

CKLECC Board of Directors Meeting Minutes

MINUTES

MARCH 2, 2020

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

Agenda topics

FEBRUARY BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY ALEX AND SECOND BY JENNIFER.

FINANCIALS/EXPENDITURES/CHECK
APPROVALS/GRANT APPLICATIONS

HALEY LEONARD

DISCUSSION	<p>Haley went over the check detail for February. Checks included: taxes, payroll, utilities to Stop 'n' Shop for gas and electric, Quill for office supplies, Alicia Helm for cinnamon rolls for Feb. CKLECC meeting and Lincoln County Provider Night, Century link for phone and internet, mileage, three checks to First National Bank for Haley, Julie, and Carole's credit cards, April rent check to Stop 'n' Shop. Total February expenditures were \$6,934.</p> <p>Deposit detail for February included: \$494 for Lamar Community College for return of unused scholarship funds, \$1,000 from Mental Health Colorado, state reimbursement for Systems Building (SB) and Child Care Resource and Referral (CCRR) for \$4,194. The balance sheet for February was \$18,008.</p> <p>Haley reported on the profit loss budget versus actual report. She pointed out that Anschutz was listed on the spreadsheet by mistake. Buell funds - \$12,939 remains, CCRR - \$2,530.00 remains, Quality Improvement (QI) - \$6,127.01 remains, SB- \$14,752.81 remains. Haley reported the budget looks good and she does not anticipate going over budget.</p> <p>Luci motioned to approve the financials and checks to be paid. Alex seconded and the board approved.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

MINUTES

STATE REQUEST FOR APPLICATIONS &
ANSCHUTZ SITE VISIT

JULIE WITT

DISCUSSION	<p>Julie submitted the application to the Office of Early Childhood for state funding on February 14th. This funding is for state fiscal year 2021. At this point, she has been told everything looks good and contracts should be coming out in April.</p> <p>Nikki Camarena met with Julie and Haley for a site visit to go over the grant application submitted to the Anschutz Family Foundation in January. The visit went well. She said most likely we wouldn't hear from her until May when awards are given out. She did say most sites who have been awarded in the past should receive funding.</p>
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES 2021 BUDGET APPROVAL & REVIEW OF WAGE INCREASES HALEY LEONARD

DISCUSSION	<p>The board was provided with a copy of the 2021 budget that was submitted to the state with the request for application in January. The budget was based off of the February 14th conference call with board members who were able to call in. Haley requested the entire board to review for approval. In addition, the salary information for Julie, Haley, and Carole was based upon the wage increase amounts discussed on the February 14th conference call. These amounts were determined based upon COLA amounts. The board was provided with information provided by both Lisa and Haley illustrating how the amounts were determined based upon COLA percentages over the past years. Lisa proposed an additional 1% increase on top of the COLA percentages for both Carole and Haley as their job qualifications have increased. The proposal was to give Julie and Candie a 6.4% increase and Carole and Haley a 7.4% increase. Lisa reminded the board that this should be considered to be just a starting point as it only accounts for cost of living, not a big increase. On the February 14th call Haley was asked to review the current 2020 budget to see if funding is there to begin with the wage increases in March. Haley did meet with Amber and Julie. Amber gave approval to begin with the salaries in March. Funding could be pulled from mileage, lodging, and office supplies as needed. There is also \$3,000 left in advertising that could be used. Dennis suggested the board consider approving the proposed percentages of increase and then review in six months. This would allow time to get a better idea of what our annual utilities, phone and internet expenses will be since these are new expenses. Lisa motioned that the board accept the proposed wage increases as presented and revisit the wage adjustments in September of 2020. Alex seconded the motion and the board approved. Luci motioned to accept the 2021 budget as presented. Maranda seconded the motion and the board approved. Julie asked the board to review the Facts about Funding document she was asked to provide. The document states that if at any time CKLECC sees a change in funding staff hours could be decreased. Luci motioned to have staff sign the Facts about Funding form once employed to have on file until departure. Jennifer seconded and the board approved.</p>	
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Staff will sign Facts about Funding Document for personnel files	Julie	ASAP

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

DISCUSSION	<p>Julie and Lisa walked the board through the suggested revisions step by step. After discussion on the revisions, Julie was asked to retype a clean version and send it out prior to the next board meeting for approval of the final version.</p> <p>The Policy and Procedure Manual was not ready to be reviewed at this time.</p>	
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bylaw revisions will be made and a final version will be sent to the board prior the April board meeting.	Julie	ASAP

MINUTES FUTURE MEETINGS DENNIS PEARSON

DISCUSSION	<p>The next meeting date will be Monday, April 6th in Limon at the CKLECC Office on 355 D Avenue. The board will meet at 1:00 p.m. followed by the council at 2:30 p.m.</p>	
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SECRETARY APPROVAL SIGNATURE:	DATE:	
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