

Board of Directors

Kids Are First
Board of Directors MINUTES
November 23, 2015

Agenda Item	Discussion	Action	Follow Up needed?												
I. Call to Order	Meeting was called to order at 6:05 PM by Eduardo Villarreal, Vice President	Meeting called to order	No												
II. Roll Call/Sign In	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Present</u></td> <td style="width: 50%;"><u>Absent</u></td> </tr> <tr> <td>Asalia Casares</td> <td>Alfredo Padilla</td> </tr> <tr> <td>Mercedes Puente</td> <td></td> </tr> <tr> <td>Eduardo Villarreal</td> <td></td> </tr> <tr> <td>Sonia Guerrero</td> <td></td> </tr> <tr> <td>Lidia América Puente (Liaison)</td> <td></td> </tr> </table>	<u>Present</u>	<u>Absent</u>	Asalia Casares	Alfredo Padilla	Mercedes Puente		Eduardo Villarreal		Sonia Guerrero		Lidia América Puente (Liaison)			
<u>Present</u>	<u>Absent</u>														
Asalia Casares	Alfredo Padilla														
Mercedes Puente															
Eduardo Villarreal															
Sonia Guerrero															
Lidia América Puente (Liaison)															
III. Establish Quorum	Quorum established	<u> X </u> there is a quorum established													
IV. Approval of Agenda	Approval of agenda	Motion to approve agenda was made by Mercedes Puente 2 nd by Asalia Casares Motion Carried													
V. Approval of Minutes from Previous Meeting	Approval of 10/24/15 Minutes	Motion to approve minutes for 10/24/15 meeting was made by Asalia Casares 2 nd by Mercedes Puente Motion Carried													

VI. New Business

A. Reports

1. PD Report

Ms. Yanez presented to the board that the Non-Federal waiver has been approved for 3.99% for the amount of \$133,936.00 and as of October 2015 the total amount of non-federal share that has been collected is \$461,087.43 which meets and exceeds the required amount.

Update on grant application for 2015-2016: Ms. Criner had requested information and the information has been provided. Attached is the information that Ms. Criner had requested clarification on.

CACFP Update: Texas Department of Agriculture has denied the request for relief of bond. The Regional office has been informed of the denial and a copy of the denial letter provided.

Velma McNeil, Director of Operations explained to the board that Texas passed a bill 277 into law that affects new entities. The law requires for anyone who is applying for CACFP funds needs to meet certain criteria, and one criterion is that the entities have three years of financials, or be bonded. The schools districts are exempt under the law and considered governmental agencies and KAF was not categorized as a non-governmental agency. Heather Colwell, fiscal specialist for the Regional Office was called to get clarification on line item adjustment. Email as per conversation was provided to the board

	<p>Ms. Mc Neil continued to explain that the Ms. Yanez and herself have been in communication with respective Representatives and have contacted the TDA Commissioner to ask for the Formal Appeal Process and was notified that TDA does not have an appeal process because it is the law.</p> <p>Ms. Mc Neil informed the board of Sun Set Review that is utilized to assess the services that they state offers.</p> <p>Ms. Yanez has communicated with Colwell and asked if the agency could:</p> <ol style="list-style-type: none">1. Apply for a supplement to continue with services.2. Allow the agency to use Head Start money for the Security Bond. <p>At this time legal is looking at the situation at DC level and TDA is also looking to see how the issue can be resolved.</p> <p>State Representative Nevarez's office has also been in contact with Ms. Mc Neil and they have been very receptive, in contrary to the office of State Representative Tracy King.</p> <p>All facility repairs and educational necessities have been accrued for the end of the fiscal year purposes.</p> <p>Board of Director's training was a success on 10/23/2015.</p> <p>Board member Mercedes Puente visited Carrizo Springs Center and Board Member Asalia Casares</p>		
--	--	--	--


<p>2. Financial Reports</p>	<p>visited at four center in Eagle Pass. Parent conference is schedule for 11/30/15-12/03/15 in San Diego, CA</p> <p>Health and Safety visits have indicated challenges with facilities due to life expectancy of the buildings.</p> <p>The Management Team has finished developing the administrative calendar and it is being presented for board approval.</p> <p>The wait period for medical benefits has started to be implemented.</p> <p>Planning meeting for the Board, Policy Council and Administration needs to be planned to develop the goals and objectives of the program. The meeting needs to be at least two days.</p> <p>Karl Eck, CFO presented the financial reports for the month October 2015.</p> <p>Classifications were done, Administrative percentage is at 12.8% and will continue to decrease.</p> <p>November will be the end of the Fiscal Year and the staff is working on invoices are being submitted so that they can be encumbered.</p> <p>Mr. Villarreal had a question regarding the CACFP</p>		
------------------------------------	---	--	--

	<p>program and the budget. How long can Head Start carry the CACFP program?</p> <p>In the new budget Ms. Yanez explained that CACFP salaries and food purchases were placed under CACFP and not in Head Start as in the previous grant. CACFP required around \$700,000.00 for food and salaries the Head Start budget would be able to carry the program for one to two months at minimal.</p> <p>Total In-kind collected in October 2015 was \$158,100.89 and Year to Date is \$461,087.43 exceeding the required amount that was granted with the Non-Federal Waiver.</p>		
<p>3. In-kind Report</p>			
<p>4. Enrollment Report</p>	<p>Enrollment Report indicated that both EHS and HS are fully enrolled.</p>	<p>Motion to approve the following reports was made by Asalia Casares</p>	
<p>5. Attendance Report</p>	<p>Attendance for Head Start is at 85.26 % Attendance for Early Head Start is at 8919%</p>	<ol style="list-style-type: none"> 1. Program Directors Report 2. Financial Reports 3. In-Kind Report 4. CACFP Update 5. Attendance Report 6. Enrollment Report <p>2nd by Mercedes Puente Motion Carried</p>	

<p>B. Administrative Calendar</p>	<p>Ms. Yanez presented the administrative calendar to the board and explained how it was developed by the Management Team to assist in planning and implementing deadlines.</p>	<p>Motion to approve Administrative Calendar 2015 was made by Asalia Casares 2nd by Mercedes Puente Motion Carried</p>	
<p>C. New Hire/Termination Report</p>	<p>Approval of New Hire/Termination Report</p>	<p>Motion to approve the decision to hire personnel in the month of October was made by Mercedes Puente 2nd by Asalia Casares Motion Carried</p>	
<p>D. Board plan discussion 1. Planning Meeting</p> <p>2. National Head Start Conference</p>	<p>Planning meeting dates were provided to board to consider March 2016, the planning meeting can be held on a weekend or weekday. Board will get back with dates that will work for them</p> <p>Board was provided with information with the information for the National Head Start conference in Nashville, TN and dates of conference</p>		

<p>3. Enrollment Eligibility Training</p>	<p>Ms. Yanez informed the board of a mandated Eligibility, Enrollment Training that is not lengthy in time, consider dates for presentation at the next meeting.</p>		
<p>VI. Executive Session</p>	<p>Sonia Guerrero, Chair ordered to go into Executive Session at 7:25 pm</p>	<p>Members in Executive Session from 7:24 pm to 7:53 pm</p>	
<p>VII. Old Business</p> <p>A. Clarification on pending questions</p>	<p>A. Enrollment Report 09/2015 Report.</p> <p><i>The Enrollment Report for 09/2015 was provided to board which indicates the program is fully enrolled.</i></p> <p>B. On the Balance Sheet there is a \$900.00 item listed as other payroll liabilities. Board wants details as to what “other” is?</p> <p><i>The amount of \$900.00 is part of a paycheck that was not paid to an employee.</i></p> <p>C. Administrative cost is at 16% - there is a concern with that figure. If it’s due to coding when will it be resolved? Would like to see correction done prior to the 12th of November?</p>		

	<p><i>As per Karl Eck, CFO the Administrative cost will decrease as months progress, the program expenditures, In-kind will attribute to the desired maximum allowable rate.</i></p> <p><i>Coding is being done properly.</i></p> <p>December regular meeting will be skipped and then two meetings can be held in January 2016</p>		
<p>VII. Adjournment (Action)</p>	<p>Special Call Meeting to be called in December for discussion of any CACFP business.</p> <p>Meeting adjourned at 7:55 Pm</p>	<p>Motion to skip regular meeting in December and hold two meetings in January 2016 and adjourn meeting at 7:55 PM made by Mercedes Puente 2nd Asalia Casares Motion Carried</p>	

Approved by:  Date: 1/26/16
 BOD President