

Board of Directors

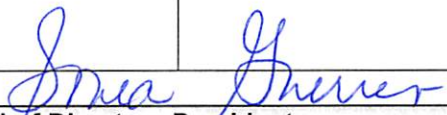
Kids are First Head Start
 Board of Directors MINUTES
 Wednesday, June 3, 2015
 6:00 PM

Agenda Item	Discussion	Action	Follow Up needed?
I. Call to Order	Start time: 6:20 pm	Meeting called to order by President Guerrero	
II. Roll Call/Sign In	<u>Present:</u> Sonia Guerrero Alfredo Padilla Mercedes Puente Eduardo Villareal Asalia Casares		
III. Establish Quorum	Quorum established with all members present	<input checked="" type="checkbox"/> there is a quorum <input type="checkbox"/> there is <u>not</u> a quorum and this in an informational meeting only	
IV. Review & Approval of Agenda	In review, motion to approve agenda with Employment Application addition, Payroll Notice Change, Complaint Procedure and Job Description for Program Director.	Motion made by Alfredo Padilla to approve agenda with the addition of Employment application to the forms being approved. 2 nd Asalia Casares Motion Carried	
V. New Business	Board of Directors discussed accepting Head Start and Early Head Start Grant for services and Start-up award and Board of Directors also discussed what were included to be addressed with the start up submitted. Board reviewed and approved forms: <ul style="list-style-type: none"> • Payroll Change Notice (PCN) • Job Description (Program Director) 	Motion to accept the Head Start and Early Head Start Grant and the Start-Up Award for PY 2015-2016 was made by Alfredo Padilla 2 nd by Mercedes Puente Motion Carried	

	<ul style="list-style-type: none"> • Employee/Parent/Community Complaint Procedure (turnaround days for filed complaints will be 5 days) • Employment Application 	<p>Motion to approve the following forms made by Asalia Casarez</p> <ul style="list-style-type: none"> • Payroll Change Notices • Job Description (Program Director) • Employee/Parent/Community Complaint Procedure • Employment Application <p>2nd Alfredo Padilla Motion carried</p>	
Cont. New Business/Executive Session	<p>Board went into Executive Session at 6:28 PM to discuss the hiring of the Program Director for Kids Are First, Inc. Board came back from Executive Session at 7:05 PM</p>	<p>Motion to hire Alicia Yanez as Program Director for Kids Are First, Inc. and authorize Ms. Yanez to conduct business for Kids Are First, Inc. made by Alfredo Padilla 2nd by Eduardo Villarreal Motion carried</p>	
VI. CACFP (Information)	<p>Alica Yanez explained the CACFP Program that Kids Are First, Inc. participates in, how the agency will apply to receive reimbursement for food expenses, and the reports that the board will be provided</p>	<p>Information on program participation by KAF, Inc.</p>	
VII. Review & approval of Accounting Firm & Fiscal Services	<ul style="list-style-type: none"> • Board reviewed and discussed the solicitations of accounting firms that came in for review. <ul style="list-style-type: none"> ○ G & A Partners ○ WIPFLi ○ Laurel Consulting ○ ADP • Decision to choose WIPLFi was based on their expertise with OMB Circular. • The willingness of the company to assist 		

	<p>with audits and will sit with agency Policies and Procedures to follow.</p> <ul style="list-style-type: none"> • Set up Chart of Accounts. • Five year term proposal with the option to reevaluate engagement letter on a yearly basis. 		
a. Insurance Carrier	<ul style="list-style-type: none"> • Board of Directors authorized Ms. Yanez to contact and advice Arch Insurance that they were awarded the insurance bid, from the other insurance companies. <ul style="list-style-type: none"> ○ Care Providers/Arch ○ Cincinnati ○ Allied 		
b. Credit Cards	<ul style="list-style-type: none"> • Board of Directors gave Ms. Yanez the authorization to apply for credit needed: <ul style="list-style-type: none"> ○ HEB ○ Wal-Mart ○ American Express ○ Gas Card 		
c. Bank selection	<ul style="list-style-type: none"> • Capital Bank from Carrizo Springs was selected from the other local banks solicited in the area. • Capital Bank from Carrizo Springs was selected; based on the banks willingness to waive the initial deposit fee. • Two separate accounts will be opened: <ul style="list-style-type: none"> ○ Operational ○ Payroll • One signature will be needed for checks, totaling up to \$5,000, for checks in excess of \$5,000.00 will require two original 	<p>Motion to was made by Alfredo Padilla to select</p> <p>VIII. WIPFLi Accounting Firm</p> <ul style="list-style-type: none"> a. Arch Insurance b. Apply for credit cards needed for operations. c. Open two accounts with Capital Bank. <ul style="list-style-type: none"> ○ Operational ○ Payroll ○ One signature will 	

	<p>signature one from the Program Director and one Board Member.</p> <ul style="list-style-type: none"> • Single purchases over \$5,000.00 or more will require OHS prior approval 	<p>be needed for checks, totaling up to \$5,000, in checks in excess of \$5,000.00 will require two original signature one from the Program Director and one Board Member</p> <p>2nd by Asalia Casares Motion Carried</p>	
IX. Audit Webinar & Governance, Leadership, Oversight Screener	<ul style="list-style-type: none"> • Board of Directors were presented with information on an Audit Webinar that is required to be completed within the first 45 days, the Board also received Governance, Leadership, and Oversight Capacity Screener that must also be completed. Board members recommend Ms. Yanez ask the Office of Head Start Regional Office how to be done as a group or individually. 	Audit Webinar information	
X. Dissemination of information for next meeting	<p>Dissemination of information for approval during next meeting.</p> <ul style="list-style-type: none"> • BOD By-Laws • PC By-Laws • Ten Systems 	Information for next meeting	
XI. Adjournment (Action)	Meeting adjourned at 7:25 pm	<p>Motion: Eduardo Villarreal 2nd: Mercedes Puente Motion Carried</p>	

Approved by: 
Board of Directors President

Date: 7/7/15