

CKLECC Board of Directors Meeting Minutes

MINUTES

APRIL 13, 2018

9:00 AM – 10:00 AM

LIMON

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: Lindsey Barlow (Blissful Strides); Theresa Fox (Centennial Mental Health); Haley Leonard (CKLECC Representative); Lisa Thomas (ABOUT FACE);</p> <p>On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Cindy Ferree (Limon Child Development Center); Julie Witt (CKLECC Coordinator)</p> <p>Absent: Ryann Wollert (Prowers County Public Health); Patricia Phillips (Lincoln County DHS); Casey Halde (Treasurer/Cheyenne County Parent); Bethany Head (Baby Bear Hugs); Luci Reimer (Secretary/ Limon Memorial Library) Rod Pelton (Cheyenne County Commissioner)</p>

Agenda topics

** NO QUORUM – FEBRUARY MEETING MINUTES WILL NEED TO BE APPROVED AT THE NEXT MEETING

** BOARD MEMBER UPDATE: THERESA FOX, NEW EARLY CHILDHOOD SPECIALIST, HAS AGREED TO REPLACE AMANDA RAY ON THE BOARD. SHE WILL BE VOTED IN AT THE NEXT CKLECC MEETING OR THROUGH EMAIL PRIOR TO.

MINUTES

FINANCIALS & EXPENDITURES & QUICK BOOKS

HALEY LEONARD

DISCUSSION	<p>Haley reported that the financial report was small due to meeting earlier in the month than usual. This includes payroll as the period doesn't end until the 20th of the month. Payroll and most of the expenditures for April will need approval requested through email. This had to be done in March as well with the CKLECC meeting being cancelled due to a death in Julie's family.</p> <p>Haley reported that we are up to date on all reimbursements from the state but are waiting on one from Lincoln County. She anticipates receiving the Lincoln County reimbursement any time. There is an error on the financial report under Lincoln County for \$296.75. Haley is having trouble getting this figure off the report. Per request of the Board in February, the miscellaneous column has been removed from the report. The (\$14,000) figured has been moved to a differed revenue column.</p> <p>Haley reported that QuickBooks 2015 will no longer support payroll as of May 31st. She needs to update to QuickBooks Pro. The estimate she was given through an email was \$219.95. Lindsey mentioned that Haley should call to double check on this amount. She had the same issue and called them finding out that after fees the amount ended up closer to \$400. Haley will investigate this further and will need to request approval from the Board on the final amount before the end of May. Julie asked if it would be possible for Haley to find out what it would take to setup direct deposit for payroll while she was looking into the other matters. Haley agreed to investigate this as well.</p>		
	CONCLUSIONS		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will contact Quick Books; April Payroll and Expenditures will be sent through email for approval	Haley		

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STATE AUDIT REPORTING- TIME

JULIE WITT

TRACKING/EXPENSE LOGS

DISCUSSION	Julie reported that the Office of Early Childhood has requested all early childhood councils use the same state document to track employee time and expense logs. This will go into effect July 1 st . Julie is waiting to get the templates. If councils want to use their own forms, they must get approval from the state. Haley feels comfortable using the state forms. We are already tracking the information on our current forms, so it won't be hard to make the switch.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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FUNDING APPLICATION UPDATES

JULIE WITT

DISCUSSION	<p>Julie reported that there has been no word on who the grantees are for the Early Childhood Workforce Innovation Grants. CKLECC worked with Kiowa County Economic Development with their grant submission in March.</p> <p>Julie and Haley are currently working on the Buell Foundation grant application which is due May 1st. There is a new grant application process for all Early Childhood Councils this year.</p> <p>Julie checked in with the Anschutz Family Foundation regarding the grant application status and if a site visit will be requested. She was told site visits were only required for first year applicants and award letters would be sent out in May.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Julie will submit Buell grant application and report due May 1st	Julie	May 1st	

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POLICY AND PROCEDURE MANUAL

JULIE WITT

DISCUSSION	Julie asked the Board if she could get approval on the final draft of the Policy and Procedure Manual. She mentioned that maybe CKLECC isn't ready for the additional policies discussed at the February Meeting (including cell phone reimbursement for staff). Without a quorum, it was decided final decisions should be made on the manual at the next CKLECC Meeting.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

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FUTURE MEETINGS

DENNIS PEARSON

DISCUSSION	The next meeting will be held Friday, June 15th in Cheyenne Wells. Location TBD. The Board will meet at 9:00 a.m. followed by the Council meeting at 10:00 a.m. NO MAY MEETING!		
SECRETARY APPROVAL SIGNATURE:	DATE:		