including curriculum, standards, parent conferences and communication, and also whether they planned on pursuing NAEYC certification again, and if so, if they needed support from the SCCC.

Dawn noted that though the discussions with our guests were highly productive and informative, we need to set a limit for future meetings to about 10 minutes per guest.

Approval of minutes

Loretta moved to approve the January minutes, Dawn seconded. Minutes were approved.

Treasurer's Report/Voucher Approvals

The January Treasurer's report was presented along with bills. Erin and Loretta signed checks to Sublette County 4-H for Walk Skip Run support, Sue Sommers Studios for Website support, maintenance, and Moosely Mailboxes for rent on our PO Box. Loretta moved to approve the treasurer's report and pay all bills presented, and Dawn Seconded. Dawn will take minutes from January and present them at the Bank to add herself to the SCCC account, so that Dawn and Loretta can meet to pay Christy Kirk this week for her time served thus far as our new Executive Assistant

Application Review

- Erin Losik had an application for enrichment at The Little Garden Patch. The application was tabled until the March 30 meeting because we required Michael's attendance to approve her application.
- Julie Belton submitted an application requesting 4 infant stipends. Erin moved and Dawn seconded to approve 2 infant stipends. (per SCCC policy)
- Kathy Johnson submitted verification of her 2 infant toddler slots (to accompany her previously approved application for 2 infant/toddler stipends), so that funds could be released at our April meeting . Dawn moved to approve, Loretta seconded, motion passed

Old Business

- Provider Training: Erin is organizing a core training for providers in Sublette County. She shared a sample flier and requested feedback. Erin reported that she received many emails and calls from providers and centers expressing interest in attending. The training will be held in the first week of April. The SCCC will fund this training. Loretta requested that the SCCC mission statement be included on the flier. Loretta moved to mail fliers, Dawn seconded, motion passed
- WECPA (web conference) Christy reported that she viewed the RFP video and it was 3.5 hours long. The grant has three components-planning, partnership, and public engagement. The SCCC must determine first what category best fits us. The grant is due on March 10, so Christy will get right to work on it this week.

- Chevron Donation-Erin reported that Chevron donates up to \$5,000 for non-profits that their employees support. With the help of Laura Walton, Erin has applied for this grant.
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- Child Advocates Inc, Grant status (SCCC will be fiscal agent)-Dawn reported that she checked the mail today, and no check has arrived yet. Loretta met with SnoAnn, our contracted bookkeeper, and she requested a meeting with Christy to determine what being a fiscal agent/umbrella organization will/should look like. Christy reported that funds should arrive sometime in the next week.
- Wyoming Community Foundation Grant-Loretta and Dawn both reported that they have not heard yet whether we received this grant. Loretta reported that the UGR committee has met, but the WCF will send award letters next week.

New Business

- Nominating new board members-Kathy Johnson, of Kathy's Kids, expressed her interest in joining the board. We reviewed our by-laws to determine if we could elect a board member, without all members present. Loretta nominated Kathy, Erin seconded, and Kathy was elected as a new Board member. She resides in Big Piney. Elena Walton, also from Big Piney, was also present, but declined nomination at this time. There are two board positions open at this time, and will soon be 3 board positions open when Loretta moves. We discussed the need to continue to develop our board.
- Shell Funding-Maggie Grimes from Shell has requested that the SCCC attend their March 4 meeting at 11:00 am to discuss our organization and help Shell learn more about the SCCC's mission and progress. Erin will report back to them and clarify. Loretta will meet with Laurie Latta on Tuesday, February 24 to talk about attending together
- Erin signed Christy's Contract for services, and Loretta requested that Christy make a few copies of it for SnoAnn's and SCCC's records, and the board discussed the need to meet with Sno Ann to fill out appropriate tax documents for Christy. Christy will submit her first invoice this week. SnoAnn will submit her invoice next month.
- Erin discussed with the board her plans to privately explore the use of the Senior Center in Marbleton as a possible childcare center. She will be approaching the County Commissioners to discuss the plans for the building at the next commissioner meeting on March 3rd in Pinedale. Erin is interested in either a non-profit center or continuing as private enterprise pending the wishes of the County and the town of Marbleton. She would like to maintain her position of director, hiring staff as needed to meet the child:staff ratio required by the DFS. This facility could serve between 15 and 40 children in the Big Piney/Marbleton area. Currently the building will not be available until approximately January of 2010. The SCCC indicated that it will support technically and financially, and members suggested that they organize as a non-profit.
- Loretta requested a picture from Christy for the website, and perhaps a bio to include since she is rather new and will be representing our organization
- We discussed possible locations for a summer program in Pinedale.

- Erin and Christy updated us on the Focus Groups in Big Piney to discuss after school and summer needs
- Loretta will write the letter to the paper welcoming Christy Kirk as our new Executive Assistant, and Michael, Dawn and Kathy as new board members. As well as thanks to Karen Clause for all of her time and efforts on behalf of the SCCC, she will be missed. (She already is!)

Christy's report

- Wells Fargo building-Christy discussed the potential for donated office space for the Kids Inc advocacy center and also for the SCCC and other kid-oriented organizations.
- Monthly documentation to submit to SCCC-Christy will generate her own documentation. Erin requested that a contact log/journals would help the board to follow up on different projects upon which Christy is working
- Systems of Care meetings-Christy will attend this week's meeting on February 26th from 11:00-1:30. Loretta will go to part of it (after 12:30 pm). Erin will see if she can come and so will Kathy if she can find a substitute. The SCCC discussed the need to be at these meetings and their importance.
- Grant writing (see above in new business)
- Networking on our behalf-We discussed the many meetings coming up. We also discussed the need to raise awareness about all of our programs. We need to encourage more enrichment applications too. We need to clarify what we do and what we don't or can't do.

Miscellaneous

- Erin distributed Business cards to all of us
- Dawn needs to contact Jenny Gray at the Mortenson Group to find out the depreciation schedule on her laptop if she wishes to purchase it. We must account for it on our taxes this year.
- Future meetings schedules are as follows:

March 30th in Pinedale at The Pinedale Community United Church of Christ at 6:30 pm

April 27th in Big Piney at the Big Piney Library at 6:30 pm

May 25th in Pinedale at the The Pinedale Community United Church of Christ at 6:30 pm

- June 29th in Big Piney at the Big Piney Library at 6:30 pm
- The board discussed the importance for all board members to be present at meetings if at all possible. With only 5 current board members, it is really important for all to attend (even if by conference call).
- Reminders of meeting for After school partners on March 6 at 8:00 am. Who can attend this? WE must be represented here.

- Loretta will report on her meeting with Laurie Latta tomorrow. Also, Loretta will set up a meeting with Mary Lankford to release second half of county funds, and she will drop off \$1,000 check to 4-H for Walk Skip Run program. Dawn will take check to Post office to pay for our PO Box rental fee. Christy needs two forms of ID to be able to pick up our mail at Moosely Mailboxes. We need to get Kim and Michelle off of PO Box and Dawn and Christy on. Dawn and Loretta need to meet with Sno Ann and Christy to figure out how the SCCC will operate as fiscal agent when funds come through.
- Dawn mentioned PASE space that she used, and also mentioned that the UCC might be an option for summer extra space. Loretta will look into this.
- Meeting adjourned at 9:25 pm.