

Policy Council

Kids Are First, Inc.
Policy Council Minutes
February 24, 2020

Agenda Item	Discussion	Action
Welcome		
<p>1. Call Meeting to Order/Establish Quorum</p>	<p>Lidia A. Puente called the meeting to order at <u>9:37</u> AM</p> <p>Roll Call Quorum was established with <u>10</u> members present.</p> <p>Members Present:</p> <ol style="list-style-type: none"> 1. Lidia A. Puente, LBJ 2. Mayra Rangel, Secretary - LC. 3. Kaeloni Perez – Carrizo 4. Imelda Montes – Pearsall 5. Nubya Enriquez – LC 6. Dulce Casillo – LC 7. Amanda Esquivel – Seco Mines 8. Jennifer Gallegos – Seco Mines 9. Sergio Sierra – LBJ 10. Denise S. Rodriguez - RV <p>Members Absent: Jorge Cruz – Carrizo Elizabeth Rodriguez - LC Daniela Avalos - LBJ Susan Belding – Frio Rep. Lupita Fuentes – Mav. Rep. Alberto Esquivel – Dim. Rep.</p>	<p>Meeting was called to order and a quorum was established at 9:37 AM</p>
<p>2. Approval of Agenda</p>	<p>Approval of the agenda as presented.</p> <p>Seating of New Policy Council Members: Stephanie Maldonado –Pearsall Rep. Jennifer Gonzalez – Pearsall Alt.</p>	<p>First motion to approve the agenda was made by Mayra Rangel Second Motion made by Amanda Esquivel All in Favor Motion carried</p> <p>First motion to approve seating of new policy council members by Amanda Esquivel</p>

Policy Council

Kids Are First, Inc. Policy Council Minutes February 24, 2020

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		Second Motion by Dulce Castillo All in Favor Motion Carried
3. Approval of Minutes	Approval of January 27, 2020 meeting minutes as presented.	First motion to approve the January 27, 2020 meeting minutes was made by Kaeloni Perez Second motion by Jennifer Gallegos All in Favor Motion carried
4. Reports for February 2020	A. Program Director Ms. Yanez reported on the following: <ul style="list-style-type: none">• Starting to work on the 5 Year Grant and getting everything ready.• Program has a new representative assigned Monica Flores.• The vehicle was purchased for the Seco Mines Center.• Playgrounds have been ordered.• Leveling of three building has taken place.• Division of playgrounds is taking place for children safety and the vacant lot at LC is being fenced in to allow for activities with safety reinforcement by fence.• Center lighting and AC temps will be controlled centrally. You will see that work taking place at centers.• Program is zeroing out Balance on Budget.	Informational

Policy Council

Kids Are First, Inc. Policy Council Minutes February 24, 2020

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	<ul style="list-style-type: none"> • Self-Assessment is scheduled for week of March 3 – 16, 2020 and will need the participation of policy council members: America Puente, Kaeloni Perez, Mayra Rangel and Amanda Esquivel volunteered. Schedule will be emailed to PC members. • Monthly Fiscal meeting went well. • Activities taking place at the center going well. <p>B. Operations Reports Ms. McNeil reported on the following:</p> <ul style="list-style-type: none"> • Head Start Performance Standards- none. • Child care report to Licensing – Cotulla visited met all compliance. • CACFP food program – none <p>Content Area Highlights:</p> <ul style="list-style-type: none"> • Fiscal Committee: continue to meet and discuss and finalize the revision of the Fiscal Policy and Procedures planning to finalize in March 2020. . • Provided Disability count: 47 EHS and 44- HS. Program has a total of 91 children. Exceeding the 10% required count. <p>Ms. McNeil continued reporting on:</p> <ul style="list-style-type: none"> • CACFP had no unclaimed meals for January 2020. • Provided the PIR YTD information for nutrition that includes anemia – diagnosed and received treatment and The report on children weight categories • Mentor coaching: 	<p>Informational</p>

Policy Council

Kids Are First, Inc. Policy Council Minutes February 24, 2020

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	<p>Infants and Toddlers CLASS Observations were conducted the weeks of January 13-24, 2020. One of two infant's classrooms was observed and eleven of the thirteen toddler classrooms were observed. Results will be shared with the BOD and PC during the February monthly meetings. Sharing of information with teaching staff and center managers beginning with week of February 24, 2020.</p> <ul style="list-style-type: none">• Health/Mental Health – the mental health consultant observed 81% (572) of the children enrolled for HS and EHS. The remainder of the children were absent due to illness. 14 children were identified as follow-up for possible social emotional concerns.• No incidents reportable to licensing.• Flu, Stomach virus, Mouth, Hand and Foot communicable diseases were reported by centers.• ERSEA/Family Partnership: STEP Parenting Training continue to take place and surveys are completed by parents.• School Readiness Data/Program Goal updates – most recent reported in January 2020 meeting.• Technology/Facility/Security: All teachers received training on February 27, 2020 at the Civic Center in Carrizo.• Facility – BM – bldg. 3, Carrizo bldg. 3, Pearsall bldg.. 1 entire floors re-leveling project are completed pending minor touchups. See report for more details. Appraising of 5 Centers Pearsall, Cotulla, LBJ, RV and SM is out for bidding. See report for more details.	

Policy Council

Kids Are First, Inc. Policy Council Minutes February 24, 2020

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	<ul style="list-style-type: none">• HR: There will be an upcoming meeting with BKCW Representative Kathleen, on February 21st to discuss utilization and additional products that may be attractive for our employees and their families.• Upcoming training with My Head Start for Human Resource Module a on April 21, 22nd, to include center managers.• Staff Development – Human resource staff and Velma McNeil visited Cotulla and Pearsall to review with the managers the staff development plans of staff and to provide input for this year follow.• Risk Management: There was no staff incidents for the month.• 401(K): Patricia Dominguez and Velma McNeil attended the Women’s Financials Awareness Seminar on February 12th in San Antonio.• Repeaters Program Proposed: Procedures for Staff and Child Incident Repeater Program will be submitted to the Policy Council and BOD in April for consideration. The team of Texas Mutual Worker Compensation Specialist Shelly Vuchaus, HR, Health/MH Martha Martinez and Director of Operations will meet on March 17th to finalize the repeater program procedures and steps for implementations.	

Policy Council

Kids Are First, Inc. Policy Council Minutes February 24, 2020

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	<ul style="list-style-type: none">• Ms. Yanez presented: the January 2020, financials reports Balance Report, Budget to Actual through January 2020 16.67% through the grant period, Year to Date Revenues and Expenses by Fund, and CACFP Reimbursement Report.• Reviewed the In-Kind report for January 2020 with YTD total of \$225,096.25.• Reviewed the CACFP state program report at \$68,206.81 reimbursement• Reviewed the Credit Card Reports for January 2020• Enrollment report: Met January 2020 HS 100 % 586 and EHS 116 – 100% total 702• Average Enrolled Attendance for January 2020 – 87% Overall.• Provided the New Hire-Termination Report for January 2020 and current vacancies.	<p>Action Required for all reports</p> <p>First motion to approve the Reports for January 2020 by Kaeloni Perez Second motion was made by Stephanie Maldonado All in Favor Motion carried</p>
5. Business	No discussion	No action
6. New Business	<p>EHS Winter 2020 CLASS Results</p> <p>Center Reports: The following center reports were presented by policy council members.</p> <ul style="list-style-type: none">• LBJ• Pearsall• Seco Mines• Carrizo Center• Las Colonias	<p>Informational</p> <p>Informational</p>

Policy Council

Kids Are First, Inc.
Policy Council Minutes
February 24, 2020

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7. Executive Session	No discussion	No action
8. Open Forum	None	No action
9. Adjourn	Meeting adjourned at 10:50 AM	Motion to adjourn meeting was made by Mayra Rangel Second motion made by Jennifer Gallegos All in Favor Motion carried

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

Date: _____