

Policy Council

Kids Are First, Inc.
Policy Council Minutes
Monday, January 28, 2019

Agenda Item	Discussion	Action
Welcome	Ms. Yanez welcomed the policy council members to the meeting.	
1. Call Meeting to Order/Establish Quorum	<p><u>Lidia America Puente</u> called the meeting to order at <u>10:20 AM</u></p> <p>Roll Call Quorum was established with <u>9</u> members present.</p> <p>Members Present:</p> <ol style="list-style-type: none"> 1. Lidia A. Puente, LBJ EHS Rep. 2. Sandra Polendo, Rosita Valley HS Rep. 3. Kaylanee Morales, Las Colonias EHS Rep. 4. Veronica Garcia, Pearsall, EHS Rep. 5. Marissa Orosco, Carrizo HS Rep. 6. Lucinda Mata Gonzalez, Cotulla HS Rep. 7. Cynthia Francis, Pearsall, HS Rep. 8. Linda Garcia, Las Colonias HS Rep. 9. Claudia Espinosa, Seco Mines, HS Rep.(Called In) <p>Other Parents Present: Melissa Demaree, Pearsall, HS Alternate Marisol Perez, Las Colonias, EHS Alternate</p> <p>Members Absent: Jovana Padilla – Las Colonias, Rep. Sofia Ortiz, LBJ HS Rep. Albert Esquivel, Dimmit Community Rep. Noemi Flores, Frio Representative Lupita Fuentes, Maverick Community Rep. Sonia Guerrero, Board Member Liaison</p>	Meeting was called to order and a quorum was established at 10:20AM

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2. Approval of Agenda	Approval of agenda	Motion to approve agenda was made by Cynthia, Francis. Seconded Kaylanee Morales Motion carried
3. Approval of Minutes	Approval of November 26, 2018 meeting minutes.	Motion to approve the November 26, 2018 meeting minutes was made by Cynthia, Francis. Seconded Claudia Espinosa Motion carried
4. Seco Mines Policy Council Member Resignation	Approve the resignation of Policy Council Member Xochiti A. Herrera	Motion to approve the resignation was made by Linda Garcia. Seconded Cynthia Francis Motion carried
A. Approval of Policy Council Member	Sitting of Policy Council Member Seco Mines HS Alternate, San Juanita Carvajal	Motion to approve the sitting of Seco Mines HS Alternate was made by Sandra Polendo Seconded Cynthia Francis Motion carried
5. Reports for November and December 2018	Alicia Yanez, CEO/Program Director informed the Policy Council of the following: <ul style="list-style-type: none"> • No problems with the Head Start and Early Head Start fiscal year close out. • The EHS Expansion application was submitted and no update received. • Worried about the CACFP food program with the government shut down, glad the government was open again 	Informational

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	<ul style="list-style-type: none"> • Notice received for a 1.77% Cost of Living (COL) increase; will present application in February. • Agency met the In-Kind, the 10% disability, and target mandates are over 70%. • Heather Caldwell, HHS Specialist will visit the centers next month • The CACFP Food Program Audit is scheduled next month during the week of February 13th • Visited all the centers to review all the renovations were complete • There were several insurance claims submitted due to high wind at all locations. • We will be looking for Professional contractors to paint the buildings at the centers. <p>Operations Report Velma Mc Neil, Director of Operations presented the Operations report for the month of November and December 2018.</p> <p>Financial Report Alicia Yanez, CEO/Program Director presented the Financial Report for November and December 2018.</p> <p>Credit Card Report Alicia Yanez, CEO/Program Director presented Credit Card report for November and December 2018.</p> <p>In- Kind Report Alicia Yanez, CEO/Program Director presented the In-Kind Report for November and December 2018.</p>	<p>Informational</p> <p>Informational</p> <p>Motion to approve the following reports for the month of November and December 2018 was made by Cynthia Francis</p> <ul style="list-style-type: none"> • Financial Report • In-Kind Report • CACFP Report • Credit Card Report • Enrollment Report • Attendance Report • New Hire/ Termination Report <p>Seconded by Linda Garcia Motion carried.</p>

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	<p>CACFP Report Alicia Yanez, CEO/Program Director presented CACFP Report for November and December 2018.</p> <p>Enrollment Report Alicia Yanez, CEO/Program Director presented the Enrollment Report for November and December 2018 which reflects fully enrolled.</p> <p>Attendance Report Alicia Yanez, CEO/Program Director presented Attendance Report for November and December 2018.</p> <p>New Hire/Termination Report Alicia Yanez, CEO/Program Director presented New Hire Termination Report for the month of November and December 2018.</p> <ul style="list-style-type: none"> • Ms. Yanez mentioned due to the winter break vacancies would be filled in January 2019. 	
6. Old Business	No discussion	No action
7. New Business		
A. Approval of HS 105-C Safe Sleep procedure	Alicia Yanez, CEO/Program Director presented the HS 105-C Safe Sleep procedure.	Motion to approve the HS 105-C procedure was made by Veronica Garcia Seconded by Linda Garcia Motion carried.
B. Approval of CLASS Observation Summary and the Fall 2018 Pre-K CLASS Results	Maria Velma Leal, Mentor Coaching Coordinator presented the CLASS Observation Summary and Fall Pre-K CLASS results.	Motion to approve the CLASS Observation Summary and Fall Pre-K CLASS results was made by Veronica Garcia Seconded by Linda Garcia Motion carried.
8. Executive Session	No discussion	No Action

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9. Open Forum	Center monthly reports were presented to the policy council.	No Action
10. Adjourn	Meeting adjourned at <u>11:30</u> AM	Motion to adjourn meeting was made by Cynthia Francis Seconded by Linda Garcia.

Approved by:  _____
Lidia, America Fuente, Policy Council President

Date: 2-22-19