

April 7, 2020

**KPATA Board Zoom Special Meeting
Minutes**

Present: Jacki Himpel, Kicia Wagner, Callie Peace, Michelle Kelly, Leslie Sissel, Jennifer Bruns, Suzy Green, Misty Piester, Cammie Braden, Becky Stewart, Tabitha Morris, Pam May, Lori Portelli

Reason for meeting: To discuss details and advantages of naming Child Care Aware (CCA) as KPATA's fiscal agent

Advantages of CCA being name fiscal agent for KPATA

- Physical assignment to CCA means we get a list of policy and procedures from them and we make it our own
- Would provide financial integrity for KPATA. Could implement strategies right away and give us stability as we go through an audit
- It would allow us to step back while taking on CCA guidelines and figure out what we want and make sure we have Policies and Procedures in place
- Day to day operations: basic financial work, keep up with bookkeeping, write checks (at this point it's unclear who should be writing checks)
- KPATA's financial commitment to CCA would NOT change
- Reports could be pulled anytime: account balance, profit/loss statement, amount submitted and reimbursed
- KPATA board will still have governance and ability to cancel contract at any time
- Budget will be presented annually and come back to the board for approval
- Cara Revell, director of finance for CCA, is knowledgeable, knows the rules, has the answers and is confident. She has the expertise needed with working with a budget of this size. She'll keep us going in the right direction. She has been sitting in on most of the Bright Futures meetings.
- Anything not in printed and approved budget must be asked of the board
- CCA is not taking power from us. CCA has no authority, just recommendations
- We can reevaluate the arrangement down the road
- Will have more flexibility than with an accountant. Will find out if CCA does taxes and if an accountant is still needed

CCA wants us to be aware that they may not continue the relationship if we don't have them become fiscal agent. All or nothing.

Role of KPATA treasurer

- Leslie will still be involved in the process and will have financial control over the board, will make recommendations to the board and will be the financial liaison
- Leslie does not have access to bank accounts or statements, only reports received from Callie. She feels she doesn't have the tools needed to fully serve the board. She is asking for better communication, transparency and a definition of her role as Treasurer

Board Training has been requested so everyone know what their roles are on the board. Can these trainings be offered through Zoom?

Motion

- Becky Stewart made a motion to move forward to create a contract with CCA for short term as fiscal agent.
- 2nd by Cammie Braden.
- Michelle Kelly amended it to specify the date
- Becky accepts Michelle's amendment to create a contract with CCA for short term as fiscal agent for 2020-2021.
- 2nd by Cammie.
- Discussion: Fiscal year and budget year not in alignment. Callie plans to align the years, although it's not required.
- Motion passes with 9 in favor, 1 opposed.
- Having a "nay" vote allows it to be brought back to the board in the future.
- Callie will move forward to create a contract with CCA for 2020-2021.

Job descriptions

- 3 job descriptions, but possibly only 2 people hired
- Becky Stewart has revised job description.
- Positions will be posted in mail chimp, social media and non-profit connect.
- Selection of candidates: Who interviews candidates is stated in the policy and procedures and will be sent out to board.

Agenda for April: approve hiring policies

Next meeting: April 17, 2020 12-2 pm