CKLECC Board of Directors Meeting Minutes

MINUTES JUNE 15, 2018 9:00 AM – 10:00 AM CHEYENNE WELLS

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	Phone: Haley Leonard (CKLECC Representative); Lisa Thomas (ABOUT FACE); Ryann Wollert (Prowers County Public Health) On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Luci Reimer (Board Secretary); Julie Witt (Council Coordinator); Candace Chamberlain (CKLECC Child Care & Fun Tote Program); Theresa Fox (Centennial Mental Health) Absent: Casey Halde (Treasurer/Cheyenne County Parent); Bethany Head (Baby Bear Hugs); Rod Pelton (Cheyenne County Commissioner); Cindy Ferree (Limon Child Development Center) Lindsey Barlow (Blissful Strides)

Agenda topics

**** NO QUORUM – FEBRUARY & APRIL MEETING MINUTES WILL NEED TO BE APPROVED AT SPECIAL BOARD MEETING**

MINUTES BOARD MEMBERS JULIE WITT

DISCUSSION	Theresa Fox with Centennial Mental Health is the new Early Childhood Specialist serving Lincoln & Cheyenne Counties. She has agreed to serve on the Board replacing Amanda Ray. Theresa was voted onto the board via email prior to meeting. Patricia Phillips has resigned from the board due to schedule conflicts. She has offered for someone from Lincoln County Dept. of Human Services to replace her if someone is needed.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES FINANCIALS/EXPENDITURES/MAY & JUNE CHECK APPROVALS HALEY LEONARD

DISCUSSION	Haley reported that June financials and checks will need to be approved via email. With the meeting being held earlier in the month, it was too soon to have June documents ready. There will be some out of the ordinary expenses in June as end of the fiscal year spending is being done. May approvals were basic and done by the board via email with there being no May meeting. Haley did get the QuickBooks software renewed and found out there is no additional charge to setup direct deposit for payroll. The Board members present saw no reason direct deposit couldn't be done and thought it would be fine to move forward.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES	QUALITY IMPROVEMENT SPENDING/FUNDING UPDATES/EMPLOYEE EVALUATIONS & SALARIES	JULIE WITT/HALEY LEONARD

DISCUSSION	Julie reported that Limon Child Development Center is participating in the 2018 Quality Improvement (QI) Funding. They are the only site currently eligible. They have been able to spend approximately $2300 on QI materials for the center. New QI funding will be available July 1st with the requirements of being a Colorado Shines Level 2 and having a CCCAP fiscal agreement in place. Julie reported that CKLECC received $5,000 from the Anschutz Family Foundation. Lincoln County DHS will be providing funding again in the new fiscal year for Child Care Resource and Referral work in Lincoln County. Julie had a phone call with the Buell Foundation to discuss the grant application submitted in May. Decisions will be made in September on Buell applications. Councils will be receiving an increase in System's Building funding from the state. CKLECC will be receiving an additional $12,650. The Board asked if they could review the entire budget. Haley and Julie reported they had to submit budget forms to the state as they were due, but they would send the budget out via email for approval from the board. Lisa Thomas requested there be a complete breakdown of each funding source. Julie approached the Board about employee evaluations and possible wage increases. Many councils are using the increase in funding to increase wages for staff. Julie mentioned she would like to increase her hours beginning in September. She would also like to give all staff the opportunity to increase hours. With increased workload and more reporting being due, additional hours would allow for new projects to begin. Julie mentioned that in 2015 Colette Barksdale had begun the process of discussing employee evaluations and wage increases; however, shortly after she was no longer with the council and the discussion was never had. Julie thought this would be a good time to revisit this. With the extra funding, she'd like to see staff get a raise with their increase in duties since becoming a 501(c3) organization. Haley's duties have increased greatly on the financial side with payroll and tax filings. Carole has had to take numerous training to maintain her credentials for coaching and to become an approve Pre-Licensing Trainer. The board members present were not sure if an evaluation process would be necessary, but they would discuss the wage increases. Haley prepared a chart illustrating what employees would be earning had they had a $.71 increase annually. Julie prepared a chart based upon what other councils in the state pay based on council size. The charts are very different. The Board agreed it was best they schedule a special meeting with a quorum to discuss pay increases, approve minutes from February and April, to approve June Financials, and to give final approval on the budget for the 2019 SFY. Lisa requested that Julie provide her with board member email addresses and she would schedule the meeting. It was requested of Haley to provide all the documentation needed for each discussion.
CONCLUSIONS	Special Board Meeting to be scheduled.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will provide required documentation to Board.	Haley	ASAP
Julie will provide Board email addresses to Lisa.	Julie	ASAP

MINUTES	POLICY & PROCEDURE MANUAL	JULIE WITT

DISCUSSION	Julie wants to get final approval on the Policy & Procedure Manual; however, discussion needs to be had on whether a cell phone & internet policy should be added. With their being no quorum, the members present thought it would be a good idea to add this to the special meeting agenda. It was a requested a breakdown of employee cell phone and internet usage be sent with the meeting documents.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will send usage breakdown with meeting documents.	Haley	ASAP

MINUTES	FUTURE MEETINGS	DENNIS PEARSON

DISCUSSION	**The next meeting will be held Friday, July 27th in Eads at the Cobblestone Inn. The Board will meet at 9:00 a.m. followed by the Council meeting at 10:00 a.m.**

SECRETARY APPROVAL SIGNATURE:	**DATE:**	