



July 2023 Board of Directors Meeting  
July 21, 2023; 12 noon to 2 pm

**Attendance:**

Janet Cody, Tim Bannwarth, Maria Torres, Hilary Koehn, Dannielle Heideman, Monique Koerner, Sara Hunnicutt, Annette Wyatt, Aaron Grunewald, Dana Book, Lisa Williams, Deanna Kessler-Miley, Amber Dejmaj, Michelle Kelly

**Approval of June Minutes:**

- Janet made one correction after the minutes had been available in the draft Leslie Sissel's last name is spelled incorrectly in the draft so it will be changed. There were no other additions or corrections. Janet: The minutes stand approved as corrected.

**DCF Audit presentation with SSC-Tim Bannwarth**

Tim presented the board with the Audit report:

- SSC audited our financial statements for the year which ended December 31, 2022, and we have issued our report, which is included in the audit package that is also dated June 13, 2023.
- In 2022, there were two new ASUs accounting standard updates which were shared and explained with the board.
- Both KPATA and Child Care Aware, Michelle & Kara helped with providing information and everything went really smoothly.

**Financial Statements**

- SSC Audited all financial statement
- Because of your grant through the state of Kansas, we are required to do your audit under what we call **Government Auditing Standards**.
- Tim reviewed SSC's responsibilities to complete an audit.
- Total assets decreased a little bit. Liabilities increased slightly, but not by a significant amount. Total net assets at the end of the year are about \$325,000.
- Total support of around \$980,000, coupled with expenses of a little over a million, gave a small change in net assets of about \$35,000.
- The net cash provided by operating activities is positive for both years.
- Deferred revenue at the end of this year was \$4,500
- Functional expenses have stayed the same from last year
- 97% of your revenue is from DCF
- There were no defiances to be reported
- Janet stated that when Tim refers to Michelle and Kara he is referring to Michelle Johnson and Kara Revel with Child Care Aware who is KPATA's fiscal agent.

**KSDE update**, Lisa Williams:

- Lisa talked about the Parents as Teachers APR (Affiliate Performance Report) which was due by July 17th.
- The APR is a comprehensive report on every PAT affiliate program, the families that they saw, the children that they saw, and the services that they provide.
- This report tells the activity, especially focusing on the 21 essential program requirements. The 21 essential requirements are basically the minimum requirements that a program has to meet in order to show that they are delivering the program.
- Lisa is reviewing all the reports and will compile a state report on all of our P.A.T. activity for the state that will combine all of the data from the reports.
- In Kansas, PAT gets funding from the children's cabinet, the funding comes to KSDE, and the legislation behind the funding is that the funding is then delivered to, and given out to, programs that run an evidence-based program.
- 8 affiliates did not meet the essential requirements, out of the 64 affiliates. Lisa hasn't reviewed them all and feels there may be 10 that do not meet the requirements. These programs will be in what is called provisional status.
- Lisa will work with each of those affiliates that don't meet the 21 essential requirements and Lisa will work throughout the year to look at their infrastructure and their delivery. These programs will be required to work with Lisa so that they can reach this requirement.
- Last year there were 17 affiliates in provisional status

**President Report**, Janet Cody

- Janet reviewed the Executive Summary
  - On June 22nd, the Personnel Committee submitted to the board an executive summary that was a recommendation for the Executive Director Replacement and would impact salary adjustments.
  - The budget had already been approved by DCF. The Personnel Committee went in and looked at just the salary lines. The suggestion was made by the committee to move money into indirect funds and then funnel back into fund more money into an Executive Director's position. This was all outlined in the executive summary. Then June 26th, Michelle Kelly made the motion to accept the Personnel Committee's recommendation.
    - It was a recommendation to have a 30-hour or .75 FTE Executive Director, .75 FTE, Affiliate Director, and .75 FTE Affiliate Coordinator. 30-30-30 plan.
    - June 29th, Michelle Kelly amended the original motion. She asked the Board to approve changing the current bright futures budget to allow for the following adjustments to the allocated staff hours. Michelle Kelly amended the original motion; Kicia Wagoner seconded:
      - From the President's Report Doc. 7/21/23 -I would like to amend my motion, if Kicia who seconded the motion agrees, to ask the board to approve changing the current Bright Futures budget to allow for the following adjustments to the allocated staff hours.

Executive Director- .75 FTE

Affiliate Director- 1.0 FTE

Affiliate Coordinator- .625 FTE

- The approval of that amendment passed 8 yeses and 4 no responses. Then the main motion was moved to approve the personnel committee's newly agreed-upon recommendation for the following adjustments to the allocated staff hours for fiscal year 23-24 of .75 FTE, 1.50 FTE, and .625 FTE that passed on June 30th, the last day of the month with 10 yeses and 2 no responses.
- Will still need formal approval from DCF.
- Procedures to approve some reports will move to be noted as **received for filing** in the minutes rather than being voted on by the board.
- The board will still be voting to accept Finance's report.
- Committee Chair Agreements will be added to the agreements to be signed and Janet will send those in the next week.

### **Personnel Committee-**

- Update on the Executive Director Position
  - waiting for the financial documents from Child Care Aware once we have approval the job will be posted.
  - Last year's personnel committee will remain on as the Search Task Force to find the new executive director.
  - Janet reviewed the Executive Director Search Task Force Responsibilities

Dana moved to approve the Executive Director's Search Task Force responsibilities, seconded by Michelle. It passed unanimously.

- Michelle Kelly -Who would make up the interview team?
  - Michelle asked if anyone had experiences
  - Would like 3 people to conduct the interviews
  - It was recommended that staff be involved in recommendations and the board will vote on the final decision.
  - There will be two interviews one on Zoom and then one in person in Topeka
  - Information on the interview team will be sent out soon
  - Aaron Grunewald recommended that someone reach out to Callie for recommendations.

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

- Non-Profit Connect Resource - KPATA has a membership through Nonprofit Connect,

Hillary and Janet will work to get board members added

- Bright Futures Updates:
  - Will be hiring a part-time Affiliate Coordinator soon.
  - Will be starting the interview process for KPATA Affiliate Parent Educators in the focus areas and areas with service gaps.
  - Bright Futures is funded for 90 slots and Bright Futures is starting the year with 117 families and will be working with DCF on potential solutions and we will continue to seek out other funding sources.
  - All Bright Futures staff will be required to have SAFE SLEEP and HIPAA training.
  - There was a July program meeting for all programs with signed assurances to attend. There will be meetings with the new program coordinators to provide support and answer questions.
  
- Early Childhood Task Force/Systems Webinar Meeting:
  - The Kansas Early Learning Standards provide a framework teachers can use to plan activities and engage in conversations with children and their families about early learning. Natalie McClane (KSDE) and Kim Kennedy (DCF) gave a presentation on the work being done by the Kansas Early Learning Standards (KELS) Revision Team to update and refresh the state's current standards that haven't gone through a revision since 2013. Kansas Early Childhood Systems-Building Webinar July 12, 2023. Webinar materials, more resources and information, and an archive of past webinars can be found on the Kansas Children's Cabinet and Trust Fund website.
  - The Early Childhood Recommendations Panel meets on July 21st with new panel members.
    - From Idea to Recommendation
  - Sara Gardner, KU-CPPR, will share ideas for developing solutions for systems change.
  
- Kansas Children's Cabinet Meeting (Updates):
  - The next meeting will be held on August 4th from 9-12 p.m.
  
- Racial Equity Book Study:
  - The affiliate program staff and the Kpata staff have decided to do a book study this year together.
    - The Book: Blind Spot- Hidden Biases of Good People was Shared by Karen Howard with Crossover Partners during a training.

Janet noted that the Interim - Executive Director Report was *received for filing*

**Bylaws, Policies and Procedure, Hilary Koehn**

- Hilary reviewed the DRAFT of the Hiring Policy

- The new personnel committee did review the Hiring Policy and gave input back to Janet.

Michelle Moved to adopt the Hiring Policy of June 2023 and Deanna Kessler-Miley seconded it. There was no discussion and it was passed unanimously.

- Working on a complaint policy
- Updating the PTO policy
- Working on the telecommuting agreement
- Working on a procedure policy for when a board member or staff member leaves to make sure that we're following a very precise procedure to make sure everything happens and takes place.

### **Membership nominating and governance**

- Amber Dejmaj will be the chair of membership nominating and governance because that is the role of the President-elect.
  - At the beginning of the year, they will be focusing on membership and trying to create ways to enhance, to increase membership.
  - Janet shared Membership feedback results.
    - Members are attending the trainings and enjoying the newsletters.
    - Membership nominating and governance will look over membership feedback and highlight from there to improve KPATA
    - Membership will also be working on goals.

### **FFPSA Report, Hilary Koehn**

- Affiliate Coordinator - hiring update
- Affiliate Parent Educators - focus areas
  - Finance report that we discussed in our FFPSA Committee and review.
  - an infographic that we create and share with our DCF partners, as well as with the full board, that shares how we have 116 total active referrals

Janet noted that the FFPSA Report was *received for filing*

### **Finance Report, Aaron Grunewald**

- Finance Committee met yesterday and we went over all of our June financials
- One thing to note was with the increase in membership dues which is now our current fiscal year that came in last month, it looks like there's an increase in our membership dues, but that will be updated by Michelle and Cara after they talk with Tim.

Aaron Grunewald Moved to accept the Finance Report and Deanna Kessler-Miley seconded it. There was no discussion and it was passed unanimously.

### **Advocacy Committee Report,**

- No updates at this time

### **Social Media Committee Report, shared by Hilary**

- First meeting and conversation about goals and impact of the committee

**Education and Training Committee Report, Hilary Koehn**

- Current updates and plans

Next Meeting: August 18th, 2023 12:00 - 2:00 pm

Completed by Dannielle Heideman 8-17-23