

CKLECC Board of Directors Meeting Minutes

MINUTES

MAY 6, 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: Lisa Thomas (About F.A.C.E.); Ryan Wollert (Prowers County Public Health); Collene Walsh (Cheyenne County Public Health); Julie Witt (Council Coordinator); Theresa Kocsak (Centennial Mental Health); Jennifer Paintin (Baby Bear Hugs)</p> <p>On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Haley Leonard (CKLECC Representative)</p> <p>Absent: Patricia Phillips (Lincoln County DHS); Cindy Ferree (Limon Child Development Center); Amber Ellis (Treasurer/Parent); Alex Arellano (Morgan Community College); Luci Reimer (Secretary/Limon Library)</p>

Agenda topics

APRIL BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY JENNIFER AND A SECOND BY THERESA.

MINUTES

BOARD MEMBER TERMS

DENNIS PEARSON

DISCUSSION	Julie informed the board that both Dennis and Cindy's board terms were up on June 24, 2019. Bylaws state that board members can serve two consecutive three-year terms. Dennis said he would be willing to serve as Chair for another term if there were no other members interested in the office. The board asked that Julie check with Cindy to see if she would be willing to serve another term. The board will vote at the June Board Meeting. Julie mentioned that the bylaws state June be considered the annual meeting and it is recommended to attend in person. The board agreed to promote face to face participation for the June meeting but realizes that the phone may be the only option for some.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Julie will speak with Cindy regarding her board position	Julie	ASAP	

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APRIL FINANCIALS/EXPENDITURES/CHECK APPROVALS

HALEY LEONARD

DISCUSSION	<p>Haley reported that the extra spending in April was for the training day held on April 27th. She reminded the board she had requested approval for two checks prior to the meeting. These checks were for Kim Tenure and Jennifer Dizmang, the speakers at the event. Patsy Tompkins was the caterer for the meals. The expense to Lakeshore Learning was for tote supplies. New totes were made for Centennial Mental Health. Two late fee charges are showing up on financials for the credit cards; however, these charges were waived. Due to the April meeting being a week later, this conflicted with the card due dates. At the end of April, the bank account balance was \$19,000. Haley provided a new deposit detail report. The report showed deposits for reimbursements from the State of Colorado for the month of March. It also shows Julie and Haley's direct deposit amounts for payroll; however, this money gets removed right away. Deposits received were: \$987.65 from Lincoln County, \$42.00 tax reimbursement, \$53.00 insurance reimbursement, \$2313.63 State of Colorado CCR&R and Systems reimbursement; \$938.93 State of Colorado Quality Improvement reimbursement. The monthly expenditures by funding report showed \$7,290.89 spent in April, including wages. A miscellaneous deposit was made for \$140 from money received at the Eads BLAST class. The fiscal year ends June 30th. We have spent 53% of CCR&R, 60% quality improvement, and 77% systems funding. All state funding will begin again July 1st. The Anschutz funding ends May 31st. The remaining balance to spend is \$942.00. The Buell funding balance is \$16,877 to be spent by the end of August. The financials, expenditures, and checks were approved by the board with a motion from Jennifer and a second from Ryann.</p> <p>Julie and Haley submitted the new Buell grant application on April 25th.</p>
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES STATE FISCAL YEAR 2020 BUDGET HALEY LEONARD

DISCUSSION	Haley reported that contracts have been finalized for the 2020 Systems Building, CCR&R, and Quality Improvement funding. The budget has been put together based upon approval of the board back in February. Haley can provide a budget for July 1, 2020 through June 30, 2021. The Buell column will vary as funding ends August 31 st but will hopefully start new September 1 st . Dennis requested Haley resend the 2020 budget to the board with a note to review and approve at the June meeting.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will send 2020 budget to the board for review	Haley	Prior to June mtg

MINUTES SCHOLARSHIP APPLICATIONS JULIE WITT

DISCUSSION	<p>A new scholarship application was received in April. The board was sent a copy of the application prior to the meeting. Alex responded by email because she couldn't attend the board meeting. She stated that the applicant may still have a pell grant award coming for the summer and that the applicant should be able to see how much her financial aid will be. Alex recommended a scholarship be awarded but maybe not the full amount. Collene mentioned she had looked into the college of the applicant. She said Grand Canyon University seems very expensive, so she might still be eligible for the entire award. Collene mentioned we should have the applicant report what her ECE courses cost per credit hour and what she still owes for those courses. Theresa mentioned that the applicant did provide the financial award letter and it appears the applicant's scholarship request is for the remaining balance due, but it isn't clear if this includes the summer semester. The board asked Julie to contact the applicant to find out more information. The board did agree the scholarship is available to assist those entering the field, so a scholarship should be considered.</p> <p>Julie reported on a situation going on with one of the current scholarship recipients. The recipient contacted Julie to report she may not pass one of the LCC courses, due to not obtaining enough face to face hours for infants and toddlers. She was five hours short. Julie mentioned that this will be difficult for any of the applicants because the home providers are the only places this can be done in our counties. The recipient has passed all other course and plans to finish out the director's program with LCC and then retake the class she needs more hours in. Julie wanted to make sure the board was ok with sending the second scholarship installment for this recipient. A question came up regarding what the CKLECC award letter states on terms of acceptance and future terms. Julie explained that the letter is unclear, it doesn't specify whether the required passing grade of "C" or above is for a specific course or a semester. She suggested the board review the application and the award letter to make it more specific. Collene mentioned that the overall goal of the scholarship is to support and encourage those working towards employment in early childhood. Dennis and Jennifer agreed that the scholarship is to increase the workforce in our communities. Jennifer made the motion to approve and provide the second installment of the scholarship to the recipient for the summer term. Ryann made a second and the board approved.</p> <p>Dennis recommend putting the scholarship application and award letter on the June meeting agenda for fine tuning.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will contact recipient	Julie	ASAP

MINUTES GRANT APPLICATIONS JULIE WITT

DISCUSSION	Julie will submit a grant request to Eastern Colorado Bank by the May 31 st deadline. The final Anschutz report will be due June 1 st . Sites visits will be scheduled with the Buell Foundation and Caring for Colorado.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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FUTURE MEETINGS

DENNIS PEARSON

DISCUSSION	The next board meeting will be Monday, June 3rd at 1:00 p.m. in Limon at the Limon DHS/CKLECC Meeting Room. Face to face participation is encouraged for the annual meeting.
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SECRETARY APPROVAL SIGNATURE:	DATE:	
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