

Board of Directors

Kids Are First, Inc.
Board of Directors Minutes
Tuesday, March 28, 2017

Agenda Item	Discussion	Action
I. Call Meeting to order/Roll Call/Establish Quorum	<p>Asalia Casares called meeting to order at 6:00 PM</p> <p>Roll Call Quorum was established</p> <p><u>Members Present</u> Asalia Casares Sonia Guerrero Eduardo Villarreal Alfredo Padilla</p> <p>Members Absent Mercedes Puente Kassandra Valenzuela (Liaison)</p> <p>Mercedes Puente excuse absence</p>	<p>Meeting called to order 6:00 PM</p> <p><u>X</u> there is a quorum established.</p>
II. Approval of Agenda	<p>Alicia Yanez asked to move Fiscal Audit Report to item A under Reports.</p> <p>Approval of agenda with change.</p>	<p>Motion to approve agenda with changes was made by Alfredo Padilla Seconded by Sonia Guerrero Motion carried</p>
III. Approval of Minutes	<p>Approval of 01/31/2017 meeting minutes.</p>	<p>Motion to approve 01/31/17 meeting minutes was made by Eduardo Villarreal Seconded by Alfredo Padilla Motion carried</p>
IV. Reports A. Fiscal Audit	<p>Fiscal Audit Report for the year ended November 30, 2016 by Milo Martinez from Martinez, Rosario & Company, LLP Milo Martinez presented to the board of directors unmodified opinion letter. The result of the audit Financial Statement Findings – none noted Federal Awards Findings and Questioned Costs – none noted</p>	<p>Motion to approve Fiscal Audit Report for year ending on 11/30/16 was made by Eduardo Villarreal. Seconded by Sonia Guerrero Motion carried</p>

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B. OHS Communication	<p>OHS Communication – Alicia Yanez, CEO/Program Director informed the Board of Directors the decision form OHS to go ahead and not award the agency the EHS Expansion Grant, a copy of the letter received was provided to the board.</p> <p>The remainder of the grant will be available as of this week. In conversation with Heather Colwell, the funds are available.</p> <p>Board was also informed of the completion of the Policy Council By Laws by the Ad Hoc Committee, the By Laws are pending Policy Council approval with 2/3 of the members present in order to take action to approve the By Laws before they are presented to the board for final approval.</p> <p>The Asherton school agreement is being finalized by the Carrizo ISD board members for the new KAF, Inc. location.</p> <p>The self-assessment for the agency is scheduled for the week of 04/10-04/13, board members are welcomed to participate.</p> <p>Reduction of HS slot is going forth and will come into effect in August 2017.</p> <p>June is being considered to have the Strategic Planning meeting, board members are asked to look at their calendars and consider the first weekend of June 2017. The Policy Council members have been informed of the meeting. The Strategic Planning meeting is a two day meeting, which can take place here at Administration Office as the previous meeting. The strategic planning meeting will follow up with prior year's goals and plan to discuss the direction of the program.</p>	No action

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<p>C. Operations Report</p>	<p>Operations Report – Velma Mc Neil, Director of Operations presented the Operations report for the month of January and February 2017, see attached reports.</p>	<p>No Action</p>
<p>D. Liaison's Report</p>	<p>Liaison's Report – Sonia Guerrero, Liaison to Policy Council reported on 09/29/16, 11/17/16, 01/30/17 and 02/27/17 meetings that she had attended. Ms. Guerrero reported to the board members the content of the Policy Council meetings were exactly like the board of director meetings, the Policy Council get reports from OHS, Director of Operations, Financial Reports, Credit Card Report, etc.</p>	<p>No Action</p>
<p>E. Financial Reports</p>	<p>Financial Reports – Karl Eck, CFO presented financial report for January and February 2017.</p> <p>Approval of Financial Reports for January and February 2017</p>	<p>Motion to approve Financial Reports for January and February 2017 was made by Alfredo Padilla Seconded by Sonia Guerrero Motion carried</p>
<p>F. Credit Card Reports</p>	<p>Credit Card Reports – Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Reports for January and February 2017.</p> <p>Approval of Credit Card Reports for January and February 2017.</p>	<p>Motion to approve Credit Card Reports for January and February 2017 was made by Sonia Guerrero Seconded by Alfredo Padilla Motion carried.</p>
<p>G. In-Kind Reports</p>	<p>In-Kind Reports- Cynthia Orosco, Administrative Assistant Fiscal presented In-Kind Reports for January and February 2017.</p> <p>Approval of In-Kind Reports for January and February 2017.</p>	<p>Motion to approve In-Kind Reports for January and February 2017 was made by Alfredo Padilla. Seconded by Sonia Guerrero. Motion carried.</p>

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H. CACFP Reports	CACFP Reports – Cynthia Orosco, Administrative Assistant Fiscal presented CACFP Reports for January and February 2017 Approval of CACFP Reports for January and February 2017.	Motion to approve CACFP Reports for January and February 2017 was made by Sonia Guerrero. Seconded by Alfredo Padilla Motion carried
I. Enrollment Reports	Enrollment Reports- Velma Mc Neil, Director of Operations presented Enrollment Reports for January and February 2017. Approval of Enrollment Reports for January and February 2017.	Motion to approve Enrollment Reports for January and February 2017 was made Alfredo Padilla. Seconded by Sonia Guerrero. Motion carried.
J. Attendance Reports	Attendance Reports – Velma Mc Neil, Director of Operations presented Attendance Reports for January and February 2017. Approval of Attendance Reports for January and February 2017.	Motion to approve Attendance Reports for January and February 2017 was made by Sonia Guerrero. Seconded by Alfredo Padilla Motion carried.
K. New Hire/Termination Report	New Hire/Termination Reports- Alicia Yanez, CEO/Program Director presented the New Hire/Termination Reports for January and February 2017. Approval of New Hire/Termination for January and February 2017.	Motion to approve New Hire/Termination Reports for January and February 2017 was made by Alfredo Padilla Seconded by Sonia Guerrero Motion carried.

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<p>V. Old Business</p>	<p>CACFP Bond-Alicia Yanez, CEO/Program Director asked the Board Members on recommendation to proceed with the bond application that is needed to apply for the CACFP Program. The bond application requires that a board member be named and have their information be used for the security bond. Mr. Alfredo Padilla volunteered to have his name be used for the security bond.</p>	<p>Motion to continue with the Bond Application under Alfredo Padilla's name was made by Sonia Guerrero. Seconded by Alfredo Padilla Motion carried.</p>
<p>VI. New Business</p>	<p>2015 Annual Report – Alicia Yanez, CEO/Program Director presented the 2015 Annual Report to the Board Members.</p> <p>Approval of 2015 Annual Report.</p> <p>Approval of Policies</p> <p>Alicia Yanez, CEO Program Director presented the Policies for the for the following content areas: Education/Disabilities/Transition MIS FCP ERSEA</p> <p>Approval of Policies for content areas Education/Disabilities/Transition MIS FCP ERSEA</p>	<p>Motion to approve 2015 Annual Report was made by Alfredo Padilla. Seconded by Sonia Guerrero. Motion carried</p> <p>Motion to approve Policies for Education/Disabilities/Transition/ MIS/FCP/ERSEA was made by Sonia Guerrero. Seconded by Alfredo Padilla. Motion carried.</p>
<p>VII. Executive Session</p>	<p>No Executive Session held</p>	
<p>VIII. Open Forum</p>	<p>No Discussion</p>	

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IX. Adjournment	Meeting was adjourned at 7:49 PM	Motion to adjourn meeting at 7:49 om was made by Alfredo Padilla. Seconded by Sonia Guerrero. Motion carried.

Approved by:

(Acasares)
Board of Directors President

Date:

April 25, 2017