

Board of Directors

Kids Are First, Inc.
Board of Directors Minutes
Tuesday, February 26, 2019

Agenda Item	Discussion	Action
<p>1. Call Meeting to order/Roll Call/Establish Quorum</p>	<p>In the absence of Asalia Casares, Vice-President Sonia Guerrero – Perez called the meeting to order at 6:00 p.m.</p> <p>Roll call Quorum established with <u>5 members present</u>.</p> <p>Members Present: Sonia Guerrero – Pérez Eduardo Villarreal Alfredo Padilla Mercedes Puente Lidia América Puente</p> <p>Member Absent: Asalia Casares</p>	<p>Meeting called to order at 6:00 p.m.</p> <p>✓There is quorum established.</p>
<p>2. Approval of Agenda</p>	<p>Approval of agenda.</p>	<p>Motion to approve agenda was made by Eduardo Villarreal Seconded by Mercedes Puente Motion carried.</p>
<p>3. Approval of Minutes</p>	<p>Approval of January 29, 2019 meeting minutes.</p>	<p>Motion to approve the January 29, 2019 meeting minutes was made by Eduardo Villarreal Seconded by Alfredo Padilla Motion carried.</p>
<p>4. Presentation Annabel Chavez, Vice-President of Capital Bank</p>	<p>Alicia Yanez, CEO/Program Director mentioned the presentation was informational only, since the board had previously requested information to invest in Certificate of Deposit (CD's).</p> <p>Ms. Annabel Chavez, Vice-President of Capital Bank presented the following CD's scenarios:</p> <ul style="list-style-type: none"> • Value of \$10,000: <ul style="list-style-type: none"> ○ One (1) year term at 1.3% the agency would earn \$130.04 interest. 	<p>Informational</p>

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<p>4. Reports for January 2019</p>	<ul style="list-style-type: none"> ○ Three (3) year term at 2% the agency would earn \$616.78 interest. • Value of \$20,000: <ul style="list-style-type: none"> ○ One (1) year term at 1.3% the agency would earn \$261.27 interest. ○ Three (3) year term at 2% the agency would earn \$1,233.56 interest. • Ms. Chavez also stated the local First State Bank interest rates were lower, Security Service Bank in Uvalde was slightly higher and the US Treasury was currently at 2.65%. • Mr. Padilla questioned how long these rates would be good for. Ms. Chavez stated rates could change weekly its contingent of the U.S. Treasury updates. • Mr. Padilla recommended purchasing CD's for the agency with a local bank. <p>Alicia Yanez, CEO/Program Director informed the board of the following:</p> <ul style="list-style-type: none"> • The CACFP audit was completed with no concerns identified. • The agency has not received notice regarding the EHS expansion. • Received notice that additional funding is available for program improvements. We are looking at the following improvements: <ul style="list-style-type: none"> ○ Security System for all Buildings ○ New Fence for all centers • Spring Break in March will take place in different weeks to coincide with the ISD's in the Winter Garden area and Eagle Pass area. 	<p>Informational report</p>

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	<ul style="list-style-type: none"> • The board meeting scheduled in March or move it to April due to Spring Break. It was the consensus of the board members to move the board meeting until April. • Agency Audit will start in April. • Meeting held with the retirement advisor, we are close to a million in assets and have 123 employees participating. • The 401K Retirement will be starting with the same auditor Hermans & Associates, CPA's. • Requested direction to purchase agency CD's in the amount of \$50,000. <ul style="list-style-type: none"> ○ Mr. Villarreal suggested for Ms. Yanez to provide investment options. ○ Ms. Yanez replied she would look into CD's options with a local bank. <p>Operations Report Velma McNeil, Director of Operations presented the report for the months of January 2019.</p> <p>Financial Report Karl Eck, CFO presented Financial Reports for January 2019</p> <p>In-Kind Report Karl Eck, CFO presented In-Kind Reports for January 2019.</p> <p>CACFP Report Karl Eck, CFO presented the CACFP Reports for January 2019.</p> <p>Credit Card Report Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Reports for January 2019.</p>	<p>Informational report</p> <p>Motion to approve the following reports was made by Mercedes Puente</p> <ul style="list-style-type: none"> • Financial Report • In-Kind Report • CACFP Report • Credit Card Report • Enrollment report • Attendance report and • New Hire/Termination Report <p>Seconded by Alfredo Padilla Motion carried.</p>

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	<p>Enrollment Report</p> <p>Velma Mc Neil, Director of Operations presented Enrollment Reports for January 2019.</p> <p>Lidia America Puente, Policy Council Liaison arrived at 6:25 p.m. and was added to the list of members present.</p> <p>Attendance Report</p> <p>Velma Mc Neil, Director of Operations presented 88.97% attendance January 2019.</p> <ul style="list-style-type: none">• Mercedes Puente asked if the agency recognized children and parents perfect attendance.• Ms. Mc Neil mentioned the agency provided end of the year recognition for perfect attendance.• Ms. Puente recommended to provide quarterly attendance recognition to parents and children. She suggested a small token of appreciation to the parent for bringing the child to school every day and a small token of appreciation to the children for attending class every day.• Ms. Mc Neil replied the recommendation would be mentioned to the Center Managers to consider quarterly recognition to motivate parents and increase children attendance. <p>New Hire/Termination Report</p> <p>Alicia Yanez, CEO/Program Director presented New Hire/Termination Reports for January 2019. Ms. Yanez mentioned there were 51% of New Teaching Staff for this program year.</p>	

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5. Old Business	<ul style="list-style-type: none"> • Lucinda Gonzalez, FCP/ERSEA Coordinator mentioned the Attendance Report needed clarification. • Mr. Villarreal asked for clarification on the number of class days and number of days present. • Ms. Gonzalez replied that it would depend on the number of children present and number of days of operation during the month. 	Informational
6. New Business A. Approval of Cost of Living Adjustment (COLA) Supplemental applications for Fiscal Year 2019 B. Review and Approval of the Selection Criteria for 2019-2020	<ul style="list-style-type: none"> • Alicia Yanez, CEO/Program Director presented the New Business agenda item Cost of Living Adjustment (COLA) Supplemental applications for Fiscal Year 2019. • Alicia Yanez, CEO/Program Director presented to the Board Members present the Selection criteria for 2019-2020. 	Motion to approve the Cost of Living Adjustment (COLA) Supplemental application for FY 2019 as presented was made by Alfredo Padilla Seconded by Mercedes Puente Motion carried. Motion to approve the Selection Criteria for 2019-2020 as presented was made by Lidia America Puente Seconded by Alfredo Padilla Motion carried.
7. Executive Session	<ul style="list-style-type: none"> • None 	No Action
8. Open Forum	<ul style="list-style-type: none"> • None 	No Action
9. Adjournment	Meeting adjourned at 6:53 p.m.	Motion to adjourn meeting at 6:53 p.m. was made by Alfredo Padilla Seconded by Mercedes Puente Motion carried.

Approved by: _____

Sonia Guerrero-Perez, KAF Board Vice-President

Date: _____

2-27-19