

KPATA Full Board Meeting
October 16, 2020
12pm-2:08pm

Attendance: Kicia Wagner, Becky Stewart, Leslie Ewy, Callie Peace, Brittany Denson, Tammy Jilka, Leslie Sissel, Cammie Braden, Jennifer Bruns, Jenny Whitney, Lori Portelli, Michelle Kelly, Nis Wilbur

September minutes

- Jennifer moved to approve minutes as presented, seconded by Cammie
- Discussion: Separate all members portion of meeting from the full board meeting
- Motion amended to approve the minutes as written, but separated into two separate minutes. Passed unanimously.

My PAT Story: Cammie

- Cammie shared her PAT story

Strategic Plan and Goals: Callie

- Will be on the agenda monthly to discuss
- Review and let Michelle or Callie know if you have questions
- Goal to support recruitment for local programs: Callie is working with Kansas Home Visiting Leadership and will be submitting grant in hopes of receiving funds for recruitment
- Advocacy: encouraging everyone to reach out to legislators. Advocacy Committee is planning Virtual PAT Day
- KPATA newsletter: emailed first week of October and will be on the FB page and KPATA website

FFPSA report, dashboard, insurance update and affiliate: Callie

- September 2020 Dashboard is in google folder. Includes:
 - Insurance documents are just FYI. Quotes came from broker that CCA uses.
 - 76 Total Active Referrals: 102 children, 92 adults
 - 162 completed visits
 - 26 signed assurance
 - 16 referrals in September
- Kicia moved to accept the FFPSA report, seconded by Cammie.
 - Discussion: 3 insurances quotes received for \$300,000 worth of equipment. Policy states actual cash value, which is not good because it doesn't take in place depreciation or the replacement value. High costs accounts for the equipment being moved from car to car. First quote came in at \$7000, decided on the \$4000 quote. All equipment has warranties. Equipment is distributed for a year at a time to avoid delivery cost (about \$200 each shipment). Not all equipment is being used right now, due to virtual services. There is no liability on PE to pay for equipment, it is a KPATA expense. Programs currently serving BF families have priority to check out equipment, but programs with signed assurances are eligible as well. An email with checkout procedures will be sent.
 - Work comp is being switched to same broker, but is with the same company that we have been using. Not able to switch board insurance at this time because we purchased a 3-year policy. Board insurance protects board members from being sued individually.
 - 3 bids: 1 was \$7,000, 1 was a no and the 3rd was \$4,000, which we went with
 - Vote: 8 in favor, 0 opposed. Motion passed

- 10/26/2020: Infant Mental Health Training
- 11/30/2020: Home Visitor Safety and Domestic Violence
- Email list is a work in progress. Let Callie know if you aren't receiving member's emails.
- Should KPATA file to apply as an affiliate of their own to serve BF families? Will need to hire a coordinator who would work with parent educators.
 - Brittany moved to have KPATA become an affiliate for BF families, seconded by Jennifer.
 - Discussion:
 - Must maintain the affiliate just as all other programs. It would be unique in that the parent educators would be contractors and not KPATA employees. KPATA would not hire PE or train them directly, but may pay for training through a different affiliate. Only hiring PEs that are certified through another program. Doesn't have to be a Kansas PE, but must be a KPATA member.
 - Initially, KPATA was told we couldn't be an affiliate. What has changed and why can we now? We can't get state funds or be tied with a school district. The affiliate would stand alone.
 - BF referrals: priority goes to local affiliate, then neighboring affiliate, then would refer to another ECH program.
 - If you are on the board, it would be a conflict of interest if you were the contracting PE, so you'd need to identify that on conflict of interest document.
 - Benefit: establish footprint across the state. If KAPTA shows this is how you establish an affiliate and maintain it, it will help other programs across the state.
 - Job could go to someone new or an existing PAT employee
 - KPATA would have their own Visit Tracker account.
 - PE would be paid \$30/hour by KPATA as soon as KPATA is reimbursed (between 5-60 days).
 - Coordinator would decide if they would contract with multiple parent educators in one area or just stick to one PE. This should not be seen as an "income", because it's not sustainable.
 - The family would be served for the year and then referred to a different model when the year is up, if there isn't a local PAT. It is possible for a BF family to renew for a second year if still at risk.
 - Would likely use Penelope since it's included in affiliate fee.
 - Would not be required to have a KIDS number because they would not be served with KPAT money.
 - Nis shared the issue from a couple of years ago. Two districts were splitting a PE. Neither affiliate ended up being compliant with the model. The number of families served is by PE. IF two affiliates are sharing a PE, PE needs to be very mindful of how many families they are serving.
 - Vote: 8 yes, 1 no, 1 abstained (Kicia), Motion passed

M,G,N Report: Callie

- Still need committee members. If you have any recommendations, send names to committee chair, Janet Cody

- Committee appointed Cammie as the parliamentarian so she will ensure that they are following Robert's Rules of Order
- Jacki has resigned from Past President position, giving the opportunity to diversify board. Not sure if new person must be a past president, but must be ex-officio member. They don't vote and must be board approved, should have KPATA board knowledge, should be able to offer support and guidance to the board based on their experience.
- Michelle moved to accept the M,G,N report as presented, Cammie seconded. Vote passed unanimously.
- Positions open: SW rep, NW rep, Past President. It is recommended that the positions are filled, but they can always remain open.

Personnel Report, Retirement Plan & Request for annual raise plan: Becky

- The committee met in October and is recommending that KPATA offer a retirement benefit to staff at no expense to KAPTA.
- Mutual of America will provide retirement plan
- Brittany moved to offer KPATA staff a retirement benefit, Leslie E seconded. 8 in favor, 1 opposed. Motion passed.
- Callie will offer to BF staff as of January 2021
- Personnel committee would like to recommend to finance committee to have a standing 3% raise
 - Jennifer made the motion to have a standard 3% salary increase included into the budget for KAPTA staff, seconded by Cammie.
 - Discussion: who is the staff? Hillary, Becky Peters, Julie and Callie. If money isn't there, we don't have to give that raise, just recommending that it's built into the budget
 - 9 in favor, 0 opposed, motion passed.
- Lori made a motion for the board to approve the hiring of another staff member for Bright Futures as KPATA affiliate coordinator, seconded by Jenny W.
 - Discussion: 20 hours/ week and salary position. Not sure when they would be hired. How will it affect budget mid-year? Coordinator will be asked to recruit families. Hiring will not change the roles of current BF staff and will not immediately contract PEs.
 - Vote: 9-yes, 1-opposed. Motion passed.

Finance: Leslie

- Policy 101
 - Changes in blue (gives a guideline to when the budget would be given to the finance committee so it has time to present to the board.)
 - Leslie S. moved to accept policy 901 as presented, seconded by Brittany. No discussion. 9 yes, 0 no. Vote passed.
- Finance Report
 - UMB account (Money market) as of 9/30/2020: \$10,395.08
 - Checking Account (KPATA) as of 9/30/2020: \$70,409.55
 - Cap Federal Account (BF) as of 9/30/2020: \$64,707.29
 - Leslie E. Moved to accept finance report as presented, Kicia seconded.
 - Discussion: clarified accounts as KPATA and BF. KPATA account will not be as high next month due to money having to be moved to that account from Cap Fed account in order to pay National. Leslie S. would feel more comfortable if the finance committee was getting more detailed reports and as the treasurer,

she would like more reports. At this time, the Finance Committee sees the same reports as the whole board and they should see more. Finance Committee is willing to meet every Tuesday before KPATA meeting to review reports. Reports are electronic and can be pulled whenever it's needed by Callie. It may be helpful for Kara to come to a meeting and explain reports as well as recommend which reports would be beneficial.

- Vote: 9-yes, 1-no, Motion passed

Board Member Paperwork: Callie

- Only 4 people have turned in all 3 forms. Please send to Callie ASAP

Training & Education Conference Budget: Michelle

- Budget is in google docs.
- Profit was \$8500 last year
- Conference in April will be virtual. There will be an email soon asking about preferred format.
- Keynote speaker: working on finding a good speaker that will draw people in
- Will have giveaways to participants and presenters
- Looking at April 12th and 13th.
 - May adjust based on format chosen, but will stick to that week
- Michelle moved to accept the training committees budget for April's conference as printed, seconded by Jenny W.
 - Discussion: This is only \$500 less than budget. KPATA has capacity for 1,000 on Zoom.
 - Vote: Passed unanimously
- Nis needs a request for the KSDE funds!

Policies and Procedures Manual: Callie

- More work than anticipated. Still reworking table of contents and including all of the procedures. Deadline is November 11th and then it will be available for the next board meeting.

Cammie moved to adjourn the meeting, seconded by Leslie S. Motion passed unanimously. Meeting adjourned at 2:08pm

Next meeting: November 20, 2020

Kicea Wagner 11/20/2020