

KPATA Full Board Meeting
June 19, 2020
12-2pm

Attendance: Becky Stewart, Kicia Wagner, Callie Peace, Leslie Sissel, Nis Wilbur, Michelle Kelly, Suzy Green, Misty Piester, Tabitha Morris, Jennifer Bruns, Brittany Denson, Cammie Braden, Pam May, Lori Portelli

KPATA Special Board Meeting on May 27, 2020

- Finance committee met and discussed increasing salary range for applicants and made suggestions to personnel committee.
- Director and \$31,200 for the Quality Implementation Director. Motion was seconded by Pam. Discussion included reminding applicants of non-monetary benefits, such as working from home and flexible schedules, as well as the hourly rate is higher than many program coordinators are making.
- The motion passed unanimously.

KPATA SPECIAL Michelle made a motion to allow Callie to increase the salary offer up to \$36,750 for the Program **BOARD MEETING on June 4, 2020**

- Becky S. moved to accept recommendation from personnel committee to offer Becky Peters \$31,200.00 in the position of Program Director, to offer Hillary Koehn \$29,120 in the position of Quality Implementation Director and to repost the Administrative Assistant position at the rate of \$16.25 per hour. Leslie E seconded the motion. No Discussion. Motion passed with majority votes, one vote against
- All offers are pending background checks. Callie will send an email to notify how they respond to offers.
- Motion to adjourn by Michelle, seconded by Pam May, Motion passed.

May 15, 2020 Full Board Meeting Minutes

- Jennifer moved to approve the minutes as presented, seconded by Tabitha, no discussion, motion passed unanimously

Finance Committee

- 2020-2021 Budget
 - Leslie S. motion made to accept budget as presented, Michelle seconded.
 - Discussion: Finance committee recommended 3% increase instead of 5% because it was more fiscally responsible, although 5% increase was approved. The budget presented represents the 5% increase. Feedback is asked for because Finance committee feels like the budget was brought to them as is and not created by them. Personnel committee took in all comments, determined 5% was appropriate. Difference was about \$700 from 3-5%. 5% increase yearly is not an expectation. Going forward, personnel committee would make a recommendation on increase.
 - The motion passed with 6 yes, 3 no
- Update on Policy 109: passed on to Policies and Procedure to discuss

Treasurer's Report

- Bank Balances as of 5/31/2020
 - UMB checking account: \$24, 788.00
 - Savings \$10,385.66
 - CD: \$41,298.55 (monthly update)
 - Cap Fed (BF funds): \$18,232.71
 - Questions: Expense to Utah was for KDEC conference in Wichita
 - Brittany moved to approve report as presented, Tabitha seconded. No discussion. Motion passed.

President's Report

- Minutes of Special Meetings will be recorded in upcoming Full Board Meeting minutes. (May 27th following full board training and June 4th)
- Check out the KPATA website and review the “Why Join?” statement and provide feedback
- Michelle shared Full Board training survey feedback. Overall opinion was that it was very helpful and left us with more questions. Biggest takeaway: many want to diversify the board, want more training on different positions, questioned the financial requirements. Prior to the training there was discussion about a board retreat and some feel it’s even more important for the retreat now. Will do it in August prior to new elections, perhaps week of August 17th. Send input on dates if there are conflicts.
- Membership, Nominating & Governance Committee report and schedule: Jacki and Callie met with Janet Cody: working on a schedule for nominating and membership letter. Reach out to one of the three if you are interested in working on that committee.
- Motion to approve report as presented by Leslie S, seconded by Michelle. No discussion. Motion passed unanimously

Personnel Committee

- Personnel Policies: Jennifer will discuss during Policies and Procedures
- Hiring Status
 - Work agreement for Executive Director and each Bright Future’s employee
 - Jennifer moved to approve the work agreement forms, seconded by Kicia. No discussion. Motion passed to approve work agreements as written
 - Administrative Assistant position: 9 candidates were interviewed. Top 4 candidates, listed in preference, 1-4. None are/were PAT employees. #1 is a PAT grad.
 - 16.25 /hour, 1040 hours. #1 is from KCMO, #2 is from Overland Park, #3 is from Johnson County, #4 is from Overland Park
 - Cammie moved to approve hiring in order presented by Callie, pending background checks, Seconded by Jennifer.
 - Discussion: Michelle said there was a good caliber of applicants. Leslie was disappointed that we had a good candidate and would be representation west of Salina because we didn’t have a policy in place. Will bring up again in Policy and Procedures.
 - Motion passes to hire in order of presentation
 - Background checks turnaround has been slow. Still waiting on Child Abuse and Neglect reports to finalize two job positions. Since both with a school district, should be ok. Looking for approval knowing their background checks should be clear. If they aren’t when received, employment would be terminated. Wanting a July 1st start

- Michelle moves to hire on probation status pending background check, seconded by Lori. No discussion. Motion passes. Will offer on probationary basis until reports come through

Bylaws Policies and Procedures

- Personnel Policies (sent by Jennifer on Thursday at 11:45am)
 - Sent to Policy committee by Personnel committee to review.
 - Michelle moves to adopt the Personnel Manual. Brittany seconds. No discussion. Motion passes with 7 votes to adopt personnel Manual. One vote No.
- Conflict of Interest Policy, Board Agreement, Board Donation (same email)
 - NonProfit Connect template that was updated. Motion to adopt Conflict of Interest policy by Michelle, Cammie seconded. Discussion: Board members applying for open positions must resign position on BOD before applying. Will not be reinstated if not hired, but may run again. This was a challenge in the past hiring process. #1 reason Board members that applied, not hired was because they were Board Members
 - Cammie moved to table the motion, take more time to review and take it an email vote, Michelle seconded
 - More discussion: Since the majority are serving BF families, is this a conflict of interest? Once we have a conflict of difference form, we'll need to disclose that conflict. The Board can determine if it's a conflict. Any conflicts must be disclosed.
 - Motion passed to table the motion. Jacki will send on Monday and all will need to vote by 26th. Read now and be ready for discussion
- Policy 109
 - Joint work with finance committee. The policy is from CCA and is clarified as it pertains to KPATA
 - Michelle moves to approve as written, Leslie seconded.
 - Discussion: Last bullets were added because the committee felt there needed to be further clarification. Finding balance in making ED ability to move in way not to hinder
 - Motion passes with 7 votes; 1 no. Motion passes to accept Policy 109 as written.

Education & Training Committee

- Board Retreat: First new training committee met. Looking ahead and scheduling conference. Feedback on location was mixed. Wichita would be great, but coming out of COVID, decided to move back to Hilltop this year. Discussed moving out of March and decided on April 12th and 13th at Hilltop. 12th will be preconference and perhaps leadership summit for coordinator's. Will look at different location again the following year, depending on climate. Other trainings of interest were discussed. Set to meeting monthly at this point, with monthly updates

Executive Director's Annual Report

- Will email annual report
 - Financial outlook for revenue: 96% came from grants, rest from membership, training and merchandise sales. 95 % of our funds have been used for direct services (BF program.)
- Motion to accept report by Jennifer. Seconded by Kicia. No discussion. Motion passes with 8 votes.

July 17th next meeting 12-2pm

Motion to adjourn the meeting by Michelle, seconded by Leslie. Motion passes to adjourn meeting.