

CKLECC Board of Directors Meeting Minutes

MINUTES

FEBRUARY 23, 2018

9:00 AM – 10:00 AM

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	<p>Phone: Lindsey Barlow (Blissful Strides); Amanda Ray (Centennial Mental Health)</p> <p>On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Luci Reimer (Limon Library/Secretary); Julie Witt (CKLECC Coordinator); Lisa Thomas (About FACE); Haley Leonard (CKLECC Representative); Candace Chamberlain (CKLECC Tote Program & Child Care); Rod Pelton (Vice Chair/Cheyenne County Commissioner); Jo Lynn Idler (Prowers County Public Health – in place of Ryann Wollert); Amber Settles (Safe Care Prowers County).</p> <p>Absent: Ryann Wollert (Prowers County Public Health); Cindy Ferree (Limon Child Development Center); Patricia Phillips (Lincoln County DHS); Casey Halde (Treasurer/Cheyenne County Parent); Bethany Head (Baby Bear Hugs)</p>

Agenda topics

<p>** LISA MOTIONED TO APPROVE THE JANUARY MEETING MINUTES. ROD MADE A SECOND TO THE MOTION. THE BOARD APPROVED.</p>	<p>** BOARD MEMBER UPDATE: JO LYNN IDLER IS TEMPORARILY FILLING IN FOR RYANN WOLLERT AS SHE IS OUT ON EXTENDED MEDICAL LEAVE; AMANDA RAY HAS SUBMITTED HER RESIGNATION TO THE BOARD AS SHE IS MOVING AND LEAVING CENTENNIAL MENTAL HEALTH (CMH).</p>	<p>AMANDA WILL BE SPEAKING WITH CMH TO SEE IF SOMEONE WILL BE ABLE TO REPLACE HER ON THE BOARD. LINDSEY SEYBOLD IS ABLE TO FILL THE MENTAL HEALTH BOARD POSITION AT THIS TIME.</p>
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MINUTES	FINANCIALS & EXPENDITURES/FEBRUARY CHECK APPROVALS	HALEY LEONARD
DISCUSSION	<p>Haley provided the financial report. The bank account balance is \$21,805.50. We are current on receiving all state reimbursements. February financials have not yet been submitted to the state. CKLECC received its first deposit from Amazon Smile. Funding source balances are as follows: Anschutz - \$2,000; Buell - \$15,000; Kiowa County - \$1325; Lincoln County TANF Grant - \$3500. The System's Building and Colorado Shines Quality Improvement fund shows a negative balance because February financials have not been submitted to the State for reimbursement yet. Haley noted several expenses that were different including: Lakeshore Learning (for Tote Program materials); Evergreen Technologies (Haley's computer repair); EFTPS (payroll taxes). Luci motioned to approved check detail. Lisa seconded the motion and the board approved.</p> <p>Haley brought up that the Lincoln County Dept. of Human Services column on the financials didn't look right. There is incorrect information there that she needs to correct. The balance is \$3500. It was then brought up that the Miscellaneous column with a negative balance of (\$14,718.07) did not look good on the financial statement. Haley explained that funding that was received last fiscal year, such Anschutz and Buell funds, were transferred to different columns when the new fiscal year began. This created the negative balance; however, the negative balance does not exist. The Board agreed that this should be corrected. Jo Lynn suggested creating a differed revenue column. Haley will make the correction. Rod motioned to approve the February financials. Luci seconded and the board approved.</p> <p>Lisa asked why the budget reflected funding from both Lincoln and Kiowa Counties but not Cheyenne. Rod explained that Cheyenne County has not had any TANF reserve dollars left in their budget to provide. Julie mentioned that Lincoln County has specified their funding must be spent in Lincoln County. Kiowa County has not designated how their funds should be spent.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will correct miscellaneous and LCDHS column on financial statement.	Haley	Next meeting

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MINUTES

EARLY CHILDHOOD WORKFORCE INNOVATION
GRANT UPDATE

JULIE WITT

DISCUSSION	<p>Julie explained that the Eads child care group in coordination with Kiowa County Economic Development has decided to apply for the Early Childhood Workforce Innovation Grant. Julie will be assisting with the grant as much as she can. She will write a letter of support on behalf of CKLECC. The grant proposal will be to request funding to support an increase in Early Childhood Course (ECE) offerings from Lamar Community College (LCC) and Morgan Community College (MCC), to provide scholarship opportunities, and to get the Eads Baptist Church licensed to become a child care center. LCC has agreed to do a cohort in Eads with a WebEx option for distance learning. MCC has also agreed to collaborate by offering a WebEx option for courses for distance learning.</p> <p>Julie brought up to the Board that the Eads Group has asked if CKLECC would be willing to be the lead on the grant application. This would mean that CKLECC would be financially responsible if grant funds were awarded. Julie mentioned that she felt like it would make more sense if Kiowa County Economic Development (KCEDF) was the lead agency. Kiowa County Commissioner, Cindy McCloud, has agreed to take on the grant writing. The Board agreed that if KCEDF was going to write the grant and the majority of the request is for their center that it would make more sense for the KCEDF Board to address the financials.</p> <p>It was mentioned that if capacity was an issue maybe the grant proposal could request funding to sustain grant management. For example, KCEDF could request funding for a part-time employee.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES

CKLECC POLICY & PROCEDURES MANUAL

JULIE WITT

DISCUSSION	<p>Julie went over the suggested revisions to the Policy & Procedure Manual on pages 7, 12, and 14. She then reviewed a draft of a policy for personal cell phone and internet reimbursement. Julie mentioned this policy would not necessarily be for her as she has the Limon Office to use, but Haley, Candace, and Carole do use their personal internet service and cell phone for work. Discussion came up by Haley and Candace that cell phone really wasn't an issue, but it might be nice to have some reimbursement for the internet. Amber Settles mentioned that in a previous position she had received a \$20 reimbursement every two weeks. The Board was unsure how to proceed on this. The Board decided to hold off on approving changes and the reimbursement policy at this time until further discussion could be had.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES

MISCELLANEOUS

ALL MEMBERS

DISCUSSION	<p>Haley reported she is a recertified car seat technician. State Patrol is no longer giving out car seats, but using funding for parent education. It was asked if grants were available for car seats. Amber Settles mentioned contacting Eunice Weber with Tri-County in Rocky Ford to get more information.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	The next meeting will be held Friday, March 23rd in Limon at the Limon DHS Meeting Room. The Board will meet at 9:00 a.m. followed by the Council meeting at 10:00 a.m.
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SECRETARY APPROVAL SIGNATURE:	DATE:	