


















Workflow Status: Contract Pre Approval

Workflow Information

Initiator: Ashleigh Kitt **Item:** Helping Hands Nurturing Center LLC
Started: 5/8/2020 8:46 AM **Status:** Approved
Last run: 6/11/2020 1:16 PM











Tasks




















This workflow created the following tasks. You can also view them in [Contract Pre Approval Tasks](#).

<input type="checkbox"/> Assigned To	Title	Due Date	Status	Related Content	Outcome
 Faye Hignight	Please approve Helping Hands Nurturing Center LLC	6/7/2020	Completed	Helping Hands Nurturing Center LLC	Approved
 Laurel Foster	Please approve Helping Hands Nurturing Center LLC	6/7/2020	Completed	Helping Hands Nurturing Center LLC	
 Faye Hignight	A change has been requested on Helping Hands Nurturing Center LLC	6/7/2020	Completed	Helping Hands Nurturing Center LLC	Finished by Faye Hignight
 Laurel Foster	Please approve Helping Hands Nurturing Center LLC	6/7/2020	Completed	Helping Hands Nurturing Center LLC	Approved
 Ashleigh Kitt	Please approve Helping Hands Nurturing Center LLC	6/23/2020	Completed	Helping Hands Nurturing Center LLC	Approved
 Mali Dyck	Please approve Helping Hands Nurturing Center LLC	6/23/2020	Completed	Helping Hands Nurturing Center LLC	Approved
 Contracts Group County Counsel	Please approve Helping Hands Nurturing Center LLC	6/23/2020	Completed	Helping Hands Nurturing Center LLC	
 Nick Poole	Please approve Helping Hands Nurturing Center LLC	6/23/2020	Completed	Helping Hands Nurturing Center LLC	Approved
 Jamie Hogenson	Please approve Helping Hands Nurturing Center LLC	6/23/2020	Completed	Helping Hands Nurturing Center LLC	Approved
 Contracts Group Auditor Approval	Please approve Helping Hands Nurturing Center LLC	6/23/2020	Completed	Helping Hands Nurturing Center LLC	
 Courtney Personeni	Please approve Helping Hands Nurturing Center LLC	6/23/2020	Completed	Helping Hands Nurturing Center LLC	Approved
 Contracts Group Insurance	Please approve Helping Hands Nurturing Center LLC 	6/23/2020	Completed	Helping Hands Nurturing Center LLC	Approved
 Ashleigh Kitt	Please approve Helping Hands Nurturing Center LLC 	6/23/2020	Completed	Helping Hands Nurturing Center LLC	Approved

Workflow History

The workflow recorded these events.

<input type="checkbox"/> Date Occurred	Event Type	User ID	Description	Outcome
5/8/2020 8:46 AM	Workflow Initiated	 Ashleigh Kitt	Approval was started. Participants: Faye Hignight;Laurel Foster;Ashleigh Kitt;Mali Dyck;Contracts Groups County Counsel;Nick Poole;Contract Group Insurance;Contracts Group Auditor Approval	
5/8/2020 8:46 AM	Task Created	 Ashleigh Kitt	Task created for Faye Hignight. Due by: 6/7/2020 8:46:09 AM	
5/8/2020 8:46 AM	Task Created	 Ashleigh Kitt	Task created for Laurel Foster. Due by: 6/7/2020 8:46:09 AM	
5/8/2020 9:17 AM	Task Completed	 Laurel Foster	Laurel Foster has requested a change to the task assigned to Laurel Foster. Comments: Please look at documents- highlights and comments. Just questions and Ideas	Change Requested of Faye Hignight by Laurel Foster
5/8/2020 9:17 AM	Task Created	 Ashleigh Kitt	Task created for Faye Hignight. Due by: 6/7/2020 8:46:09 AM	
5/20/2020 4:06 PM	Task Completed	 Faye Hignight	Task assigned to Faye Hignight was approved by Faye Hignight. Comments:	Approved by Faye Hignight
5/27/2020 9:33 AM	Comment	 Jason Jones	Participants for Approval on Helping Hands Nurturing Center LLC were updated by Jason Jones. New participants: Ashleigh Kitt, Mali Dyck, Contracts Group County Counsel, Nick Poole, Contracts Group Insurance, Contracts Group Auditor Approval	
5/28/2020 11:43 AM	Task Completed	 Faye Hignight	Task assigned to Faye Hignight for a requested change was completed by Faye Hignight. Comments:	Finished by Faye Hignight
5/28/2020 11:43 AM	Task Created	 Ashleigh Kitt	Task created for Laurel Foster. Due by: 6/7/2020 8:46:09 AM	
6/6/2020 4:54 PM	Task Completed	 Laurel Foster	Task assigned to Laurel Foster was approved by Laurel Foster. Comments:	Approved by Laurel Foster
6/6/2020 4:54 PM	Task Created	 Ashleigh Kitt	Task created for Ashleigh Kitt. Due by: 6/23/2020 12:00:00 AM	

6/8/2020 11:28 AM	Task Completed	 Ashleigh Kitt	Task assigned to Ashleigh Kitt was approved by Ashleigh Kitt. Comments:	Approved by Ashleigh Kitt
6/8/2020 11:28 AM	Task Created	 Ashleigh Kitt	Task created for Mali Dyck. Due by: 6/23/2020 12:00:00 AM	
6/8/2020 2:43 PM	Task Completed	 Mali Dyck	Task assigned to Mali Dyck was approved by Mali Dyck. Comments:	Approved by Mali Dyck
6/8/2020 2:43 PM	Task Created	 Ashleigh Kitt	Task created for Contracts Group County Counsel. Due by: 6/23/2020 12:00:00 AM	
6/8/2020 2:43 PM	Task Created	 Ashleigh Kitt	Task created for Nick Poole. Due by: 6/23/2020 12:00:00 AM	
6/8/2020 2:59 PM	Task Completed	 Cassandra Smith	Task assigned to Contracts Group County Counsel was delegated by Cassandra Smith. Comments:	Delegated by Cassandra Smith to Jamie Hogenson
6/8/2020 2:59 PM	Task Created	 Ashleigh Kitt	Task created for Jamie Hogenson. Due by: 6/23/2020 12:00:00 AM	
6/8/2020 3:09 PM	Task Completed	 Nick Poole	Task assigned to Nick Poole was approved by Nick Poole. Comments: Amended the insurance requirements to include work-comp and clarify the professional liability insurance.	Approved by Nick Poole
6/8/2020 4:13 PM	Comment	 Ashleigh Kitt	Participants for Approval on Helping Hands Nurturing Center LLC were updated by Ashleigh Kitt. New participants: Contracts Group Auditor Approval, Contracts Group Insurance, Ashleigh Kitt	
6/8/2020 4:13 PM	Task Created	 Ashleigh Kitt	Task created for Contracts Group Auditor Approval. Due by: 6/23/2020 12:00:00 AM	
6/9/2020 8:31 AM	Task Completed	 Linda West	Task assigned to Contracts Group Auditor Approval was delegated by Linda West. Comments:	Delegated by Linda West to Courtney Personeni
6/9/2020 8:31 AM	Task Created	 Ashleigh Kitt	Task created for Courtney Personeni. Due by: 6/23/2020 12:00:00 AM	
6/9/2020 9:27 AM	Task Completed	 Jamie Hogenson	Task assigned to Jamie Hogenson was approved by Jamie Hogenson. Comments: Changes made to reso...	Approved by Jamie Hogenson
6/11/2020 9:19 AM	Task Completed	 Courtney Personeni	Task assigned to Courtney Personeni was approved by Courtney Personeni. Comments:	Approved by Courtney Personeni
6/11/2020 9:19 AM	Task Created	 Ashleigh Kitt	Task created for Contracts Group Insurance. Due by: 6/23/2020 12:00:00 AM	
6/11/2020 11:26 AM	Task Completed	 System Account	Task assigned to Contracts Group Insurance was approved by Marianne Mason. Comments: Contractor has not provided all required insurance. She is working with her insurance agent to obtain. I will update doc folder when I receive complete packet.	Approved by Marianne Mason
6/11/2020 11:26 AM	Task Created	 Ashleigh Kitt	Task created for Ashleigh Kitt. Due by: 6/23/2020 12:00:00 AM	
6/11/2020 1:16 PM	Task Completed	 Ashleigh Kitt	Task assigned to Ashleigh Kitt was approved by Ashleigh Kitt. Comments:	Approved by Ashleigh Kitt
6/11/2020 1:16 PM	Workflow Completed	 Ashleigh Kitt	Approval was completed.	Approval on Helping Hands Nurturing Center LLC has successfully completed. All participants have completed their tasks.