

Board of Directors

**Kids Are First, Inc.
Board of Directors Minutes
Tuesday, January 29, 2019**

Agenda Item	Discussion	Action
I. Call Meeting to order/Roll Call/Establish Quorum	<p>Asalia Casares called the meeting to order at 6:01 PM.</p> <p>Roll call Quorum established with <u>5 members present</u>.</p> <p>Members Present: Asalia Casares Eduardo Villarreal Alfredo Padilla Sonia Guerrero - Pérez Lidia América Puente</p> <p>Member Absent: Mercedes Puente</p>	<p>Meeting called to order at 6:01 pm</p> <p>✓ There is quorum established.</p>
II. Approval of Agenda	<p>Approval of agenda.</p>	<p>Motion to approve agenda was made by Sonia Guerrero-Perez Seconded by Eduardo Villarreal Motion carried.</p>
III. Approval of Minutes	<p>Approval of November 28, 2018 meeting minutes.</p>	<p>Motion to approve the November 28, 2018 meeting minutes was made by Sonia Guerrero-Perez Seconded by Alfredo Padilla Motion carried.</p>
IV. Reports for November and December 2018	<p>Alicia Yanez, CEO/Program Director informed the board of the following:</p> <ul style="list-style-type: none"> • The Head Start and Early Head Start program closed out for Fiscal Year November 2018. • Concerns regarding government shutdown affecting the CACFP program. <ul style="list-style-type: none"> ○ Board Member Sonia Guerrero-Perez asked if KAF had a plan B for situations of government shut down. Ms. Yanez mentioned she contacted Heather Colwell, HHS Representative and suggested the Operations Funds would be the resources. • Currently using Wipfli Software, in January we started utilizing ISolved software for Payroll and HR. 	<p>Informational</p>

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	<ul style="list-style-type: none">We are still pending the visit from Heater Colwell, HS Regional RepresentativeThe CACFP Food Program Audit is scheduled next month during the week of February 13thNotice received for 1.77% Cost of Living (COL) increase; will present application in February.Forming committees to review and update KAF Systems, Policies and Procedures.Forming a Mental Wellness committee for Staff, Families and Children.<ul style="list-style-type: none">Board Member Sonia Guerrero-Perez asked if KAF had a lock down for an active shooter. Ms. Yanez replied, once the children enter the center from 7:45 to 8:30 the doors are locked and parents need to knock on the door for someone to open. The agency also has an Emergency Preparedness plan that includes the lock down procedure.	Informational report
	<p>Operations Report Velma McNeil, Director of Operations presented the report for the months of November and December 2018.</p>	
	<p>Financial Report Karl Eck, CFO presented Financial Reports for November and December 2018</p>	Motion to approve the following reports was made by Alfredo Padilla
	<p>In-Kind Report Karl Eck, CFO presented In-Kind Reports for November and December 2018.</p>	<ul style="list-style-type: none">Financial ReportIn-Kind ReportCACFP ReportCredit Card ReportEnrollment report andAttendance reportNew Hire/Termination Report
	<p>CACFP Report Karl Eck, CFO presented the CACFP Reports for November and December 2018.</p>	
	<p>Credit Card Report Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Reports for November and December 2018.</p>	Seconded by Eduardo Villarreal Motion carried.

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	<p>Enrollment Report</p> <p>Velma McNeil, Director of Operation presented Enrollment Reports for November and December 2018.</p> <p>Attendance Report</p> <p>Velma McNeil, Director of Operation presented 88.31% attendance for November and 88.05% attendance for December 2018.</p> <ul style="list-style-type: none">• Board Member Eduardo Villarreal asked for clarification of the monthly or year-to-date attendance. Ms. Mc Neil mentioned the FCP/ERSEA Coordinator would send him examples of the report for next meeting and would attend the next meeting.• Board Member Asalia Casares asked what happened when centers were low in attendance. Ms. Yanez replied that she would receive a report and address the attendance with the center manager. PC Liaison Lidia Puente mentioned that within an hour if the child is absent the family service worker is calling the parent to ask why the child is not in attendance at the center. If they are sick or have a doctor appointment. They call to clarify the reason for the health and safety of the child. <p>New Hire/Termination Report</p> <p>Alicia Yanez, CEO/Program Director presented New Hire/Termination Reports for 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.	
V. Old Business	None	No discussion

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VI. New Business A. Approval of Procedure B. Approval of CLASS Observation Summary and the Fall 2018 Pre-K CLASS results	<p>A. Alicia Yanez, CEO/Program Director presented the New Business agenda item HS 105-C Safe Sleep Procedure.</p> <ul style="list-style-type: none">• Maria Velma Leal, Mentor Coaching Coordinator presented to the Board Members the CLASS Observation and the Fall 2018 Pre-K Class Results.	<p>Motion to approve the HS 105-C Safe Sleep Procedure as presented was made by Lidia Puente. Seconded by Sonia Guerrero-Perez. Motion carried.</p> <p>Motion to approve the CLASS Observation Summary and the 2018 Pre-K CLASS results as presented was made by Eduardo Villarreal. Seconded by Alfredo Padilla. Motion carried.</p>
VII. Executive Session	<p>The board convened into Executive Session at 7:23 p.m. The board convened out of Executive Session at 7:27 p.m. No action taken from Executive Session</p>	<p>No discussion</p>
VIII. Adjournment	<p>Meeting adjourned at 7:27 PM</p>	<p>Motion to adjourn meeting at 7:27 PM was made by Alfredo Padilla Seconded by Eduardo Villarreal Motion carried.</p>

Approved by: Asalia Casares
Asalia Casares, KAF Board President

Date: 4/23/19