

CKLECC Board of Directors Meeting Minutes

MINUTES

JANUARY 7, 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: Cindy Ferree (Limon Child Development Center); Amber Ellis (Treasurer/Parent); Alex Arellano (Morgan Community College); Jennifer Paintin (Baby Bear Hugs); **Amendment – Ryan Wollert (Prowers County Public Health)</p> <p>On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Luci Reimer (Board Secretary); Julie Witt (Council Coordinator); Haley Leonard (CKLECC Representative); Lisa Thomas (About FACE)</p> <p>Absent: Patricia Phillips (Lincoln County DHS); Theresa Fox (Centennial Mental Health)</p>

Agenda topics

DECEMBER BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY ALEX AND A SECOND BY AMBER.

MINUTES	NEW BOARD MEMBER	DENNIS PEARSON
DISCUSSION	Jennifer Paintin, with Baby Bear Hugs, agreed at the December meeting to replace Bethany Welp as a board member. Lisa Thomas made a motion to approve Jennifer as a board member. Luci seconded and the board approved.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES	FINANCIALS/EXPENDITURES/DECEMBER CHECK APPROVALS	HALEY LEONARD
DISCUSSION	<p>The December checking account balance was \$26,998.00. A lot of quarterly liabilities were paid in December. Haley identified the EFTPS (Federal Taxes) payment, Quick Books payroll expense for direct deposit, and Pinnacol Assurance on the check detail. In addition, a payment was made to the Early Childhood Council of Logan, Phillips, and Sedgewick for the Colorado Grants Guide subscription. CKLECC shares the subscription cost with that council and the Yuma, Washington, Kit Carson County Council.</p> <p>Haley went over several funding sources and defined which expenditures come from each source. Systems building – admin expenditures; Colorado Shines Quality Improvement (CSQI) – providers, quality, and training; Lincoln County Dept of Human Services (LCDHS) – child care resource and referral (CCR&R) expenses for Lincoln County providers; CCR&R – new and licensed provider training and recruitment.</p> <p>Haley feels good with how CKLECC is sitting financially. With an increase in systems building we are covered without Anschutz Family Foundation this year. We will apply again for the Buell funding in May. Haley reported that she and Amber did speak prior to the meeting; however, they will meet face to face before the January meeting. Lisa suggested that Haley consider looking into Quick Books for Non-Profits. Cindy questioned the amount of funding spent on office supplies in August. Julie and Haley explained that was the spend down before the end of the Buell grant cycle. There were big expenses, including a new computer, outdoor awning for recruitment booths. Haley had the end of year reports prepared for Amber to sign.</p> <p>Alex motioned to approve the December financials and check detail. Lisa seconded and the board approved.</p>	

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley and Amber will meet prior to next meeting.	Haley and Amber	ASAP

MINUTES

WELLS FARGO GRANT APPLICATION

JULIE WITT

DISCUSSION	Julie reported that she did find out that CKLECC is eligible to apply for a Wells Fargo Grant through the Colorado Philanthropic Fund. Areas of focus include: early learning and literacy, closing the achievement gap, and readiness. The grant application is open from January to October. Julie requested potential ideas for the grant application, asking if there was anything new, we should request funds for. Cindy Ferree suggested that parents at LCDC request information on discipline and parenting. Maybe funding could be used to bring in a speaker. Others suggested funding could be used to purchase curriculum for programs in need. The Board requested Julie get a copy of the application and bring it to the February Board Meeting.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will bring a copy of the Wells Fargo Grant Application to the February Board Meeting.	Julie	2/4/19

MINUTES

BOOKKEEPING ASSISTANCE FOR BENT/OTERO COUNTY

HALEY LEONARD

DISCUSSION	Prior to the meeting, a draft of a contract for Haley providing bookkeeping services to the Bent and Otero Early Childhood Council was sent out for review. Haley created it based upon what Carole Spady signed when doing contract labor for CKLECC. Several board members were concerned with Section 8 of the contract. They felt wording should be changed. Cindy expressed her concerns with the liability and responsibility that could fall back on CKLECC. It was suggested that it would be best if Haley spoke with Bent and Otero ECC about her being hired on as a contract employee. This would remove the liability of CKLECC. The Board agreed this would be most beneficial.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will speak with Bent and Otero ECC about contract work.	Haley	

MINUTES

FUTURE MEETINGS

DENNIS PEARSON

DISCUSSION	The next board meeting will be Monday, February 4 th at 1:00 p.m. in Eads at the Cobblestone Inn.	
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SECRETARY APPROVAL SIGNATURE:	DATE:	
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