

CKLECC Board of Directors Meeting Minutes

MINUTES

OCTOBER 28, 2016

9:00 AM – 10:00 AM

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 Board Coordinator
TIMEKEEPER	
ATTENDEES	<p>Phone: Lora White (Hugo Child Care Group); Sheila Anzlovar (North East Child Care Resource & Referral/ Board Vice Chair); Cindy Ferree (Limon Child Development Center); Tricia Borns (Lincoln County Dept. of Human Services)</p> <p>On Site: Julie Witt (CKLECC Coordinator); Dennis Pearson (Board Chair/Kiowa County DHS); Haley Smith (CKLECC Representative); Rod Pelton, Cheyenne County Commissioner; Candace Chamberlain (CKLECC Child Care & Tote Program); Tina Kraft (Board Secretary/ Preschool Director Plainview); Casey Halde (Treasurer/Parent)</p> <p>Absent:</p>
OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

Agenda topics

** THE MEETING MINUTES FOR THE SEPTEMBER WERE APPROVED AS READ BY A MOTION MADE CASEY HALDE AND SECONDED BY ROD PELTON

MINUTES	FINANCIALS/EXPENDITURES/FISCAL AGENT & FUTURE FUNDING	HALEY SMITH/CASEY HALDE/JULIE WITT
DISCUSSION	<p>The Board reviewed the Budget as a group. Haley and Casey walked us through the funding streams.</p> <p>There was a question as to how the reimbursements, that appear to be taking a month to receive repayment. Julie said that presently Lincoln County covers the overflow. The concern of the Board is what will happen when we are not covered by Lincoln County. The concern is cash flow issues. Sheila suggested that bills for reimbursement be sent in bi-weekly, or weekly rather than monthly. Julie and Haley will look into what options are available and report back to the Board at the next meeting.</p> <p>Haley presented the credit card options that she had found. Cheyenne and Lincoln Counties both use the First National Bank of Omaha. Haley said that maybe we should go with that since both Counties have chosen it but she will look into different options.</p> <p>Funding we are waiting on that have been guaranteed: Temple Hoyne-Buell Foundation: \$17,000 Lincoln County: \$4,000 with the stipulation that the funds to go toward Lincoln County Programs only.</p> <p>Future Funding Opportunities: El Pomar Foundation, and the Anschutz Family Foundation</p> <p>The Race To The Top Funding Cycle ends June 30th. Julie stated that a group is meeting in November to determine what factors will play in determining what grand awards will be available to councils during this next application cycle. Councils will know how much money they are applying for ahead of time.</p>	
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will bring credit card options before the Board.	Haley	ASAP

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COORDINATOR REPORT

JULIE WITT

DISCUSSION	STRATEGIC PLANNING Julie prepared an overview of what the group determined at the Strategic Planning Day and the goals and strategies suggested. The Board agreed that the most effective plan will be developed with the entire group during CKLECC Group Meetings. The cycle for the Strategic Plan is 3 Years.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

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BOARD INSURANCE/ AND TAX FORMS

HALEY SMITH/ CASEY HALDE

DISCUSSION	<p>INSURANCE: The program needs to purchase Omissions Insurance for the Board, and Workman's Compensation for the employees. Dennis suggested that Haley or Casey contact Jan Richards from the Kiowa County Economic Foundation. She had just gone through this process. Haley will get quotes and present them at the next Board Meeting.</p> <p>Tax Forms: Casey asked the Board how we want to handle paying employees once we are our own entity. We have two choices: CKLECC Employees would be considered</p> <ol style="list-style-type: none"> 1. Contract Employees, which will save on taxes and accounting time, but the employees will be responsible for paying their own taxes or 2. Regular Employees, which will cost the program a little more in taxes, require providing workman's comp. insurance, and would take more time to do payroll. <p>The Board decision was that all CKLECC Employees will be considered regular employees by a motion made by Tina and seconded by Casey. The Board agreed that even though it may cost a little more in time and taxes it is best for the employees.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Haley will gather information regarding Board Insurance	Haley	Dec. 8 th Meeting

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FUTURE BOARD MEETINGS

DENNIS PEARSON

DISCUSSION	<p>The next meeting is scheduled for Thursday, December 8th, in Eads at the Cobblestone Inn, at 9:00 a.m.</p>	
CONCLUSIONS		
ACTION	PERSON RESPONSIBLE	DEADLINE