

Board of Directors

Kids are First Head Start
 Board of Directors MINUTES
 Wednesday, August 26, 2015
 6:00 PM

Agenda Item	Discussion	Action	Follow Up needed?
I. Call to Order	Start time: 6:10	Meeting called to order by Sonia Guerrero	
II. Roll Call/Sign In	Present: Sonia Guerrero Mercedes Puente Alfredo Padilla Asalia Casarez Alfredo Villarreal		
III. Establish Quorum	Quorum was established with five members present	<input checked="" type="checkbox"/> there <u>is</u> a quorum <input type="checkbox"/> there is <u>not</u> a quorum	
IV. Review & Approval of Agenda	Board reviewed agenda.	Motion to approve agenda was made by Alfredo Padilla 2 nd by Mercedes Puente Motion Carried	
V. New Business A. Approval of Program Area Reports 1. Program Directors Report	Alicia Yanez, Program Director presented her report to the board The Board will be attending the Board of Directors meeting for Community Services Agency at 6:00 pm to discuss price of \$5,000.00 lease for the land that the Central Kitchen sits on. The Board will be making time to go by the centers to visit them and along with the Program Director in the near future.		

<p>5. Attendance Report</p> <p>6. Enrollment Report</p>	<p>Attendance report for the month of July 2015 is 93% for Early Head Start.</p> <p>100% enrollment for the month of July.</p>	<p>Motion to accept the reports presented</p> <ul style="list-style-type: none"> • Program Directors Report • Financial Report • In-Kind Report • Attendance Report • Enrollment Report <p>Motion was made by Asalia Casares. 2nd by Mercedes Puente Motion Carried</p>	
<p>Approval/Selection of auditor</p>	<p>Board Members reviewed the two Request for Proposals from</p> <ul style="list-style-type: none"> • Martinez, Rosario & Company, LLP • Garza/Gonzalez & Associates <p>Cynthia Orosco, passed out the Evaluation Score Sheet that was done by Fiscal and Program Director.</p> <p>The board discussed the experience, price, In-Kind hours and the price of the audit from both firms. Martinez price is \$25,950.00 and Garza \$30,000.00 both firms have Head Start experience. Mr. Villarreal had a concern regarding the price considering they were only auditing 4 months of the fiscal year. Mr. Padilla mentioned the professionals provide proposals for their services and may not appreciate the negotiation of the proposed amounts.</p>	<p>Motion to select Martinez, Rosario & Company, LLP for the auditing services was made by Alfredo Padilla 2nd by Eduardo Villarreal Motion Carried</p>	

<p>Approval of Fiscal Policies & Procedures</p>	<p>Fiscal Policies and Procedures reviewed and motioned to approve with recommendations</p>	<p>Motion to approve Fiscal Policies and Procedures was made by Alfredo Padilla 2nd by Asalia Casares Motion Carried</p>	
<p>Approval of New Hires/Termination Report</p>	<p>Board Members reviewed New Hire/Termination report that included all staff that was hired for the month of July 2015</p>	<p>Motion to accept New Hire/Termination Report was made Asalia Casares 2nd by Alfredo Padilla Motion Carried</p>	
<p>Approval of Grant Application</p>	<p>Proposed 201-2016 Grant Application was discussed by the Board and Program Director. The Program Director explained to the Board Members about the change that would include a Retirement 401k Plan for the employees to participate, the Program would match up to 3% employee contribution. The program year will be from December 1, 2015 to November 30, 2016.</p> <p>The Grant Application is due on September 1, 2015.</p>	<p>Motion to approve Grant Application for PY 2015-2016 was made by Mercedes Puente 2nd by Asalia Casares Motion Carried</p>	

**Review & Approval of BOD
By Laws**

Board of Directors reviewed the modifications that were done to the By-laws as per their recommendations in the last meeting. The By-Laws will indicate that there will be five (5) members, considering if there is interest from Frio or La Salle County the By Laws would be amended, since there is no one from either county interested in volunteering as a board member.

Ms. Yanez, Program Director notified the board that the By-Laws state that there is a Treasurer and a Sergeant at Arms and they should be elected to comply with the by-laws.

Motion to approve By-Laws as corrected was made by Eduardo Villarreal 2nd by Alfredo Padilla
Motion Carried

Alfredo Padilla nominated Asalia Casares for Treasurer.
Ms. Casares accepted.
Vote was unanimous

Asalia Casares nominated Alfredo Padilla for Sergeant at Arms
Mr. Padilla accepted
Vote was unanimous

<p>B. Open Discussion</p>	<p>Mr. Villarreal brought up the Board Packages being sent incomplete to the board to review.</p> <p>Sonia Guerrero will be the liaison to the Policy Council and will be attending the meetings on monthly basis.</p>		
<p>VI. Adjournment</p>	<p>Meeting adjourned at 7:30 pm</p>	<p>Motion to adjourn was made by Asalia Casares 2nd by Alfredo Padilla Meeting adjourned</p>	

Approved by: _____

Board of Directors President

Sonia Guerrero

Date: _____

9/29/15