

# Board of Directors

Kids Are First, Inc.  
Board of Directors Minutes  
Tuesday May 29, 2018

Agenda Item	Discussion	Action
<b>1. Call Meeting to order/Roll Call/Establish Quorum</b>	Asalia Casares called the meeting to order at 5:57PM.  Roll call Quorum established.  <b>Members Present</b> Asalia Casares Alfredo Padilla Mercedes Puente Eduardo Villarreal  <b>Members Absent</b> Sonia Guerrero	Meeting called to order at 5:57 pm  <u>X</u> there is quorum established.
<b>2. Approval of Agenda</b>	Approval of agenda.	Motion to approve agenda was made by Alfredo Padilla Seconded by Eduardo Villarreal Motion carried.
<b>3. Approval of Minutes</b>	Approval of 4/24/2018 meeting minutes.	Motion to approve 4/24/2018 meeting minutes was made by Eduardo Villarreal Seconded by Mercedes Puente Motion carried.
<b>4. Reports</b>	<b>CEO/Program Directors Report</b> Alicia Yanez, CEO/Program Director notified the Board of Directors that the Kids Are First, Inc. Head Start program has closed for summer.  She informed the Board of Directors that the Self-Assessment has been completed.  Ms. Yanez stated that the annual training/meeting held on May 16, 2018 went well. The Community partners were acknowledged and given plaques as a token of	Informational

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	<p>our appreciation for their generous contributions to our Head Start program.</p> <p>Ms. Yanez also informed the Board of Directors that the one time funding application to address the facility needs of the following centers: Pearsall, Las Colonias, LBJ, and Seco Mines, has been submitted.</p> <p>Ms. Yanez made the Board of Directors aware that she is currently working on the COLA application. A special call meeting of the Board will be scheduled for the approval of said application.</p> <p>Ms. Yanez has recommended that the administration staff be granted a summer schedule that would consist of staff working forty (40) hours in a four (4) day work week. Regular schedule would resume with the start of the new Head Start program year.</p> <p><b>Operations Report</b> Velma McNeil, Director of Operations presented her report for the month of April of 2018</p> <p>See attached report</p> <p><b>Financial Report</b> Karl Eck, presented Financial Report for April of 2018</p> <p>See attached report</p> <p><b>Credit Card Report</b> Alicia Yanez, presented Credit Card Report for April of 2018.</p>	<p>Informational</p> <p>Action</p> <p>Action</p>

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	<p><b>In-Kind Report</b> Karl Eck, presented In-Kind Report for April of 2018.</p> <p><b>CACFP Report</b> Karl Eck, presented CACFP Report for April of 2018.</p> <p><b>Enrollment Report</b> Velma McNeil, Director of Operations presented Enrollment Report for April of 2018</p> <p><b>Attendance Report</b> Velma McNeil, Director of Operations presented Attendance Report for April of 2018</p> <p><b>New Hire/Termination Report</b> Alicia Yanez, CEO, Program Director presented New Hire/Termination Report for April of 2018.</p>	<p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Motion to approve the following April reports was made by Eduardo Villarreal</p> <ul style="list-style-type: none"><li>• Financial Report</li><li>• Credit Card Report</li><li>• In-Kind Report</li><li>• CACFP Report</li><li>• Enrollment Report</li><li>• Attendance Report</li><li>• New/Hire Termination Report</li></ul> <p>Seconded by Alfredo Padilla Motion carried.</p>
<b>5. Old Business</b>	No discussion	N/A

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6. New Business	<b>Self-Assessment</b> <ul style="list-style-type: none"><li>Self-Assessment Cumulative Report</li></ul>	Action Motion to approve the Self-Assessment Cumulative Report was made by Mercedes Puente. Seconded by Alfredo Padilla Motion Carried.
7. Executive Session	No discussion	N/A
8. Open Forum	No discussion	N/A
9. Adjournment	Meeting adjourned at 6:58PM	Action Motion to adjourn meeting at 6:58 p.m. was made Alfredo Padilla. Seconded by Eduardo Villarreal Motion carried

Approved by:   
Board President

Date: 6-26-18