

Board of Directors

Kids Are First, Inc.
Board of Directors Minutes
Tuesday, June 26, 2018

Agenda Item	Discussion	Action
<p>I. Call Meeting to order/Roll Call/Establish Quorum</p>	<p>Asalia Casares called the meeting to order at 6:04 PM.</p> <p>Roll call Quorum established.</p> <p>Members Present Asalia Casares Sonia Guerrero Alfredo Padilla Mercedes Puente Eduardo Villarreal</p>	<p>Meeting called to order at 6:04pm</p> <p>✓ There is quorum established.</p>
<p>II. Approval of Agenda</p>	<p>Approval of agenda.</p>	<p>Motion to approve agenda was made by Sonia Guerrero-Perez Seconded by Eduardo Villarreal Motion carried.</p>
<p>III. Approval of Minutes</p>	<p>Approval of 05/29/2018 meeting minutes.</p>	<p>Motion to approve 05/29/2018 meeting minutes was made by Sonia Guerrero-Perez Seconded by Mercedes Puente Motion carried.</p>
<p>IV. Reports</p>	<p>OHS Communication Alicia Yanez, CEO/Program Director informed the Board Kids Are First, Inc. is ending the year on a good note having cleared the following six audits, those being Immunizations, Licensing, Focus I, Fiscal Audit, Class, and CACFP.</p> <p>She stated she is currently working on the agency's goals.</p> <p>Ms. Yanez went on to inform the Board she will commence the preparing of the budget for the new upcoming program year. She will be bringing Karl in to assist her this year.</p> <p>Ms. Yanez announced to the Board that there</p>	<p>Informational</p>

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	<p>will be changes at the Regional level as Kimberly Chalk has stepped down from her position; therefore, with restructure at regional office hopefully it would not result in a new Program Specialist for Kids Are First.</p> <p>There will also be changes at the federal level being a new Head Start Director has been hired in Washington.</p> <p>Operations Report Velma McNeil presented the Director of Operations report for the month of June 2018</p> <p>See attached report</p> <p>Liaison's Report Being no Policy Council Meeting was held for the month of May 2018, there was no Liaison Report to present.</p> <p>Financial Report Karl Eck, CFO presented Financial Report for June 2018</p> <p>Credit Card Report Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Report for June 2018.</p> <p>In-Kind Report Cynthia Orosco, Administrative Assistant Fiscal presented In-Kind Report for June 2018.</p> <p>CACFP Report Cynthia Orosco, Administrative Assistant Fiscal presented CACFP Report for June 2018.</p>	<p>Informational</p> <p>Motion to approve the following reports was made by Sonia Guerrero-Perez</p> <ul style="list-style-type: none"> • Financial Report • Credit Card Report • In-Kind Report • CACFP Report <p>Seconded by Alfredo Padilla Motion carried</p>

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	<p>Enrollment Report Velma McNeil, Director of Operations presented Enrollment Report for June 2018.</p> <p>Attendance Report Velma McNeil, Director of Operations presented Attendance Report for June 2018.</p> <p>New Hire/Termination Report Alicia Yanez, CEO, Program Director presented New Hire/Termination Report for June 2018</p> <p>Approval of June 2017 New Hire/Termination Report.</p>	<p>Motion to approve Enrollment report and Attendance report was made by Sonia Guerrero-Perez Seconded Alfredo Padilla Motion carried</p> <p>Motion to approve New Hire/Termination Report was made by Alfredo Padilla Seconded by Sonia Guerrero Motion carried</p>
V. Old Business	No discussion	N/A
VI. New Business	<p>2017 Audit – Martinez, Rosario & Company Mr. Martinez came before the Board to present his report on audit conducted on the program by his firm for fiscal year 2016-2017. It is their firm’s opinion the audit has an Unmodified (“Clean”) Opinion, and no findings noted over financial reporting, material noncompliance, or internal control over compliance and no questioned costs.</p> <p>Annual Report Velma McNeil presented the Annual Report for approval informing the Board that the financials had been added now that the audit was completed.</p> <p>Community Assessment Ms. McNeil sought approval of Community Assessment presented to Board at planning meeting.</p> <p>PIR Ms. McNeil reintroduced PIR report that had been previously presented at the annual planning meeting for approval.</p>	<p>Motion to approve 2017 Audit as presented was made by Sonia Guerrero-Perez and Seconded by Eduardo Villarreal. Motion carried.</p>

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	<p>Policy: HR 181 – Attendance Ms. Yanez informed the Board that Kids Are First, Inc. does not currently have an attendance policy in place; therefore, asked the Board to approve the statement of policy to supersede the current leave without pay policy. Procedure on the implementation of the attendance policy will be brought before the Board at the next scheduled meeting.</p> <p>Policy: HR 182 –Dress Code Ms. Yanez stated a new dress code needs to be implemented to ensure safety at the centers and overall program. Ms. Yanez asked the Board to approve the statement and will introduce the procedure at the next scheduled meeting.</p> <p>Credit Card Reward and Redemption Policy Ms. Yanez introduced to the Board the credit card reward and redemption policy. Explained the guidelines as to how the reward points may be used within the agency.</p>	<p>Motion to approve the following:</p> <ul style="list-style-type: none"> • Annual Report, • Community Assessment, • PIR Report • Policy: HR 181 • Attendance • Policy: HR 182-Dress Code • Credit Card Reward and Redemption Policy and Procedure <p>was made by Sonia Guerrero-Perez and Seconded by Alfredo Padilla. Motion carried.</p>
VII. Adjournment	Meeting adjourned at 7:03 PM	Motion to adjourn meeting at 7:03PM was made Sonia Guerrero – Perez Seconded by Eduardo Villarreal Motion carried

Approved by: 
Board President

Date: 9/25/18