

Board of Directors

Kids Are First, Inc.
 Board of Directors Minutes
 Thursday, May 26, 2016

Agenda Item	Discussion	Action	Follow Up needed?
I. Welcome & Introductions	Ms. Sonia Guerrero called meeting to order.	Ms. Guerrero called meeting to order at 6:02 PM	
II. Call Meeting to order/Establish Quorum	<u>Members Present</u> Sonia Guerrero Eduardo Villarreal Alfredo Padilla Mercedes Puente Asalia Casares Lidia América Puente (PC Liaison)	Quorum was established with 6 members present.	
III. Approval of Agenda	Approval of agenda	Motion to approve agenda was made by Asalia Casares 2 nd by Alfredo Padilla Motion Carried	
IV. Approval of Minutes	Approval of 04/27/16 minutes.	Motion to approve 04/27/16 minutes was made by Alfredo Padilla. 2 nd by Asalia Casares Motion Carried	
V. New Business A. Approval of Reports 1. Program Directors Report	Ms. Yanez asked Ms. Guerrero to share the good news received via a letter from		

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	<p>Administration for Children and Families, Office of Head Start. The agency has cleared the first Health and Safety Federal Review. According to the letter no area of non-compliance was found during the course of the review. At this time no correction is required. Copies of the letter was provided to all board members.</p> <p>The next Federal Review will be CLASS. The Regional Office Training and Technical Assistance consultant visited the centers on May 4, 2016 and monitored the classrooms. The consultant will be back in July 2016. The agency is being utilized as a model for the mentoring piece. Her observations were positive.</p> <p>Ms. Yanez Reported she had met with Heather Colwell Regional Office in Dallas on the result of the Federal Review.</p> <p>The CACFP bond is still pending, KAF, Inc. is a unique situation and it has never occurred in the history of Head Start. More information had been requested regarding the money that has been paid to Nutri Services for their sponsorship of KAF, Inc. CACFP.</p> <p>Expanded services will be applied for, we thought we did not qualify for but after meeting with Ms. Colwell it appears that the agency is eligible to apply for expanded services. The information will be compiled to submit application. Ms. Casares asked if provided more services meant the teachers would be paid more. Ms. Yanez mentioned yes, a budget</p>		

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	<p>needs to be worked on and aligned with the hours of services. The Services will be for Head Start, it can be for extended days to 3:30 PM or more than 160 days of service. The agency is looking at different options and the needs of the parents.</p> <p>The Planning meeting will take place on June, 11th and 12th. Ms. Villarreal, Ms. Casares and Ms. Puente are to contact Manuela if they wish to have a room here in Carrizo. The planning meeting will held in two days, but in reality it is a 3- 5 day meeting. Considering that it is planned to start at 8:30 am on Saturday and 8:00 on Sunday, it may be in the best interest to the board members to stay in Carrizo to get a good night's rest, Planning Meetings tend to be mind boggling and lengthy. The information that will be received is abundant. We ask that the information be reviewed.</p> <p>The Head Start program has closed for this year officially on 05/09/2016 and the staff on 05/11/2016. Head Start staff are on lay off status at this point. The Head Start staff will be coming back to work on 08/15/2016 and the children will start school on 08/22/2016 keeping in with the school district start of school dates.</p> <p>The agency had their 1st End of the Year meeting on 05/11/2016, all went well.</p> <p>Early Head Start continues with services until 06/29/2016 for the children and the staff on 06/30/2016.</p>		

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	<p>The self-assessment was completed and a full report has been provided and will be approved on a different item further into the meeting.</p> <p>At this time the staff is working on a Program Information Report that will be provided to the parents when completed to inform them of all the children that were served and the services that were provided. This report will be submitted to OHS.</p> <p>Ms. Yanez informed the Board of Directors of a new ruling regarding the exempt employees, who earn less than \$47,467.00, and they are on salary, for the agency this would be the teaching staff, mentor teachers, they will have to be hourly employees. The Center Managers will need to be looked at. The federal government changed the ruling but no extra money has been awarded to make any changes. The program will work out the budget to make the changes that will happen by December 1, 2016.</p> <p>Looking into the positions the Center Manger's position is one that will need to be an exempt position. The Center Manager are the ones who manage the centers, and are needed at the center for longer periods of time. Salaries need to be looked at, as Center Manager may have more experience, but only an Associate's Degree versus a person who has a Bachelor's Degree with minimal experience, should they be earning the same amount of money.</p> <p>The Audit Report that took place in November 2015 has been finalized. The report has not indicated any concerns or recommendations. The Audit Company has sent a communication</p>		

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<p>2. Financial Report</p>	<p>letter that is included in the package for review.</p> <p>Ms. Yanez, CEO/Program Director presented the report.</p> <p>Karl Eck. CFO was not able to report on the Financials. He needs to come and visit one more time. The board needs to agree on a date to have it arrange with Karl.</p> <p>Karl was here last week and participated in the Fiscal Meeting, the agency did not pay for his trip, and Karl was in San Antonio and was here for a day.</p> <p>Balance Sheet has been amended, report was placed and was not bind with the rest of the report.</p> <p>Requested the CACFP budget to Actual using the budget that was amended in previous meeting.</p> <p>Mr. Villarreal still had some questions that will be worked on.</p>		

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3. In Kind Report	<p>Total In-Kind for the month of April 2016 was \$173,141.79.</p> <p>Mr., Villarreal had a question on the milk coolers that in-kind is being collected, is the necessary paperwork from Borden's that allows us to claim the In-Kind. Ms. Yanez explained to Mr. Villarreal, the coolers belong to Borden's and the agency uses them to store the milk. They are considered in-kind because we would have to purchase or rent refrigerators to keep the milk.</p>		
4. CACFP Report	<p>April's reimbursement for CACFP \$63,135.13</p> <p>Mr. Villarreal had a question on the gap from lunch and snack that was served. In Cotulla, there is a significant change. Ms. Yanez explained to the board in Cotulla, we have dual enrollment, one classroom does not stay for snack.</p> <p>Mr. Villarreal indicated about Carrizo and Las Colonias has significant amounts from lunch to snack. Ms. Lidia America Puente, mentioned to the board, parents at time who have children in both programs HS and EHS, parents when picking up their Head Start child will pick up their child who is enrolled in EHS. Carrizo and Las Colonias have the most EHS classrooms.</p> <p>Approval of CACFP Report.</p>		

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<p>5. Attendance Report</p> <p>6. Enrollment Report</p>	<p>HS Attendance for April 2016 85.51% EHS Attendance for April 2016 86.68% Overall 86%</p> <p>HS Enrollment is at 614 EHS Enrollment is fully enrolled at 116</p>	<p>Motion to approve the following report was made by Mercedes Puente</p> <ol style="list-style-type: none"> 1. Program Director's Report 2. Financial Report 3. In-Kind Report 4. CACFP Report 5. Attendance Report 6. Enrollment Report <p>2nd by Alfredo Padilla Motion Carried</p>	
<p>B. New Hire/Termination Report</p>	<p>Approval of New Hire/Termination Report Ms. Yanez reported that Pearsall and Cotulla continue to have challenges in finding qualified staff. At this time a waiver is not an option, for a waiver the employees must have at least a CDA, to be able to apply for the waiver.</p> <p>Recruitment for staff has been ongoing with Colleges in the Cotulla and Pearsall Area, as far as Laredo.</p> <p>A meeting with an attorney to discuss the possibility of hiring staff from Mexico who are qualified. The end result from the attorney is that it is not cost effective.</p>	<p>Motion to approve New Hire/Termination Report was made by Alfredo Padilla 2nd by Mercedes Puente Motion Carried</p>	

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C. Approval of Fiscal Audit Report	<p>Fiscal Audit Report was presented by Milo Martinez from Martinez, Rosario & Company, LLP.</p> <p>Approval of Fiscal Audit Report.</p>	<p>Motion to approve Fiscal Audit Report was made by Eduardo Villarreal 2nd by Asalia Casares Motion Carried</p>	
D. Approval of Application for Cost of Living Adjustment	<p>Approval of Application for Cost of Living Adjustment with the addition of the SF-424A for HS.</p> <p>The agency has requested a 1.8 % across the board which totals \$108,616.00. A total of \$79,391.00 is for the employee salary adjustment, and \$21,811.00 is being requested for the repairs that are needed at Las Colonias and Carrizo Springs Centers. The agency will utilize \$8,100.00 of funds to update video conferencing equipment that needs updating.</p>	<p>Motion to approve the Application for Cost of Living Adjustment with the addition of the SF-42 A for Head Start. Was made by America Puente 2nd Asalia Casares Motion Carried</p>	
E. Approval of Self-Assessment Report	<p>Approval of Self- Assessment Report.</p> <p>Mr. Villarreal had a concern regarding the report. The report indicates there are not findings the agency needs to work on, his</p>		

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	<p>concern is, if everything is up to par. But yet when we get a review we get a concern as we just did in the recent Federal Review.</p> <p>Ms. Yanez explained to the Board, the Self-Assessment is a report of 37 pages. It is compiled from a detailed assessment done by the coordinators, where they visit every center and review 10 percent of files. Granted there were some concerns that were indicated in the original report, but not significant to write in the actual Self-Assessment report. The concerns are addressed and followed up by the administrative staff as they continue to monitor the centers. The process for the Self-Assessment, is ongoing with Center Site Visits, and continues with two At a glance visits that allow the staff to address all the issues that are identified.</p> <p>The concerns from the Federal Review were taken care of immediately, the Self-Assessment took place a week after the Federal Review which in essence all concerns had been addressed and corrected.</p>	<p>Motion to approve of Self-Assessment Report was made by Alfredo Padilla 2nd by Eduardo Villarreal Motion Carried</p>	
<p>V. Executive Session</p>	<p>Executive Session Discussion starting at 7:19 PM</p>	<p>Executive Session at 7:19 PM</p>	
<p>VI. Old Business</p>	<p>No Discussion</p>		

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VII. Open Forum	No Discussion		
VIII. Adjournment	Meeting was adjourned	Motion to adjourned the meeting at 8:15 PM was made by Alfredo Padilla 2 nd by Mercedes Puente Motion Carried	

Approved by: 
Board of Directors President

Date: 6/20/16