

KPATA FULL BOARD ZOOM MEETING

AUGUST 21, 2020

10am-12:36pm

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

Secretary Report

- Becky made a motion to approve the July minutes, Tabitha seconded. No discussion. Motion passed unanimously
- Meeting Minutes Policy approval: Motion to approve by Pam, seconded by Becky, no discussion. 8 yes, 1 No (Leslie S.) Motion passed.
- Email motion made by Becky on August 3, 2020 that all KPATA staff and board members conduct all KPATA related meeting virtually or by phone until further notice. Pam seconded. Motion passed unanimously on August 4, 2020.

President's Report

- SW Regional Director appointment/approval:
 - Misty Piester resigned as SW regional director. Membership committee will look for replacement
- Full Members Meeting, September 18th 12-2 pm via zoom: announcement will be sent to all members
- Approval of Board Giving and Commitment Forms
 - Change: Make checks out to "KPATA"
 - Motion to approve Gift Commitment Form by Becky, seconded by Jennifer. No discussion, 9 yes, Lori abstained. Motion passed
 - Motion to approve Board Member agreement with correction made to 2020 by Brittany, seconded by Cammie. Discussion:
 - #3, are board meetings still open If it's confidential. Go into executive session if it needs to remain confidential.
 - What if someone can't actively participate in one committee of the board? Participation can be in any form, such as committee work, donations, etc.
 - Guidelines are nice to have for new board members, especially as we look for members outside of PAT.
 - Suggested that it's stated what KPATA can do for the individual and not what the individual must do for KPATA.
 - Jacki called for a vote. 5-Yes, No-4, Abstain-1 (Pam). Jacki voted yes to break the tie. Motion passed
 - Jennifer should discuss with Policy and Procedures committee to perhaps make changes for the future
- If you have not signed the Conflict of Interest statement, do so now and send to Jacki and Callie
- Funding Requests approval
 - Leslie E. made a motion to approve as presented, Tabitha seconded. Discussion:
 - This is to approve that they are submitted in order to continue to help with COVID services.

- 48-hour allowance for review applies to grant submission. “Grant budget will be sent to the finance committee and reviewed by any finance committee member prior to submission. Grants written allow 48 hours for review”
 - These will not change the budget at all and will not change the ask for BF. This only changes the bank account
 - Vote passed unanimously
- Leslie S. made a motion to approve the President’s report, Becky seconded. Motion passed unanimously

Executive Director Report

- Submission of Network for Good grant per policy 109 approved
 - Approved through finance committee. Haven’t heard back yet.
- Reminder to pay for your membership if you have not already done
- \$300,000 worth of equipment, currently stored in Paola, needs insurance before loaning out to individual programs. Receiving bids for general liability and inland marine insurance policy
- PDG sub grant and survey on Children’s cabinet website, <https://kschildrenscabinet.org/grants>
 - Everyone should check out and look for community based applications
- Update from Nis with KSDE
 - No plans to update assurances to meet need of virtual services
 - Variety of ways to receive written permission from families prior to screening
 - All programs are eligible to apply for technology funding through Children’s Cabinet. Email sent earlier in the week.
 - Agenda is being finalized for upcoming home visiting forum. Will replace the annual coordinator’s meeting, meeting for 2 hours in the afternoon, 4 days a week. Optional to attend. On the Friday, all in for Kansas Kids meeting.
 - PAT National center has asked to share information on virtual training opportunities. Training consists of 2 hours of virtual training daily and rest of the day is filled with work on their own for training. Staff are doing the full-time training as if face-to-face and aren’t able to do other work that week.
 - Early childhood monthly webinar: last week’s webinar had a different format. Instead of sit and get, it was an open floor to ask any questions and get a real-time response. Planning on continuing with this model. Updates will be sent through email.
- Cammie made a motion to approve the ED report, seconded by Jennifer. No discussion. Motion passed unanimously

FFPSA Report

- Training/Membership payments: in system as of one week ago today
 - Exits and retractions account for differences in referral numbers
 - Region names are DCF names, so it’s not necessarily the same as PAT regions. DCF map changed between July and August.
 - Becky made a motion to approve the report, seconded by Kicia. Motion passed unanimously
 - Leslie S asked for: number of new referrals each month and region of state, number of active families, number of exits, number of visits provided for the month, monthly expense report, number of signed assurances and staff time and effort logs

- Callie's will be the only one that would vary, everyone else's would show that 100% of time spent on BF. Do not keep actual hours. Julie logs hours because she is hourly. Others list projects, not hours since they are salary.
 - Leslie S made the motion that the Bright Futures report include the number of active families, number of visits per month and expense report. Michelle seconded. Discussion:
 - What about number of signed assurances?
 - Leslie S amended the motion to the Bright Futures report include the number of active families, number of visits per month, expense report and number of signed assurances. Michelle seconded. Vote passed unanimously
- Kicia made a motion to take a 9 minute and come back at 12:15. Jenny seconded. Motion passed unanimously
- Training Pass was designed to help with membership. All access pass to all KPATA and BF training. Free for KPATA members, otherwise \$30 fee, which includes membership. Lori made motion to accept Training Pass as presented. Becky seconded. Motion passed unanimously.

FINANCE REPORT

- FFPSA award and budget approval: Callie recommended condensing into one motion. Budget includes original number. Leave as is and fill in with any money received. Leave budget higher than reward so it doesn't have to reapprove with any grants.
 - Becky made a motion to accept FFPSA award and submitted KPATA budget by Becky, seconded by Brittany. No discussion. Motion passed unanimously.
- MONTHLY BANK REVIEW
 - July statements:
 - Cap Fed: \$25,838.26
 - UMB checking as of 7/31/2020: \$8275.75
 - Savings as of 7/31/2020: \$10,392.48
- AUDIT COMMITTEE UPDATE
 - Finance committee met 8/18/2020. Still working on streamlining and branding the forms we are responsible for. Jacki is working on getting an audit committee together to work with Kara and the auditor. The audit will happen sometime after January 2021 (for fiscal year 2019). BF will pay for the audit.
 - Becky made a motion to approve the finance committee's report, seconded by Michelle. Discussion: Do additional committee members need to be a KPATA member? Not required, trying to reel in and then will ask. Motion passed unanimously

Membership, nominating and Governance Report

- Send ideas/suggestions to Janet Cody and Callie before meeting next month
- Will receive a membership package in mail with letters to send in the mail to perspective members. Encouraged to write a personal note in each
- Motion to approve Membership, Nominating and Governance report made by Cammie, seconded by Becky, Motion passed unanimously

Michelle made a motion to adjourn the business portion of the meeting at 12:36, seconded by Becky. Passed Unanimously.

Kicia Wagner 9/21/2020