

KPATA Board Meeting April 17, 2020

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

March 23rd/24th vote

Cammie moved that the KPATA board approve receiving the grant award from DCCF in line with the approval of the FFPSA committee, and for CCA (our fiscal agent). Tabitha seconded. The motion failed 7-2.

Michelle made a motion to accept the Douglas County grant. Becky S. seconded. The motion passed by majority with 8 Yes votes.

Members Meeting Minutes

Becky moved to approve. Brittany seconded. No discussion. Motion passed.

Special Meeting Minute

Motion to approve by Jennifer and seconded by Tabitha. Make change to role of treasurer: financial control over the board, change to "oversee or on behalf of the board". Change Cara to Kara. Specify Leslie S. or board treasurer (on first), Leslie's name on 2nd. When does it take place: July 1st 2020. Jennifer accepts changes to minutes. Motion passes

Treasurer's Report

UMB: main checking 27,489.41

Money market with UMB as of 3/31/2020: \$10,367.07

CD as reported in March: \$40,861.40 (as of Jan31st)

Checking account 3/31/2020: \$22,340.72

Budget Transaction Report

-CCA approved budget, showing what's been expended to date and balance as of 3/31/2020, covering November-March (November includes October). March is larger amount because it includes time that Callie has spent on BF grant. Will be reimbursed back pay from KPATA. Reimbursement began in November and is paid to the district. Paid National Center and travel expenses in February for teen training, may need to add another \$300+ to amount now. Amount spent in December was prepayment to National Center. March was MI speaker. By the end of March \$926,082.45. Can move up to 10% of a line item, so will move some contractual money to personnel.

-This report can be requested of CCA at any time.

-Average of 2 families/week referred during Pandemic. Projecting 5/week. 35 active BF families right now.

-Updating phone service from vonage to google phone number. Will send flyers to DCF as a reminder.

-Michelle made motion to approve as presented, seconded by Pam. No discussion. Motion passes

Executive Director's Report

-Board insurance continued on. 3 year system. If we hadn't continued they would have kept 25%

-Worker's comp policy transition to Paycor to CCA. Policy was reinstated

-Becky P. and Callie invited to be part of DCF Strong Interagency Advisory Board

- Becky P, Nichole and Callie invited to present at National Conference
- Nichole will send description of training out by the end of today
- ASQ through Bright Futures : had it all set up with all PAT programs with assurances, but is requiring to put in Key Code. Not everyone has their codes right now. Contacted Brookes to see if they can remove that requirement. Only pay for the BF family. Consider KPATA opening up to all families
- Kansas Health Foundation: Annual Capacity Grant has been opened earlier than May 1st. Would like to write for \$15,000. Break into \$5000 increments, realizing they may approve part of it and not all of it. 5000 would be to fulfill immediate needs, (diapers, phone cards, etc.) 5000 for targeted expansion, 5000 for KPATA operation, which would go into operating budget. KHF is focusing grant on COVID 19 needs. Would work similar to the DG county (something) grant. Grant deadline is August, however the sooner you get it in, the better for award. Available to all KPATA members would be eligible.
- Sunflower grant is finished. Received all funding for that. All reports have been completed.

Motion to approve report by Lori, seconded by Becky S. No discussion. Motion passed.

President's Report

- tried to email Nonprofit connect, but came back. Got a new name and just emailed today
- zoom board training set up in the next month. Hoping to get dates and cost. Should only be a couple of hours.
- Callie has contacted those who signed up for committees, most were for training committee.
- Hoping to have more work done by committees and recommendations brought to the board.
- An email will be sent to people not at the training to have opportunity to sign up for committee
- Committees will be defined, all members will be contacted and then will list on website and sent to Regional Directors

Bylaws vote

Motion to approve Bylaws by Misty, seconded by Pam.

Discussion: Becky S. made suggestions:

- add more duties under President elect to match descriptions of other officers
- Article 9 has officers: elaborate President elect responsibilities. And update the treasurer's description to match what was discussed at Special meeting last week
- Callie suggested keeping Bylaws as simple as possible, because these are your laws. Policies and Procedures would be more detailed.
- Vice President needs to be doing the same as President Elect because they can be called up at any time in place of President
- spacing issue? May have been corrected already
- Callie suggested to think about who you would need to shut down organization if there wasn't a staff: still need to have treasurer to have the capacity to do all of those things.
- fiscal year vs calendar year: Perhaps take out the date info in the dues section that way we have flexibility to make changes "Dues are to be paid annually" All in agreement
- keep a list of current membership. Currently, is on executive assistant's job. As we move to CCA, they'll keep a list of who has paid, but not a list of members.
- Article 9, qualifications: Section 1: past president is not listed here but is listed under executive committee. When Past president comes to board meeting, they don't vote, just there to guide. When they come to a members meeting as a member, they can vote.

- Past president is an ex-officio non-voting member needs to be added. Make a section 12 and add that. Want guidance mentioned in Bylaws or P&P
- Section 4: Vacancies ex: Kicia took over for Nichole. Does Kicia fulfill 2 year term or is it re-voted on at the next annual meeting. Typically, if you step in someone's role, you fulfill their term. Needs for it to be clearer.
- Secretaries duties formatted differently w/ A, B,C, D. Made it paragraph form like all other sections.
- Make change from Delaware to Kansas
- Article 5: regional representative and regional directors in other area. Make it same language. Change both to Regional Directors.
- Keep Section 6: Duties of Board of Directors : keep bulleted
- "Board President" on Signature line.

Misty accepts the amendments to the motion. Pam seconded. Motion passes.

Hiring Policies Vote: Employee and Independent Consultant

Brittany moved to approve hiring policies as presented. Tabitha seconded.

Discussion:

- Employee: Interview Process: clarify "KPATA executive director will screen all applications before scheduling interviews" and Interviewing Committee with executive director
- Change last paragraph "fails to accept an offer of employment with seven calendar days" to "fail to accept an offer within the agreed upon time frame the offer may be rescinded by KPATA."
- Independent Consultant last paragraph: interpreted as in Becky Peters can't be staff and an independent consultant. Leave it there.

Brittany: accepts any and all amendments to the movement, Tabitha seconded
Motion passes, 1-no

Bright Futures Budget Vote

- auto renewed for the award next year. Not necessarily the same amount since it's turning into 12 month, instead of a 9 month.
 - Michelle moves to approve the BF budget, Tabitha seconded
- Discussion: on personnel section: money is the same as last year. Why is the time increased 3 months and more hours, and the pay is the same? .5 week =20 hours/week, not sure if hourly or salary. Callie's hourly rate will remain the same.
- amount that is offered to personnel can only be a 10% of the grant (personnel or fringe combined)
 - make line #8 correct for Callie's pay and add it to the assistant's pay and make changes if needed when the grant comes in.

Michelle accepts all amendments, Tabitha seconded.
All in favor. Motion passes

Hiring Committee will change to Personnel Committee (chaired by Becky S.)

Already voted on

Supporting the ED evaluation and BF staff evaluations

- Callie will do staff evaluations and Board does Callie's evaluations. Email suggestions/thoughts to Callie

June 2nd: can't reserve building in BV right now. Will it be virtually? Is it necessary? Tack on to Board retreat or State coordinator's meeting. Board retreat in August?

May Agenda

-Policy and Procedures update. Committee: Leslie S., Tabitha, Cammie, Becky S, Jennifer, Michelle.
Cammie is the chair right now. The group will elect a chair
-wrap up of March conference

Add minutes to the website!!

Michelle moved to adjourn, Becky S. seconded, and Motion passed.

**Leslie E emailed to say she approved budget

Next meeting: May 15th, 12-2pm