

**KPATA Full Board Meeting
November 20, 2020
12pm-2:26pm**

Attendance: Michelle Kelly, Kicia Wagner, Leslie Sissel, Jennifer Bruns, Callie Peace, Brittany Denson, Tammy Jilka, Lori Portelli, Becky Stewart, Nis Wilbur, Kara Revell, Jacki Himpel, Jenny Whitney, Leslie Ewy, Janet Cody

Call meeting to order at 12:09pm.

Approval of October Minutes:

Jennifer moved to approve, Brittany seconded, no discussion. Passed unanimously

Email vote November

- November 4th: Becky moved to approve the affiliate coordinator job description as written. Leslie E seconded. Discussion:
 - Short application window so coordinator can be interviewed, approved by board and hired and begin working. Will need to write the affiliate plan and have it approved by KPATA Board, DCF and PATNC and will take several months. Will also need to write Policies and Procedures for contracted PEs and have it approved by the board and available to begin serving families by June 30th.
 - Personnel committee will meet on the 12th to review applications and interview on the 17th. The candidate and salary will be brought to the KPATA meeting on the 20th for board approval. Deadline will be extended if there aren't qualified applicants by the 11th.
 - The number of PEs depend on the number of referrals. Coordinator can serve BF families, which may be needed when getting started.
 - Attempted to schedule a meeting for discussion. After voting on meeting options, it was determined it wasn't possible to gather everyone at this time and a vote was called to approve the job description.
 - Motion passed 5-2 on November 11, 2020.
 - The position and candidate will be brought to November KPATA meeting and will be approved before offering to candidate. We will vote to confirm the committee's choice for candidate, for salary and later the affiliate plan.

President Report: Michelle

- Appointment President Elect
 - Cammie resigned as President Elect. Nominating Committee suggests Janet Cody for this position. She will take over as president when Michelle's two-year term is completed.
 - Becky moved to accept the nomination of Janet Cody for President Elect, seconded by Jennifer. Discussion:
 - Would it be a good idea to have new board members provide a resume to the board with background info. Policy and Procedures have been talking about this procedure, but it has not been approved yet, so we aren't held accountable at this point. No other candidates at this time.
 - Motion passed unanimously.
- Update on Regional meetings

- Michelle has gone to all regional meetings this month, sharing the open positions. No offers to fill positions at this time.
- Michelle shared her KPATA story. Callie will choose and notify who will share story next month.
- Board member paperwork is now on google doc. Please complete if you haven't already.

Strategic Planning: Callie

- Goal to Support local recruitment/PDG update
 - Got notice on Wednesday that sub grant was accepted and will help all HV program in Kansas with marketing, in hopes of aiding in recruitment.
 -

Finance Reporting with Kara (fiscal agent with Child Care Aware)

- Currently using a debit card through UMB bank, which is tied directly to checking account. Preference would be to not use the debit card because it gives assumption that there is money in the bank, but instead issue individual credit cards that are the responsibility of the person with the credit card, each with a set limit. Expense Reports would be submitted monthly, explaining all charges.
 - Lori made a motion to approve moving from debit cards to individual credit cards, seconded by Jenny. No discussion. Vote passed unanimously.
- Procurement Policy date and amount update
 - Policy 602, Procurement policy approved on May 15, 2020, states we have multiple options/bids in writing for purchases over \$500.
 - We have documentation for conference and screening equipment
 - Jacki spoke with Bret Curtis, a member of the audit committee, as well as a lawyer and CPA. He suggests adding a resolution:

“Whereas, certain financial policies were adopted by the organization’s staff prior to the beginning of the year. Whereas, the Board considered in its meeting dated May 15, 2020, the policies so adopted and determined them to be appropriate for the Organization; Whereas, the Board, therefore, voted to approve such policies effective as of the beginning of the year as documented by this resolution.”
 - Lori moved to accept resolution of the policy that we have been following the procurement policy, seconded by Tammy. No discussion. Vote passed with 8-yes, 1-abstain (Lori).
- Monthly reports and education on reading them
 - Balance sheet takes a picture of assets on a certain day in time
 - As of 10/31/2020:
 - Cap fed: -27, 352.57
 - We are on cash bases. Every month we issue checks to record expense, pull checks until money is received from DCF. FF pays after money is spent, so we'll always show negative balance as long as we are on a cash basis.
 - Always waiting for DCF payment for about 25 days.
 - Currently waiting on about \$44,000 in reimbursement
 - \$4,548.16 in bank account on balance sheet
 - UMB CD: \$40,861.40
 - Total assets: \$45,409.56
 - Balance sheet takes a picture of assets on a certain day in time.
 - 2,751.23 in payroll liabilities right now

- Equity=Assets
 - Total assets equal total liabilities and equity: \$45, 409.56
- Profit and Loss by Class: Separate all programs associated with KPATA. All revenue coming in has to be identified. Financial assistant, Michelle Johnson, made sure everything fell in the right place.
 - Douglas County Community Foundations
 - Revenue: \$5700 paid back to Douglas County program at once
 - Family First Prevention Grant
 - Required to track expenses in Admin and Support, Direct Client Services and Program.
 - Total FFPG column (far right): 704,321.08 from KS DCF represents cash received for expenses through September. (Will always be behind in paying us)
 - KPATA administration: show donations from various projects
 - Expenses that cannot be charged to any specific project
 - Goal is to transfer admin to projects. Charge more admin cost to family first next year.
 - Advocacy: Sunflower Foundation. Have money left to spend of the \$15,000
 - Membership and Training: captures dues
 - TOTAL column: shows loss due to cash flow in FFPG
 - Questions on balance sheet and balance loss:
 - What reports should board be seeing?
 - Balance sheet YTD, beginning next year. Busy cleaning up from previous year.
 - Profit/Loss: Board usually sees one column: total income and expense.
 - Can create July-October at next meeting. Will add footnotes to anything causing questions (ex: loss)
 - Finance committee reviews financials (balance sheet and income statement) and approves budget annually
 - Administrative money should be budgeted more in BF. In 2019, didn't budget any. 2020 we did, but we should take more. Can take up to 20%.
 - Becky moved to approve financial report this month as given by Kara, seconded by Jenny. Vote passed unanimously.
 - Moving forward, balance sheet YTD, profit loss will be provided
- Audit update
 - 3 members: former tax attorney/CPA/former PAT parent, Desoto school district rep, WYCO health department formerly with MIECHV
 - Met last week and Kara provided a couple of names of audit firms that she worked with before. Committee will choose a firm.
 - BF pays for the audit for 2020, will move forward after Dec. 31st 2020

FFPSA Report

- Reports are in the shared drive

- Dashboards shows referrals, completed visits, newsletter, budget report showing breakdown of the month
- Kicia moved to approve the FFPSA report, seconded by Becky. Discussion: breakdown of region indicates where the family lives. Vote passed unanimously.

Education and Training Report: Michelle

- Conference Update
 - April 12 and 13, Split in 2 days, 2-4 hours each, likely using Zoom for platform
 - Key note speaker: Resiliency/Self Care
 - Cost will be split between BF and conference budget.
 - Still working on creating a store.
 - Call for proposals will be going out soon. Encourage PE in your area to share strengths at conference.
 - Email ideas for giveaways that are light and easy to mail
 - Hillary has taken over chair of committee.
 - Will probably use zoom for platform.
 - Sandy Ellsworth will be doing the 6th day of training and it will be put on shared drive.
 - Putting together lunch and learns in January for PE to connect

Personnel Report: Becky

- Affiliate Coordinator: DCF will not approve for KPATA to hire an affiliate coordinator due to rise in COVID and decrease in referrals, so it's been put on the back burner.
 - Lori reports that recruiting is not down at all in her area and is receiving weekly DCF referrals. Callie said to notify her if this happens to ensure that DCF knows BF is an option.
- Julie Youngers, BF admin assistant turned in resignation and Callie accepted it as of 11/24/2020.
 - Lori moved to repost BF admin assistant, seconded by Becky. Discussion:
 - Works 20 hours/week and turns in weekly timesheet
 - Should positions be re-evaluated and job be offered to current staff?
 - Callie reports that 20 hours/week is needed for admin and will not be moving forward with affiliate until we have approval for position.
 - Will we have time for board discussion before we pursue the affiliate in the future?
 - Subcommittee exists for brainstorming what the affiliate would look like. Members are Callie and Hillary and looking for more members.
 - Vote passed: 7 yes, 1 no

Membership Nominating and Governance: Callie

- Move Board Elections to spring:
 - Brittany moved to move board elections in the spring with the conference, with April-June for onboarding and taking over position in July. Seconded by Lori. No Discussion. Motion passed unanimously.
- New member report:
 - 30 memberships purchased in October, 2 from membership drive, rest from training.
 - By Region: 7 NC, 13 NE, 0 NW, 7 SC, 1 SE, 2 SW
 - 177 total members. By region: 15 NC, 71 NE, 6 NW, 23 SC, 43 SE, 7 SW

- A family tab will be added to the website, with a membership form for programs to share with families at the time of exit. Flyer created to share with families as they leave the program.

Policy and Procedure Manual: Michelle

- Jennifer moved to adopt the manual as presented, seconded by Brittany. Discussion: will have correct page numbers. Will be updated "live" as we go to each member, allowing for approval today. P & P can be changed at any time and make changes as a board, if needed.
- Motion passed unanimously on November 20, 2020

Adjourn: 2:26pm

Next Meeting: December 18th 12-2pm

Kicia Wagner 12/18/2020

