

# Policy Council

**Kids Are First, Inc.**  
**Policy Council Minutes**  
**Monday, January 11, 2018**

Agenda Item	Discussion	Action
<b>I. Welcome</b>	Ms. Yanez welcomed the policy council members to the meeting.	
<b>II. Call Meeting to Order/Establish Quorum</b>	<p><u>Lidia Fonseca</u> called the meeting to order at <u>9:35</u> AM</p> <p>Roll Call            Quorum was established with <u>8</u> parents and <u>1</u> Community Rep. present.</p> <p><b>Members Present</b>            Marissa Orsoco            Lidia Fonseca            Osbaldo Tijerina, Jr.            Sofia Ortiz            Lucinda Mata            Cynthia Benavidez            Leyda Jimenez            Noemi Flores (Community Rep.)</p> <p><b>Members Absent</b>            Jenifer Castilleja            Leslie Guillot            Bridget Schondua            Melissa Demaree            Nailea Gonzalez            Gerardo Quiroz            Christina Rodriguez            Emilce Sanchez            Claudia Espinoza            Alexandra Gonzalez            San Juanita Carvajal            Daisy Longoria            Alberto Esquivel (Community Rep.)            Sonia Guerrero (Liason)</p>	Meeting was called to order at 9:35 AM

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<b>III. Approval of Agenda</b>	Approval of agenda	Motion to approve agenda was made by <u>Leyda Jimenez</u> Seconded by <u>Noemi Flores</u> Motion carried
<b>IV. Approval of Minutes</b>	Approval of <u>November 27, 2017</u> minutes	Motion to approve <u>11/27/17</u> meeting minutes was made by Lucinda Mata Seconded by Cynthia Benavidez Motion Carried
<b>V. New Business</b>	<p><b>Program Director Report/Communication</b>            Alicia Yanez, CEO/Program Director notified the Policy Council that Kids Are First, Inc. received the CACFP preliminary review report. The reviewer Karen Smithson stated that everything looked good.</p> <p>Ms. Yanez shared with the policy council letters from the Office of Head Start that wanted to bring attention to all head start grantees of two requirements, reporting requirement found in CFR 1302.102 &amp; Standards of Conduct CFR 1302.90.</p> <p><b>Director of Operations</b>            Velma McNeil, Director of Operations presented her report for the month of November 2017.            See attached report</p>	<p>Informational</p> <p>Informational</p>

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<p><b>Approval of Reports</b></p>	<p><b>Financial Report</b>  Alicia Yanez, CEO/Program Director presented the Financial Report for November 2017.</p> <p><b>Credit Card Report</b>  Alicia Yanez, CEO/Program Director presented Credit Card report for November 2017.</p> <p><b>In- Kind Report</b>  Alicia Yanez, CEO/Program Director presented In-Kind Report for November 2017</p> <p><b>CACFP Report</b>  Alicia Yanez, CEO/Program Director presented CACFP Report for November 2017.</p> <p><b>Enrollment Report</b>  Velma McNeil, Director of Operations presented Enrollment Report for November 2017.</p> <p><b>Attendance Report</b>  Velma McNeil, Director of Operations presented Attendance Report for November 2017</p> <p><b>New Hire/Termination Report</b>  Alicia Yanez, CEO/Program Director presented New Hire Termination Report for the month of November 2017.</p>	<p>Action</p> <p>Motion to approve the following reports was made by <u>Sofia Ortiz</u></p> <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Credit Card Report</li> <li>• In-Kind Report</li> <li>• CACFP Report</li> <li>• Enrollment Report</li> <li>• Attendance Report</li> <li>• Hire/Termination Report</li> </ul> <p>Seconded by <u>Lucinda Mata</u>  Motion carried</p>
<p><b>Approval of Cost Allocation Plan</b></p>	<p style="text-align: center;"><b>Approval of Audit</b></p> <ul style="list-style-type: none"> <li>• Cost Allocation Plan</li> </ul>	<p>Action</p> <p>Motion to approve the Cost Allocation Plan was made by Leyda Jimenez  Seconded by Cynthia Benavidez.  Motion carried</p>

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<b>Approval of Updated Maintenance Plan</b>	<ul style="list-style-type: none"> <li>• Facility, Material and Equipment Maintenance Plan</li> </ul>	<p>Action</p> <p>Motion to approve the Updated Maintenance Plan was made by Noemi Flores.            Seconded by Leyda Jimenez            Motion carried</p>
<b>Approval of Procedure</b>	<ul style="list-style-type: none"> <li>• HR-500 Grievance/Dispute Resolution Procedure</li> </ul>	<p>Action</p> <p>Motion to approve the HR-500 Procedure was made by Sophia Ortiz            Seconded by Lucinda            Motion carried</p>
<b>Approval of Plan</b>	<ul style="list-style-type: none"> <li>• School Readiness Plan</li> </ul>	<p>Action</p> <p>Motion to approve the School Readiness Plan was made by Cynthia Benavidez.            Seconded by Lucinda Mata</p>
<b>VI. Open Forum</b>	<p>Policy council members presented the monthly center reports.            See Attachment</p>	<p>Informational</p>

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<b>VII. Old business</b>	No old business	
<b>VIII. Adjourn</b>	Meeting adjourned at 10:40AM	Motion to adjourn meeting was made by Noemi Flores Seconded by Leyda Jimenez Motion Carried.

Approved by: \_\_\_\_\_  
 Policy Council President

Date: \_\_\_\_\_