

Policy Council

Kids Are First, Inc.
Policy Council Minutes
Tuesday, October 22, 2019

Agenda Item	Discussion	Action
Welcome	Ms. Yanez welcomed the policy council members to the meeting.	
1. Call Meeting to Order/Establish Quorum	<p>Lidia A. Puente called the meeting to order at <u>9:47 AM</u></p> <p>Roll Call Quorum was established with <u>12</u> members present.</p> <p>Members Present:</p> <ol style="list-style-type: none"> 1. Lidia A. Puente, LBJ Rep. 2. Mayra Rangel, Secretary - LC Rep. 3. Jorge A. Cruz, Sargent of Arms. Carrizo Rep. 4. Krystal Viesca – Pearsall - Rep. 5. Imelda Montes – Pearsall Rep. 6. Nubya Enriquez – LC Rep. 7. Denise S. Rodriguez – RV Rep. 8. Amanda Esquivel – Seco Mines Rep. 9. Karla Martinez – LBJ Rep. 10. Yadira Salazar – Cotulla Rep. 11. Lupita Fuentes, Maverick Community Rep. 12. Alberto Esquivel, Dimmit Community Rep. <p>Others Present:</p> <p>Kaeloni Perez – Carrizo – Alt. Rep. Krystal Reyes – Pearsall Alt. Rep.</p> <p>Members Absent:</p> <p>Yadira Salazar – Cotulla Marianosa Vela – LC Sergio Sierra – LBJ</p>	Meeting was called to order and a quorum was established at <u>9:47 AM</u>

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2. Approval of Agenda	Approval of the agenda as presented.	First motion to approve the agenda was made by Jorge Cruz Second Motion was made by Alberto Esquivel Motion carried
3. Approval of Minutes	Approval of September 19, 2019 meeting minutes as presented.	First motion to approve the September 19, 2019 meeting minutes was made by Alberto Esquivel Second motion was made by Krystal Viesca Motion carried
4. Reports for September 2019	<p>Ms. Yanez reported on the following:</p> <ul style="list-style-type: none"> • All Improvements are on target, the Installation of security camera for access to the KAF buildings almost all complete. • Attending the Region VI HS Conference in Dallas the Week of October 22, 2019. • The Appreciation Community Breakfast were held in all four counties with positive outcomes. <p>Ms. McNeil reported on the following:</p> <ul style="list-style-type: none"> • Child care report to Licensing due to child falling on the playground resulting in additional attention. Investigation was conducted and cleared. <p>Content Area Highlights:</p> <ul style="list-style-type: none"> • Program Operations: A representative from Region 6 T/TA will be visiting 11-6-19 to provide technical Assistance on Active Supervision and Safe Environments. <p style="text-align: center;">:</p>	

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	<ul style="list-style-type: none"> • Fiscal Committee: Finalize meeting scheduled for 10/18/19 to continue to discuss and finalize the revision of the Fiscal Policy and Procedures. • Provided Disability count: 37-EHS and 36- HS. Program has meet 10% required count. <p>Ms. McNeil continued reporting on:</p> <ul style="list-style-type: none"> • CACFP had no unclaimed meals and provided the Special Diets report with an overall total of 39 children requiring special diets. • Mentor coaching: The Center Managers continue to complete the use and families section for the months of August through October for each teacher. Mentor completing 1st cycle if mentoring to HS teachers. • Child Outcomes: HS teachers receive the results of the Spring Outcomes and the development of the 2019-2020 School Readiness Goals for Preschool age children. • Health/Mental Health – HS teachers complete the 1st E-DECA and the children in need of referrals are currently in process. There will be a HSAC/School Readiness Meeting in November. The Analysis of Center Incidents for September 2019 was included I report. • ERSEA/Family Partnership: In the process of completing the 5 year complete Community Assessment. Upcoming Community Assessment Partnership Meeting will be held in October in the four counties to begin the CA surveys for the data needed to complete the upcoming CA. • • 	

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	<ul style="list-style-type: none"> • Technology/Facility/Security: In the process of completing the Supplemental grant of the Security Doors and Cameras at each center. The project will be completed in November 2019. • HR: Developed job descriptions for Human Resource and Staff Development Specialist, Human Resource Payroll & Benefits Specialist, MIS Tech and will submitted for approvals to PC and Board of Directors in October Meeting. <p>Ms. Yanez presented the September 2019 financials reports Balance Report, Budget to Actual through September 30, 2019 – 83% through the grant period, Year to Date Revenues and Expenses by Fund, and CACFP Reimbursement Report.</p> <ul style="list-style-type: none"> • Reviewed the In-Kind report for September 2019 with a YTD total of \$1,478,394.32. • Reviewed the Budget report that is on target at 64% • Reviewed the CACFP state program report at \$76,004.54 reimbursement • Enrollment report: Met July 2019 100% at 116 children • Enrollment report: Met September 2019 HS 100 % 586 and EHS 116 – 100% total 702 • Average Enrolled Attendance for September 2019 – EHS – 88.27% and HS 88.30% with program average of 88% for September 2019. • Provided the New Hire-Termination Report for September of 2019 and current vacancies. 	<p>First motion to approve the Reports for September 2019 by Amanda Esquivel Second motion was made by Mayra Rangel Motion carried</p>

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5. Old Business	No discussion	No action
6. New Business	<p>Ms. McNeil presented the following Job Descriptions for approval. The Job Descriptions presented were:</p> <ul style="list-style-type: none"> ➤ MIS Tech ➤ HR Payroll & Benefits Specialist ➤ Human Resource & Staff Development Specialist. ➤ Administrative Executive Secretary <p>Ms. McNeil presented the Standards of Conduct with the changes and the Approval of Procedure 395 Compensation.</p>	<p>Motions</p> <p>1st Motion to approve the Job Descriptions, Standards of Conduct and Procedure 395 Compensation as presented by Krystal Viesca</p> <p>2nd Motion by Nubya Enriquez</p> <p>Motion carried.</p>
7. Executive Session	No discussion	No action
8. Setting Date for Meetings	The policy council members decided on the next meeting date October 22, 2019 @ 9:30 am.	

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9. Adjourn	Meeting adjourned at 10:59 AM	Motion to adjourn meeting was made by Mr. Alberto Esquivel Second motion made by Nubya Enriques Motion carried

Approved by: _____
Lidia, America Puente, Policy Council President

Date: _____