

CKLECC Board of Directors Meeting Minutes

MINUTES

FEBRUARY 4, 2019

1:00 PM – 2:15 PM

EADS

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: Cindy Ferree (Limon Child Development Center); Amber Ellis (Treasurer/Parent); Alex Arellano (Morgan Community College); Jennifer Paintin (Baby Bear Hugs); Ryan Wollert (Prowers County Public Health); Theresa Kocsak (Centennial Mental Health)</p> <p>On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Julie Witt (Council Coordinator); Haley Leonard (CKLECC Representative); Lisa Thomas (About FACE)</p> <p>Absent: Patricia Phillips (Lincoln County DHS); Luci Reimer (Secretary/Limon Memorial Library)</p>

Agenda topics

JANUARY BOARD MEETING MINUTES WERE APPROVED, WITH THE AMENDMENT OF ADDING RYANN WOLLERT AS AN ATTENDEE TO THE JANUARY MEETING, BY THE BOARD WITH A MOTION BY LISA AND A SECOND BY THERESA.

MINUTES	FINANCIALS/EXPENDITURES/DECEMBER CHECK APPROVALS	HALEY LEONARD
DISCUSSION	<p>Haley identified four items on the check detail that were different this month. Fees for direct deposit were paid for Quick Books, taxes were paid, Sharon Pearson was paid for six months of work for the website, and the member renewal fee was paid to the Limon Chamber of Commerce. There is always an \$8 monthly fee for Quick Books. Next month the annual subscription fee will be due in the amount of \$450. The balance sheet at the end of December was \$28,545. The Balance at the end of January was \$26,036. We are waiting for the following reimbursements from the state: \$3,379 Systems Building, \$562 Colorado Shines, \$47 Child Care Resource and Referral, \$542 Lincoln County. Alex made a motion to approve the financials. Amber seconded the motion and the Board approved. Dennis abstained from the vote.</p> <p>Haley asked the Board to consider changing to Quick Books Non-Profit. It sets up as a non-profit versus a business and will make it easier to provide more accurate representation of monthly balances. Quick Books will transfer the data. There is a one-time fee of \$349.95, it needs updated every three years, and we would still keep the original Quick Books to prepare for the complete rollover into next fiscal year. The Board was in agreement that QB Non-Profit would make things easier for Haley. Lisa made the motion to authorize the purchase of QB Non-Profit. Alex seconded the motion and the Board approved.</p> <p>Julie informed the Board she had been approached by Baby Bear Hugs to consider doing a sponsorship donation for their spring gala. Julie was unsure of where funds would come from as CKLECC has never had a request or budgeted for a donation. With the sponsorship, CKLECC and other early childhood councils would be promoted at the gala. Haley mentioned that funds could come from the 10% indirect. Currently, these funds are only being used for monthly phone/internet reimbursements. Lisa suggested that CKLECC could do a silent auction item in place of a sponsorship. Alex made the motion for CKLECC to prepare a gift basket with items in the amount of up to \$75 for the gala. Lisa made a second to the motion and the board approved.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
A gift basket will be provided to the BBH Night of Magic Gala	Julie Witt	April 27th

MINUTES	FISCAL YEAR 2020 BUDGET APPROVAL	HALEY LEONARD/JULIE WITT
DISCUSSION	Julie and Haley presented the SFY 2020 budget for the state funding streams – System Building, Colorado Shines, and Child Care Resource and Referral. The budget is due to the state by February 22 nd . This budget does not include Buell Foundation, Lincoln County or Anschutz Family Foundation. Julie reported	

	that Patricia Phillips did confirm that Lincoln County funding for Child Care Resource and Referral work will be available in 2020. CKLECC cannot apply for Anschutz Family funding this grant cycle, but will be applying to Buell May 1 st . Alex motioned to approve the SFY 2020 State budgets as presented. Jennifer Paintin seconded and the Board approved.
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will submit the approved budget to the state.	Julie	Feb. 22nd

MINUTES CKLECC EARLY CHILDHOOD PROFESSIONAL SCHOLARSHIP APPLICATION JULIE WITT

DISCUSSION	Board members were provided with a draft of the CKLECC EC Professional Scholarship Application. Julie reported that there are five individuals from our council area participating in the Lamar Community College ECE Basic & Director Certificate programs so it would be great to finalize the application. Several changes were suggested to be made to the application. The group decided it was best to award scholarships after proof of course completion with a grade of "C" or higher. Alex suggested a college FERPA form be attached to the application. This would authorize CKLECC to have access to certain financial records of the applicant.
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will make corrections and request the FERPA from Lamar Community College. The final draft will be emailed to the board for approval.	Julie	ASAP

MINUTES WELLS FARGO AND EL POMAR GRANT APPLICATIONS JULIE WITT

DISCUSSION	<p>Julie brought a list of requirements for the Wells Fargo Application. She reported that the El Pomar Foundation has an open application period and that she met with them a couple of years ago at Rural Philanthropy Days. If awarded an El Pomar grant you are eligible for one year and then must take two years off. Julie suggested it might be a good idea to apply to El Pomar as it could possibly take place of the Anschutz Family funding. The cycle with Anschutz Family is two years of eligibility and one year off. Lisa suggested that El Pomar might be a better fit to begin with as it is local to Colorado. Wells Fargo accepts national applications. The Board agreed that Julie should reach out to the El Pomar Foundation. Dennis mentioned that an idea for the El Pomar proposal might be to request funding for a planning grant to implement the council's healthy child screening day idea.</p> <p>Julie reported that she had been asked to collaborate on the ECE Workforce Grant with the two other northeastern early childhood councils. The grant proposal would be to get CKLECC staff trained to be able to offer the Child Care Development Specialist Apprenticeship Program. This program would help early learning programs get early childhood teachers qualified in a shorter amount of time and would recruit new interest to the ECE field. The Board agreed that Julie should collaborate on the grant application.</p>
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will move forward in collaboration on the ECE Workforce Grant	Julie	ASAP

MINUTES FUTURE MEETINGS DENNIS PEARSON

DISCUSSION	The next board meeting will be Monday, March 4 th at 1:00 p.m. in Limon at the DHS Meeting Room/CKLECC Office.
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SECRETARY APPROVAL SIGNATURE:	DATE:	
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