

KPATA Full Board Zoom Meeting

June 16, 2023

12 PM

Attendance: Janet Cody, Hilary Koehn, Leslie Sissel, Kicia Wagner, Lisa Williams, Dana Book, Maria Torres, Monica Murnan, Sara Hunnicutt, Jacki Himpel, Aaron Grunewald, Jenny Bruns, Travis Rickford, Annette Wyatt, Deanna Kessler-Miley

May Minutes: Change Salina to Emporia and sliver to silver. Jenny moved to accept the minutes with discussed edits, seconded by Deanna. No further discussion. Motion passed unanimously.

KSDE Update: Lisa Williams

- An additional \$1 million was added to state funding which was combined with the unspent funding that was returned this year. This allowed for programs to be awarded what they asked for.
- There are 11 new program coordinators across the state.
- One new program will not be continuing (USD 237- Consortium that covers Smith County) ○ KSDE hopes that area PAT programs can help cover Smith county families (more to come)
- One new affiliate program: Turner will be leaving the KC Area Consortium and be their own program
- Will be offering a new coordinator on-boarding training: six weeks, one-hour long training · Lisa is working with Amanda Petersen to develop a strategy to ensure we are all aligned with delivering the same message to school districts/superintendents

President Report: Janet Cody

- FY 24 New board members joining today: Aaron Grunewald, Annette Wyatt, Maria Torres · Will soon be appointing President Elect, Amber DeJmal. She is from Haysville, former parent educator, but currently self-employed.
 - Travis moved to accept appointment of Amber as President Elect for FY 24, seconded by Jenny. Discussion: Is it common to be new to a board and go directly into a leadership role? It's only a one-year position because that is all that is remaining in the term that she is filling. The motion passed unanimously.
- Committee list is in the shared drive
 - Would like to add one more person on the Finance, MN&G, FFPSA, and Advocacy committees
 - Jacki suggested Meghan Hosterman or Linda Bass from Strengthening Families to join FFPSA committee
 - Bylaws, Policies and Procedures: Jenny is currently chair, but would like to leave once a replacement is found
 - Personnel Committee will find a new time to meet with incoming members
- Pay membership dues for FY24 by the end of June to avoid the \$10 increase

Personnel Committee: Janet Cody

- In March, stipends for Interim ED and Program Director were approved, but will end June 30th Jenny moved to extend the stipend for Interim ED and Program Director for FY 24 until an ED is

hired, Monica seconded. Discussion: The stipend was the remaining salary of ED. Michelle Johnson (fiscal agent) broke down the numbers for exact payment: \$220 for Program Director and just over \$3K for Interim ED monthly. The motion passed unanimously, with one abstaining.

- The committee has met often since Callie's resignation in March. With 3 members leaving the board on June 30, we are asking to form a Task Force that will continue into FY 24 to continue the work on hiring ED (job description, hiring, recommendation)
 - Would include current personnel committee and the three leaving (Jenny, Leslie, Kicia)
 - Questions
 - Task force can be made up of non-board members since they would only be making recommendations to the personnel committee. Personnel will take it to the board and it wouldn't have to go through Finance.
 - Personnel committee has new job descriptions which have been shared with KPATA staff
 - Task force will review applicants, form interview team
 - Job descriptions have salary range determined
 - What are the tasks for the task force?
 - There are not specific tasks outlined yet, they've just been proposed. Questions such as where to post the job, who interviews, how long it's posted?
 - What is the benefit of the task force to the personnel committee?
 - 3 or the 5 current members are leaving. Seemed like a large load to put on incoming committee members, so it was suggested that current members continue on task force since they have the background and knowledge
 - New personnel committee could focus on hiring new Affiliate Coordinator and parent educators
 - Kicia moved to create a task force, which includes the current personnel committee members, to begin the hiring process of the new executive director and conclude once the executive director has accepted the position. Dana seconded with reservation. Discussion:
 - the word hiring is not liked, perhaps change it to interviewing
 - An amendment was made to the motion to replace "hiring" to "interview"
 - Search and interview instead of task force? Search and interview can make recommendation and the actual hiring process falls back on the personnel committee and the board
 - The motion passed, with 5 yes, one no, one abstained
 - Callie was hired over 8 years ago and she could only work 20 hours/week. Personnel committee wanted ED to work more than .5 FTE to allow for KPATA expansion. Indirect funds can be moved to help fund ED position
 - This would allow for broader bandwidth for ED to find grants and additional funding for PAT
 - The new grant doubled the hours for affiliate coordinator and affiliate director (.5-1.0)
 - Created the 30-30-30 Proposal
 - Move ED from current .5-.75

- Move affiliate coordinator from current .5 to .75
- Move affiliate director from current .5 to .75
- Program Direct remains the same at .75
- The 30-30-30 plan was created based on feedback from KPATA staff in order to free up grant money to serve more families
- Leslie reached out two days after the Emporia meeting with concerns about the plan
- DCF has given an informal nod to the change, but would need a formal approval
- The change being recommended was to allow for the expansion of hours for ED to continue to do great work for the betterment of Kansas
- Suggested that the committee create a one-page explanation and goals to the board to better understand the proposal
- Job descriptions have been updated to match the 30-30-30 plan and ready for posting; there was a lot of redundancy in tasks
- Personnel committee meets on the 20th and can create the summary
- An email vote can be requested by the end of the month
- One-page summary with bullets, listing pros and cons will be created and emailed to the board next week. The personnel committee meets on the 20th. Watch for an email from Janet.

Interim Executive Director's Report: Hilary Koehn

- In the shared drive
- Highlights
 - New parent educators will be hired for focus area
 - Joined the Early Childhood Panel
 - Early Childhood Task Force meetings taking place in June
- Jenny moved to approve the report, Kicia seconded. No discussion. Passed unanimously.

Bylaws, Policies and Procedure: Jenny Bruns

- Draft of the proposed updated HIPAA Policy is in the shared drive
- Jenny moved to adopt the updated HIPAA Policy, seconded by Hilary. Discussion: We were asked for an updated policy because all BF staff have to have HIPAA training. Districts will be given a link to complete the training. Motion passed unanimously.

Membership Nominating and Governance: Janet Cody

- KPATA member/training pass agreement created and will be given in July
- Monica moved to adopt the KPATA Training Pass Agreement, seconded by Deanna. Discussion: adding this because some trainers require an agreement that the training won't be shared. Motion passed unanimously.

FFPSA Report: Hilary Koehn

- Reports in shared drive
- Focus areas were discussed with DCF, still have state-wide program
- PE positions have been posted
- KPATA affiliate has 14 families
 - Leslie moved to accept the report, Kicia seconded. No discussion. Motion passed unanimously.

Education and Training Committee: Hilary Koehn

- 2023-24 Calendar has been finalized and will be sent on Monday

Finance Committee: Leslie Sissel

- All reports are in the shared drive
- Leslie moved in line with annual approval that is needed, we vote as the KPATA Board of Directors as part of our financial statement presentation to give Interim Executive Director, Hilary Koehn; Board President, Janet Cody; and Board Treasurer, Aaron Grunewald authority as signers on the KPATA bank accounts and asset holdings, as well as give the right and authority to the Interim Executive Director, Hilary Koehn to apply for and execute contracts with a variety of funders to meet the annual budget. Monica seconded. Discussion: this is standard operating procedure. Motion passed unanimously.

Advocacy Committee

- No updates at this time

Social Media Committee Report

- Need new members

Farewell to board members ending their term on the KPATA board: Kimberly Peterson, Laurie Logan, Leslie Sissle, Kicia Wagner, Jenny Bruns

Next Meeting: Friday, July 21, 2023, 12-2 pm

Kicia Wagner 9/8/2023