

CKLECC Board of Directors Meeting Minutes

MINUTES

FEBRUARY 3, 2020

1:00 PM – 2:30 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: Colleen Walsh (Cheyenne County Public Health); Maranda Foster (Prowers County Public Health) Julie Witt (Council Coordinator); Luci Reimer (Secretary/Limon Memorial Library); Alex Arellano (Morgan Community College); Amber Ellis (Parent); Jennifer Paintin (Baby Bear Hugs); Lisa Thomas (About F.A.C.E.);</p> <p>On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Haley Leonard (CKLECC Representative)</p> <p>Absent: Cindy Ferree (Limon Child Development Center); Tami Stephenson (South East Health Group)</p>

Agenda topics

JANUARY BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY COLLEEN AND SECOND BY ALEX.

BOARD VACANCY

JULIE WITT

DISCUSSION	Julie reminded the board that CKLECC bylaws require a minimum of 11 board members. We currently have 10, so we still need to recruit. It would be good to recruit from Cheyenne County for more board representation. Colleen suggested Julie contact Dara Randall with Ryon Medical. She will forward Julie her contact info.		
CONCLUSIONS	CKLECC has 10 current board members which meets the state guideline; however, CKLECC bylaws require 11. The group will search for an additional board member. All mandatory stakeholder groups are covered at this time.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Julie will follow up with suggested individuals.	Julie	ASAP	

MINUTES FINANCIALS/EXPENDITURES/CHECK APPROVALS/GRANT APPLICATIONS HALEY LEONARD

DISCUSSION	<p>Haley went over the check detail. She pointed out checks for taxes paid, payroll, a check to Lincoln County Department of Human Services for \$25 for the purchase of a filing cabinet and projector stand, Century link for phone and internet, Pinnacol Insurance for \$322 for workman's comp insurance, two checks for \$1,000 a piece for scholarships to Morgan Community College, rent, utilities, mileage, advertising in the Limon Leader for Pre-Licensing course, Sharon Pearson for \$450 for six months of website maintenance, Quill for office supplies and fun totes. There are three different checks written to First National Bank. There has been a problem with one check being credited to only one credit card versus being split appropriately between Julie, Haley, and Carole's cards. Two more checks will show up on February financials for the purchase of new business cards and letterhead for \$73.00. A check was also written today to Alicia Helm for \$60 for the cinnamon rolls at the meeting. There are several pans, they will be used at the Lincoln County Provider Training Night next week as well.</p> <p>Expenditures for January were: \$1852 Buell, \$499 Child Care Resource and Referral, \$1362 Colorado Shines, \$107 coaching for Karval Preschool, \$2,095 Lincoln County Dept. of Human Services, \$3068 System's Building.</p> <p>Deposit Detail: \$494.53 from Lincoln County Dept. of Human Services for reimbursement. We are still waiting on November and December reimbursements from the state. These were delayed while waiting approval for the budget revision. Julie mentioned a state reimbursement has come through; however, it will be reflected in next month's financials. A check for \$1,000 was received from Mental Health Colorado. This will also be entered into QuickBooks on Feb. 1st.</p>
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	Luci motioned to approve the financials, checks, and additional checks. Amber seconded and the board approved.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES GRANT APPLICATIONS JULIE WITT

DISCUSSION	<p>The Anschutz Family grant was submitted on January 15th. \$8,000 was requested to maintain current projects – coaching, training, scholarships, and to support healthy child clinics. Julie and Haley are working on the Request for Application to the Office of Early Childhood for state funding for SFY 2021. This application will be due February 14th. Julie will need to receive an updated MOU from each board member. The MOU needs to list which mandatory stakeholder group each represents. The Colorado Health Foundation has an opportunity happening to support Family, Friend, Neighbor Care Providers. The deadline to apply is either February 15th or June 15th. Julie suggested we discuss considering the June deadline as it gets closer.</p> <p>Julie received an email from Lesa Nesbit from the Buell Foundation. The email congratulated CKLECC on a successful and impactful year during the grant cycle. It mentioned that CKLECC has maintained a stable board, added new board members, revised the strategic plan, and established new partnerships with Morgan Community College, Lamar Community College, and Mental Health Colorado. Buell was very excited to see that 12 early childhood scholarships were given. Another highlight mentioned was the three new CCCAP fiscal agreements that were issued in 2019.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The RFA will be submitted by Feb. 14th	Julie	Feb. 14th

MINUTES COLORADO SHINES SITES JULIE WITT

DISCUSSION	<p>Julie updated the board on the Colorado Shine Level 2 incentive that has been offered to providers since the January meeting. Providers whose Level 2 rating has expired have been offered an incentive of a \$100 Amazon gift card if they earn the rating back by April. The incentive was offered to all Level 1 providers. Julie has sent out a letter to all preschool and childcare sites requesting whether they are interested in participating in Colorado Shines in 2021. This is a requirement of the RFA. The Office of Early Childhood reported to councils that a goal of the state is that 33% of providers in rural Colorado have a Level 3 or above. The state is currently at 27%.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES BYLAW & POLICIES/PROCEDURE MANUAL REVIEW JULIE WITT/LISA THOMAS

DISCUSSION	<p>Lisa volunteered to help review the bylaws and policy/procedure manual. She and Julie had a zoom call last Friday to discuss possible revisions. Lisa informed the board the CKLECC bylaws needed attention as they were written prior to CKLECC having a Board of Directors. In the bylaw's council membership shares the same role as the Board of Directors which is not how CKLECC has been operating. Haley's position is not listed in the bylaws. Now that CKLECC is a non-profit Lisa and Julie feel she should have a new title and be added. Finance Manager was suggested. Small revisions are needed for duties of the Secretary and Treasurer as Haley gives the treasurer report, but Amber reviews prior to the meeting. Lisa mentioned a discussion of board terms should be had. Bylaws currently state that once two terms are served the member must leave the board. Julie and Lisa suggested that it not be necessary to remove the member from the entire board. Lisa mentioned she'd hate to see all the historic knowledge of current board members go missing. Colleen mentioned it is also good to recruit new faces. Other revisions suggested for review were: add language from Article IX: Good Faith to the mission statement, decide whether or not the statement regarding Colorado Corporation Code is accurate and needed, we need to make sure action without meeting is held to the same quorum requirements as regular meetings and that email votes are ratified at board meetings and made official in the meeting minutes, add the mandatory stakeholder groups that are required of the board, move the credit card policy to the policy manual, update the political activities portion to state that political stance will not be taken unless directed by the board, and do an</p>	
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	entire revision of the council membership section. Lisa had to leave the call early. Julie informed the group that Lisa would like to put together a subcommittee to review different personnel policies for part time employees. Amber and Dennis agreed to serve on the subcommittee.	
CONCLUSIONS	The board decided that Julie should make the suggested revisions and present them to the board for review at the February Board Meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will make revisions, forward to Lisa, and put on the March meeting agenda for review by the board. Lisa will contact Dennis and Amber regarding discussion of additional policies.	Julie	ASAP

MINUTES

FUTURE MEETINGS

DENNIS PEARSON

DISCUSSION	The next meeting date will be Monday, March 2 nd in Eads at the Kiowa County Dept. of Human Services meeting room. The board will meet at 1:00 p.m. followed by the council at 2:30 p.m.
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SECRETARY APPROVAL SIGNATURE:	DATE:	
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