

CKLECC Board of Directors Meeting Minutes

MINUTES

JULY 8, 2019

1:00 PM – 2:15 PM

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	<p>Phone: Amber Ellis (Treasure/Parent); Cindy Ferree (Limon Child Development Center); Theresa Kocsak (CMH); Jennifer Paintin (BBH); Alex Arellano (MCC)</p> <p>On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Haley Leonard (CKLECC Representative); Julie Witt (Coordinator); Luci Reimer (Secretary/Limon Library); Collene Walsh (Cheyenne County Public Health); Lisa Thomas (About F.A.C.E.); Candie Chamberlain (CKLECC Fun Tote Program);</p> <p>Absent: Patricia Phillips (Lincoln County DHS); Ryann Wollert (Prowers County Public Health)</p>

Agenda topics

JUNE BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY ALEX AND SECOND BY LISA.

MINUTES

THERESA KOCSAK BOARD RESIGNATION

DENNIS PEARSON

DISCUSSION	Julie reported to the board that Theresa submitted her resignation. Theresa will be relocating. The board thanked Theresa for all of her hard work. Theresa let the group know that Danielle Storevik would be representing Centennial Mental Health (CMH) at the council meetings. Julie informed that board that she had reached out to Tami Stephenson of South East Health Group to see if she would have a board member recommendation. Tami told Julie she would be interested in serving on the board if calling in would be an option since she is all the way in La Junta. Tami could replace Theresa in representing the mental health stakeholder requirement. The board requested Julie ask Tami for a letter of interest.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Julie will request a letter of interest from Tami.	Julie	ASAP	

MINUTES

JUNE FINANCIALS/EXPENDITURES/CHECK APPROVALS

HALEY LEONARD

DISCUSSION	<p>Haley went over the extra checks for June. Custom Ink was a check by phone for promotional items – shirts & bags totaling \$1242 and \$305. Kaplan Early Learning was a vendor used for Quality Improvement Spending for a preschool totaling \$1614 and \$288.36. A check was issued to Limon Child Development for QI spending reimbursement. A check was issued to Lamar Community College for quality improvement spending for professional development for Eagle’s Nest Preschool. A check was issued to Constructive Playthings totaling \$815.00 for quality improvement spending at a preschool. A check was issued to Lake Shore Learning for \$655.00 for quality improvement spending at a preschool. A check was issued to School Specialty in the amount of \$1473.41 for quality improvement spending at a preschool. A check was issued to First Book totaling \$2,995.35 for a book order for distribution at events. A check was issued to ECCLA for membership dues totaling \$650.00.</p> <p>June 30, 2019 was the end of the fiscal year. Haley is still waiting for approval on the final invoices. The Office of Early Childhood (OEC) has some questions regarding expenditures and moving funds in the payroll category. Haley is waiting to speak to our council representative at OEC to discuss the questions. She is currently on vacation. She does not foresee a huge issue, but told the board some Buell Funds may need to be used to replace reimbursement if something is off. The bank account balance was \$4,249. May reimbursements have not been entered into the balance at this time. Total expenditures for June were \$17,962.00. This total includes the quality improvement spending for Eads Preschool, Cheyenne Wells Preschool, and Limon Child Development Center. Cheyenne Wells spent \$2,622.78. Eads spent \$2,733.00, and Limon Child Development spent \$3,545.00. The balance left in Buell Funds is \$16,877.85. If adjustments have to be made to state invoices for June the balance may change to \$14,000 after revisions. Buell funds need spent by August 31st. Julie anticipates receiving several scholarship applications. Awards</p>
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	can come out of the Buell funding. Candie will also be making new totes for our participating partners/sites. Checks and financials were approved by the board with a motion by Luci and a second by Lisa. Haley concluded by letting the board know she had completed the quarterly 941 tax form and would need Amber's signature.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will get Amber's signature for tax form 941	ASAP	Julie

MINUTES TOTE DONATIONS TO CHILD CARE CENTERS JULIE WITT

DISCUSSION	Julie reported that Baby Bear Hugs will be using the Fun Tote backpacks instead of the original large totes. The items that are in the large totes will not fit into the backpack. Julie asked the board if it would be appropriate for CKLECC to donate these items to the Hugo and Eads centers in hopes they will be future tote program partners. The consensus of the board was this would be fine, but thought Julie should check with the Buell Foundation for approval.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will check with the Buell Foundation to see if donating tote items to child care centers would be appropriate.	Julie	ASAP

MINUTES SCHOLARSHIP APPLICATION REVISIONS JULIE WITT

DISCUSSION	Julie provided the board with a draft of the scholarship application and award acceptance letter with the revisions discussed at the June meeting. After review, the board agreed the changes were acceptable. Cindy motioned to accept the revisions as made and Luci seconded. The board approved the revised versions.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES EARLY CHILDHOOD TRIENNIAL EVALUATION AND COUNCIL UPDATES JULIE WITT

DISCUSSION	Julie informed the board that a triennial evaluation of councils was being done. Julie had to provide the Office of Early Childhood with a board roster. She told the board there is a chance they could be getting contacted to participate in the evaluation. Julie asked the board if they had suggestions of locations/dates/times for Mental Health Colorado Community meetings if the council chose to move forward. The board agreed meeting locations could be in Limon and Eads. The majority of the group suggested Wednesdays and Mondays might work best to avoid school sporting events. Wednesday, September 11 th was suggested for the Limon meeting. Wednesday, September 25 th was suggested for the Eads meeting. The board asked Julie to send out a doodle poll with a couple of different dates and times to see what worked best for most partners.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will create a doodle poll to determine meeting dates/times.	Julie	ASAP

MINUTES FUTURE MEETINGS DENNIS PEARSON

DISCUSSION	The next board meeting will be Monday, August 5th at 1:00 p.m. in Eads at Kiowa County DHS.	
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SECRETARY APPROVAL SIGNATURE:	DATE:	
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