



August 2023 Board of Directors Meeting Agenda  
August 18, 2023; 12 noon to 2 pm

**Attendance:**

Janet Cody, Hilary Koehn, Dannielle Heideman, Monique Koerner, Sara Hunnicutt, Annette Wyatt, Aaron Grunewald, Dana Book, Lisa Williams, Deanna Kessler-Miley, Amber Dejmal, Michelle Kelly, Monica Murnan

Approval of [DRAFT July Minutes](#)-

- Correction to the board meeting minutes: There was a correction to Deanna Kessler-Miley's last name. Added -Miley. Change from fiscal agent to physical agent.

Deanna Kessler-Miley moved to accept the minutes as corrected. Monique Koerner seconded. It passed unanimously

KSDE update, Lisa Williams

- Lisa said that all PAT affiliates have turned in their affiliate performance reports for the fiscal year '23, which is the timeframe of July 1, 2022, through June 30, 2023.
- Lisa compiled some overall state data. She hasn't done a complete analysis yet but shared some highlights from the affiliate reports.
  - Kansas lost 2 affiliates in the last year.
    - North Central Kansas, Kansas Teachers Consortium, which served about a three-county area around Smith County. They lost their coordinator to another job and would like to be absorbed by another Consortium. Lisa said she will continue to work on a solution for this area.
    - The second one lost was Hugoton, which is in southwest Kansas, the very corner of southwest Kansas. They lost their coordinator, due to death, and she was a one-person operation. They made the decision that they are not going to accept KSDE funding, they are going to be curriculum subscribers. They will no longer be part of the KSDE evidence-based affiliate pool.
  - Kansas was also able to fund two new affiliates,
    - First Chaparral, which is in South Central Kansas, has worked on affiliation, and they were approved in October of 2022. They did their affiliation without KSDE funds but were added to the KSDE funding cycle this year.
    - The second one is Turner, which is in the Kansas City area. They were approved as an affiliate in June of 2022. They had previously been with the Kansas City area PAT consortium and then decided that it was best for them and their community if they broke off into their individual affiliate. KSDE was able to fund them by just moving money from the Kansas City consortium to them.

- Kansas has 65 affiliates and that includes the KPATA affiliate in Kansas.
  - For the fiscal year 2023, based on our affiliate performance reports, Kansas Parents as Teachers served 6,178 families and we served 8,323 children.
  - They provided 56,500 personal visits to our families. The personal visits are where the intense application and support of the family happens.
- Lisa noted that affiliates did really well on screenings and goals
  - Screenings include health, vision, hearing, developmental, social, and some family screenings.
    - 93% of our families and children received the screenings that are part of the model in a timely way.
      - From those screenings, there were over 2700 referrals made to a specialist to do a follow-up.
    - 93% of the families that Kansas Parents as teachers worked with made goals with their parent educator.
- There were eight affiliates from last year out of the 17 that had been in provisional status, (which means they were not meeting the 21 basic essential requirements for model fidelity) moved into model status.
  - 55 out of the 65 affiliates that we have in Kansas are model or blue ribbon affiliates
- Things PAT will be working on
  - Group Connections- What will be supported by PAT funds?
  - To increase the number of family feedback surveys that are filled out each program year.
  - Lisa will talk to affiliates soon about these items

The state APR will be posted on the KSDE web page.

The KSDE update, Lisa Williams report is noted and will be received for filing

#### President Report, Janet Cody

- DCF did approve moving dollars into indirect, which then would add funds to allow KPATA to increase the executive director's position from a .5 job to a .75 job.
- Executive Director Update: The job was posted on August 11th on email, Facebook, Nonprofit Connect, and All In for Kansas Kids for them to announce.
- So then after August 30th, the task force will review the applicants and will recommend interviews with the qualified candidates for the interview team.
- Janet announced who will be on the Interview Team:
  - Janet Cody, Dana Book, Amber Dejmaj
- Board Chair Agreements: Reminder that all board Chair need to hand in their agreements

#### Interim - Executive Director Report, Hilary Koehn

- Bright Futures Updates:
  - PATNC reached out to find out more about how we are implementing FFPSA grant in Kansas. Hilary talked to Benjamin from PATNC and he's starting to research more and they're having conversations about how can other states also

be a part of this work. They plan to do more to share about the accomplishments and success of Bright Futures.

- The part-time Affiliate Coordinator position has been posted this week.
- Parent-educator interviews are scheduled for the end of August.

Michelle asked where the positions for the Bright Futures educator were. Hilary answered that a new email and posting are going to go out that make sure it's clear to everybody about the areas Bright Futures is looking for. They are looking for an applicant in the Kansas City area, in the SW part of the state, and also in the NW part of the state.

- Early Childhood Task Force/Systems Webinar Meeting:
  - The focus was on the progress of FFPSA programs where Kaela Byers, Ph.D., MSW KU Associate Research Professor shared data and reports as well as updates about plans for continued research.
  - There will be a meeting next week for all the task force to come together and have additional conversations based on that statewide meeting about how are we going to think about strengthening that on an even deeper level to make sure we're getting good-quality data.
  - Information was shared about the Work Groups during EC Task Force and new members will be joining the work of one of these subgroups:
    - · [Strategy 4.2](#) – Promote family-friendly workplaces throughout public and private sectors
    - · [Tactic 6.1.1](#) – Develop recommendations to increase compensation and benefits for ECE professionals
    - · [Tactic 6.1.5](#) – Document and address recruitment and retention challenges for ECE professionals
    - · [Tactic 7.1.2](#) – Zoning and other regulations that impact the operations of childcare businesses
- Hilary's is currently on the 6.11 that says, Develop Recommendations to Increase Compensation.

Michelle asked about the task forces meeting that Hilary just attended. Hilary responded that they had a lot of good conversations this morning around some data collection that's been going on. They're going to open up these focus groups that are really going to be thinking more about data and how we're being really intentional with data. It's going to be really important for PAT to be a part of that. So Hilary plans to reach out and let them know that PAT wants to be a part of those conversations. Hilary will give an update at the next board meeting on this morning's meeting.
- KIDS Network 25th Anniversary Celebration:
  - Sarah Berkley and Hilary attended the event and an awards ceremony to celebrate the 25th anniversary of the KIDS Network on Thursday, August 10th at 5:30 pm at Old Cowtown in Wichita, KS. A great night to support Maria Torres as she continues to be an integral part of this work being done to support families! Kansas Parent Educator, Danielle Twemlow, also received an award for her work as a Safe Sleep instructor.
  - Kansas Children's Cabinet Meeting (Updates):
    - Hilary shared the meeting notes to the board.

- 2023 Kansas Home Visiting Virtual Conference August 29-30, 2023
- The 47th Annual Governors Conference for the Prevention of Child Abuse Neglect is in Wichita from October 18th through 20th.
  - If you need more information please contact Hilary
- Five Board Meeting Focus Points:
  - A quick reminder to please have a plan in place for communicating the Board Meeting Focus Points to your region.

Interim - Executive Director Report, Hilary Koehn report was noted and received for filing.

Bylaws, Policies, and Procedure, an update provided by Hilary Koehn


- The Board Policy and Procedure Manual has been cleaned up by Amanda. We are working to separate the policy portion of the manual from the full Board Manual.
- To help support Amanda in this work she is doing on the board manual. When the board approves a policy the committee chair or the executive director will fill out a form and it will be given to Amanda.
- Working on a *complaint policy/procedure* and *Telecommuting agreement*
- A Committee Chair is needed for Bylaws, Policies, and Procedures. Jennifer Bruns has been the committee chair and we are looking for a new committee chair as Jennifer is completing her work with the KPATA Board.

Bylaws, Policies, and Procedure, an update provided by Hilary Koehn report was noted and received for filing.

FFPSA Report, Hilary Koehn

- Affiliate Coordinator Position - will be posted this week
- Affiliate Parent Educators - have been posted and interviews are planned for August 30th Jacki Himpal and Hilary will complete.
- We had 116 total active referrals and a reminder that KPATA only holds 90 referral spots. Jackie continues to ask DCF for more money to cover the extra referrals that come in.
- 23% of those referrals come from the Southwest and in the Northwest, we have 16% and would like to see that increase in that area.
- There are currently 38 total programs that are participating in Bright Futures. They added 17 new referrals in July.
- Currently, the affiliate program is serving 15 active referrals.

Amber asked if DCF is the only one doing referrals and Hilary explained that yes DCF is the only one doing it and then explained the process of how Bright Futures receives referrals.

-  KPATA Bright Futures June 2023 Reimbursement Report (1).pdf
- Hilary shared the Reimbursement Report with the board.
  - 92% of the grant will need to be spent down.

A motion was made by Michelle Kelly and Deanna Kessler-Miley seconded it. There was no other discussion and the report was accepted unanimously.

### Finance Report, Aaron Grunewald

- Yesterday 8-17-23 the finance committee met and reviewed the reports. Aaron shared the reports and put them in as post-reviewed.

A motion was accepted by Aaron Grunewald and Michelle Kelly 2nd and the motion passed unanimously to accept the financial documents

- The finance committee reviewed policy 301.
  - This is a proposed policy update. This was put together by Michelle Johnson, a Child Care Aware employee who works with the KPATA financials. She put this proposal together to provide guidelines for the tracking and collection of accounts receivable.

A motion to accept the changes that were made to Policy 301 was made by Arron Grunewald and Deanna Kessler-Miley seconded it. Hilary noted the last paragraph, which was formed yesterday in the Finance Committee to say, that Kpata-sponsored activities cannot be attended to and paid for until those past debts have been taken care of to really get past the issue that has been going on. There was no more discussion and was Passed unanimously.

### Advocacy Committee Report, Danielle Twemlow

- No updates at this time

### Social Media Committee Report, shared by Hilary

- A meeting with new members is scheduled for August 21st with the agenda set to discuss the plans for how this committee will proceed in order to support the work of KPATA

The Social Media Committee Report, shared by Hilary report was notated and received for filing

### Education and Training Committee Report, Hilary Koehn

- Hilary shared the Upcoming August Trainings:
  - Upcoming September Training - Safe Sleep, Behavior Checker Lunch and Learn, Literacy Loving Home Visits (tips and tools),
  - Upcoming October Training - Mental Health First Aid Full Day Training - 10/25
  - HIPAA training on Bright Futures resource drive. There's a QR code and a link where anybody can access that training on ED app for free at any point in time.
  - The KPATA Conference is set for April 23rd/24th at Webster Conference Center in Salina
  - Fall Coordinator Training - TBD, supported by KSDE more information will be coming from Lisa

Education and Training Committee Report, Hilary Koehn report was noted to be received for filing.

### Membership, Nominating & Governance Report, Amber Dejmal

- Ideas to enhance membership ideas
  - Videos
  - Booth at the national conference
    - Attendees could wear a shirt that has a QR code that could be scanned.
- Talked about the survey, and how to track the different data over certain periods of time, maybe even using incentives.
  - gift cards, drawings, and different things like that to get more people involved in completing this survey
- 304 members for FY 2022-23. About a 1.7 increase over the last year.
- Governance and nomination: Talked about the bylaws, policy and procedures, subcommittee report, and then nominating.
- They went over the regional director position that was vacant.

There was no other discussion

The meeting was adjourned at 1:14 by Michelle Kelly and seconded by Amber Dejmal.

Next Meeting: September 15th, 2023 12:00 - 2:00 pm

Completed by Dannielle Heideman 9-5-23