

CKLECC Board of Directors Meeting Minutes

MINUTES

APRIL 6, 2020

1:00 PM – 2:30 PM

VIRTUAL MEETING

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/Zoom: Maranda Foster (Prowers County Public Health) Alex Arellano (Morgan Community College); Jennifer Paintin (Baby Bear Hugs); Lisa Thomas (About F.A.C.E.); Amber Ellis (Treasurer/Parent); Dennis Pearson (Board Chair/Kiowa County DHS); Haley Leonard (Financial Manager); Julie Witt (Council Coordinator); Carole Spady (Quality Improvement Coach)</p> <p>On Site:</p> <p>Absent: Cindy Ferree (Vice Chair/Limon Child Development Center); Colleen Walsh (Cheyenne County Public Health); Tami Stephenson (South East Health Group); Luci Reimer (Secretary/Limon Memorial Library)</p>

Agenda topics

MARCH BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY LISA AND SECOND BY AMBER.

FINANCIALS/EXPENDITURES/CHECK APPROVALS

HALEY LEONARD

DISCUSSION	<p>Haley reviewed the check detail list which included: payment for employer/employee taxes, payroll, Stop `n` Shop for utilities, CenturyLink, mileage, rent, Quill for office supplies, and a check to ECC of Logan, Phillips, and Sedgewick for \$49 for the CO grants guide subscription. The balance sheet for the end of March reported a balance of \$22,021. The deposit detail for March included: \$7.95 from Amazon Smile, \$51 from Pinnacol Assurance for reimbursement, a state reimbursement for \$2,095 and \$5,341. Expenditures by funding source: Buell \$451, Child Care Resource & Referral \$423, Quality Improvement \$899, Lincoln County \$723, Miscellaneous \$2.96, System Building \$2,265, totaling \$4,759.87.</p> <p>Haley reported on remaining funds per funding stream needing to be spent by June 30th. System's Building (payroll, travel, operating expenses) \$7,491.30; Quality Improvement (payroll, travel, operating expenses) \$3,274; Child Care Resource & Referral (payroll, travel, operating expenses). Buell funds need spent by the end of August. The remaining balance is \$10,362.</p> <p>Amber motioned to approve financials and checks. Alex seconded and the board approved.</p> <p>Julie mentioned to the board that monthly hours would be down for staff since homeschooling has started and CKLECC events (training day, health fair, professional development) have been cancelled. Lisa asked how to get approval to move forward paying staff an average of regular hours worked prior to the pandemic. Julie said she could speak with our Office of Early Childhood Representative, Michelle Gonzalez, to see if this could be approved. Board members concurred and agreed that with state approval this would be a good idea.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Julie will check with Michelle Gonzalez regarding payroll. Haley will calculate average monthly hours for staff.	Haley & Julie	ASAP	

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BYLAW REVISIONS

JULIE WITT

DISCUSSION	<p>Julie had sent a revised draft of the bylaws via email for the board to review. She asked if there were any corrections needed or if the board would consider approving this version. There were no corrections needed. Lisa motioned to approve the revised bylaws. Maranda seconded and the board approved.</p>
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