

# CKLECC Board of Directors Meeting Minutes

MINUTES

JANUARY 26, 2018

9:00 AM – 10:00 AM

CHEYENNE WELLS

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

## Agenda topics

\*\* LINDSEY MOTIONED TO APPROVE THE DECEMBER MEETING MINUTES. CASEY MADE A SECOND TO THE MOTION. THE BOARD APPROVED.

MINUTES	FINANCIALS & EXPENDITURES/DECEMBER & JANUARY CHECK APPROVALS	JULIE WITT
<b>DISCUSSION</b>	<p>Haley could not make the meeting due to illness. Board Members had been emailed the financial reports prior to the meeting. Julie reminded the group that December checks had been approved by email as the meeting occurred prior to the end of the payroll cycle. Julie pointed out that CKLECC had received \$3500 from Lincoln County Department of Human Services for a TANF grant to support the purchase of books for distribution and printing of the Journey to Kindergarten Materials. Julie provided explanation for several checks on the January detail list. The check to Sharon Pearson for \$475 brings CKLECC current to what Sharon was owed for monthly maintenance in 2017, the new navigation bar, and the added pages. The check to the Limon Chamber of Commerce for \$60 was for renewed membership. The credit card charge for \$85.00 was for Haley's Car Seat Training. The ECCLA membership dues increased to \$500 this year as our increased budget has moved us up into the next category.</p> <p>Dennis decided to abstain from the vote to approve January financials and check detail as a check was for Sharon Pearson. There was concern there may not be a quorum to vote; however, Julie informed the group that Cindy Ferree and Lisa Thomas had approved the financial and check detail by email prior to the meeting. Per the bylaws, their vote can be counted toward the quorum.</p> <p>Casey made a motion to approve the January financials and check detail. Luci seconded the motion. The Board approved.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

MINUTES	TAX FILINGS & INSURANCE POLICY UPDATES	JULIE WITT
<b>DISCUSSION</b>	<p>The insurance policies have been successfully renewed as of January 1<sup>st</sup>. Casey and Haley are working on the quarterly payroll/end of year filing due on January 31<sup>st</sup>.</p>	

<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Haley will file end of the year payroll taxes	Haley	1/31

MINUTES QUALITY IMPROVEMENT – PARTICIPATING PROGRAMS JULIE WITT

<b>DISCUSSION</b>	Limon Child Development is currently the only program who has signed an MOU to receive Quality Improvement funding. Their funding award is \$2,000 or \$2,500. Carole continues to work with other programs who may be eligible in the future. Cheyenne Wells Preschool is the next potential program as they work on a CCCAP fiscal agreement.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

MINUTES FUNDING OPPORTUNITIES JULIE WITT

<b>DISCUSSION</b>	Julie submitted the grant application to the Anschutz Family Foundation on January 15 <sup>th</sup> . The Buell grant application will be due May 1 <sup>st</sup> . There will be a Request for Proposals coming out on Feb. 2 <sup>nd</sup> for the Early Childhood Workforce Innovations Grant. Julie met with the Gates Family Foundation. They are interested in capital funding for child care projects.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Julie will forward the RFP for the Early Childhood Workforce Innovations Grant to the group once received.	Julie	ASAP

MINUTES CKLECC POLICY & PROCEDURES MANUAL REVIEW JULIE WITT

<b>DISCUSSION</b>	Julie shared that Lindsey Barlow and Lisa Thomas had reviewed the Policy and Procedures Manual draft thoroughly. Julie went through and corrected the spelling, punctuation, and formatting errors found by each. Julie brought up questions regarding part-time employees and paid time off on page 7. The Board suggested this section be revised with wording stating that paid time off could be available if employees become full time. Julie had also mentioned that sections were left out of the manual regarding retirement plans, holidays, paid time off, and personal cell phone and internet reimbursement. She questioned whether these sections should be added. The Board thought the cell phone and internet reimbursement was worth discussing; however, due to current funding the other sections could be left out at this time and revisited if necessary. Casey mentioned that on page 12 under prohibited conduct, we should discuss rewording this section. The Board members in attendance agreed that it would be best to review and vote on the manual when more Board members were in attendance.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Julie will make the suggested revisions and put the manual back on the Board agenda for review at the February meeting.	Julie	ASAP

<b>DISCUSSION</b>	<b>The next meeting will be held Friday, February 23rd in Eads at the Cobblestone Inn. The Board will meet at 9:00 a.m. followed by the Council meeting at 10:00 a.m.</b>
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<b>SECRETARY APPROVAL SIGNATURE:</b>	<b>DATE:</b>	