

CKLECC Board of Directors Special Meeting Minutes

MINUTES

FEBRUARY 18, 2021

11:00 AM – 12:30 PM

VIRTUAL MEETING

MEETING CALLED BY	Dennis Pearson, Chairman
TYPE OF MEETING	Special Board Meeting – Review of CKLECC Policy & Procedure Handbook
FACILITATOR	Dennis Pearson, Chairman
NOTE TAKER	Julie Witt, CKLECC Coordinator
TIMEKEEPER	
ATTENDEES	<p>Phone/Zoom: Dennis Pearson (Board Chair/Kiowa County DHS); Haley Leonard (Financial Manager); Julie Witt (Council Coordinator); Luci Reimer (Secretary/Limon Memorial Library); Tami Stephenson (Southeast Health Group); Lisa Thomas (About F.A.C.E.); Colleen Walsh (Prevention Specialist); Autumn Pelton (Cheyenne County Parent & Public Health); Cindy Ferree (Limon Child Development Center); Troy McCue (Lincoln County Small Business Development Group/Economic Development); Louie Morphey (Morgan Community College)</p> <p>On Site: n/a</p> <p>Absent Board Members: Jennifer Paintin; Amber Ellis</p>

DISCUSSION OF POLICIES & REVIEW OF CKLECC
POLICY & PROCEDURES HANDBOOK

JULIE WITT

DISCUSSION	<p>Special Meeting Minutes from January 27th were approved by the board. A motion to approve was made by Lisa followed by a second from Luci.</p> <p>A special meeting was held to continue discussion on the CKLECC Policy & Procedures Handbook. The sections being discussed were regarding PTO and sick leave. A question that came up was whether or not PTO and sick leave should be combined. Collene suggested they be together so that staff had the option of wellness time versus sick time. Haley got the wording for the sick leave and PTO section from the 2021 Employee Laws webinar she participated in. Based upon the webinar it suggests employees should be allowed a maximum of 48 hours of PTO per year. The board was not sure they agreed on the 48 hour number and would like to know where that number comes from. The board requested Haley share the webinar with the group for all to review. It was suggested that wording state - one hour of paid sick leave is earned for every 30 hours worked to a maximum of 48 hours per year, but the maximum hours of PTO should be different. It was also suggested that carryover of PTO be allowed up to a maximum of 96 hours. In addition, discussion was had on the new required COVID laws. The board was concerned that COVID time may not be budgeted, but Haley said if pay was based upon regular wages and hours it would be covered. It was agreed that COVID pay would be based upon regular monthly hours worked with the regular rate of pay.</p> <p>Haley asked the board when PTO benefits would be effective for employees so she could incorporate it in the upcoming 2022 SFY budget. The board agreed it could be effective March 1st with PTO accruing from January 1, 2021. It was suggested Haley use last year's payroll averages to get a beginning PTO balance for each employee as of January 1st.</p> <p>Haley also asked the board to preview the draft of the 2022 SFY budget that would be due to the state on March 1st. She asked if the board saw anything that needed changed and if she should continue to budget for C.O.L.A. increases. The board did not see anything to change and told Haley to figure C.O.L.A. annually.</p> <p>The board requested Julie make the revisions and have the board continue discussion at the March 1st regular Board Meeting.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie will make revisions; Haley will estimate PTO balances for employees beginning January 1 st ; Haley will forward the 2021 Employees Law webinar to board members	Haley & Julie	ASAP

MINUTES

FUTURE MEETINGS

DENNIS PEARSON

DISCUSSION	The board will review the revisions at the next regular CKLECC Board Meeting on Monday, March 1st at 1:00 p.m.
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SECRETARY APPROVAL SIGNATURE:	DATE:	
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