

**KPATA Full Board Zoom Meeting
November 18, 2022
12PM**

Attendance: Janet Cody, Kicia Wagner, Callie Hoffman, Leslie Sissel, Sara Hunnicutt, Michelle Kelly, Lisa Williams, Travis Rickford, Deanna Kessler-Miley, Laurie Logan, Brittany Denson, Dana Book, Jenny Bruns, Monica Murnan

Approval of October Minutes: Monica moved to approve minutes with the discussed changes, Laurie Logan seconded. Discussion: Finance committee hasn't received a copy of the audit and had the walk-through with Kara as stated in the minutes. Leslie will contact Kara and request for the December finance committee. Motion passed unanimously.

KSDE Update: Lisa Williams

- Mid-year report coming up for all affiliates; will help Lisa identify if anyone need additional support in meeting grant requirements
- Spoke with Amanda Petersen: not sure about additional funding in PAT yet, but moving forward with what that may look like
- Fewer families are being served over the past few years
- Hopefully we can request more grant money, but there must be the required local match (legislative action is needed to change that)
- Trying to get more information to superintendents about the importance of PAT and any info shared with Lisa about programs in the state will be shared with the communications team to be shared in the weekly newsletter

President Report: Janet Cody

- If you haven't turned in required board docs yet, please do so ASAP

Personnel Committee: Janet Cody

- Attention to Policy 109 has been brought to the committee
 - History of the Policy: We went from ED being paid annually as a contractor to receiving the FF funding and adding employees, including ED. It wasn't right to have the person writing the grant to be an employee and increasing salaries. Now that KPATA is established with employees, this situation won't happen again.
 - The board has authority to say it needs to be revised and give direction on how the policy is written
 - Current concerns with the policy
 - The procedure for applying for a grant and receiving approval is stated clearly; change the wording to clarify that changes to funding be brought to the board prior to submission
 - First bullet point: there isn't a grant writing committee, so remove this bullet point
 - Do we need grants to be approved by the finance committee and given 48 hours?
 - This was originally in place because we went from \$30K budget to a \$1 million budget
 - Policy Committee meets at 2:30 p.m. on December 8th

- Send feedback regarding this policy to Jenny by December 7th
- Policy 2000: Consider changing interview process to the ED choosing the 2 people sitting on the interview committee instead of it being two people from the personnel committee
- Policy 109 and Policy 2000 will be emailed

Strategic Plan: Michelle Kelly

- A lot is happening at the state level with home visiting that could impact PAT greatly during the next few years. This should be considered when deciding to write and pay for a 3 to 5-year strategic plan.
- Another option is to go with a one-year action plan with Learning Tree Institute at Greenbush for \$1000.
 - Funding has been secured through Kansas Health Foundation grant
 - Could happen quickly, as early as January
 - Task force would create a survey and lead us through the plan once the survey is completed
- Michelle moved to enter into a MOA with the Learning Tree Institute at Greenbush for an action plan at the cost of \$1000, funded by Kansas Health Foundation. Travis seconded. Discussion: One-year plan instead of a 3 to 5-year plan is okay. If Callie thinks the MOA is okay, she can go forward with it. Motion passed, with 2 abstained

Executive Director Report: Callie Hoffman

- Report is in the shared drive
 - If you haven't completed KU survey, please do so; links are in the report
 - Possible consolidation of Early childhood work with no cuts to programs
 - Election updates
 - Will continue to watch for committee changes, but not anticipating major change
 - Travis moved to accept the ED report, seconded by Deanna. No discussion. Motion passed unanimously.

FFPSA Report: Callie Hoffman

- In the shared drive
- Referrals are up to 120 –higher now due to new referrals
- Look at possible need for revisions for budget; wait for 3rd quarter to find out if we have the award for next year
- Michelle moved to accept the FF report, seconded by Dana. Discussion: 25 referrals in October, with 14 active in KPATA affiliate. Number of families on caseloads vary. Affiliate staff is listed on the KPATA website. Motion passed unanimously.

Bylaws, Policies and Procedures: Jenny Bruns

- Working on updating policy 301 regarding accounts receivable

Membership, Nominating and Governance: Brittany Denson

- Total membership at the beginning of Nov: 283, 93.7 % of the total for the 2021-22 year, with 8 out-of-state members
- At this point, there isn't a need to create a policy that allows only Kansas members to vote, with out-of-state members in the advisory role. Do we want a policy in place in case out-of-state membership grows?

- Email Brittany with any thoughts for her to take back to the committee

Finance Report: Leslie Sissel

- All reports are in the drive
- Callie noted a few grants that have been applied for that will supplement BF grant
- Working with P & P committee on Policy 301; may report back at December board meeting

Next Meeting: December 16, 2022, 12 PM-2PM

Jenny moved to adjourn at 1:50 PM, Michelle seconded. Motion passed unanimously.

Kicia Wagner 12/16/2022

