

# CKLECC Board of Directors Meeting Minutes

## MINUTES

SEPTEMBER 23, 2016 8:30 AM – 9:30 AM

LIMON

<b>MEETING CALLED BY</b>	Dennis Pearson, Chairman
<b>TYPE OF MEETING</b>	Monthly CKLECC Board of Directors Meeting
<b>FACILITATOR</b>	Dennis Pearson, Chairman
<b>NOTE TAKER</b>	Julie Witt, CKLECC Board Coordinator
<b>TIMEKEEPER</b>	
<b>ATTENDEES</b>	<p>Phone: Casey Halde (Cheyenne County)</p> <p>On Site: Julie Witt (CKLECC Coordinator); Dennis Pearson (Kiowa County DHS); Haley Smith (CKLECC Representative); Rod Pelton, Cheyenne County Commissioner; Cindy Ferree (Limon Child Development Center); Sheila Anzlover (North East Child Care Resource &amp; Referral); Candace Chamberlain (CKLECC Child Care &amp; Tote Program)</p> <p>Absent: Tina Kraft &amp; Lora White</p>
<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	

## Agenda topics

MINUTES	FINANCIALS/EXPENDITURES/FISCAL AGENT & FUTURE FUNDING	HALEY SMITH/CASEY HALDE/JULIE WITT
<b>DISCUSSION</b>	<p>Haley and Casey reported that everything is good with the bank account; however, Dennis still needs to be added and listed as a signor. Haley and Julie met with the Lincoln County DHS Director and have set a goal date of transitioning from DHS as a fiscal as 12/31/16. The State has said the transition could take up to three months but they will try to do their best to reach this goal. DHS Director Patricia Phillips has let Haley and Julie know that if there needs to be an extension on the date that they can work with CKLECC. Casey and Haley are working on Quick Books to get payroll and accounting set up. Financials and expenditure sheets were given to the board for review. All of the Temple Hoyne Buell Funds were spent down in August.</p> <p>Julie reminded the Board that Carole Spady's contract ends 9/30/16. She asked whether we extend the contract through 12/31/16 or make her an employee of CKLECC at this time. It was agreed it would be easiest to extend the contract until we are no longer under the fiscal agent. Sheila made the motion to extend Carole's contract with the option to continue month to month until the transition from the fiscal agent is complete. Rod made a second to the motion and it passed.</p> <p>Items needing worked out with DHS prior to transition include: whether or not we can continue to use the teleconferencing phone line; the email accounts; iPad rental; and an end date to using the current credit cards.</p> <p>It was suggested that Haley do some research on where we can get a card ordered for Julie for CKLECC. Haley reported that Eastern Colorado Bank said they could not do it.</p> <p>Julie reported that it sounds like the Request for Applications from Councils that will come out next spring will be for a three-year funding cycle and that we will know ahead of time how much funding we are eligible to for.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Julie will update contract paperwork for Carole to sign. Haley will bring credit card information to October Board Meeting	Julie Haley	ASAP Oct. 28th

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STRATEGIC PLANNING MEETING

JULIE WITT

<b>DISCUSSION</b>	Julie reminded the group that the Strategic Planning Day is scheduled with Lindsay Moore of the OMNI Institute for Thursday, October 6 <sup>th</sup> from 9:00 a.m. to 2:00 p.m. at the Limon Community Building and that lunch would be provided.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

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RULES FOR COUNCILS

JULIE WITT

<b>DISCUSSION</b>	Julie reported that the Rules for Early Childhood Councils were under revision and a draft proposal was given to Coordinators at the last ECCLA Meeting. If the rules were approved, we would need to expand the Board to ten members and would need to make sure the required partners were members of the board. Julie mentioned there would be a comment period open to the public and she would forward the link to the council if anyone has something to mention.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Julie will forward the link to the public comment site for the Early Childhood Council Rule proposals	Julie	ASAP	

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FUTURE BOARD MEETINGS

DENNIS PEARSON

<b>DISCUSSION</b>	<b>The next meeting is scheduled for Friday, October 28th, in Cheyenne Wells at the Public Health Office at 9:00 a.m.</b>		
<b>CONCLUSIONS</b>			
<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	