



August 2024 Board of Directors Meeting  
August 16, 2024; 12 noon to 2 pm

Present: Hilary Koehn, Janet Cody, Annette Wyatt, Sara Hunnicutt, Aaron Grunewald, Dannielle Heideman, Amber Dejmal, Dana Clary, Lisa Williams, Angie Mendez, Maria Torres, Monique Koener, Kelly Peak, Sara Eastman-Olivas

Approval of July 2024 Minutes - [July 2024 Minutes](#)

A motion was made to accept the July 2024 Minutes by Dana Clary.  
Seconded by Janet Cody. The motion to accept the July 2024 Minutes passed unanimously, No discussion

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

Lisa shared a combined Affiliate Performance Report for the state of Kansas

- Served Families 5,847
- Children Served 7,912
- Families on the waitlist 815
- Offered 54,572 home visits
- 92% of the families had goals and resource connections documented
- 2,352 Potential delays and concerns were identified
- 279 Parent educators in the state
- 85% Family retention
  
- PAT will be working on the following in the next year
  - Family engagement
    - Every family will attend at least one group meeting in the year
    - Lisa plans to work with all affiliates to help them provide Quality Group Connections that encourage parents to come.
  - Hilary and Lisa will start the Onboarding and Orientation program for new coordinators, starting next week.
    - It's a six-week session for one hour each week
    - 8 coordinators are expected to attend

- KSDE update, Lisa Williams- the report was noted and received for filing

### **President Report, Amber Dejmal**

Amber shared her new email address: [adejmal@kpata.org](mailto:adejmal@kpata.org)

- Board Member Agreements - please get them to Amber if you have not already turned them in
- Board Member Quick Chats (15 minutes) - watch for email to sign up
- Update About Meeting at the end of July
  - Amber, Hilary, Dana, and Janet met up and talked about the goals and the future of KPATA. They reviewed and discussed the KPATA Action Plan.
- October Board Meeting is currently scheduled for the week of the PATNC conference, board members decided to move the board meeting to Oct. 25th
- New Committee Members - strengthening committees with the addition of new committee members with varying backgrounds and skill sets

President Report, Amber Dejmal the report was noted and received for filing

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

- Follow-up: Supporting Care Providers Discussion/Funding/Next Steps
  - Hilary asked the Board if they have had time to think about the presentation for Supporting Care Providers Discussion and if they still had any additional questions around the consideration of KPATA becoming the Fiscal Agent
  - Janet questioned if this would make fiscal sense and if KPATA could support this program
  - Hilary said that she has had many conversations about what it will take to bring this program under KPATA. For example, Hilary may need more hours to support this program from an administrative perspective
  - Angie asked if the administrative fees could be put into the grants that they are applying for and using to support funding
  - Hilary said that she had asked Becky about potentially reducing a few hours to build in hours into existing grants so that would be able to absorb some of those admin hours
  - Angie asked what requirement there would be for participating districts and/or new districts
  - Hilary replied that the hope would be to eventually look at where there needs to be expansion for these services. However, that would be a while down the road. Then they could do something similar to what they do for Bright Futures and look at a possible statewide model.

Hilary shared: [August 2024 Executive Director Report](#)

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

### **Bylaws, Policies and Procedures, Janet Cody**

- The committee voted and approved the [Disciplinary Action Plan](#) -
  - Janet provided the board with the Discipline Action Plan (attached above) and asked them to read it over.

Janet Cody moved to approve the Discipline Action Plan and Amber Dejmaj seconded the motion. Motion passed.

- Next steps for the committee will be to work on reviewing and updating the Sexual Harassment Policy
- [Staff Handbook](#) - was presented to the board and Hilary reviewed it with the board.

The Bylaws, Policies, and Procedures Committee update provided by Janet Cody report was noted and received for filing

### **Personnel Committee, Amber Dejmaj**

- Amber said that they are working on updating the goals in the KPATA Action Plan and those will be presented to the board when they are done.

Personnel Committee update provided by Amber Dejmaj, report was noted and received for filing

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

- DCF Audit Requests and Response covered during Executive Director Report, Hilary Koehn
- New Committee Members, Elizabeth Durkin
- Program Meeting rescheduled for September 4th
- Hilary reviewed the (attached here) [FFPSA Documents](#)

A motion was made to accept the FFPSA report by Marie Torres and Janet Cody seconded it. No discussion. Motion passed unanimously.

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

- Aaron reviewed the Finance documents (Attached here) [https://drive.google.com/drive/folders/1XmArgOc8WL0xaTsQw3vD35RbNanVdSAw?usp=drive\\_link](https://drive.google.com/drive/folders/1XmArgOc8WL0xaTsQw3vD35RbNanVdSAw?usp=drive_link)

A motion was made to accept the Finance Report by Aaron Grunewald and seconded by Angie Mendez, motion passed unanimously with no discussion.

### **Advocacy Committee Report, Hilary Koehn**

- August - first meeting date where procedures will be reviewed and agreed upon, an email went out to members about a meeting time and date.
  - New Chair, Madison Thompson
  - Committee Members:

Madison Thompson, Chair [mthompson1@gckschools.com](mailto:mthompson1@gckschools.com)

1. Dana Book [dbook@kcsd.org](mailto:dbook@kcsd.org)
2. Kari Troyer, [ktroyer@usd405.com](mailto:ktroyer@usd405.com)
3. Jenny Johnston, [jennyj@usd361.org](mailto:jennyj@usd361.org)?
4. Amber Dejmaj, [adejmaj@kpata.org](mailto:adejmaj@kpata.org)
5. Emily Ward, [egoetz@usd261.com](mailto:egoetz@usd261.com)
6. Monique Koerner, [moniquek@ksu.edu](mailto:moniquek@ksu.edu)
7. Emailed Logan and waiting to hear back

The Advocacy Committee Report, shared by Hilary Koehn, was noted and received for filing.

### **Social Media Committee Report, shared by Angie Mendez**

- Finalized our policy/procedures for the committee
- Looking into having a Facebook closed group for PAT programs to share ideas for social media posts. Will work on this next month.
- Creating a list of social media accounts for all KPAT programs - (welcome any ideas for how to best gather that information) Possibly Lisa W. or Amanda W. send out a Google form for programs to list their accounts.

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

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

- Upcoming Training:
  - 8/29 DEIA Webinar 2
  - 9/12 DEIA Lunch and Learn 2
  - Aug. 28th HIPAA Refresher - also on EDAPP
- Discussion about Spring Workshop/Professional Learning Day

- Committee voted and approved: In April 2025, we will hold a professional day of learning opportunity with a registration fee of \$60.
- Location TBD
- Hilary reviewed Actual and projection for the conference
  - Lowered the cost from \$75 to \$60
  - No Key Note so no cost \$1500
  - Hoping to find a smaller venue for less last year was 1600 to no more than \$800
  - The cost will go down by not holding a conference
  - Would this be offered in two areas?
  - How much time is KPATA staff spending on getting ready for the conference?
- 2023 Conference attendance by region:
  - NE = 40% (77 attendees)
  - NW = .5% (1 attendee)
  - NC = 15% (29 attendees)
  - SE = 14.5% (28 attendees)
  - SW = 9% (17 attendees)
  - SC = 21% (40 attendees)
- 2024 Conference attendance by region:
  - NE = 26.5% (44 attendees)
  - NW = 3% (5 attendees)
  - NC = 18.25% (30 attendees)
  - SE = 9% (15 attendees)
  - SW = 11% (18 attendees)
  - SC = 32.25% (53 attendees)
- Hilary asked for any questions from the board
  - Aaron asked if it would be beneficial to provide the workshop virtually.
    - Hilary replied that they have done that in the past and at this point, the committee is continuing to discuss the benefits or needs to do this.
  - Janet voiced that she feels that it is important to have it offered in 2 locations so that it can be accessed by as many educators as possible. but wondered if that would double the cost.
  - Hilary replied that she felt that there is value in having it offered in two locations, but they will need to see about the cost once the committee looks into venues. The committee will continue to talk about this.
  - Angie said that her staff had asked if they could have more specialized training. (training that most programs can't get on their own due to cost).

- Hilary replied that this might be something that they could work on in the future and would be something that might interest other early childhood professional to attend.

Vote: Kelly made a motion that in April 2025, KPATA will hold a professional day of learning opportunity with a registration fee of \$60. Janet seconded it. The motion was accepted unanimously. No discussion

The Education and Training Committee Report, shared by Hilary Koehn was noted and received for filing.

**Membership, Nominating, and Governance Committee, shared by Dana Clary**

- Dana shared the [Training Video](#) and it will be shared soon
- Dana reviewed the results of the Annual Membership Feedback
  - KPATA Social Media Pages: the intention is to highlight a local program once a month after we get done highlighting the Board Members.
  - Dana showed examples of highlights of the Board Members that have been shared on KPATA Social Media Page and asked all board members to answer the email about the highlights if they have not done so already.

Membership, Nominating, and Governance Committee, shared by Dana was noted and received for filing.

A motion was made to Adjourn the meeting by Janet Cody and seconded by, Kelly Peak

Meeting was adjourned at 2:00

The Next Meeting: on September 20th, 2024 12:00 - 2:00 pm