

Board of Directors

Kids Are First
Board of Directors MINUTES
Tuesday, February 23, 2016

Agenda Item	Discussion	Action	Follow Up needed?
I. Welcome	Meeting was called to order by Ms. Sonia Guerrero, President at 6:09 PM	Meeting called to order.	
II. Call to order Roll Call/Sign In/Establish Quorum	<u>Members Present</u> Sonia Guerrero Eduardo Villarreal Mercedes Puente Alfredo Padilla Asalia Casares Lidia America Puente (PC Liaison)	<u> X </u> there is a quorum established	
III. Approval of Agenda	Approval of agenda	Motion to approve agenda was made by Mercedes Casares 2 nd by Alfredo Padilla Motion Carried	
IV. Approval of Minutes	Approval of 01/26/2016 minutes	Motion to approve 01/26/2016 minutes was made by Asalia Casares 2 nd by Mercedes Puente Motion Carried	
V. New Business A. Approval of Reports 1. Program Directors	Ms. Yanez reported to the board that the auditors were here this week and would be done by Thursday, and their report would be ready by the end of February. The		

<p>Report</p>	<p>last time the auditors were here it was indicated that things were going well.</p> <p>Merging of centers – Ms. Yanez mentioned to the parents the idea of merging EHS classrooms to Las Colonias for the Summer months. Seco Mines, LBJ children would attend class in Las Colonias just for the Summer months. When the merging of the centers was brought up to Policy Council had no concerns other than the notification of the change to the parents.</p> <p>There was a Management Team Meeting held on February 8, 2016, as a result of the meeting there was nothing major up for discussion.</p> <p>Toddler CLASS Observations have been completed on all toddler classrooms.</p> <p>At a glance visit is scheduled for February, 29- March 4, 2016. During at a glance the staff reviews the centers and the family files that will allow the centers to get ready for the upcoming Self – Assessment that is scheduled for April 4-12. The self-assessment is another step that is taken to get ready for a Federal Review</p> <p>Parents are involved in all of these reviews that the agency goes through. We will be asking for parent volunteers to be part of the review teams, along with Board Members and the staff.</p> <p>Recruitment continues and enrolling is ongoing to meet our goal to have full enrollment for the next school year that starts in August</p>		
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	<p>The Health Advisory Committee Meeting will be held on April 20, 2016.</p> <p>Spring Break for the agency will be held from March 14-18, 2016. All centers will be closed and classes will resume on Monday, 04/21/16.</p> <p>Strategic Planning meeting will be held on the weekend of 06/11/16. Parents will be part of the meeting, where the goals of the program will be worked on.</p> <p>Ms. Yanez continued to inform the board on the status of the food truck whose delivery has been delayed perhaps until March. She continued to inform the board know that she contacted the OHS Regional Office to seek guidance in lieu of the situation, Regional Office advised to go ahead and request a carryover with once the final 425 Form has been filled out and submitted, along with Forms 424 and 428.</p> <p>At the time of conversation with Regional Office the age and condition of the building (federal interest) was brought to inform them that the buildings are over 30 years old and work has been done to maintain and repair, but money only stretches so far as far as repairs goes.</p> <p>Central Kitchen was also brought up, she was advised to look at other options for the kitchen.</p> <p>Heather from Reginal Office mentioned to Ms. Yanez they were having weekly meetings where it is mentioned that KAF, Inc. is doing a great job and Regional Office is very happy with the program.</p>		
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<p>2. Financial Report</p>	<p>The conversation regarding CACFP sponsor was also brought up, Ms. Yanez mentioned to Regional specialist about notifying other new agencies about the process to get a sponsor and the extra money it takes, to get if CACFP Program going. Allowing startup money to be requested. Program are being re designated soon and there will new agency's that will encounter the same CACFP challenge, new grantee's need to be aware.</p> <p>Recruitment continues and enrolling is ongoing to meet our goal to have full enrollment for the next school year that starts in August</p> <p>Fiscal Report was presented to the board by Karl Eck, CFO via telephone. Mr. Eduardo Villarreal had a question on the administrative cost, are the \$55,404.47 part of the \$730,224.61 total expense and are these \$55,404.47 salaries or what type of expenses total the \$55,404.47?</p> <p>Part of the \$55,404.47 expense is the administration building, and other costs related to administration.</p>		
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<p>3. In-Kind Report</p> <p>4. CACFP Report</p> <p>5. Attendance Report</p> <p>6. Enrollment Report</p>	<p>Question: There is \$18,000.00 food cost. Head Start receivable from CACFP? CACFP at this time has more revenue than expenses, for February in CACFP will have more expenses that will be reflected since last month.</p> <p>Recommendation from Mr. Villarreal for the next financial report.</p> <p>An alignment of how Head Start is supporting CACFP.</p> <p>In the expenditure report \$20.00 vehicle purchase lease? \$27.00 Driver's license test. Cynthia will be looking into the coding of the expenditures.</p> <p>Policy Council has spent \$1,200.00? Policy Council had trainings, attendance mileage reimbursements.</p> <p>Total revenue drawdown was \$3,163,057.46.</p> <p>Total In-Kind for the month of January was \$184,371.13. Year to date \$337,507.86</p> <p>January's reimbursement for CACFP \$57,920.55</p> <p>EHS attendance for January was 85% HS attendance for January was 83%</p> <p>EHS was fully enrolled for January HS had one vacant slot that was filled on 02/01/2016.</p>	<p>Motion to approve the following reports was made by Asalia Casares</p> <ol style="list-style-type: none"> 1. Program Directors Report 2. Financial Report 3. In-Kind Report 4. CACFP Report 5. Attendance Report 6. Enrollment Report <p>2nd by Alfredo Padilla Motion Carried</p>	
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<p>B. Approval of 401k plan</p>	<p>Board approved LD/CO John Hancock plan</p>	<p>Motion to approve LD.CO John Hancock proposal plan was made by Alfredo Padilla 2nd by Asalia Casares Motion Carried</p>	
<p>C. Maintenance Plan</p>	<p>Board approved Maintenance Plan.</p>	<p>Motion to approve Maintenance Plan was made by Eduardo Villarreal 2nd by Alfredo Padilla Motion Carried</p>	
<p>A. Approval of New Hire/Termination Report</p>	<p>Approval of New Hire/Termination Report. Pearsall continues to be a challenge to staff, and at this time we are hoping to be fully staffed by the end of the month.</p> <p>Ms. Yanez disclosed that in Pearsall interviews were held and one of the candidates that was selected is her sister in law, she is a widow to her brother who passed on 5 years ago. The candidate is qualified with a BA degree and will not be supervised her, the Center Manager will go to Velma Mc Neil and then to HR, and ultimately the Board.</p>	<p>Motion to approve New Hire/Termination Report was made by Mercedes Puente 2nd by Eduardo Villarreal Motion Carried</p>	
<p>A. Executive Session</p>	<p>Board went into Executive Session at 6:55 pm Executive Session convened at 7:09 returning to meeting.</p>	<p>Executive Session 6:55 pm Return to regular meeting at 7:09 pm</p>	
<p>B. Old Business</p>	<p>No discussion</p>		

C. Open Forum	Brief discussion regarding Dia de los Ninos celebration in Carrizo Springs Center.		
VII. Adjournment (Action)	Meeting adjourned at 7:12 PM	Motion to adjourn meeting was made by Alfredo Padilla 2 nd by Mercedes Puente Motion Carried	

Approved by: *Edward A. England*
BOD President - *Vice*

Date: *3/20/11*