

CKLECC Board of Directors Meeting Minutes

MINUTES

JULY 27, 2018

9:00 AM – 10:00 AM

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

Agenda topics

JUNE BOARD & JUNE SPECIAL BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY LISA AND A SECOND BY LUCI.

MINUTES	FINANCIALS/EXPENDITURES/JULY CHECK APPROVALS	HALEY LEONARD
DISCUSSION	<p>Haley reported that direct deposit has been setup for payroll. Julie and Haley both received their payroll on the 26th. Candie and Carole still need to provide the requested information to get setup. Haley pointed out the \$702.00 expense to the Limon Leader. This expense was for advertising for child care provider recruitment and advertising for the Provider Training Day in both the Limon and Hugo papers. We are still missing June reimbursements from the state and Lincoln DHS totaling \$8,594.47. Lisa asked Haley if balance sheet information would be more beneficial reflecting numbers from meeting date to meeting date. Haley said she would look into this. Rod made a motion to approve July financials. A second was received from Lisa and the board approved.</p> <p>Julie reported that CKLECC had received two registration checks from providers that were unable to attend Provider Training Day held in June. She requested the board's opinion on whether or not the registration checks be deposited or returned to the providers. It was suggested that this year the checks be voided, but in the future a statement be put on the registration form that there will be no refunds. Julie also asked how Child Care Provider Mini-Grant applications should be handled. She wondered if there needs to be some sort of statement listed in the application that a percentage of grant money should be repaid if the provider doesn't follow through with licensing. The Board requested that Julie and Haley work on a draft of the mini grant with ideas that they come up with and the board will review it.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will look into balance sheet changes; Haley and Julie will work on a mini grant application draft.	Haley/Julie	Next meeting

MINUTES	BOARD SUBCOMMITTEE	LISA THOMAS/JULIE WITT
DISCUSSION	<p>Lisa suggested to the Board that she and Julie had spoken about the possibility of forming a subcommittee to review bylaws, policies, procedures, etc. This had come up because Julie mentioned that it was a bit awkward to approach the board about salary increases. Lisa agreed that there should be something entered into policy about salary increases. Lisa suggested that a subcommittee be formed to review bylaws and the policy and procedure manual to make sure appropriate policies are in place and whether or not employee evaluations are needed. Lisa said she would head the committee and requested help from at least one other board member. She suggested that annual reviews, salary formulas, or merit increases could possibly be discussed. The group agreed that a subcommittee would be a good idea, but the group</p>	

	was not sure whether or not annual evaluations were necessary. It was suggested that self-evaluations might be a good idea. A discussion was also had on the difficulty the board has had with having a regular quorum at meetings. It was mentioned that the committee could look at revising the rule regarding a quorum. Julie did remind the group that per state rule we are required to have a minimum of 10 board members. We are currently sitting at 10. CKLECC bylaws state a minimum of 11 board members are needed. Discussion was had on whether or not a quorum should be required. There were conflicting views on this. Rod reported that he would only be with the Board through December as he will be taking on a new role. The group agreed the board member section of the bylaws should be reviewed. The group also agreed to hold off on new board member recruitment until the new meeting time was decided and the bylaws were reviewed. Julie mentioned that she believed CKLECC had 90 days to submit a waiver to the state if the Board positions could not be filled meeting the 10 member requirement.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will send an email out to all board members to see if anyone is willing to be on the committee with Lisa. Julie will email the board the Early Childhood Council rules with board requirements.	Julie	ASAP

MINUTES INTERNET & CELL PHONE REIMBURSEMENT JULIE WITT/HALEY LEONARD

DISCUSSION	Haley presented the board with a specific break down of each staff member's home cell and internet cost. The Board was still uncertain of whether to reimburse a flat monthly rate or if the amount should differ based upon usage. The Board asked that Julie reach out to other councils to see how they handle cell phone and internet reimbursement.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will check with other councils on how they handle reimbursement rates.	Julie	ASAP

MINUTES FUTURE MEETINGS DENNIS PEARSON

DISCUSSION	The next meeting date will be discussed at the Council Meeting. Julie has the results of the doodle poll to determine if a new date and time is needed for future meetings.	
SECRETARY APPROVAL SIGNATURE:	DATE:	