

Board of Directors

Kids are First Head Start
Board of Directors MINUTES
Tuesday, September 29, 2015

6:00 PM

Agenda Item	Discussion	Action	Follow Up needed?
I. Call to Order	Start time: 6:10 PM	Meeting called to order by Sonia Guerrero	
II. Roll Call/Sign In	<u>Present:</u> Sonia Guerrero Mercedes Puente Alfredo Padilla Eduardo Villarreal Asalia Casares		
III. Establish Quorum	Quorum was established with five members present	<u> X </u> Quorum was established with <u>5</u> members present.	
IV. Review & Approval of Agenda	Reviewed agenda	Motion to approve agenda was made by Alfredo Padilla 2 nd by Mercedes Puente Motion Carried	
V. Approval of previous minutes 1. July 7,2015 Minutes 2. August 26,2015	Board approved minutes for 07/07/2015 and minutes for 08/26/15.	Motion to approve 07/17/2015 and 08/26/2015 minutes was made by Alfredo Padilla. 2 nd by Mercedes Puente Motion Carried	

<p>VI. New Business/Action Items</p> <p>A. Approval of Program Area Reports</p> <p>1. Program Director's Report</p> <p>2. Financial Report</p>	<p>Ms. Yanez read her report to the board. She informed the board of the upcoming Policy Council Training to be held on 10/13-10/14 for the newly elected policy council members.</p> <p>CACFP application will be resubmitted tomorrow 09/30/2015 as per USDA Office in San Antonio's request. It is usually a 10 day turnaround on a reply.</p> <p>Ms. Yanez invited the board to visit the centers at their convenience and work schedules. Ms. Guerrero will be getting in contact with Administrative Assistant to schedule a date.</p> <p>Financial report presented by Karl Eck, CFO</p> <p>Mr. Villarreal question of how Head Start could carry the CACFP Program expenses and how much money had been allocated in the budget for CACFP.</p> <p>Ms. Yanez explained to board that the Head Start budget had allocated all of the CACFP Salaries under HS/EHS for current year. At this time the program has already spent \$80,000 on food. Expenses are being held back and spending on a</p>		
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<p>3. In-Kind Report</p> <p>4. CACFP Report</p> <p>5. Attendance</p>	<p>need to purchase basis.</p> <p>Spending is being monitored on daily basis with calculations</p> <p>Mr. Villarreal also had a question on how long could the Program continue to operate without the CACFP application being approved? Ms. Yanez answered that the program could operate through November 2015.</p> <p>Mr. Eck mentioned adjustments that needed to be done to the budget. Ms. Alicia will be meeting with Mr. Eck to review the budget and make adjustments.</p> <p>Mr. Eck recommended the agency getting some non-reserves money.</p> <p>In-Kind report was presented by Cynthia Orosco, Administrative Assistant Fiscal. In her report she mentioned that centers have plan of actions that include activities that will generate In-Kind collection. Rosita Valley did not have any In-kind report it was submitted later, it will be captured in the following month of October 2015.</p> <p>No CACFP Report/ Application is pending and awaiting a response from the submission of the application.</p>		
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<p style="text-align: center;">Report</p> <p style="text-align: center;">6. Enrollment Report</p>	<p>Early Head Start Attendance was 87% for August 2015.</p> <p>Head Start's Attendance was 84.95% for August 2015.</p> <p>Early Head Start was fully enrolled for August 2015</p> <p>Head Start Program was fully enrolled for August 2015.</p> <p>Reports were approved.</p>	<p>Motion to approve the following reports was made by Asalia Casares and 2nd by Alfredo Padilla</p> <ol style="list-style-type: none"> 1. Program Director's Report 2. Financial Reports 3. In-Kind Report 4. Attendance Report 5. Enrollment Report <p>Motion Carried.</p>	
<p style="text-align: center;">B. New Hire/Termination Report</p>	<p>New Hire Report was approved. People listed pending FBI check are not officially hired. FBI background checks take about 3 weeks to get report.</p>	<p>Motion to approve New Hire Report was made by Asalia Casares and 2nd by Alfredo Padilla</p> <p>Motion Carried</p>	

<p>C. Approval to open a General Fund Account for Non-Federal/Approval to close the Payroll Account</p> <p>D. Lease Agreement CSA/Central Kitchen Land Lease</p>	<p>Payroll account has had no activity since it was opened, and Fiscal would like to close the payroll account and open a general fund account.</p> <p>Approval of Land Lease with CSA for lease of land that Central Kitchen is located. Noted that 10% late charge for rent being late after the 20th of the month.</p>	<p>Motion to close out payroll account, and open a general fund account was made by Alfredo Padilla 2nd by Asalia Casares Motion Carried</p> <p>Motion to approve land lease with CSA was made by Asalia Casares 2nd by Alfredo Padilla Motion Carried</p>	
<p>VII. Open Discussion</p>	<p>Information of the BOD upcoming training information was provided to members.</p>		
<p>VIII. Adjournment</p>	<p>Meeting was adjourned at 7:10 pm Next Meeting will take place on 10/24/2015 at 8:00 am in San Antonio</p>	<p>Motion to adjourn meeting was made by Alfredo Padilla 2nd by Mercedes Puente Motion Carried</p>	

Approved by: 
Board of Directors President

Date: 10-24-15