

CKLECC Board of Directors Annual Meeting Minutes

MINUTES

AUGUST 3, 2020

1:00 PM – 2:30 PM

VIRTUAL MEETING

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/Zoom: Jennifer Paintin (Baby Bear Hugs); Amber Ellis (Treasurer/Parent); Dennis Pearson (Board Chair/Kiowa County DHS); Haley Leonard (Financial Manager); Julie Witt (Council Coordinator); Carole Spady (Quality Improvement Coach); Luci Reimer (Secretary/Limon Memorial Library); Tami Stephenson (Southeast Health Group); Lisa Thomas (About F.A.C.E.); Kailey Meardon (Southeast Health Group); Alex Arellano (Morgan Community College; Collene Walsh (Cheyenne County)</p> <p>On Site: n/a</p> <p>Absent: Maranda Foster (Prowers County Public Health); Cindy Ferree (Limon Child Development Center)</p>

Agenda topics

JULY BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY LISA AND A SECOND BY ALEX

FINANCIALS/EXPENDITURES/CHECK APPROVALS

HALEY LEONARD

DISCUSSION	<p>Haley reported on the check detail report. July checks consisted of payroll, CenturyLink, mileage, Denver ECC for Sugar database license, Lakeshore for tote supplies, rent, blank check for utilities and September rent, credit card payment. Utilities consist of electric and gas. CenturyLink provides internet and telephone. The balance sheet for the end of July was \$20,280. The deposit detail report for July was: \$3,856.41 -System's Building (SB) reimbursement, \$939.70 – Child Care Resource and Referral (CCRR) reimbursement, \$5,600.47 – Quality Improvement (QI) Reimbursement, \$30.47 – Lincoln County reimbursement, \$39.51 – credit card credit, \$320.81 – Limon Child Development reimbursement for Lakeshore duplicate order. The monthly expenditures for July were \$286 – CCRR, \$1147.84 (QI), \$3,370 (SB). Lisa motioned to approved financials and checks. Luci seconded the motion and the board approved.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

MINUTES

2021 GAE BUDGET UPDATES

JULIE WITT

DISCUSSION	<p>Julie provided a brief update to the 2021 General Accounting Encumbrance (GAE) budget. Councils were updated on the July State TA Webinar that each council would receive an increase in funding for the GAE budget to offer incentives to Level 1 and Level 2 providers. A CCCAP fiscal agreement will not be required for L1 and L2 to participate. L1 providers are eligible to apply for a Hardship Grant while they work for the L2 or when the L2 is achieved the provider can apply for financial and coaching incentives. Julie stated this will be extremely helpful to several of our programs such as CLLC in Hugo, LLLCC in Eads, Kit Carson Preschool, and Plainview Preschool.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	Julie reminded the board that Buell funds need to be spent by August 31 st . Haley reported that the balance left to spend is \$5,133. Haley suggested that half of August payroll could go towards Buell funds leaving a balance of \$2,773 to spend. Julie mentioned she'd like to purchase a microwave for the office. Other ideas her and Haley have discussed have been reaching out to sites to see preschool staff need scholarship funding for the fall, possibly looking into an online fundraiser for CKLECC, office supplies such as printer ink for all staff, and getting the new Mental Health Resource professionally printed. Tami suggested that national trainings are happening virtually and are at a discounted rate if providers or staff would be interested. The board agreed that Julie should reach out to programs first to see if scholarship funding is needed and go from there.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Julie will promote ECE Scholarships and list a deadline that allows time for other spending.			

DISCUSSION	Julie reported she had turned in the annual strategic plan report to the Office of Early Childhood on July 31 st . She can provide a copy of the report to the board and include a copy of the strategic plan for this year. She and CKLECC staff will be working on getting the remaining thermometers and adult masks to school districts as they get ready to reopen. Julie was contacted by the Limon School to see if CKLECC could purchase a thermometer for a teen mom. The board agreed it would be fine for Julie to purchase a reasonably priced thermometer at the local pharmacy. Julie let the group know that the final draft of the Mental Health one pager was complete. She asked they review it one more time for approval before she orders copies of it. The group agreed that she should move forward with getting the document printed. The children's masks from School Specialty will hopefully ship in the next couple of weeks so they can be delivered to programs as they reopen. CKLECC has a new Office of Early Childhood representative. His name is Charles Ruda. Haley, Julie, and Carole will be doing monthly check ins with him. Julie has received the required Lincoln County protocol that must be followed in order to have a training. She has not received protocol back from Prowers County Public Health for training in Kiowa County. She will continue to work on this. Once the protocol is received Julie and Carole will make decisions regarding having a BLAST class and future training.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	No updates were listed in the meeting minutes.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	The next meeting date will be Monday, August 31st at 1:00 p.m. A virtual meeting will be scheduled on Zoom. This will be the September meeting, but it is being held a week earlier due to the Labor Day holiday.		
SECRETARY APPROVAL SIGNATURE:	DATE:		