

# Policy Council

Kids Are First, Inc.  
Policy Council Minutes  
January 27, 2020

Agenda Item	Discussion	Action
Welcome		
<p><b>1. Call Meeting to Order/Establish Quorum</b></p>	<p>Lidia A. Puente called the meeting to order at <u>9:30 AM</u></p> <p>Roll Call Quorum was established with members present.</p> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Lidia A. Puente, LBJ Rep.</li> <li>2. Mayra Rangel, Secretary - LC Rep.</li> <li>3. Jorge A. Cruz, Sargent of Arms. Carrizo Rep.</li> <li>4. Nubya Enriquez – LC</li> <li>5. Jennifer Gallegos – Seco Mines</li> <li>6. Kacloni Perez – Carrizo – Alt. Rep</li> <li>7. Imelda Montes – Pearsall</li> <li>8. Denise S. Rodriguez – RV</li> <li>9. Yadira Salazar – Cotulla</li> </ol> <p><b>Others Present:</b></p> <ol style="list-style-type: none"> <li>10. Dulce Castillo - LC</li> </ol> <p><b>Members Absent:</b>            Mariarosa Vela – LC            Elizabeth Rodriguez - LC            Sergio Sierra – LBJ            Daniela Avalos - LBJ            Susan Belding – Frio Rep.            Lupita Fuentes – Mav. Rep.            Alberto Esquivel – Dimmit Rep.</p> <p><b>Visitors:</b>            Guadalupe Segura – Visitor            Roberto Enriquez – Visitor</p>	<p>Meeting was called to order and a quorum was established at <u>9:30 AM</u></p>

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<p><b>2. Approval of Agenda</b></p>	<p>Approval of the agenda as presented.</p> <p>Policy Council Committee accepted letters of Policy Council member resignations for:            Krystal Viesca – Pearsall            Krystal Reyes – Pearsall            Phranqui Solis –Cotulla            Mariarosa Vela – Las Colonias</p> <p>Seating of New Policy Council Member:            Dulce Castillo – Las Colonias</p>	<p>First motion to approve the agenda was made by Jorge A. Cruz            Second Motion was made by Kaeloni Perez -            Motion carried            All in Favor</p> <p>First motion to accept Policy Council resignations: Mayra Rangel            Second Motion was made by Nubya Enriquez            Motion Carried            All in Favor</p> <p>First motion to accept Policy Council for Las Colonias by Kaeloni Perez            Second Motion was made by Jennifer Gallegos            Motion Carried            All in Favor</p>
<p><b>3. Approval of Minutes</b></p>	<p>Approval of November 22, 2019 meeting minutes as presented.</p>	<p>First motion to approve the October 22, 2019 meeting minutes was made by Jorge Cruz Second motion was made by Kaeloni Perez            Motion carried</p>
<p><b>4. Reports for November and December 2019</b></p>	<p>A. Program Director            Ms. Yanez reported on the following:</p> <ul style="list-style-type: none"> <li>• Program is closing fiscal year ensuring all bills are paid.</li> <li>• Program's has a new regional specialist Monica Flores. Prior regional specialist was promoted.</li> </ul>	<p>Informational</p>

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	<ul style="list-style-type: none"> <li>• Program is still working on the 5 Year Grant which includes a complete Community Assessment and Program Goals.</li> <li>• Center level – all projects are complete.</li> <li>• HS classrooms are all getting Smart Boards installed.</li> <li>• Playgrounds are being ordered.</li> <li>• RV – repairs to four walls due to sliding getting wet.</li> <li>• La Colonias building 5 – kitchen is being extended.</li> <li>• Only concern is on Attendance currently children are absent due to health related issues and the flu. Program monitors and documents sickness of children due to requirement of maintaining 85% average.</li> </ul> <p>B. Operations Reports Ms. McNeil reported on the following:</p> <ul style="list-style-type: none"> <li>• T/TA Specialist Juan F. Rodriguez visited program on 11/14/19. Reviewed all policies and procedures related to safety and supervision of children.</li> <li>• Child care report to Licensing – none</li> <li>• CACFP food program – none</li> </ul> <p>Content Area Highlights:</p> <ul style="list-style-type: none"> <li>• Program Operations – T&amp;TA did take place on January 6, 2020 by T&amp;TA Specialist and team.</li> <li>• Fiscal Committee: met on February 12, 2020. Continue to meet and discuss and finalize the revision of the Fiscal Policy and Procedures to submit to Governing Body for Approval.</li> <li>• Program has met the 10% required disability count – 70 children diagnosed.</li> </ul>	

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	<p>Ms. McNeil continued reporting on:</p> <ul style="list-style-type: none"><li>• CACFP had no unclaimed meals For November 2019 and December 2019.</li></ul> <p>Provided the PIR YTD information for nutrition that includes anemia – diagnosed and received treatment and The report on children weight categories for December 2019.</p> <ul style="list-style-type: none"><li>• Mentor coaching: The Class and Child Outcomes will present separately at the January Meeting.</li><li>• Health/Mental Health –The HSAC/School Readiness Meeting took place in November 2019.</li><li>• Eight new CPR/First Aid Instructors were certified in December 2019.</li><li>• ERSEA/Family Partnership: In the process of completing the 5 year complete Community Assessment.</li><li>• School Readiness Data/Program Goal updates –information to be presented in January Meeting.</li><li>• 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. Been pilot testing paperless attendance and point of service at Carrizo and Seco Mines Centers. Other centers are using both tablets and paper forms until we finalize the paperless process.</li><li>• Initially program had 14 smartboards that were purchased for the CSISD and placed in HS classrooms. An order has been placed for the remaining 21 HS classrooms and all teachers will be getting training. This is a great access in getting our children school ready.</li></ul>	

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	<ul style="list-style-type: none"><li>• All Teachers will receive training as part of the purchase of the Smart Boards.</li><li>• Facility –All centers were professionally painted and report on centers repairs is enclosed in the Directors of Operations report. Pending projects include floor leveling and repairs in Carrizo Center, Seco Mines and Pearsall center. At Las Colonias the separating of playgrounds to better improve our ability to supervise children.</li><li>• HR: Federal New Wage Law Summary – the new threshold will go into effect on January 1, 2020.</li><li>• KAF HR and Benefit Information Recruitment efforts have paid off as program is able to hire and fill vacancies in a timely manner. Continue to utilize ongoing advertisement in local newspapers, work in Texas and Employee Recruitment.</li><li>• Staff Development Plan – The purpose schedules for Staff Development plans reviews will be conducted at each location in order to ensure we meet the Performance Standards requirements.</li><li>• Risk Management – There were no staff incidents in the months of November and December.</li><li>• 401 (K)/Retirement – In January there are 15 that will be eligible to participate in the 401(K). The contract for the Audit of the 401 (K) audit was awarded to Herman and Associates for pan year December 31, 2019.</li></ul>	

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	<ul style="list-style-type: none"> <li>• Repeater Program Proposed –after review of child and staff incidents the team of Texas Mutual Worker Compensation Specialist Shelly Vuchaus met with HR, Health /MH Coordinator and Director of Operations to help decrease the number of incidents and also help in the area of supervision of children.</li> </ul> <p>C. Approval of Reports</p> <ul style="list-style-type: none"> <li>• Ms. Yanez presented: the November and December 2019 financials reports Balance Report, Budget to Actual through December 2019 through the grant period, Year to Date Revenues and Expenses by Fund, and CACFP Reimbursement Report.</li> <li>• Reviewed the In-Kind report for December with YTD total of \$69,185.309.</li> <li>• Reviewed the CACFP state program report at \$63,956.20 for November 2019 reimbursement and \$54,075.73 reimbursement for December 2019.</li> <li>• Reviewed the Credit Card Reports for month ending December 2019</li> <li>• Enrollment report: Met November and December 2019 HS 100 % 586 and EHS 116 – 100% total 702</li> <li>• Average Enrolled Attendance for November 2019 – EHS – 88.47% and HS 86.52% with program average of 87% for November 2019.</li> <li>• Average Enrolled Attendance for December 2019 – EHS – 89.62% and HS 88.89% with program average of 89% for December 2019</li> <li>• Provided the New Hire-Termination Report for December of 2019 and current vacancies.</li> </ul>	<p>Mr. Jorge Cruz moved to accept the reports for the months of November and December. Mayra Rangel 2<sup>nd</sup> the motion. Motion carried.</p>

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5. Old Business	No discussion	No action
6. New Business	<p>Participation and Development of 5 Yr. Plan – Eligibility and Selection Criteria            PC members reviewed, provided final input and group recommendation on the 5 yr. Eligibility and Selection Criteria.</p> <p>Participation and Development of Infant, Toddler and Pre-School Readiness Goals</p> <p>Center Reports:            The following center reports were presented by policy council members.</p> <ul style="list-style-type: none"> <li>• LBJ</li> <li>• Pearsall</li> <li>• Seco Mines</li> <li>• Carrizo Center</li> </ul>	<p>Action Required            First motion to approve the 5 Year Plan Eligibility and Selection Criteria – Mayra Rangel Second Motion was made by Nubya Enriques            All in favor            Motion Carried</p> <p>First motion to approve the Participation and Development of Infant, Toddler and Pre-School Readiness Goals as presented – Jorge Cruz            Second Motion was made by Dulce Castillo            All in favor            Motion Carried</p> <p>Informational</p>

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7. Executive Session	No discussion	No action
8. Open Forum	None	No action
9. Adjourn	Meeting adjourned at 11:50 AM	Motion to adjourn meeting was made by Mayra Rangel Second motion made by Jorge A. Cruz Motion carried

Approved by: \_\_\_\_\_  
Lidia, America Puente, Policy Council President

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