

CKLECC Board of Directors Meeting Minutes

MINUTES

AUGUST 27, 2018

1:00 PM – 2:15 PM

LIMON

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); Lisa Thomas (About F.A.C.E); Patricia Phillips (Lincoln County DHS)</p> <p>On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Luci Reimer (Board Secretary); Julie Witt (Council Coordinator); Rod Pelton (Cheyenne County Commissioner); Haley Leonard (CKLECC Representative); Bethany Welp (Baby Bear Hugs); Cindy Ferree (Limon Child Development Center); Theresa Fox (Centennial Mental Health)</p> <p>Absent: Ryann Wollert (Prowers County Public Health)</p>

Agenda topics

**JULY BOARD MEETING
MINUTES WERE
APPROVED BY THE BOARD
WITH A MOTION BY ROD
AND A SECOND BY LISA.**

MINUTES FINANCIALS/EXPENDITURES/AUGUST CHECK APPROVALS HALEY LEONARD

DISCUSSION	<p>Haley reported there were many expenditures this month due to the spend down of the Buell Funds. These funds need spent by August 31st. There is approximately \$1200 remaining. Haley asked the board for spending suggestions and brought up that Julie could use a new laptop. The consensus of the board was for Julie to get a computer. The motion was made by Lisa and seconded by Luci. It was recommended she get in touch with an IT person to get a recommendation of a quality computer before making the purchase. Haley did a break down of the Buell Purchase expenses which included: office supplies, copier toner, CKLECC promotional items, items for CKLECC booth (table, chairs, tent, banner/sign, etc). The board subcommittee for policy review will review the spending policy, so that it will be followed the next time big expenditures occur. It was asked by Lisa if Casey reviews all invoices. Both Casey and Haley said no. Haley does bring copies of all invoices to each Board meeting. The board agreed it would be a good idea for board members to review the invoices at monthly meetings. This would allow a third set of eyes to be involved. Haley went over the Profit/Loss statement. There is a balance of \$5,000 remaining from the Anschutz Family Foundation, approximately \$1200 for Buell, and the Child Care Resource and Referral (CCR&R) funds are spent down until 10/1. We are still waiting for Quality Improvement funding reimbursement for July and August from the state. That amount totals \$1760. Julie reported that CKLECC got approved for the Buell grant in the amount of \$20,700. The grant will no longer be general operating. The breakdown of funds is specifically aligned in the award letter. She needs a board members signature on the approval letter. Once Buell receives this letter, a check will be mailed to put in the checking account. Cindy made a motion to approve the August checks and approvals. A second was made by Rod. The board approved. Haley asked the board if they would agree to have Daniel Prentice file the 990 again this year. It will be due in November. Cindy made the motion to hire Daniel Prentice to file the 990. Luci seconded the motion and the board approved.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Haley will contact Daniel Prentice regarding 990 filing.	Haley	ASAP	

MINUTES BOARD SUBCOMMITTEE LISA THOMAS/JULIE WITT

DISCUSSION	<p>Julie reminded the group that at the July board meeting it was decided to create a subcommittee for policy and bylaw review. Lisa offered to head the committee. Julie asked if other members were willing to assist. Lisa mentioned that Ryann Wollert offered to help. Dennis agreed to sit on the committee. With busy schedules the group was not sure if they would have anything completed by next meeting.</p>
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	<p>CKLECC Bylaws state that a minimum of (11) board members is required. State rule and regulations require a minimum of (10) board members. Last month the group discussed whether or not bylaws should change the required number. The consensus of the board was to keep the requirement of (11) board members in the bylaws.</p> <p>Lindsey Seybold submitted her resignation to the board. The board was emailed the resignation prior to the meeting. Patricia Phillips stated that she could remain on the board since the meeting date had changed. She had previously resigned in June; however, her resignation was never approved. With Patricia still a Board Member we currently have (10) members.</p> <p>Cindy made a motion that Patricia be placed back on the board permanently and to accept Lindsey's resignation. Bethany seconded the motion and the Board approved.</p> <p>For future board recruitment consensus of the board was to request letters of interest for board review and then a vote.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will forward documents for review to Lisa	Julie	ASAP

MINUTES INTERNET & CELL PHONE REIMBURSEMENT JULIE WITT/HALEY LEONARD

DISCUSSION	<p>Julie provided the board with two examples of how other councils reimburse for personal internet and cell phone usage. The spreadsheet with each staff member's personal cost and hours used was reviewed. The Board wanted to make sure reimbursement was fair and didn't under or over compensate staff. Everyone agreed Haley's reimbursement should be larger based upon the amount of her hours worked per month. After discussion of different scenarios and confirmation from Haley that there was funding for reimbursement in the budget, Rod made a motion that Haley be reimbursed \$60/month for personal phone and internet reimbursement and all other staff be reimbursed \$30/month for personal phone and internet reimbursement with an annual review and should be effective Sept. 1, 2018. Bethany made a second to the motion and the board approved. This needs to be added to bylaws and/or policies or procedures.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reimbursement will be effective Sept. 1, 2018		
A policy will be written for internet and cell phone reimbursement	Julie or subcommittee	

MINUTES FUTURE MEETINGS DENNIS PEARSON

DISCUSSION	<p>The next meeting will be held in Cheyenne Wells on Monday, September 24th at Cheyenne County Public Health. The Board will meet at 1:00 p.m. followed by the Council at 2:30 p.m.</p>	
SECRETARY APPROVAL SIGNATURE:	DATE:	