

**KPATA Full Board Meeting**  
**July 17, 2020**  
**12-2pm**

**Attendance**

Jacki Himpel, Kicia Wagner, Leslie Sissel, Leslie Ewy, Becky Stewart, Brittany Denson, Michelle Kelly, Cammie Braden, Suzy Green. Amy Kuhn (coordinator for Lyons and Sterling)

Guests: Janet Cody, Becky Peters, Nancy Keel

**Vote by email**

- June 22<sup>nd</sup>: Becky made the motion to accept the Conflict of Interest Statement, Kicia seconded. No discussion. 11 votes yes, Motion passed

**Approval of June minutes, Kicia Wagner**

- Changes:
  - Finance committee recommended a 3% increase instead of 5% because it was more fiscally responsible
- Pam moved to approve motion as amended, seconded by Becky. No discussion. 7 yes, 0 no, Motion passed

**Membership, Nominating and Governance Committee, Janet Cody**

- Shared document that Janet Cody has been working on with committee
  - Membership (goal to increase and diversify membership)
    - First step: obtain new members
      - Letter, including PAT documentation, program documentation, personal note from board member
        - Each board member will send out 10 packets to potential members in their area (would receive all necessary materials.
        - Reach out one week after sent and asked if they received it, possibly a second time
    - 2<sup>nd</sup> step: info for new member
      - Letter with info, calendar for year
  - Nominating: build 2020-2021 KPATA open board positions
    - First step: get current positions name with past position
    - Get list of suggested names
    - Membership committee contact perspective new board members
    - Open positions: Pres Elect, NC, NE, NW, SE Regional director
    - Email [Janetburtcody@gmail.com](mailto:Janetburtcody@gmail.com) , [Jacki.Himpel@kckps.org](mailto:Jacki.Himpel@kckps.org), [cpeace@kpata.org](mailto:cpeace@kpata.org), [cgbraden@keystonelearning.org](mailto:cgbraden@keystonelearning.org) with suggestions
  - List of current KPATA members will be provided so we know members in our area/staff

- Tangible list of benefits to being a KPATA member, report created by Becky Peters last year
- Send email to members asking for volunteers to join

### **President's Report, Jacki Himpel**

- Board retreat and meeting August 21<sup>st</sup>, 10-2pm, will be held on zoom
  - Will still do something early with the new board but wanted to wrap up this year with a retreat
- Sign conflict of interest and get feedback on the format, font, etc.
  - 1<sup>st</sup> page should be signed by board member, last page signed by President
  - Jacki will sign the back page and send it back out for signatures
  - Conflicts: List that your program receives fund from Bright Futures or may receive funds if you have signed assurances
  - Sign before August meeting
- Audit committee is needed because we must have an audit due to BF funds
  - Callie suggested that Jacki be chair of committee because of experience with MIECHV audits. We need two more people for committee: perhaps an accountant and another person familiar with MIECHV audits
  - BF will pay for audit
  - Kara would have recommendations for audit board
  - Finance committee supports Jacki being chairperson
  - At this time, unknown timetable for audit
  - Becky moved to establish an audit committee to include outside members of KPATA, Michelle seconded, no discussion, Motion passed, 8 yes, 0 no
- Continue to evaluate and review finance policies and procedures, but can slow down on the committee work. No need to meet weekly

### **Bylaws, Policies and Procedures, Jennifer Bruns (Leslie Sissel)**

- Feedback on board member financial giving practices
  - How do we feel about this wording? "Make an annual personal financial contribution at a level that is meaningful to me." Would we prefer to set specific amount or give other options of giving, such as: volunteering?
    - Agreed to leave the wording
    - Giving time for everyone to read through.
    - Ask for people to give feedback by 7/24. will vote by email, signed before August meeting
- Policies and Procedures is a subcommittee of Membership, Nominating and Governance committee. Jennifer will attend committee meeting and pull Policies and Procedures in when needed
- Callie is working with new admin assistant to streamline policy and procedure forms into one format. Becky P is working on drafts for checkouts for screening tools and computers

- Education and Training Committee and Conference committee are all one committee

### **Finance report, Leslie Sissel**

- The Finance Committee is asking for approval to add wording to Policy 202 in the Finance Policies and Procedures manual:  
“ These documents will also be shared with the Board Treasurer by the 12<sup>th</sup> of the month.”
  - Becky made a motion to accept Policy 202, Section C, Part b. as amended, seconded by Kicia, no discussion, all in favor, Motion passed.
  - Callie has informed them that the admin assistant is streamlining Finance Policies and Procedures. Should be ready by the August retreat and ready for vote. Asked for it to be included in google drive also
- CD \$41,298.55
- Savings: \$10,390.28
- Checking: \$8,614.75
- Cap Fed: \$10,039.19
- Michelle moved to approve as presented, Brittany seconded, 6 yes, 0 no, motion passed

### **Education and Training Committee Report, Michelle Kelly**

- Will send survey on Monday for training suggestions
- Conference moved to April due to March spring break. April 12<sup>th</sup> and 13<sup>th</sup>. Hilltop reserved and won't lose money if need to cancel. Next year will look at Wichita, Topeka or Salina
- BlockFest: no longer has train the trainer trainings. Asking BF to send one person to virtual training
- Update membership if you haven't already
- Working on annual training committee calendar
- Working with Nis for PAT conference this fall, September 15<sup>th</sup> and 16<sup>th</sup>
  - Opening up to home visiting conference and not just PAT. Will make sure there is still PAT material
- Following up with Nis on KIDS#,

### **Family First Prevention Grant, Nancy Keel and Becky Peters**

- Presenting Budget for next year. Same amount of money as last year, but must be spread out over 12 months \$997,473.00
  - Contractual line went from \$1,209,628.00 to \$861,855.
  - The only change in budget originally approved was the reduction in the contractual line
  - Plan to serve roughly 200 families (decrease of 22 families from last year's projected number)
  - 75 families from whole grant cycle for last year
  - About 7 referrals just from July, averaging about 20/ month (except for May)

- How many referrals became actual families? Becky P. has provided numbers to Callie
- Family First Committee has approved the budget
- DCF wants a quick turn around because grant cycle has begun. Can be approved now, and can be altered line by line, up to 10%, after being approved. No official due date, just as quick as possible. If changes are made, it would need to be sent back to DCF for approval and delay further
- Becky Stewart moved to approve the budget as presented, seconded by Leslie Ewy.
- Discussion:
  - Would like to see our focus in serving families and not on travel or purchasing items
  - Original budget: Salaries decreased by \$1,100, employment taxes went up (may have left out worker's comp) before
  - How much was spent on trainings this past year?
  - Finance Committee did make a request to BF staff for some numbers: number of referrals, regions that received, how many are active, # of completed visits, expense report, breakdown from staff report. Response: 100% of time spent on BF, no breakdown. Leslie did not receive numbers from Callie. Becky P reported that she sent the info to Callie last night.
- Travel line item could be moved later or make an amendment now to move the training line and approve budget
- What is cost per family? Roughly \$30 hours/family, weekly visits for first 3months, then 2/month, mileage additional
- Votes: 7 yes, 0 no, Motion passed

Oct 12<sup>th</sup> and 13<sup>th</sup>: Dr. Bryson conference will be moved to virtual.

Leslie S. addressed personnel committee: Looking at last month's minutes and checking account info, the checking account is down \$16,000. She asked for banking info and didn't get it. Leslie feels like she isn't doing her job well for the finance committee and the board and is looking for direction. Jacki replied that the request was made on Wednesday and Leslie didn't hear back from Callie due to personal issues that have come up. Should hear something shortly. If it continues, then it will be addressed.

Motion to adjourn meeting by Michelle, seconded by Becky. All in favor, Motion passed.

**Next meeting August 21<sup>st</sup>, 10am-2pm**