

KPATA Full Board Zoom Meeting
March 26, 2021
12pm-2:54pm

Attendance: Michelle Kelly, Becky Stewart, Callie Peace, Kicia Wagner, Leslie Sissel, Brittany Denson, Jenny Whitney, Janet Cody, Jennifer Bruns, Nis Wilbur, Lori Portelli, Tammy Jilka, Kimberley Peterson

Approval of February Minutes

- Janet moved to approve the February minutes as presented, Brittany seconded. No discussion. Motion passed. Lori abstained.

Welcome and Introduction of New Members

- Welcomed Kimberly Peterson

My PAT Story: Becky Stewart

- Becky shared her PAT story

President Report: Michelle Kelly

- BF grant came up abruptly and had quick turnaround, which affected all committees. Thanks to everyone for their hard work.

Executive Director Report and Strategic Planning: Callie Peace

- Full ED report is located in the shared drive
 - Selected for a desk audit from DCF and will be working with CCA for the audit
 - Staff evaluations completed last month
 - Final draft of overall KPATA budget should be ready at next month's meeting
 - New exciting project in the works: working with Becky S. and Nis to expand using Supporting Care Provider's Curriculum across the state
- Boards rules and responsibilities located in the shared drive. Review and comment
- Status of PDG grant: A marketing firm is in the process of auditing Kansas HV website right now and will suggest changes, if any
- Kicia moved to approve the ED report, Jenny seconded. No discussion. Motion passed. Tammy abstained.

Advocacy Report: Callie Peace

- Learning about school finance and trying to keep up with changing bill numbers.
- Could not track number of postcards sent in for virtual PAT Day
- House Bill 2119: public school voucher is getting a lot of attention. Extending criteria so more people could utilize
- KPATA is always looking for new funding streams. No insight to new funding streams at this time
 - All PAT programs are encouraged to apply for the Early Childhood Block Grant, will share out information for the next grant cycle
 - \$15,000 grant written for the KPATA affiliate was submitted, but haven't received a response yet
 - Our Tomorrows program also gives many grants
 - Apply for grants other than home visitation grants: Health grants for OAEs, community work, etc.

- Callie will add section in newsletter with opportunities and ideas for programs

FFPSA Report: Callie Peace & KPATA staff

- Dashboard reports in the shared Drive
 - Active referrals in every DCF region of Kansas
 - Active referrals and discrepancy in completed reports due to missed visits.
- Expenditure report in the shared drive
 - More than \$600,000 left in budget: pushing as many referrals as possible and will support the startup of the affiliate
 - Becky and Hilary have been working on sending weekly reports to all CPS workers and will follow-up with training and education support to increase referrals in areas of low referrals. Turnover at CPS makes it difficult. Suggestion made to email CPS workers and copy local coordinators, coordinators would follow-up with CPS
- KPATA affiliate: Affiliate plan turned in and hopeful that they'll hear back in early April
- Tammy moved to approve the FFPSA report as presented, seconded by Becky. No discussion. Motion passed, Lori abstained

Personnel Report: Becky Stewart

- 21-22 Personnel committee recommendations
 - Committee voted on 3% increase in salary for KPATA staff
 - Becky moved to increase salary by 3% for all KPATA staff for 21-22, seconded by Janet
 - Discussion: all BF staff and all but 25% of Executive Director's salary is paid through FFPSA.
 - Motion passed 7-2
 - Increase Quality Implementation Director by 20 hours
 - Becky moved to increase Quality Implementation Director from 20 to 40 hours, including affiliate coordinator work, seconded by Janet
 - Discussion: Previously voted to increase by 10 hours, which ends in June
 - Motion passed unanimously
 - Recommendation made to committee to increase Program Director hours from 20 to 30 hours per week beginning July 2021-2022 program year, with reasoning to include working on braided funding. Personnel committee voted on motion and it did not pass.
 - An updated job description was added and sent back to FF committee where it passed unanimously. Sent back to personnel committee and passed, but not unanimously.
 - Becky moves to increase the BF Program Director to 30 hours with the understanding that within the first quarter of the grant cycle she will have a private funding source that meets or exceeds the amount of the salary increases for herself, and by the third quarter she will have private funding sources that meet or exceed the salary increases for the Quality Implementation Director. Seconded by Jenny
 - Discussion:
 - Becky is moving to Colorado, but continuing with KPATA job

- What if funding isn't found to support the salary? Why give more hours for someone just to find more money to support their salary? What is the need for that many hours?
 - The grant requires that we do braided funding, which we haven't achieved, so we are asking for more hours. Becky will be responsible for managing the funding. Other things will be added to her responsibilities to include things Callie is currently doing.
 - See the new job description. Changes are highlighted.
 - CCA actually does the work for the audit. Callie currently makes sure it's done, but it will be added to Program Director's responsibilities. Audit will take a lot of time.
 - Although some work is within the committees and they are willing to help, someone from BF team has to be involved.
 - #18 is already being done, but adding the follow-up.
 - This would take effect July 1.
 - BF salary is paid from FFPSA grant. Braided funding would add to KPATA budget and won't have to wait for reimbursement monthly
 - Grant was written for 1.5 staff and currently have 2.5. Lessons learned as we near the end of the 2nd cycle: how complicated the grant is, that it's a reimbursement cycle, we need to give support in order for the quality work to be done, and learning responsibilities and roles.
 - We have to be sustainable so that we can continue having dollars to give programs. Without solid foundation of KPATA staff, work won't be quality.
 - Giving Program Director more of ED's responsibilities, will free ED to give her more time to work on funding opportunities for KPATA budget.
 - Desk audit is because we are new and KPATA didn't have money before BF. By keeping braided funding, it will help fund KPATA in order for BF to be sustainable.
 - Paying auditor \$12,000, but staff still has to answer questions from auditor and put files in their format.
 - Personnel committee's vote changed when additional job responsibilities and a new job description was presented.
 - Only way to make BF sustainable is to make KPATA sustainable. KPATA affiliate will help KPATA to be sustainable.
- Vote: Yes: 4, No: 4, Michelle tie-breaker: no, Motion did not pass.
- Becky moved to increase Program Director from 20 hours to 25 hours, with additional job responsibilities listed in the draft of job description, beginning

2021-2022 (current motion does not have expectations that first motion did), seconded by Janet.

- Discussion: If we go down to 5 hours, expectations are still there and ED will still expect it and have in the job evaluation. The first motion was stated based on what the personnel committee voted on.
- Vote: yes: 4, no: 4, Michelle tie-breaker: yes, Motion passed

Finance Report: Leslie Sissel

- FFPSA Renewal
 - Renewal grant is due on April 12th and must be completed if we want BF to continue.
 - 5-hour difference won't change breakdown of FTE
 - Finance committee met on 3/22 through email. Committee worked on KPATA budget, including FF grant Through discussion, passed committee with vote of 3-2.
 - Becky made the motion to accept the FFPSA grant renewal as presented with amendment of personnel line changing to reflect Program Director position to be 25 hours/week, Jenny seconded.
 - Discussion:
 - The budget on the drive was posted right before meeting and is the most current
 - Training allocations consisted of things needing updating: cost of audit, adding in attorney fees, new grant dollars that would be raised to cover 1st and 3rd quarter
 - An overall budget was given on Monday, but Callie is unable to share it because it's been encrypted
 - Currently at 7% administration (must stay under 10%)
 - Callie is considered Direct Service with Reflective Supervision and not administrative
 - Can vote and changes will be reviewed by finance committee within 48 hours
 - Becky amended the motion, adding that finance committee will review changes within 48 hours and approve it, Jenny seconded
 - Vote: 5 yes, 3 no, Motion passed
- Monthly Reports
 - Reports are on the shared drive
 - Audit budget \$8350, concerned it was too low
 - Fee for audit \$12,000
 - Vistaprint expense for card holders for backs of phones and delivered on PAT Day
 - Brittany moved to approve the finance report presented, seconded by Jenny. No discussion, motion passed

Education and Training Report: Michelle Kelly and Brittany Denson

- Conference 2021: Building Capacity to Thrive, Fostering Resiliency and Connection
 - Brittany: plans for conference are moving forward and looking positive. 144 registrations. Hilary and Dana have been working on the platform to get it working and troubleshooting what may go wrong with the conference. Agenda will be out soon. Had a meeting for presenters. Decided not to send out packets before conference.

Information will be sent out electronically. Gift will be sent out after attendance at the conference.

- Reflect and response meeting for each program after conference

Membership, Nominating and Governance

- Committee reviewed and approved the slate of officers. View the slate in the board document, changes are highlighted
 - Janet moves that the slate be approved by the board, Jenny seconded. No discussion. Motion passed unanimously.
- Board role and responsibilities on doc: please review your respective role and responsibilities and hours before April 2nd
- Full members meeting and survey
 - committee compiled a few questions to be added to the survey at the end of conference. Please add comments by April 2nd. Janet will send the reminder prior to deadline.

Becky moved to adjourn the meeting at 2:55pm, seconded by Jenny. Motion passed.

Next Meeting: April 16, 2021 12-2pm

Kicia Wagner April 16, 2021

