

Policy Council

Kids Are First, Inc.
Policy Council Minutes
Thursday, October 11, 2018

Agenda Item	Discussion	Action
I. Welcome	Ms. Yanez welcomed the policy council members to the meeting.	
II. Call Meeting to Order/Establish Quorum	<p><u>Lidia Fonseca</u> called the meeting to order at <u>9:34 AM</u></p> <p>Roll Call Quorum was established with <u>10</u> members present.</p> <p>Members Present Marissa Orsoco Lucinda Mata Melissa Demaree Osbaldo Tijerina, Jr. Claudia Espinoza Leyda Jimenez Lidia Fonseca Emilce Sanchez Sofia Ortiz Leslie Guillot</p> <p>Members Absent Daisy Longoria Cynthia Benavidez Alexandra Gonzalez Gerardo Quiroz Christina Rodriguez Ruby Gaytan Iriam Gonzalez Albert Esquivel, Dimmit Community Rep. Noemi Flores, Frio Community Rep. Lupita Fuentes, Maverick Community Rep. Sonia Guerrero, Board Member Liaison</p>	Meeting was called to order at 9:34 AM

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III. Approval of Agenda	Approval of agenda With modified agenda to include the sitting of new policy members.	Motion to approve agenda was made by Emilize Sanchez. Seconded Sofia Ortiz Motion carried
IV. Approval of Minutes	Prior meeting minutes were approved at the last Policy Council meeting in June 2018.	N/A
V. Reports	<p>Alicia Yanez, CEO/Program Director informed the Policy Council of the following:</p> <ul style="list-style-type: none"> • Supplemental funds received would be exhausted on identified projects and are repairs; • Invited Policy Council members to participate in the conference in Orlando, Florida. The following PPC members volunteered: <ul style="list-style-type: none"> ○ Sandra Polendo, ○ Lidia America Puente, ○ Marisol Perez and ○ Linda R. Garcia <p>Operations Report Velma McNeil, Director of Operations presented her report for the month of July and August 2018. See attached report</p> <hr/> <p>Financial Report Alicia Yanez, CEO/Program Director presented the Financial Report for July and August 2018.</p> <p>Credit Card Report Alicia Yanez, CEO/Program Director presented Credit Card report for July and August 2018.</p>	<p>Informational</p> <p>Informational</p> <p>Motion to approve the following reports was made by Emilize Sanchez</p> <ul style="list-style-type: none"> • Financial Report • Credit Card Report

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	<p>In- Kind Report Alicia Yanez, CEO/Program Director presented In-Kind Report for July and August 2018</p> <p>CACFP Report Alicia Yanez, CEO/Program Director presented CACFP Report for July and August 2018.</p> <p>Enrollment Report Velma McNeil, Director of Operations presented Enrollment Report for July and August 2018.</p> <p>Attendance Report Velma McNeil, Director of Operations presented Attendance Report for July and August 2018</p> <p>New Hire/Termination Report Alicia Yanez, CEO/Program Director presented New Hire Termination Report for the month of July and August 2018.</p>	<ul style="list-style-type: none"> • In-Kind Report • CACFP Report • Enrollment Report • Attendance Report • New Hire/ Termination Report <p>Seconded by Sofia Ortiz Motion carried</p>
VI. New Business	<p>Alicia Yanez, CEO/Program Director presented the New Business agenda items.</p> <ol style="list-style-type: none"> 1. Annual Report 2. PIR 3. Policy: HR 181 - Attendance 4. Procedure: HR 181 – Attendance 5. Policy: HR 182 – Dress Code 6. Procedure: HR 182 -Dress Code 7. Policy: HR 165 – Staff Health and Wellness 8. Credit Card Reward & Redemption Policy and Procedure 	<p>Motion to approve the New Business agenda items was made by Leyda Jimenez</p> <ul style="list-style-type: none"> • Annual Report • PIR • HR Policy/Procedure 181 • HR Policy/Procedure 182 • HR Policy 165 • Credit Card Policy and Procedure <p>Seconded by Sofia Ortiz Motion carried.</p>

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VII. Policy Council Members	<ul style="list-style-type: none"> • Sitting of New Policy Council Members <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Marissa Orosco</td> <td style="width: 50%;">Veronica Garcia</td> </tr> <tr> <td>Amanda Rios</td> <td>Kaylanee Morales</td> </tr> <tr> <td>Cynthia Francis</td> <td>Linda Ruth Garcia</td> </tr> <tr> <td>Claudia Espinosa</td> <td>Sofia Ortiz</td> </tr> <tr> <td>Jovana Padilla</td> <td>Lidia A. Puente</td> </tr> <tr> <td>Sandra Plendo</td> <td></td> </tr> </table>	Marissa Orosco	Veronica Garcia	Amanda Rios	Kaylanee Morales	Cynthia Francis	Linda Ruth Garcia	Claudia Espinosa	Sofia Ortiz	Jovana Padilla	Lidia A. Puente	Sandra Plendo		<p>Motion to approve the New Policy Council Members was made by Linda R. Garcia. Seconded by Marissa Orosco. Motion carried.</p>
Marissa Orosco	Veronica Garcia													
Amanda Rios	Kaylanee Morales													
Cynthia Francis	Linda Ruth Garcia													
Claudia Espinosa	Sofia Ortiz													
Jovana Padilla	Lidia A. Puente													
Sandra Plendo														
	<p>Election of committee members for the Policy Council was established after volunteers filled the position of officers. The Policy Council officers are as followed:</p> <p>President – Lidia America Puente Vice - President- Sandra Polendo Secretary – Kaylanee Morales Sargent of Arms – Veronica Garcia</p>	<p>Action</p> <p>Motion to approve the New Policy Council Officers for 2018-2019 was made by Linda R. Garcia.</p> <ul style="list-style-type: none"> • For Chairperson Lidia America Puente, • For Vice-President Sandra Polendo; • For Secretary Kaylanee Morales and • For Sarget of Arms Veronica Garcia <p>Seconded by Marissa Orosco. Motion carried.</p>												
VIII. Open Forum		No Action												

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IX. Old business	No Old Business	No Action
X. Adjourn	Meeting adjourned at <u>12:30</u> PM	Motion to adjourn meeting was made by Sofia Ortiz Seconded by Kaylancee Morales.

Approved by: 
Lidia, America Puente, Policy Council President

Date: 11-26-18