

CKLECC Board of Directors Meeting Minutes

MINUTES

DECEMBER 15, 2017 9:00 AM – 10:00 AM

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

Agenda topics

** AMANDA MOTIONED TO APPROVE THE NOVEMBER MEETING MINUTES. LUCI MADE A SECOND TO THE MOTION. THE BOARD APPROVED.

MINUTES	FINANCIALS/ EXPENDITURES/ CHECK APPROVALS (DECEMBER)	HALEY LEONARD
DISCUSSION	<p>Haley reported there was approximately a \$20,000 balance in the checking account. She noted we have a negative amount due for Child Care Resource and Referral Funding as we are still awaiting reimbursement. Kiowa County funding was used to pay for the insurance premiums. There is a zero balance now for the funds received from Lincoln County. This is separate from the funding Lincoln County provides for Child Care Resource and Referral work. Haley noted the negative (\$14,000) amount. This \$14,000 was carry over that was moved to Anschutz and Buell funds. Haley mentioned that cash donations were received at both the Eads and Kit Carson holiday book distribution tables. Payroll, mileage and credit card expenses are December expenditures that will need approved by email later in the month. The earlier Board meeting date didn't coincide with the payroll and credit card statement schedule.</p> <p>Casey asked Haley if the accountant had given her any adjusting journal entries to make after the 990 filing. Haley said she wasn't sure and she would follow up with Daniel Prentice with Bohall Neubauer & Co.</p> <p>Luci motioned to approve the financial report. Amanda seconded the motion and the board approved. Amanda motioned to approve the check detail list. Luci seconded the motion and the board approved.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will follow up with accountant to determine if journal entries need made.	Haley	ASAP

MINUTES	GRANT APPLICATIONS	JULIE WITT
DISCUSSION	<p>Julie reported that she is working on the Anschutz Family Foundation grant application that is due January 15th. The grant application will be requesting funding to continue quality improvement work, child care provider training, and provider recruitment.</p> <p>Julie had applied for a TANF grant through Lincoln County Department of Human Services in November.</p>	

	<p>CKLECC has been awarded \$3500 to go towards purchasing books for distribution and using a professional printer for the Journey to Kindergarten Materials.</p> <p>Julie mentioned that the CKLECC strategic plan has the goal of having a health screening event in each county. As we discuss this more, maybe we could consider reaching out to the El Pomar Foundation for funding opportunities. This is the only funder that we haven't reached out to after speaking with them at Rural Philanthropy Days in 2016.</p> <p>Dennis and Amanda suggested Julie look into funding opportunities with the Walton Family and Zoma Foundations.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will look into the Walton Family and Zoma Foundations grant requirements.	Julie	

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INSURANCE POLICY RENEWAL

HALEY LEONARD

DISCUSSION	<p>The insurance policies for general liability, automobile, Board of Directors, and workman's compensation are due January 1st. General liability and automobile insurance will cost \$751. Board of Directors Insurance will cost \$1,010. Workman's compensation will be \$366. Haley reported she had the insurance agent do a couple of estimates but there didn't seem to be much of a difference in what we are already paying. There was a \$10 increase in the Board of Directors insurance, but that was the main change. Haley would like to request the Board to approve paying the entire balance to the company we are already using. This total is for the entire calendar year. Luci motioned to approve using Gordon's Insurance and accepting the estimates given for each of the insurances. Amanda seconded the motion. The Board gave approval.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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CKLECC MINI GRANT APPLICATION

JULIE WITT

DISCUSSION	<p>Julie reported she had made the requested changes to the CKLECC Child Care Mini-Grant Application from the November meeting. The revised draft had been emailed to the Board prior to the meeting. No other changes were suggested. Amanda motioned to approve the CKLECC Mini Grant Application as is. Luci seconded the motion. The Board approved.</p> <p>Haley let the Board know that she would like to get recertified as a car seat safety technician. There is a training on February 15th that she would like to attend. She believes the cost will be \$85. The Board unanimously agreed this would be a good idea.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES

FUTURE MEETINGS

DENNIS PEARSON

DISCUSSION	<p>The next meeting will be held Friday, January 26th in Cheyenne Wells. The Board will meet at 9:00 a.m. followed by the Council meeting at 10:00 a.m.</p>	
SECRETARY APPROVAL SIGNATURE:	DATE:	