

# CKLECC Board of Directors Meeting Minutes

MINUTES

JUNE 3, 2019

1:00 PM – 2:15 PM

LIMON

<b>MEETING CALLED BY</b>	Dennis Pearson, Chairman
<b>TYPE OF MEETING</b>	Monthly CKLECC Board of Directors Meeting
<b>FACILITATOR</b>	Dennis Pearson, Chairman
<b>NOTE TAKER</b>	Julie Witt, CKLECC Coordinator
<b>TIMEKEEPER</b>	
<b>ATTENDEES</b>	<p>Phone: Lisa Thomas (About F.A.C.E.); Ryan Wollert (Prowers County Public Health); Amber Ellis (Treasure/Parent)</p> <p>On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Haley Leonard (CKLECC Representative); Julie Witt (Coordinator); Alex Arellano (Morgan Community College); Luci Reimer (Secretary/Limon Library); Collene Walsh (Cheyenne County Public Health); Rod Pelton (State Representative 65); Theresa Kocsak, Centennial Mental Health; Jennifer Paintin (Baby Bear Hugs)</p> <p>Absent: Patricia Phillips (Lincoln County DHS); Cindy Ferree (Limon Child Development Center)</p>

## Agenda topics

**MAY BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY ALEX AND A SECOND BY THERESA.**

MINUTES BOARD MEMBER TERMS JULIE WITT/DENNIS PEARSON

<b>DISCUSSION</b>	Julie reminded 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. Cindy also agreed to another term if there were no other members interested. Lisa motioned that Dennis and Cindy remain as a chair and vice chair for another three year term. Luci seconded the motion and the board approved.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

MINUTES MAY FINANCIALS/EXPENDITURES/CHECK APPROVALS HALEY LEONARD

<b>DISCUSSION</b>	<p>Haley reported that new checks this month on the check detail list include: \$300 to Limon Mobile Home for annual storage unit rent; \$500 to Sharon Pearson for six months of website maintenance; Two \$500 checks to Lamar Community College for second installment of scholarship awards; and \$388.88 to Range Ledger for advertising. Two new checks that have been written since Haley sent out the list that she would like to get approval for are \$50 for Cheyenne Wells City for Hall for BLAST Class and \$1614.00 to Kaplan Early Learning for Limon Child Development Center's quality improvement spending request. The bank account balance at the end of May was \$17,231.54. The deposit detail list for funding received showed: \$140 Kit Carson BLAST Class, \$1239.92 Colorado Shines state reimbursement, \$212.09 Child Care Resource and Referral state reimbursement, \$2,583.26 System's Building state reimbursement. The expenditures by funding report showed: \$577.88 Anschutz spend down, \$2,214.04 Buell, \$346.50 Child Care Resource and Referral, \$1215.21 Quality Improvement Colorado Shines, \$861.72 Lincoln County, \$3315.52 System's Building. Total expenditures were \$8,358.92. The Anschutz grant is now gone. Buell funding that needs to be spent by August 31<sup>st</sup> is \$13,080. June is the last month to spend state funds. Haley anticipates a balance remaining after salaries and bills to spend down. Julie and Haley have begun creating a list of items for spend down. The list includes office supplies and training items for Carole including a new projector. They are considering some new promotional items as well. Luci made a motion to approve the check detail list with the two additional checks and the financials. Alex seconded the motion and the board approved. Lisa asked if we were beginning to think of ideas for spend down for Buell. Haley mentioned we would be creating new fun totes and hoping to award more scholarship money.</p>		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

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MINUTES STATE FISCAL YEAR 2020 BUDGET HALEY LEONARD

<b>DISCUSSION</b>	Haley provided the board with a copy of the state fiscal year 2020 budget the board reviewed back in February. The new budget begins July 1 <sup>st</sup> . We will no longer have Anschutz funding. Julie submitted a grant application to Eastern Colorado Bank on May 31 <sup>st</sup> . With estimates for state fiscal year 2020 for Lincoln County and Buell, the council budget will be \$96,681. Jennifer made a motion to accept the 2020 budget as presented. Theresa seconded and the board approved.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

MINUTES WEBSITE CONTRACT JULIE WITT

<b>DISCUSSION</b>	Sharon Pearson provided Julie with a new website contract for the 2020 fiscal year. There have been no changes to the contract. The charges remains \$75 per month and Sharon bills every six months. The board agreed the website is well done. Collene motioned to approve the proposal for the website for another year. Alex seconded and the board approved.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

MINUTES SCHOLARSHIP APPLICANTS AND SCHOLARSHIP APPLICATION REVISIONS JULIE WITT

<b>DISCUSSION</b>	<p>Julie updated the board on the scholarship grantee who had reported she may not be passing one of her ECE classes due to not completing the required hours of experience with infants and toddlers. She wanted to let the board know that she had filed a grade appeal.</p> <p>The board reviewed the most recent scholarship application. They had requested Julie gather more information regarding cost per credit hour for ECE courses at Grand Canyon University and what the actual remaining tuition balance was for the applicant. Julie reported that the cost per credit hour is \$440 and each course is four credit hours; therefore, \$1760 per class. Julie reported that the applicant received a final grade of D for the only ECE course taken at this time. The applicant explained to Julie that her laptop was not working, and she was unable to finish the course anywhere else. The applicant is currently enrolled and taking another ECE Course. The board made the decision to deny the application due to the D grade, but they asked Julie to inform the applicant to reapply when the current ECE course being taken is completed with a grade of C or higher.</p> <p>The board reviewed the language on the scholarship application and terms of acceptance letter. The only change to the application was to change web-ex course to interactive video. The application is to be used towards tuition for an ECE Course so the terms of acceptance letter needed updated to match. The first bullet needs updated to state, "Students must provide a transcript for verification of course completion with a grade of "C" or higher for the ECE Course(s) listed on the scholarship application". A blank line should be included for the student to list the name of course(s). The second bullet needs updated to state, "Students who accept scholarship money and have it applied to their tuition balances are expected to complete the course(s) in its entirety (include a blank line for name of course). Meeting this expectation will be taken into consideration for future scholarship opportunities through CKLECC. Those who are unable to complete the course may NOT be eligible for future opportunities". Last, the year should be removed by scholarship term lines.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Julie will contact applicant to ask to reapply. Julie will make letter and application revisions and send to board for final approval.	Julie	Prior to July 1st

<b>DISCUSSION</b>	The next board meeting will be Monday, July 1st at 1:00 p.m. in Cheyenne Wells at Cheyenne County DHS/Public Health.	
<b>SECRETARY APPROVAL SIGNATURE:</b>	<b>DATE:</b>	