

Board of Directors

Kids are First Head Start
 Board of Directors MINUTES
 Wednesday, July 7, 2015
 6:00 PM

Agenda Item	Discussion	Action	Follow Up needed?
I. Call to Order	Start time: 6:05	Meeting called to order by Sonia Guerrero, President	
II. Roll Call/Sign In	<u>Present:</u> Sonia Guerrero Mercedes Puente Alfredo Padilla Asalia Casares Eduardo Villarreal		
III. Establish Quorum	Quorum established with 5 members present	<input checked="" type="checkbox"/> there is a quorum <input type="checkbox"/> there is <u>not</u> a quorum	
IV. Review & Approval of Agenda	Board approved agenda	Motion made by Alfredo Padilla to approve agenda 2 nd Mercedes Puente Motion Carried	
V. Approval of Minutes	Board approved minutes for 06/03/15	Motion made by Asalia Casares to approve 06/03/15 minutes. 2 nd by Alfredo Padilla Motion carried	
VI. Program Directors Report	Ms. Alicia Yanez read her report to the board and notified about the upcoming transition from CDI to KAF, Inc. Accomplishments have been coming along, Bank accounts have been opened with local bank Capital Bank. Accounting Firm has been hired and they were on		

	<p>site to train on their software and start up process. Ms. Alicia also mentioned to the members that the date of the meetings would have to change to a later date in the month, in order to have fiscal reports available to them.</p> <p>Challenge with a CACFP Bond that is needed to complete the food application to move forward.</p>		
<p>VII.</p> <p>New Business (Action Items)</p> <p>a. CACFP Application Release of Bond</p>	<p>Ms. Alicia provided an explanation of the Release of Bond to continue with the CACFP application. The amount that needs to be released is in the package that was provided to the board for review. In discussion Ms. Alicia Yanez explained to the board the importance of the CACFP Program to the Head Start program. At this time a Bond is being required due to the Agency not having three year financial reports.</p>	<p>Motion to approve the CACFP application and Release of Bond funds needed to proceed with application was made by Asalia Casares 2nd by Mercedes Puente Motion Carried</p>	
<p>b. Resolution of Board letter of credit to execute all of the documents necessary and customary for transaction</p>	<p>In discussion board members agreed that board had already authorized Ms. Alicia Yanez on 06/03/15 meeting to conduct business for Kids Are First, Inc.</p>	<p>No action</p>	

<p>c. Approval of:</p> <ul style="list-style-type: none"> • BOD By Laws • PC By Laws • Systems 	<p>After reviewing the By Laws board member Eduardo Villarreal mentioned the removal of the committees except for the Executive Committee.</p> <p>Policy Council By Laws were presented for approval.</p> <p>Ten systems were presented to the Board of Directors for approval:</p> <ul style="list-style-type: none"> • Program Governance • Fiscal Management • Communication • ERSEA • Planning • Facilities, Materials, and Technology • Human Resources • Record Keeping and Recording • Self-Assessment • Monitoring 	<p>Motion to table approval of By Laws by board until revisions are done, and reviewed was made by Mercedes Puente 2nd by Asalia Casares Motion Carried</p> <p>Motion to approve Policy Council By Laws was made by Mercedes Puente 2nd by Asalia Casares Motion Carried</p> <p>Motion to approve ten systems was made by Mercedes Puente 2nd by Alfredo Padilla Motion Carried</p> <ul style="list-style-type: none"> • Program Governance • Fiscal Management • Communication • ERSEA • Planning • Facilities, Materials, and Technology • Human Resources • Record Keeping and Recording • Self-Assessment • Monitoring 	
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<ul style="list-style-type: none"> • Work Plans • Policies & Procedures • Employee Handbook • Volunteer Handbook • Parent/Staff Operational Handbook • Job Descriptions • Impasse Procedure 	<p>Work Plans, Policies and procedures, employee handbook, Volunteer handbook, Parent/Staff Operational handbook, Impasse procedure were presented for approval.</p>	<p>Motion to approve the following was done by Mercedes Puente</p> <ul style="list-style-type: none"> • Work Plans • Policies and Procedures • Employee Handbook • Volunteer Handbook • Parent/Staff Operational Handbook • Job Descriptions • Impasse Procedure <p>2nd by Asalia Casares Motion Carried</p>	
<p>d. Approval of Mileage Reimbursement Rate</p>	<p>Board members motion to follow the IRS reimbursement rate for mileage pay out.</p>	<p>Motion to approve mileage rate according to IRS reimbursement rate was made by Mercedes Puente 2nd by Alfredo Padilla Motion Carried</p>	

<p>e. Approval of Land Lease Agreements</p> <ul style="list-style-type: none"> • Rosita Valley • Lyndon B Johnson • Pearsall • Cotulla <p>f. Approval of One-time salary payment</p>	<p>Board members were presented land leases for the following centers.</p> <ul style="list-style-type: none"> • Rosita Valley • Lyndon B Johnson • Pearsall • Cotulla <p>Board discussed a one-time payment for Center Managers and management staff from Administration office, the payment is for the long hours of work that the staff have been working preparing for the transition. The payment distribution is to include a \$2,000.00 for Administration employees and \$800.00 for Center Managers for a total amount of \$24,800.00.</p>	<p>Motion to approved land leases was made by Asalia Casares. 2nd by Mercedes Puente Motion Carried</p> <p>Motion to approve a one-time \$2000.00 payment for Administrative Staff and a onetime \$800.00 payment for Center Managers for a total of \$24,800.00 was made by Eduardo Villarreal. 2nd by Alfredo Padilla Motion Carried</p>	
<p>VIII. Open Forum/Announcements</p> <p>a. Audit Webinar</p>	<p>Board of Directors were advised of a mandated Audit Webinar in Governance, Leadership, and Oversight Screener. The Board was explained the webinar is two hours in length and it can be done on their own with link provided or it can be done in a group.</p>	<p>No action</p>	

<p>b. Job Notice/Job Fair</p>	<p>Board agree to complete the Audit Webinar on their own time, link was provided to board members along with Grant Number.</p> <p>Job notice for employees are schedule for 06/13/15 for Centers.</p> <p>Job Fair is scheduled for 08/01/15 for EHS and 08/03/15-08/5/15 for HS</p>		
<p>IX. Adjournment</p>	<p>Meeting adjourned 7:30 PM</p> <p>Next meeting scheduled for 08/26/15 for the month of August.</p>	<p>Motion to adjourn was made by Alfredo Padilla 2nd by Eduardo Villarreal Motion Carried</p>	

Approved by: *Lorna Hernandez*
Board of Directors President

Date: *9/29/15*