



February 2024 Board of Directors Meeting  
February 16th; 12 noon to 2 pm

Present: Hilary Koehn, Janet Cody, Amber Dejmaj, Lisa Williams, Dana Book, Annette Wyatt, Deanna Kessler-Miley, Maria Torres, Monica Murnan, Monique Koerner, Sara Hunnicutt, Aaron Grunewald, Sarah Eastmen-Olivas, Michelle Kelly, Dannielle Heideman

### **Approve January Minutes**

A motion to approve the minutes that include the corrections and the altering of Derek to KAC was made by Monica Murnan and seconded by Deanna Kessler-Miley. The motion was approved and passed unanimously.

### **KSDE update, Lisa Williams**

- Fiscal year 2025 grant application that is coming out soon Lisa is just finishing up a few details on it.
  - The Grant will look very similar to last year
  - At this time they are planning on level funding from the state
  - Lisa is hoping the grant will be out by the end of February.
  - Affiliate's Policies and Procedure and their Affiliate Plan will be due with the grant
- Lisa is currently working with two new affiliates to get them approved through the P.A.T. National Center. They are currently part of a consortium that has decided that they are large enough that they want to have their own affiliates in fiscal year 25
- There are a few affiliates that are trying to decide how they are going to administer their program in the next year. When Lisa has more information she will give that information to Hilary for membership to KPATA.
- National Conference will be held in San Diego in Oct and Lisa recommended that KPATA be part of the conference
  - Hilary said that she just submitted the proposal to have KPATA present at the National Center and is waiting to hear back.
- Lisa mentioned that she and Hilary are both part of a group called the State Home Visiting Leadership Group. The purpose of this group is to be in step with the realignment of home visiting services as they are happening at the state level. This group is currently restructuring. She anticipates in the next couple of months that they will expand that group again to re-invite the KPATA Association and also the Early Head Start Association, which are the two home-visiting associations for the state.

KSDE update, Lisa Williams's report was noted and received for filing.

## **President Report, Janet Cody**

- Board Meeting Quick Chats that Hilary and Janet conducted in January. Janet reviewed the notes that were taken at these meetings. They will continue to work on these and share the outcomes with the board. - [Highlights and Overview](#)
- Remember that for the Early Learning Advocacy Day- March 6 you need to pre-register
- KPATA Conference - Tuesday, April 23 and Wednesday, April 24th
  - Board Coffee Hour on April 24th will plan a gathering for board members on Wednesday morning.
  - Check-in will start on Tuesday at 12:30
  - Wednesday check-in will start at 8:30

President Report, Janet Cody- the report was noted and received for filing

## **Personnel Committee Report - Janet Cody**

- The personnel committee reviewed the Employee Exit Policy - KPATA staff will be creating an individual checklist for each type of position and the personnel committee will review it when it is done.
- Staff Handbook - The director team will start work on this in the spring and personnel will review when done.

Personnel Committee Report-Janet Cody- the report was noted and received for filing

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

- Hilary reviewed her Executive Director Report see below [February 2024 ED Report](#) [January 2024 Executive Director Report](#)
  - Action Item - [Membership Video](#) Hilary shared the Membership video with the Board to be reviewed and asked for feedback from the board.
  - Article - Hilary shared the following article and asked the board to join in reading it and then give feedback [Privilege: Unpacking the Invisible Knapsack](#)

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

## **Bylaws, Policies and Procedure, an update provided by Monique Koerner**

- Employee Exit Policy and Retirement. Discussed an exit procedure checklist after it is made it will be shared with the personnel committee
- Started the Grievance Policy but will need more information from Hilary before more progress can be made.
- Bereavement Policy is needed (in addition to PTO Policy)

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

## **FFPSA Report, Hilary Koehn**

- [FFPSA 1.8.2024 Minutes.pdf](#)
  - Families are receiving services earlier.

- [January 2024 Infographic \(1\).pdf](#)
- [2023.12.31 December DCF Report - PPS-2024-FFPSB-6KPATA-PAT-Revised.pdf](#)
- [FFPSA Referrals and Outcomes Summary Dec 2023 \(1\).pdf](#)
  - Janet asked if Bright Futures is the only agency in family skill building, is it just us or are there a couple of other agencies that make up the DCF “Family Skillbuilding” group?
  - Hilary said that there are a couple of other agencies that also provide parents with skill building and Healthy Families is one of them and theirs are also built into that report also.
  - Monique Koerner asked if PAT specifically offered to foster families that recently adopted.
    - Hilary responded that in each community, Kansas PAT programs should be working with their partnering agencies to be able to make sure those services are available.

A motion was made to accept the FFPSA report by Deanna Kessler-Miley and Dana Book seconded it. The report was accepted unanimously. No discussion.

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

- Aaron Reviewed and shared the Finance Report [Finance Reports - Post-Reviewed](#)

A motion was made to accept the January Finance Report by Aaron Grunewald and seconded by Deanna Kessler-Miley, and the Finance report was passed unanimously

#### **Advocacy Committee Report**

- Early Learning Day, March 6th - working with KAC and PES Committee- little over 100 registered as of today
  - Dana Book reported with an update that there are 107 current registrations. That only leaves 43 more registrations available
- KPATA will be responsible for the activity in the rotunda at the capitol building.
- Hilary encouraged everyone in their region to share the registration.
  - This year they are working to make sure that people feel prepared in advance and feel comfortable to come and attend advocacy day.
  - Provide an opportunity for individuals to come and find out more information about how to network, and what advocacy means.
  - Hilary has asked Emily Barnes, who is a new staff member with the Kansas Section for Children, to come with one of her co-workers to the KPATA Conference, to share about advocacy, helping people understand that advocacy is something that happens every day. It's not something that just happens when you go to the state capitol. They will also highlight the importance of advocating at the local level with your school board, administrators, and the city council.
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The Advocacy Committee Report, shared by Hilary, was noted and received for filing.

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

- Lunch and Learn is scheduled for March 28th at noon to support PAT Programs (Angie and Tessa are working on the planning for this event)
- Angie Mendez (Olathe PAT) will plan to start chairing this committee in July
- Janet puts together “What Has KPATA Done for You?” for the monthly newsletter; during board chats it became aware that this could be shared on social media.

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

### **Education and Training Committee Report, shared by (Dana Book if willing)**

- PLAY Training, 1/18 Jennifer Whiteford Houk presenting, 66 people attended
  - Collected feedback from training people want to hear more, enjoyed the topic,
- Screen time Training, 3/7
- DEIA Grant and Training Plan Update
- KPATA Conference is set for April 23rd/24th at Webster Conference Center in Salina - The theme is “A Night at the Oscars”. Task groups have been formed and the “call for proposals” went out in December. Please encourage those who can share their area of expertise in a session!
  - Registration is open
  - Still looking for proposals. Hilary encourages all board members to continue to encourage those in your areas to share their expertise.
  - Would like to have a few more sessions that are applicable to parent educators. Hands-on creative activities or information that could be taken away and used in their programs.

- All subcommittees for the conference are making progress and meeting with each other.
- Deanna Kessler-Miley asked if the diversity training that KPATA was going to do earlier in the year had to be canceled if it was going to be rescheduled.
  - Hilary said that it is being rescheduled and will be part of the new DIA grant. Once the kickoff happens, there's going to be something that will be provided every month for members who can choose if they want to get on and attend.
  - The plan was to start by the end of February. However, they are still finalizing a contract with everybody. For sure by March there will be a couple of things that will be rolling out.
  - All sessions will be recorded



Education and Training Committee Report, shared by Dana Book was noted and received for filing.

**Membership, Nominating & Governance Report, Janet Cody (Amber Dejmaj absent)**

- Nomination Updates- Sara Hunnicutt will stay on for one more year for her region and then someone in her region will take over for her and there is one nomination from the NE region
- DRAFT Video for review and asking for feedback from the board. Amber will be sending a survey by email to the board.

Maria Torres made a motion to adjourn the meeting and Deanna Kessler-Miley seconded it. The meeting was adjourned at 1:19.

**Next Meeting: March 22nd, 12:00 - 2:00 pm**