

CKLECC Board of Directors Meeting Minutes

MINUTES

DECEMBER 5, 2019

2:00 PM – 3:00 PM

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: Cindy Ferree (Limon Child Development Center); Colleen Walsh (Cheyenne County Public Health); Lisa Thomas (About F.A.C.E.); Dennis Pearson (Board Chair/Kiowa County DHS)</p> <p>On Site: Haley Leonard (CKLECC Representative); Julie Witt (Coordinator); Luci Reimer (Secretary/Limon Memorial Library); Jennifer Paintin (Baby Bear Hugs)</p> <p>Absent: Patricia Phillips (Lincoln County DHS) Maranda Foster (Prowers County Public Health); Amber Ellis (Treasure/Parent); Alex Arellano (Morgan Community College); Tami Stephenson (South East Mental Health)</p>

Agenda topics

NOVEMBER BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY JENNIFER AND SECOND BY DENNIS.

FINANCIALS/EXPENDITURES/NOVEMBER CHECK APPROVALS

HALEY LEONARD

DISCUSSION	<p>Haley pointed out several checks on the detail list. There was a fee paid for EFTPS for payroll services and a check was written to Lakeshore Learning for tote supplies. Two checks on the detail list were approved at the November meeting. The checks were to Bohall Neubauer for \$380 for the 990 tax filing and to Morgan Community College for \$1,000 for the Rau scholarship. Other checks include payroll, mileage, Quill order for office supplies, and to Stop n Shop for the new office deposit if the board approves of moving forward with the lease. Haley requested permission to add an additional check for \$300 for the first month's rent for the office space if the board approves to move forward with the lease since it will be due Jan. 1st. The monthly expenditures were: CCR&R \$209, Buell \$3,611, QI \$2,315, LCDHS \$853, Miscellaneous \$600, System's Building \$3,081 totaling \$10,669. A deposit for \$100 was received for Julie's participation in the Preschool Development Grant strategic plan work group. \$4,080 was received in state reimbursements. At the end of November the balance of the account was \$22,808. Luci made a motion to approve financials and to include the additional checks to Stop 'n' Shop totaling \$900. Jennifer seconded the motion and the board approved. Haley reminded the board that insurance will be due in January. An invoice hasn't been received yet. Most likely approval to pay insurance will be needed in December. The board agreed approval could be done by email if needed prior to the next board meeting.</p> <p>Julie reminded the board that she would be submitting a grant application to the Anschutz Family Foundation. The application is due January 15th.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

MINUTES

RENTAL LEASE UPDATE & BUDGET REVISION UPDATE

JULIE WITT

DISCUSSION	<p>Julie asked the board if they had any questions regarding the financial information sent out for the potential new office site at 355 D Avenue. She reminded the board that the landlord is willing to do a \$300 a month in kind donation so monthly rent would only be \$300. CKLECC would need to provide a charitable donation receipt at the end of the year. If CKLECC decides to move forward a \$600 deposit will be due. Haley and Julie think the \$600 deposit should come from the indirect fund. The additional expenses would consist of splitting electric/gas with the neighboring tenant, and paying for phone and internet. Estimated monthly total cost is \$450 per month. Julie also mentioned that a storage unit will no longer be needed as there is a storage space at the office space to replace it. Julie mentioned she had confirmed with both the Buell Foundation and Anschutz Family Foundation that funding could be used towards general operating expenses. Haley submitted a budget revision to the Office of Early Childhood to add rent/utilities as line</p>
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	items in the budget. CKLECC is still waiting for approval; however, Julie has been told that there shouldn't be an issue and as long as funding is there to cover the first month's expenses before state reimbursements are sent out that CKLECC should be good to go ahead with the move. Cindy made a formal motion for CKLECC to move forward with the office space and enter into a lease January 1 st . Jennifer seconded the motion and the board approved.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will arrange to meet with landlord and sign the lease.	Julie	ASAP

MINUTES

COORDINATOR UPDATES

JULIE WITT

DISCUSSION	<p>Luci's board term is up in January. She has agreed to stay on for another term. A vote to approve Luci for another term will be done at the January board meeting. Patricia Phillip's term is also up in January. She has decided to not run for another term as she has had a hard time participating due to the Lincoln County DHS court schedule. That will leave the board with (10) members which meets state rule; however, CKLECC bylaws require (11) so we will need to be looking for a new member.</p> <p>Julie had two questions for the board regarding scholarships. Country Living Learning Center of Hugo had a staff member quit and walk out the end of November. The individual had received a scholarship from CKLECC. Per the scholarship acceptance letter, it states that scholarship recipients agree to work a minimum of one year in an early childhood program or scholarship money may be asked to be repaid. Julie asked the board how they'd like to proceed. The board was in agreement that Julie should send a letter to the scholarship recipient reminding them of the terms, to consider repayment, and that they would no longer be eligible for future CKLECC scholarships. The group decided it would be more costly to try to legally enforce repayment. Julie informed the board that Lamar Community College had called regarding the remaining balance of a scholarship. One of the scholarship recipients has a remaining balance of \$494. She had no book fees and is not planning on any other classes. The board agreed this balance should be returned to CKLECC.</p> <p>Julie provided an update on the holiday book distribution. Candie did the book distribution in Eads on December 3rd. Books have been sent to Hugo Pre-K and Kindergarten classes, Country Living Learning Center, Kit Carson Pre-School and Kindergarten classes, Karval Pre-School, Kindergarten, and 1st grade classes, and Plainview School Pre-K and Kindergarten classes. Books were not sent to Limon, Cheyenne Wells or Eads schools since books were distributed at community holiday events.</p> <p>Julie and Dennis both reported that the Little Leaders Learning and Care Center in Eads had a licensing inspection earlier in the week and it well. They are waiting to receive a license to open as a small center to get the doors open.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will contact Lamar Community College to have them send scholarship funds back.	Julie	ASAP
Julie will send a letter to the CLLC staff scholarship applicant regarding repayment.	Julie	ASAP

MINUTES

FUTURE MEETINGS

DENNIS PEARSON

DISCUSSION	The next meeting date will be Monday, January 6 th at 1:00 p.m. at the new office location. The Council Meeting will follow at 2:30 p.m.	
SECRETARY APPROVAL SIGNATURE:	DATE:	