

KPATA Full Board Zoom Meeting
May 19, 2023
12 PM

Attendance: Janet Cody, Hilary Koehn, Kicia Wagner, Jacki Himpel, Sarah Eastman-Olivas, Sara Hunnicutt, Deanna Kessler-Miley, Leslie Sissel, Aaron Grunewald, Monique Koerner, Jenny Bruns, Travis Rickford

April Board Meeting Minutes: Leslie moved to accept the minutes as presented, Jenny seconded. Discussion: change 202 to 2024. Motion passed unanimously.

All Member Meeting Minutes: Leslie moved to accept the minutes as presented, Jenny seconded. Discussion: change SW Regional Director as Annette Wyatt. Motion passed unanimously.

KSDE Update

- No update today

President Report: Janet Cody

- Personnel Committee Report
- Timeline and job description for ED
 - Have met 5 times since March; will be in person next week in Emporia
 - Share any thoughts regarding ED position with personnel committee by 3 pm on Tuesday, May 23rd
- Onboarding Chats: met with most incoming board members (two left)
- At the end of each board meeting, Top 5 list points for Regional Directors to take back to region
- Will begin to give reminders of what is considered confidential and what info needs to be shared

Interim Executive Director Report: Hilary Koehn

- May 2023 Interim ED Report in shared drive
 - Travis moved to accept the report, Kicia seconded. Discussion: Reps asked at the state conference what information they should take back to regions, so the Top 5 list was created. This will be helpful for non-PAT employees. It's important to set up system for regional reps to communicate with coordinators. Motion passed unanimously.

2023-24 Budget: Jacki Himpel

- Presentation of Budget: here to present and answer questions
 - Finance committee, Hilary and Jacki worked with Kara at CCA
 - Finance committee met yesterday to approve the budget
 - Proposed budget is in yellow
 - The funds from DCF were higher this year because DCF added \$10,000 this spring
 - \$20,000 is for targeted expansion through grants
 - Salary is higher because budgeting for more PE
 - Looking at \$393,148 for budget, FF approved 405, 650. Overages will be moved to contractual to support PAT programs
 - Retirement plan will be matching 4%
 - Staff mileage reimbursement is for KPATA staff, not affiliate PES
 - Conference expenses include: venue, meal, social

- Insurance Quotes and Recommendation to the Board Health Insurance FY24
 - Recommending silver plan through All State because the plan is not figured on health and age; \$616.94 per month.
 - Need to fund at least 3 employees on this plan for this rate.
 - Jacki recommends the silver plan for three employees and providing it for staff working .75 FTE or more. Allows to set cost per person so as a new full time employee is hired, cost is known. Names of current staff used as a place holder
 - If employee claims don't add up to \$10,000, KPATA will get a check back
 - Budget allows for some increases to go up yearly
 - No current policy on what is included in benefits; policy needs to be created
 - Will go to personnel committee and then will bring to the board
 - DCF has approved, but not gone through board

Bylaws, Policies and Procedure: Jenny Bruns

- Working on updating several policies already in place to best represent FF grant
 - Creating a telecommuting policy for those working from home
 - Staff PTO policy
 - Updating hiring policy
 - Updating HIPAA policy to meet FF requirement
 - Policy on how to exit employee including how long they have access to email, google drives
 - Will be working on creating benefits policy if approved by personnel

Membership, Nominating and Governance: Janet Cody

- Updates on fiscal year 2024 Slate of Officers
 - President elect position was left open because of all changes. Very close to appointing a president elect
 - Letter of resignation from Casey Wilkerson as regional director, send suggestions to Janet

FFPSA Report: Hilary Koehn

- Gail Vertz will begin serving as committee chair for FFPSA in July
- Documents in the shared drive
- Advisory Council for Affiliate program: presentation
 - Shared presentation last month for upcoming goals and successes
 - Presentation is linked to the agenda
- Leslie moved to accept the report, Kicia seconded. Discussion: Programs are still receiving referrals, but will be keeping an eye on numbers. Motion passed unanimously.

Education and Training/Conference Report: Hilary Koehn

- Planning 2023-24 Year and QEIP Calendar Year
 - Rough draft created and hope to email by mid-June
 - Will note which trainings meet a Quality Standard
- Conference Budget
 - Will be shared with finance committee and then with the board

Finance Report: Leslie Sissel

- All reports are in the shared drive
- The committee reviews all the reports and ask questions to Kara for clarification
- Kicia moved to approve the finance report, seconded by Jenny. Discussion: When this is approved this mean we are adopting the budget. The budget as presented gives the personnel committee room to make any decisions (health insurance, staffing) and can be brought back to the board. Motion passed unanimously.

Advocacy Committee Report

- No updates

Social Media Committee Report: Hilary Koehn on behalf of Jennifer Whiteford-Houk

- Need to recruit to discuss objective. What do we want for this committee and how are we going to do this?
- Statewide set of goals to help re-energize PEs and support Home Visiting

Action Plan: Janet Cody on behalf of Michelle Kelly

- Last meeting the draft plan was presented and input was asked for
- Michelle adjusted due dates since some were past due
- Three goals
 - Create an equitable system of service provision for all Kansas families
 - Enhance and Expand fiscal and programmatic support to affiliates
 - Review board structure and function
- Deanna moved to adopt the KPATA action plan July 1, 2023-June 30, 2024, Jenny seconded. Discussion: Michelle will be monitoring and report back to the board as items are accomplished. Motion passed, one abstained.

Next Meeting: June 16, 2023 12-2pm

Kicia moved to adjourn at 1:39 pm, Jenny seconded. Motion passed unanimously.

Kicia Wagner 6/16/2023

