

Board of Directors

Kids Are First, Inc.
Board of Directors Minutes
Monday, October 30, 2017

Agenda Item	Discussion	Action
I. Call Meeting to order/Roll Call/Establish Quorum	Sonia Guerrero called the meeting to order at 5:59 PM. Roll call Quorum established. Members Present Alfredo Padilla Eduardo Villarreal Sonia Guerrero Mercedes Puente Members Absent Asalia Casares	Meeting called to order at 5:59 pm <u>X</u> there is quorum established.
II. Approval of Agenda	Approval of agenda.	Motion to approve agenda was made by Eduardo Villarreal Seconded by Alfredo Padilla Motion carried.
III. Approval of Minutes	Approval of 08/29/2017 meeting minutes	Motion to approve 08/29/2017 meeting minutes was made by Eduardo Villarreal Seconded by Alfredo Padilla Motion carried.
IV. Reports	CEO/Program Directors Report Alicia Yanez, CEO/Program Director informed the board the Kids Are First, Inc. program will be receiving a Focus 2 and a CLASS review for the fiscal year of 2018 within 60 days. Ms. Yanez announced that Manny would be coming to conduct a training for the Policy Council and the Board of Directors.	Informational

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	<p>Ms. Yanez informed the board that Heather, Program Regional Specialist, would be making a visit November 13th-15th.</p> <p>The Board was informed that Velma Garcia our assigned T&TA came down October 27th to train the Family Service Workers. Ms. Garcia also met with the Coordinators to discuss program status and goals.</p> <p>Ms. Yanez announced that the Policy Council for the year 2017-2018 have been elected. The Policy Council also received their training on October 26, 2017, as per Performance Standards.</p> <p>Ms. Yanez announced to the board that the CACFP Application was approved as of October 1, 2017. On November 1, 2017, the CACFP support team would be coming to provide T&TA.</p> <p>Operations Report Velma McNeil, Director of Operations presented her report for the months of August and September of 2017</p> <p>See attached report</p> <p>Financial Report Karl Eck, CFO presented Financial Report for August and September of 2017</p>	

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	<p>Credit Card Report</p> <p>Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Report for August & September of 2017.</p> <p>In-Kind Report</p> <p>Cynthia Orosco, Administrative Assistant Fiscal presented In-Kind Report for August & September of 2017.</p> <p>CACFP Report</p> <p>Cynthia Orosco, Administrative Assistant Fiscal presented CACFP Report for August & September of 2017.</p> <p>Enrollment Report</p> <p>Velma McNeil, Director of Operations presented Enrollment Report for August & September of 2017.</p> <p>Attendance Report</p> <p>Velma McNeil, Director of Operations presented Attendance Report for August & September of 2017.</p>	

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	<p>New Hire/Termination Report</p> <p>Alicia Yanez, CEO, Program Director presented New Hire/Termination Report for August & September of 2017</p>	<p>Motion to approve the following August & September reports was made by Mercedes Puente</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 Eduardo Villarreal Motion carried.</p>
<p>V. Old Business</p>	<p>No discussion</p>	<p>N/A</p>
<p>VI. New Business</p>	<p>Approval of Procedures</p> <ul style="list-style-type: none"> • Health Services Procedures <ul style="list-style-type: none"> ➤ HS 102-A ➤ HS 102-C ➤ HS 103-A ➤ HS 105-A ➤ HS 105-B ➤ HS 105-C ➤ HS-106-A ➤ HS-108-A ➤ HS-108-B ➤ HS-109-A ➤ HS-109-B ➤ HS-109-C ➤ HS-110-A ➤ HS-114-A ➤ HS-117-A ➤ HS-118-A ➤ HS-119-A ➤ HS-119-B 	<p>Action</p>

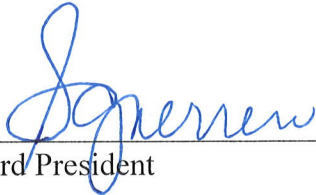
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	<ul style="list-style-type: none">• Approval of Head Start Management Systems<ul style="list-style-type: none">➤ Training & Professional Development➤ Communication Systems➤ Record Keeping & Reporting System➤ On Going Monitoring & Continuous➤ Program Planning & Service System➤ Fiscal Management System➤ Community & Self-Assessment System➤ Technology & Information System➤ Facilities & Learning Environment	Action Motion to approve Head Start Management Systems was made by Mercedes Puente Seconded by Alfredo Padilla Motion Carried
VII. Open Forum		
VIII. Adjournment	Meeting adjourned at 6:56 PM	Motion to adjourn meeting at 6:56 p.m. was made Alfredo Padilla. Seconded by Mercedes Puente Motion carried

Approved by: _____

Board President



Date: _____

11-28-17