

Board of Directors

Kids Are First, Inc.
Board of Directors Minutes
Tuesday, July 25, 2017

Agenda Item	Discussion	Action
I. Call Meeting to order/Roll Call/Establish Quorum	<p>Asalia Casares called the meeting to order at 6:00 PM.</p> <p>Roll call Quorum established.</p> <p>Members Present Asalia Casares Sonia Guerrero Alfredo Padilla Mercedes Puente Eduardo Villarreal</p> <p>Members Absent Kassandra Valenzuela</p>	<p>Meeting called to order at 6:00PM</p> <p>X__ there is quorum established.</p>
II. Executive Session	<p>At the 6:02p.m Board went into Executive Session to discuss issue on Personnel. Regular Board Meeting reconvened at 6:10p.m.</p>	
III. Approval of Agenda	<p>Approval of agenda.</p>	<p>Motion to approve agenda was made by Alfredo Padilla Seconded by Sonia Guerrero Motion carried.</p>
IV. Approval of Minutes	<p>Approval of 06/27/2017 meeting minutes.</p>	<p>Motion to approve 06/27/2017 meeting minutes was made by Sonia Guerrero Seconded by Eduardo Villarreal Motion carried.</p>
V. Reports	<p>OHS Communication Alicia Yanez, CEO/Program Director informed the board of intent to collaborate with Baylor College in the participation with their second phase of their studies of the New CACFP Meal Guidelines and Best Practices. Last year's participation garnered \$10,000 in non-federal monies for the agency in addition to the \$500 dollars awarded to the centers selected for their studies. Three sites will be selected for the second phase; therefore, generating \$1,500 in non-federal revenue for the program.</p>	<p>Informational</p>

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	<p>CACFP: Ms. Yanez informed the board that due to changes to the CACFP grant application with Texas Department of Agriculture, Debbie Cantu and Cynthia Orosco would be going to the ESC 20 CACFP Technical Assistance Lab on July 26, 2017. This Lab would provide the necessary guidance to ensure the application will be submitted in accordance to the new guidelines. Kids Are First anticipates to submit CACFP application in August 2017.</p> <p>Early Head Start: Training & Technical Assistance was provided to the EHS personnel on July 20, 2017. Centers will commence classes for children on July 24, 2017.</p> <p>Budget Update: Ms. Yanez informed board she's been diligently working with department heads in completing a working budget to ensure it will support the goals of the program identified at the Kids Are First planning meeting held in June 2017. Budget will include two new positions for the program; a Data Analyst and additional support to the Educational Department.</p> <p>The 401k audit was to take place in the month of July; however, due to late award of auditing contract an extension has been filed.</p> <p>Operations Report Alicia Yanez, CEO/Program Director presented the Director of Operations report for the month of June 2017</p> <p>See attached report</p> <p>Liaison's Report Being no Policy Council Meeting was held for the month of June 2017, there was no Liaison</p>	

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	<p>Report to present.</p> <p>Financial Report</p> <p>Karl Eck, CFO presented Financial Report for June 2017</p> <p>Approval of June 2017 Financial Report.</p> <p>Credit Card Report</p> <p>Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Report for June 2017.</p> <p>Approval of June 2017 Credit Card Report.</p> <p>In-Kind Report</p> <p>Cynthia Orosco, Administrative Assistant Fiscal presented In-Kind Report for June 2017.</p> <p>Approval of June 2017 In-Kind Report.</p> <p>CACFP Report</p> <p>Cynthia Orosco, Administrative Assistant Fiscal presented CACFP Report for June 2017.</p> <p>Approval of June 2017 In-Kind Report.</p> <p>Enrollment Report</p> <p>Alicia Yanez, CEO/Program Director presented Enrollment Report for June 2017.</p> <p>Approval of June 2017 Enrollment Report.</p> <p>Attendance Report</p>	<p>Informational</p> <p>Motion to approve the following reports was made by Alfredo Padilla</p> <ul style="list-style-type: none"> • Financial Report • Credit Card Report <p>Seconded by Sonia Guerrero Motion carried.</p> <p>Motion to approved the following reports was made by Alfredo Padilla</p> <ul style="list-style-type: none"> • In-Kind Report • CACFP Report <p>Seconded by Sonia Guerrero Motion carried.</p>

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	<p>Alicia Yanez, CEO/Program Director presented Attendance Report for June 2017.</p> <p>Approval of Attendance Report for June 2017</p> <p>New Hire/Termination Report</p> <p>Alicia Yanez, CEO, Program Director presented New Hire/Termination Report for June 2017</p> <p>Approval of June 2017 New Hire/Termination Report.</p>	<p>Motion to approve Enrollment report and Attendance report was made by Alfredo Padilla Seconded by Sonia Guerrero Motion carried</p> <p>Motion to approve New Hire/Termination Report was made by Alfredo Padilla Seconded by Sonia Guerrero Motion carried</p>
VI. Old Business	No discussion	N/A
VII. Open Forum	No Discussion	
VIII. Adjournment	Meeting adjourned at 6:47 PM	Motion to adjourn meeting at 6:47 PM was made Alfredo Padilla Seconded by Eduardo Villarreal Motion carried

Approved by: _____

Board President

Date: _____

8-29-17