

Board of Directors

Kids Are First, Inc.
Board of Directors Minutes
Tuesday, November 28, 2017

Agenda Item	Discussion	Action
	<p>Heather, our Program Regional Specialist will be here next week December 3rd-6th. She will be visiting the centers.</p> <p>On December 7th Kids Are First, Inc. will have a CACFP Audit. Ms. Yanez informed the board that we prepared and on target for this Audit.</p> <p>Operations Report Velma McNeil, Director of Operations presented her report for the months of October of 2017</p> <p>See attached report</p> <p>Financial Report Karl Eck, CFO presented Financial Report for October of 2017</p> <p>See attached report</p> <p>Credit Card Report Karl Eck, presented Credit Card Report for October of 2017.</p> <p>In-Kind Report Karl Eck, presented In-Kind Report for October of 2017.</p> <p>CACFP Report Karl Eck, presented CACFP Report for October of 2017.</p>	<p>Informational</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p>

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	<p>Enrollment Report</p> <p>Velma McNeil, Director of Operations presented Enrollment Report for October of 2017.</p> <p>Attendance Report</p> <p>Velma McNeil, Director of Operations presented Attendance Report for October of 2017.</p> <p>New Hire/Termination Report</p> <p>Alicia Yanez, CEO, Program Director presented New Hire/Termination Report for October of 2017</p>	<p>Action</p> <p>Action</p> <p>Action</p> <p>Motion to approve the following October reports was made by Alfredo Padilla</p> <ul style="list-style-type: none">• Financial Report• Credit Card Report• In-Kind Report• CACFP Report• Enrollment Report• Attendance Report• New/Hire Termination Report <p>Seconded by Sonia Guerrero Motion carried.</p>
<p>V. Old Business</p>	<p>No discussion</p>	<p>N/A</p>

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VI. New Business	<p>Approval of Audit</p> <ul style="list-style-type: none"> • 401 (k) Plan Audit <p>Approval of Policies & Procedures</p> <p>Nutrition Services</p> <ul style="list-style-type: none"> • Procedure 001-A Breast Milk Storage & Handling Guidance • Procedure 001-A Breast Milk Storage & Temperature Guidance • Procedure 001-A Breast Milk Proper Thawing Guidance • Procedure 001- A Recording Breast Milk • Procedure 001-A Promoting Breastfeeding • Procedure for Policy 003-A Employee Food & Beverage • Procedure for Policy 005-A Family Style Meal Service • Procedure for Policy 007-A Food Safety & Sanitation Procedure 	<p>Action</p> <p>Motion to approve the 401 (k) plan audit was made by Alfredo Padilla. Seconded by Sonia Guerrero. Motion Carried.</p> <p>Action</p> <p>Motion to approve the following policies & procedures was made by Alfredo Padilla. Seconded by Sonia Guerrero Motion Carried</p>

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Agenda Item	Discussion	Action
	<p>Approval of Handbook</p> <ul style="list-style-type: none">• Kids Are First, Inc. Employee Handbook	<p>Action</p> <p>Motion to approve Kids Are First Employee Handbook was made by Alfredo Padilla Seconded by Sonia Guerrero. Motion Carried</p>
VII. Open Forum		
VIII. Adjournment	Meeting adjourned at 6:11 PM	Motion to adjourn meeting at 6:11 p.m. was made Alfredo Padilla. Seconded by Sonia Guerrero Motion carried

Approved by:

W. Casares

Board President

Date:

1/25/2018