

KPATA Full Board Meeting
Friday, May 15, 2020
12-2pm

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

April 17th minutes

Motion made to approve as presented by Michelle, seconded by Becky S. No changes suggested. Motion passed.

ASQ online

- April 24th: Tabitha moved that KPATA expand the online ASQ Enterprise Screening to provide it as a benefit to all KPATA member programs. Seconded by Michelle. Motion passed on April 28th with 8 votes.

Executive Director's Report

- GuideStar Platinum Seal of Transparency was received. Provides funders information and shows program growth
- Early Learning Caucus Update: There's been one zoom meeting to catch up how all have responded to COVID-19.
- HV Leadership Update: restructured within the Early Childhood Structure. Callie will continue to be part of that committee, so our voice is heard.
- KS family (Topeka) highlighted in telehealth webinar: We are being aligned with telehealth because of virtual services being offered. National offices wanted a Kansas voice
- Update to membership system with new mail chimp options and list on Google Drive to come: Callie has ownership now and is getting it cleaned up. Hope to post on website soon.
- KHF Capacity Grant: did not receive Kansas Health Foundation Capacity Grant. Will keep our application to consider future funding
- Executive Director assistant transition year for 20-21: transitioning Christina into Bright Futures assistant. See where we need to fill gaps and if it can be filled by BF staff and CCA staff. Use time and effort logs
- Posting meeting minutes on website will be uploaded by Becky P.
- Motion to approve report by Jennifer, seconded by Leslie S, no discussion, motion passes

President's Report

- CARES Act: We are still receiving BF grant, so grant is not needed
- BFP report: met May 8th. ASQ, sent out to BF programs first and will go to everyone else
 - 20% of FF referrals are going to PAT programs
 - Jessica Mostaffa has held 2 trainings: Secondary Trauma/Compassion Fatigue and Trauma Informed Care
 - For anyone, but can't be reimbursed PE hours unless BF
 - June 2nd: Substance Abuse and June 29th: EPDS/Depression
 - Assurances have been updated. 12 assurances last year. Added a couple more and some more detail.
 - #3 added 12 months of reimbursement

- #7 referral days- 7 matches state requirements
- #8 affiliates will complete OAE training annually
- #14 KPATA may request an affiliate that has caseload capacity to serve other local areas (program may refuse referral and KPATA will work to find a program with the capacity)
- Motion to approve the 2020-21 BF assurances by Becky S, seconded by Pam.
 - Hope to have a BF training for coordinators/supervisors on assurances later in the summer.
 - Motion passed
- BF visits
 - Will virtual visits be able to continue. May influence decisions to take family.
 - Nis: not sure how long will virtual visits be allowable. If COVID 19 becomes a non-issue, virtual visits won't be allowed.
 - What happens to family when we enroll a family in area without PAT program when 12 month service is over? Will look at establishing program and/or other community partners
 - If KPATA is an affiliate and contracts with other programs, how will that impact board members? Can't be on both.
- Committee descriptions and assignments and ask for Regional Directors to share opportunities and remind everyone memberships expire June 30. Members were emailed reminders. Callie will re-send to all members.
- Board training May 27th 10-12pm: Zoom training through Nonprofit Connect. Will be recorded, but want all in attendance if possible
- Bonfire T-shirt Sales update: launched a sunflower design and is over tonight. It's done very well. We can now offer 9 products. 89 items sold as of now to 39 different buyers and a \$10 donation added to a sale. Estimated to ship on May 26th. Most popular shirt is the unisex t-shirt. \$581.24 in profit, plus donation.
- Pam moved to accept President's report, Brittany seconded, no discussion, motion passed

Finance Report

- Conference income: \$9,517.60, projected 6000. Made approx. \$4000-6000 in Topeka. Includes: everything (sponsors, shirts, cups, registrations). 95% of the money has been collected to date.
- BFP finance report
 - April: most is being utilized for staff of BF. Contractual amounts for March and April need to still come in: \$16,103.27 (April) and 13,891.44 (March) Once they come in, districts will be mailed checks.
 - Email from Becky P. outlining some things offered for spend down: diapers, OAE, SPOT (property of KPATA and loaned out), Group Connection money, phone cards, training for new PE support, money to present at National Conference.
- Bank statement review (will need to make 2nd payment to John before June 30)
- Implementation of finance committee members and action to get 20-21 budget approved
 - Leslie S. and Callie working on short time line to get all Policies and Procedures in place. Get together to approve in June. Draft has been started. CCA will be included to committee. Looking for more volunteers. Scheduled Tues. 19th 2-4pm, 26th 2-4pm and 29th as a fallback for clean-up, if needed. Brittany and Pam volunteering to join. (Will include Kara from CCA, Callie and Becky P and Jacki)

- Board is charging finance committee to have budget ready for next meeting on June 19th.
- \$41298.55 in CD
- \$10,379.94 in savings
- \$21,731.86 in checking all with UMB (21781.86 with \$50 deposit from conference fees) deposited
- Capitol Federal holds all BF \$4,611.30

Bylaws/Policies & Procedures Committee, Jennifer Bruns, Chair

- Want to review and put up for approval.
- Motion to approve Finance Policies as presented by Michelle, seconded by Misty.
 - Discussion on Policy 109 regarding executive director's ability to sign contracts and apply for them:
 - Draft came from CCA, reviewed and made our own, editing policy by policy
 - Delay and give people time to read
 - Michelle accepted the amendment of removal of Policy 109 (table for later): Misty seconded. Motion passed

Personnel Committee, Becky Stewart, Chair

- Update on open positions and procedures:
 - Becky S. moved to utilize the criminal, sex offender and child abuse background checks, seconded by Jennifer.
 - Amendment to add "federal"
 - Accepted by Becky and Jennifer. Motion passed

Foundational 1 training scheduled for week of August 10th at Blue Valley Conference Center

Michelle moved to adjourn and Leslie S. seconded, no discussion, motion passed