CKLECC Board of Directors Meeting Minutes

MINUTES OCTOBER 29, 2018 1:00 PM – 2:15 PM EADS

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	Phone: Patricia Phillips (Lincoln County DHS); Cindy Ferree (Limon Child Development Center – phoned in, but had phone issues and had to disconnect); Bethany Welp (Baby Bear Hugs); Theresa Fox (Centennial Mental Health); Rod Pelton (Vice-Chair/Cheyenne County Commissioner) On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Luci Reimer (Board Secretary); Julie Witt (Council Coordinator); Haley Leonard (CKLECC Representative); Casey Halde (Treasurer) Absent: Ryann Wollert (Prowers County Public Health); Lisa Thomas (About FACE)

Agenda topics

SEPTEMBER BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY CASEY AND A SECOND BY LUCI.

MINUTES QUORUM BYLAW CHANGE DENNIS PEARSON

DISCUSSION	As discussed at the September meeting, the Board decided to vote on what the CKLECC bylaws should state equates a quorum. The bylaws currently state a quorum is majority. Luci made a motion that a quorum will equate to a minimum of (5) board members. Rod seconded the motion. Board members in attendance passed the motion. Lisa Thomas had opposed the motion by email prior to the meeting. The revision will go into effect at the next meeting.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will revise the bylaws and send out to the Board.	Julie	ASAP

MINUTES FINANCIALS/EXPENDITURES/OCTOBER CHECK APPROVALS & INCOME TAX FORM 990 HALEY LEONARD

DISCUSSION	Haley reported that the October financials were basic expenses – payroll, mileage, and advertising with the Range Ledger. A $6,000 reimbursement from the state came in today, so it was not reflected in the financials. Currently the ending balance is $21,828.85 but with reimbursement it will be approximately $27,000. Julie asked the board if it would be beneficial for Haley to request approval for checks & financials by email prior to meetings for those board members who aren't able to attend. This way if there was not a quorum the financials could still be approved if (5) votes had been received. The board did not see a problem with this. Dennis reminded the group that this would work fine for the financial portion, but it would prevent any remaining business to be done at the meeting without a quorum. Julie brought the final copy of the Tax Form 990 prepared by Daniel Prentice. The form will be filed electronically by November 15th. Casey Halde, Treasurer, reviewed and signed the document. Julie asked if a check could be written today to pay Daniel. She did not get the invoice to Haley prior to the meeting. Rod made a motion to approve the checks and financials as presented, to add the $350 invoice from Daniel Prentice, and write the check to Daniel today. Casey seconded the motion. The Board approved.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will prepare the check for Daniel Prentice, and the signed form and check will be mailed to Daniel for filing.	ASAP	Haley

MINUTES NEW BOARD MEMBERS/ LETTERS OF INTEREST DENNIS PEARSON

DISCUSSION	The Board was sent two letters of interest for review prior to the meeting. Letters were from Alex Arellano, Director of Morgan Community College at the Limon Office, and Amber Ellis, parent and employee of Eastern Colorado Bank in Limon. Luci made a motion to accept both letters of interest and add Alex and Amber as Board Members. Casey seconded the motion and the board approved. Lisa had submitted her vote of approval by email prior to the meeting. Casey reminded the group that her son turns 6 in May. Amber will replace her as representation as a parent of a child age 5 or younger. Recruitment still needs done for a Cheyenne County Board Member. It was suggested to reach out to the Colorado Child Care Assistance Program (CCCAP) Tech at Cheyenne County Department of Human Services.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will contact both Amber and Alex.	Julie	ASAP

MINUTES BOOKKEEPING ASSISTANCE FOR BENT/OTERO COUNTY HALEY LEONARD

DISCUSSION	Haley and Julie were contacted by Daniel Prentice to see if Haley would be willing to provide bookkeeping support to the new Council Coordinator in Bent/Otero Counties. The Coordinator is in major need of assistance. Daniel proposed if Haley helped she would request pay at her hourly salary plus 15% for (fringe) payroll, taxes, miscellaneous. Haley told the board she is interested in helping out. In order for Daniel to get everything setup, he will need to transfer Otero's accounting system into QuickBooks for Haley by January 1st. The consensus of the board was that Haley could take on the responsibility if she felt like she had the hours to put in. The board requested a contract be developed stating Haley could end services if she felt she could no longer do the job. The Board requested that Haley provide a monthly update on how it was working.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will contact Daniel about the contract.	Haley	ASAP

MINUTES UPDATES PATRICIA PHILLIPS

DISCUSSION	Patricia reported that she did a follow up call with Sarah Jane Geraldi at the state CCCAP office. Sarah Jane confirmed that the preschool program must establish a fiscal agreement with DHS and parents have to apply in order for any funding to go to the program. Patricia said the fiscal agreement should be very simple for preschools to complete. Due to the fact that most school district preschools do not charge families, CCCAP would only be benefit to them for wrap around care which isn't always offered.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES FUTURE MEETINGS DENNIS PEARSON

DISCUSSION	The Board agreed to skip the November meeting as it falls around Thanksgiving. The next meeting will be Monday, December 3rd at 1:00 p.m. in Limon.

SECRETARY APPROVAL SIGNATURE:	DATE:	