



October 2023 Board of Directors Meeting  
October 20, 2023; 12 noon to 2 pm

Present: Janet Cody, Hilary Koehn, Monique Koerner, Sara Hunnicutt, Aaron Grunewald, Dana Book, Amber Dejmal, Maria Torres, Michelle Kelly, Annette Wyatt, Monica Murnan, Sarah Eastman-Olivas, Dannielle Heideman.

A motion to approve the minutes was made by Michelle Kelly and Aaron Grunewald seconded. The motion was approved and passed unanimously.

KSDE update, Lisa is unable to attend this month and will share an update in November  
President Report, Janet Cody

- Janet Cody introduces the new KPATA Executive Director, Hilary Koehn.
- Quick Meets: In January Janet and Hilary will schedule meetings with each of the board members to hear their thoughts.

Executive Director Report, Hilary Koehn

- [October 2023 Executive Director Report](#)
- Board Member Feedback Requested on the following:
  - Action Item - Identify and communicate the top three priorities of the Board for 23-24. We will discuss this during the Board Vision Quick Meets.
  - Action Item - Communicate Board action to the affiliate level.
    - How is this process going? What would improve this process moving forward?

Michelle Kelly asked Hilary and Monica what they felt the implications of being taken out from KSDE would look like: is this a big deal, and what things we need to be thinking about with the potential of changing where we're housed.

Monica responded to Michelle's question and explained more about the task force for a year. This task force is looking at all parts and perspectives. So everybody in that group is bringing a different perspective to it. They looked at what other states had done and are learning from their mistakes and their successes. Hilary recommended that everyone should read the six-page document. One of the things that was a key umbrella recommendation is that this be a transition period of time and that very specific leadership roles be filled to ensure there's no collateral damage. The task force recommendation is not final and it will need to be brought in front of the governor and then she either builds this into her budget (which will be rolled out on January 24), or she doesn't. If she builds it into her budget, then the legislative process will take place. If there were to be a consolidation, either in a new agency or under an existing agency, we would be looking at July 2026.

Hilary recommended that this is a time when all of us should be accountable for going in and watching the videos and reading over that document. Hilary highlighted the video and document in her executive director report so that you can find that information easily.

Janet then questioned if the affiliates would need to pay additional fees to have Bright Futures addition added to their accounts on Visit Tracker and Hilary said no they would just need to click the mark in their setup menu on Visit Tracker. Hilary said that they wanted to make sure that they are supportive to all users regardless of the data system that they are using.

Janet also commented that with the interviews for the affiliate coordinator and affiliate director positions, there will be one personnel committee member per interview team asked to be a part of that.

Monica noted that the Children's Cabinet is issuing funds to local community processes to increase childcare capacity. There's one more round left that's due in December. She encouraged anyone who is in a community that might be ready to increase childcare capacity to go to the Children's Cabinet link and look into the Accelerator Grants.

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

Bylaws, Policies and Procedure, update provided by Monique Koerner

- The committee has been working to review the updated KPATA Policies and Procedures manual.
- Grievance Policy -
  - The committee reviewed and made revisions
  - The committee discussed the stages and severity of a dispute; is there a policy/guideline for resolving minor problems or complaints
- Honorary Membership for Past ED -
  - The committee asks that the MN&G Committee review since this pertains to membership
  - The committee asks that the Finance Committee review since this pertains to a reduction of revenue for an indeterminate length of time
  - The committee asks that documentation of honorary membership be easily accessed for future reference.
- Thank you to Jen Bruns for her service with KPATA.

Janet asked Aaron to report on what the Finance committee decided. Aaron said that Finance Committee decided that it was going to be a minimal financial impact and everybody was on board with honorary memberships for retired or resigned EDs.

Janet reported that Membership Nominating Governance did not get the opportunity to review it at the last meeting. And will at their next meeting. So this policy will be brought to a vote to the board in November.

- Bylaws, Policies, and Procedures Committee update provided by Monique Koerner report was noted and received for filing.

FFPSA Report, Hilary Koehn

- Affiliate Coordinator Position and Affiliate Director Position
- Affiliate Parent Educators - They offered a position to a parent educator she will be starting at the end of October,
- They also have some really good candidates for the parent educator position in the Kansas City area, but they are pausing for a little bit to make sure that they are hiring in areas that there is a need for those services.
- Hilary shared that if there is a referral in an area and the program in that area doesn't have signed assurances or isn't participating in Bright Futures, the Bright Futures affiliate director, and the Quality Implementation Director, reach out to the PAT program closest to that family and ask them if they would be willing to participate in the program.
- [2023.08.31 August DCF Report for KPATA FFPSA Monthly Grantee Report SFY2024.pdf](#)
- [FFPSA 10.2.2023 - Meeting Minutes.pdf](#)
- [September 2023 Infographic.pdf](#)
- We are currently working on the 2GEN Grant that is due 10/27 - More information in the ED report.

A motion was made by Monique Koerner and Michelle Kelly seconded it. The report was accepted unanimously.

Monica added a discussion that part of the Task Force is to have home visiting become a Medicaid-billable service to add a funding source.

Finance Report, Aaron Grunewald

- [Sept 2023 Balance Sheet vs Dec 2022 Balance Sheet.pdf](#)
- [Sept 2023 Profit and Loss by Class with footnotes.pdf](#)
- [Jan-Sept 2023 Profit and Loss.pdf](#)
- [July-Sept 2023 Budget vs Actual.pdf](#)
- [Sept 2023 CapFed Bank Reconciliation and Statement.pdf](#)
- [Sept 2023 UMB Bank Checking Reconciliation and Statement.pdf](#)
- [Sept 2023 UMB Bank Savings Reconciliation and Statement.pdf](#)
- [2023.09.15 KPATA September 2023 CreditCard Reconciliation 6059\\_Koehn.pdf](#)
- [2023.09.15 KPATA September 2023 CreditCard Reconciliation 6760\\_Himpel.pdf](#)

A motion was made by Aaron Grunewald and seconded by Monique Koerner to accept the Finance Report. There was no more discussion and it was passed unanimously.

Advocacy Committee Report, Danielle Twemlow

- Janet and Hilary are hoping to meet with Danielle next week to determine plans for the advocacy committee.
- A new program coordinator reached out, and she's going to be joining the advocacy committee.

Social Media Committee Report, shared by Hilary

- A folder was added for members on Google Drive for social media support.
- Committee members are working to complete a support document

The Social Media Committee Report, shared by Hilary, was noted and received for filing.

Education and Training Committee Report, Hilary

- Upcoming October Training - 10/19 Perinatal Mental Health partnership with Kansas Connecting Communities, 10/25 Mental Health First Aid partnership with DCCCA. We exceeded enrollment. DCCCA was willing to go ahead and create another training that would be virtual so that we could make sure that everyone who was interested in enrolling was able to complete it.
- November - Racial Equity training with Crossover Partners
- KPATA Conference is set for April 23rd/24th at Webster Conference Center in Salina - The theme is "A Night at the Oscars".
- Fall Coordinator Training - 11/6 and 11/7 Wichita, KPATA will support

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

Membership, Nominating & Governance Report, Amber Dejmaj

- The committee is working on the goals
  - a. Conference t-shirts
  - b. Membership Video
  - c. Family exiting PAT Services
  - d. Membership Perks
  - e. PAT National Website
- The membership shirt with a QR code was worn at conferences.

Michelle asked if anyone has signed up for a training pass. Hilary said that there isn't a report at this time to show if the shirts have increased membership but Hilary will follow up with Amanda on out-of-state membership numbers and discuss that at the next membership meeting.

- The committee is working on the membership video. They are partnering with a social media company to hire an intern for free. Hilary got a little grant so that we can have somebody work on that for us. Hilary reported we will get that intern for 20 hrs and there is one person so far interested in the internship.
- Still working on a plan to tap into families exiting from their local PAT program
- Also working on Membership Perks for those families
  - a. Hilary talked about whether we could get to a place where we have a parent track at our conference, half a day that could support parents

Janet asked for a motion to accept the 2023-24 Membership Target/ Opportunity Goals that were presented by the MNG Committee. Amber Dejmaj moved and Michelle Kelly seconded it was passed unanimously.

Michelle Kelly moved and Aaron Grunewald seconded to adjourn the meeting at 1:42.

Next Meeting: November 17th, 2023 12:00 - 2:00 pm