



November 2024 Board of Directors Meeting  
November 15, 2024; 12 noon to 2 pm

Present: Hilary Koehn, Janet Cody, Annette Wyatt, Sara Hunnicutt, Aaron Grunewald, Dannielle Heideman, Kelly Peak, Sara Eastman-Olivas, Dana Book, Monique Koerner, Sara Eastmon-Olivas, Lisa Williams, Maria Torres, Dana Clary, Amber Dejmajl

Approval of the October 2024 minutes: Maria Torres made a motion to accept the October 2024 Minutes. Seconded by Janet Cody. The motion to accept the October 2024 Minutes passed unanimously, with no discussion.

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

- Lisa gave an update on the QEIP process and Blue Ribbon awards:
  - 25 of 26 Kansas PAT affiliates earned Blue Ribbon endorsement from PAT National Center.
  - 13 affiliates are entering the self-study portion of the quality endorsement process this year.
- Coordinator Conference was held on November 7th and 8th:
  - All in for Kansas Kids Strategic Plan and how PAT plays into that plan.
  - [Strategic Plan | Kansas Children's Cabinet and Trust Fund](#) was shared with the board
  - The Kansas Early Learning Standards were shared with the coordinators and the presenter helped coordinators understand how the different standards are applied to our PAT group.
  - [Kansas Early Learning Standards](#) was shared with the board
- Affiliate Performance Report update:
  - 7 affiliates did not meet the 21 essential requirements and they will be working with Lisa Williams to help them meet these essential standards
- KSDE is implementing a mentoring pilot program pairing experienced and newer affiliate directors.

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

### **President Report, shared by Amber Dejmajl**

- Amber Dejmajl reviewed The 2024 Board Member Quick Chats and shared them with the Board
  - Janet asked Amber to give their number one thought of what we need to do, for areas of improvement.
  - Hilary and Amber shared their thoughts
- Hilary shared a Mentimeter and the board members ranked the following importance
  - Rankings for areas of Board Level focus and importance - [Mentimeter](#)
    1. Building Relationships within the Community
    2. Setting the Organization's Strategic Direction
    3. Thinking Strategically as a Board

- 4. Communication with local programs about Board work and efforts
- 5. Advocacy Work
- 6. Fundraising
- The president role mid-year meeting is set for January 30th

President Report, shared by Amber Dejmaj report was noted and received for filing

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

- Hilary shared the attached article with the board How Home Visiting Programs Benefit the Whole Family: [Article Share](#)
- Supporting Care Providers - Update and Next Steps
  - Approved 5-10 additional hours/month for the Executive Director to support the program from Nov-March
  - KPATA to become a fiscal agent; still finalizing contract details
- Hilary shared the [November 2024 Executive Director Report](#) Attached

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

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

The Committee has been busy reviewing and cleaning up the following policies:

Janet Cody reviewed the following policies and asked for board input and approval.

- [Bereavement Policy embedded in PTO policy](#)

Janet Cody to accept the bereavement leave PTO policy to be embedded into policy 2020

- A discussion was had, in reference to the definition of family and extending family clarification and wording throughout the policy.

Janet Cody asked to amend the motion to include the additions and clarifications added by the board.

Dana Clary moved to approve the motion stated above by Janet and seconded by Aaron Grunewald.

The motion was passed unanimously, with no further discussion.

- [Harassment and Discrimination Policy](#)

Janet moved to adopt the revision of policy 2051, the harassment and discrimination policy as presented by the bylaws policies and procedures committee.

Annette Wyatt seconded the motion

Discussion: Monique Koerner recommended that breastfeeding status be included in this policy and it was added.

Janet Cody amended her motion to include breastfeeding status as one of the things that KPATA prohibits discrimination, harassment, and retaliation for.

Dana Clary moved to approve the motion stated above by Janet and seconded by Annette Wyatt.

The motion was passed unanimously, with no further discussion

- [Retirement Policy](#)

Janet Cody moved to accept the employee retirement benefit policy as presented by the bylaws policies and procedures committee and Dana Book seconded the motion.

We had discussion over the verbiage of percentage match/ match and after a review of another section Aaron said that would be enough clarification.

The motion was passed unanimously, with no further discussion.

Bylaws, Policies, and Procedures, Janet Cody report was noted as received for filing.

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

- Updates on hiring and job postings
- Supporting Care Providers discussion, additional hours for ED position being invoiced

Dannielle Heideman made a motion to approve an additional 5-10 hours a month to Hilary's current salary invoiced to Supporting Care Providers from November- March.

Janet Cody so moved the motion stated above by Dannielle Heideman and Dana Clary seconded it.

- Aaron Grunewald asked for clarification of 5-10 hrs a month, not a week to be added to the motion.

The motion was passed by majority, with no further discussion

The Personnel Committee, Amber Dejmaj's report was noted as received for filing.

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

Hilary reviewed [FFPSA Documents](#)

A motion was made to accept the FFPSA report by Aaron Grunewald and Janet Cody seconded it. No discussion. The motion passed by majority.

A new staff member was hired in the Kansas City area and she has started

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

- Aaron Grunewald reviewed the Finance report with the board.
- Financials are on track; no major variances from the budget
- Employer health insurance costs increased due to policy renewal

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

### **Advocacy Committee Report, shared by Monique Koerner**

- Hilary provided a recap of KPATA Advocacy committee plans from the Coordinators Conference 11/7-11/8

- Discussion of Committee Roles
  - Discuss the possibility of a Liaison for the Social Media and Advocacy Committee
    - Kari Troyer will work as the Liaison with her PE who is on the Social Media Committee
    - Additional meeting between liaison, Social Media Chair, and Advocacy Chair
- Set Mission for updated Advocacy Committee
- The committee will be reviewing and updating its Policies and Procedures

The Advocacy Committee Report, shared by Monique Koerner report was noted as received for filing.

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

- Social media posts were shared last month and were created by the Social media committee. A good mix of media was used between pictures and video.
  - <https://www.facebook.com/profile.php?id=100064583628116>
- Hilary shared progress and updates with all the PAT coordinators at the November meeting in Rose Hill.
- The committee discussed having a closed Facebook group for coordinators to post share and ask questions. The group wondered if that would be best managed through the KPATA Facebook page or if Angie could manage it from her account.

### **Education and Training Committee Report, Maria Torres**

- Upcoming Trainings:
  - December - Safety Training
  - December 12th - Anton Treuer
  - DEIA Parent Listening Sessions - 25 parents enrolled and an exciting conversation was planned with Erin Arango-Escalante
- Collaborative Learning Day - April 23rd in Manhattan, KS at KState Alumni Center
  - At the KSDE Coordinator's Meetings last week, we polled the group about different topics they would like to have covered. Of the topics provided, they ranked them in the following order;
    1. Creative Group Connections
    2. Canva learning and support
    3. PAT Engage
    4. Visit Tracker
    5. Family Well-Being resources
    6. Grant Writing
    7. QEIP support
  - Other ideas shared for topics are included in the attachments.
  - We will have the opportunity to livestream some of the learning workshops that day, as well as do some recording. At our next meeting, December 9th, we will work on workshop topics and which workshops to live stream/record.

The Education and Training Committee Report, shared by Maria Torres, was noted as received for filing.

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

- The latest video shared this month: is attached

<https://drive.google.com/file/d/1KE12fyIDQ7bm7PffOkSCzkJE2O1HyUFa/view?usp=sharing>

- Looking into sending quarterly Membership pieces via MailChimp to State leaders and other contacts who met @ conferences.
- Blue Ribbon Affiliates were celebrated by KPATA @ Coordinator's Meeting last week.
- 292 members

**Membership, Nominating and Governance Committee, Dana Clary** was noted as received for filing.

The meeting was adjourned at 2:01

Next Meeting: December 20th, 1- 2:00 pm