

CKLECC Board of Directors Meeting Minutes

MINUTES

DECEMBER 3, 2018

1:00 PM – 2:15 PM

LIMON

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: Lisa Thomas (About F.A.C.E.)</p> <p>On Site: Dennis Pearson (Board Chair/Kiowa County DHS); Luci Reimer (Board Secretary); Julie Witt (Council Coordinator); Haley Leonard (CKLECC Representative); Cindy Ferree (Limon Child Development Center); Theresa Fox (Centennial Mental Health); Alex Arellano (Morgan Community College); Amber Ellis (Eastern CO Bank/Parent)</p> <p>Absent: Ryann Wollert (Prowers County Public Health); Rod Pelton (Cheyenne County Commissioner); Patricia Phillips (Lincoln County DHS)</p>

Agenda topics

OCTOBER BOARD MEETING MINUTES WERE APPROVED BY THE BOARD WITH A MOTION BY CINDY AND A SECOND BY LUCI.

MINUTES	WELCOME NEW BOARD MEMBERS	DENNIS PEARSON
DISCUSSION	<p>The board welcomed Alex Arellano of Morgan Community College and Amber Ellis of Eastern Colorado Bank as new Board Members. Amber will replace Casey Halde as parent representation of a child ages 0-5. Amber agreed to take on the role of Treasurer. Cindy nominated Amber Ellis to take on the role of Treasurer. Alex seconded the motion. The board approved. Lisa Thomas suggested that Haley go over all financials with Amber prior to each meeting versus on a quarterly basis. This would be a better practice of board liability.</p> <p>Rod Pelton will be resigning from the board most likely at the end of the year. Casey Halde and Bethany Welp submitted their resignations prior to the meeting. Bethany has moved to Wray and Casey's work schedule will not allow her to commit to the Board.</p> <p>The Board currently consists of (10) members. We are meeting state requirements; however, CKLECC bylaws require 11-13 members. With the anticipation of Rod leaving we are potentially looking at recruiting 2-3 new board members. We need at least one member from Cheyenne County and possibly a new member from the health field. Ryann Wollert has been unable to participate in many meetings. Lisa Thomas offered to reach out to Ryann to see if being a board member was still a fit for her.</p> <p>The group suggested reaching out to Megan Mosher at Lincoln Community Hospital and someone at the hospital or clinic in Cheyenne Wells.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES	REVISED BYLAWS/POLICY & PROCEDURE MANUAL UPDATE	JULIE WITT/LISA THOMAS
DISCUSSION	<p>Julie provided all board members with a draft of the revised bylaws reflecting the change to what equates a quorum. She requested the board look to make sure it was written correctly. The board agreed the changes were fine. Julie will send out the final draft.</p> <p>Lisa reported she did not have any updates on the Policy & Procedure Manual at this time.</p>	

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
A final draft of revised bylaws will be sent to all board members.	Julie	ASAP

MINUTES FINANCIALS/NOVEMBER EXPENDITURES & CHECK APPROVALS/ INSURANCE POLICY RENEWAL/FUNDING OPPORTUNITIES HALEY LEONARD

DISCUSSION	<p>Haley went over insurance policies – Flex Plus 5; Employee/Director/Board General Liability; Workman’s Comp. Haley reported that she had already contacted Gordon Insurance to renew the policies as they expire 12/31/18. The annual cost has changed minimally over the years. Haley requested the board approve to renew all policies with Gordan Insurance. Cindy made a motion to renew insurance of Board of Directors, general liability, and workman’s comp. The motion was seconded by Theresa and the board approved.</p> <p>Haley presented the financials/expenditures for review. The insurance renewals and ECCLA membership dues are the only irregular expenses this month. The advertising expenses are for Range Ledger and Limon Leader for Child Care Resource & Referral recruitment/training. The ending bank account balance in November is \$24,452.03 The Board liked the new expenditures report/worksheet saying it was much easier to read. It also reflects invoice reimbursements that are sent into the state each month for the different funding streams. Alex motioned to approve the financials and checks as presented. Luci seconded the motion. The board approved.</p> <p>Julie discussed future funding. The Anschutz Family Foundation will not be available this year. CKLECC has received \$5,000 the last two years. Guidelines require organizations to take a year off after two years. However, CKLECC is receiving an increase in state funding so this should not be an issue. Julie has been looking into the possibility of applying for a Wells Fargo grant and for funding through the El Pomar Foundation. Julie asked the board if there were any new ideas or projects that they’d like to see accomplished. Julie mentioned that a good portion of funding is being spent on home child care provider recruitment and we are not seeing the outcomes we’d like too. Cindy suggested creating a scholarship program for secondary education. Alex and Cindy made suggestions of partnerships between CKLECC and MCC. Alex mentioned how MCC helps arrange the Scarinzi Scholarship for health care and that MCC may be able to help come up with an ECE Scholarship with CKLECC. Alex also informed the group that a career fair was coming up in Limon and that CKLECC should consider having a booth promoting the ECE field.</p>	
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CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES BOOKKEEPING ASSISTANCE FOR BENT/OTERO COUNTY HALEY LEONARD

DISCUSSION	Daniel Prentice has offered to help Haley develop a contract to assist Bent Otero Early Childhood Council with bookkeeping. Haley hopes to have a draft of the contract at the next meeting for approval.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES UPDATES JULIE WITT

DISCUSSION	Julie asked the Board if CKLECC should consider joining Colorado Gives. It is an online option for non-profit groups to increase donations and spread the word about their mission and work. Each year in December there is a Colorado Gives Day where it is widely advertised for supporters to donate to non-profit groups. Julie reported she sits on a board using Colorado Gives and this is a great way for all board members to contribute. The board agreed it wouldn’t hurt to go ahead and get an account set up for next year.	
CONCLUSIONS	Julie and Haley will work on getting an account setup with Colorado Gives.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MINUTES

FUTURE MEETINGS

DENNIS PEARSON

DISCUSSION	The Board discussed switching monthly meetings to the first Monday of the month instead of the fourth Monday of the month. The present members agreed to try this. The next meeting will be Monday, January 7 th at 1:00 p.m. in Cheyenne Wells at the Cheyenne County DHS/Public Health Office.
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SECRETARY APPROVAL SIGNATURE:	DATE:	
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