

Board of Directors

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

Agenda Item	Discussion	Action
<p>1. Call Meeting to order/Roll Call/Establish Quorum</p>	<p>Calling meeting to order.</p> <p>Roll call Quorum established with <u>6</u> members present.</p> <p>Members Present: Asalia Casares Mercedes Puente Sonia Guerrero – Pérez Lidia A. Puente Alfredo Padilla Katty Boyd</p> <p>Members Absent: None</p>	<p>Asalia Casares called the meeting called to order at <u>6:00</u> p.m.</p> <p><u>√</u> There was a quorum established.</p>
<p>2. Approval of Agenda</p>	<p>Approval of agenda.</p>	<p>Motion to approve agenda as presented was made by Sonia Guerrero-Perez Seconded by Alfredo Padilla Motion carried.</p>
<p>3. Approval of Minutes</p>	<p>Approval of September 24, 2019 meeting minutes.</p>	<p>Motion to approve the September 24, 2019 meeting minutes as presented was made by Mercedes Puente Seconded by Sonia Guerrero-Perez Motion carried.</p>
<p>4. Reports for the month of August 2019.</p>	<p>Alicia Yanez, CEO/Program Director informed the board of the following:</p> <ul style="list-style-type: none"> • 5 year Grant- Gathering information • Regional Office T/TA Specialist will be visiting in the month of November for additional support for Supervision related to self-report made in August. Completed a self-reporting to licensing regarding a child left behind at the LBJ center. Reported it to the Regional Office. • We continue to collaborate with the ISD regarding the most recent HB 3 to include Eagle Pass and Cotulla. 	<p>Informational report</p>

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	<p>Operations Report Velma McNeil, Director of Operations presented the report for the months of August 2019.</p> <ul style="list-style-type: none"> • Provided Children with Disability count for October : 37 EHS children and 36 HS children • Reported there were no unclaimed meals for the month. • Mentor Coaching: Head Start Teacher also received the results of the Springs Outcome and the development of the 2019-2020 School Readiness Goals for Preschool age children. • HS teacher completed the 1st E-DECA (electronic version of the mental health screening) • There will be HSAC/School Readiness Meeting November. • We are in the process for completing the Supplemental grant updates to include the Security Doors and Cameras for projected completion in November. <p>Financial Report</p> <p>CFO Karl Eck presented Financial Reports for October 2019. Budget is on target at 73%.</p> <p>In-Kind Report</p> <p>CFO Karl Eck presented In-Kind Reports for October 2019. Currently in-kind is at 1.4 million dollars. We are on target to meet the mandated amount.</p> <p>CACFP Report</p> <p>CFO Karl Eck presented the CACFP Reports for October 2019. Reimbursement for the month was \$76,004.54</p> <p>Credit Card Report</p> <p>CFO Karl Eck, presented Credit Card Reports for October 2019. Informed what</p>	<p>Informational report</p>

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	<p>the HEB, Wal-Mart, Valero, and American Express credit cards are used on.</p> <p>Enrollment Report Velma Mc Neil, Director of Operations presented Enrollment Report for October 2019.</p> <p>Attendance Report Velma Mc Neil, Director of Operations presented the attendance report: 88.27% attendance for EHS and 88.33% attendance for HS in the month of October 2019. Agency is fully enrolled at 702 children.</p> <p>New Hire/Termination Report Velma Mc Neil, Director of Operations presented New Hire/Termination Reports for August 2019. Provided the number of staff that were newly hired, the ones that were terminated or resigned and the vacancies that are currently open</p>	<p>Motion to approve the following reports for the month of October 2019 as presented was made by Sonia Guerrero-Perez</p> <ul style="list-style-type: none"> • Financial Report • In-Kind Report • CACFP Report • Credit Card Report • Enrollment report • Attendance report and • New Hire/Termination Report <p>Seconded by Alfredo Padilla Motion carried.</p>
5. Old Business	<ul style="list-style-type: none"> • None 	No discussion
6. New Business	<ul style="list-style-type: none"> • MIS Tech • HR Payroll & Benefits Specialist 	No discussion

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	<ul style="list-style-type: none">• Human Resource & Professional Development Specialist• Administrative Executive Secretary• Standards of Conduct• Approval of HR Procedure 395 Compensation	
7. Open Forum	<ul style="list-style-type: none">• None	No Action
8. Adjournment	Meeting adjournment.	Motion to adjourn meeting at <u>6:55</u> pm was made by Alfredo Padilla Seconded by Sonia Guerrero-Perez Motion carried.

Approved by: _____
Asalia Casares, KAF Board President

Date: _____