

**Policy Council  
Kids Are First, Inc.  
Policy Council Minutes  
June 22, 2020**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Welcome</b>		
<b>1. Call Meeting to Order/Establish Quorum</b>	<p>Mayra Rangel called the meeting to order at <u>9:36 AM</u></p> <p>Roll Call Quorum was established with <u>8</u> members present.</p> <p><b>Members Present:</b></p> <ol style="list-style-type: none"> <li>1. Mayra Rangel, Secretary - LC.</li> <li>2. Jorge Cruz – Carrizo</li> <li>3. Jennifer Gonzalez – Pearsall</li> <li>4. Sergio Sierra – LBJ</li> <li>5. Stephanie Maldonado – Pearsall</li> <li>6. Denise Rodriguez – Rosita Valley</li> <li>7. Kaeloni Perez – Carrizo</li> <li>8. Nubya Enriquez – Las Colonias</li> </ol> <p><b>Members Absent:</b></p> <p>Lidia America Puente - LBJ Imelda Montes - Pearsall Elizabeth Rodriguez – LC Dulce Castillo – LC Yadira Salazar – Cotulla Amanda Esquivel – SM 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 9:36 AM</p>
<b>2. Approval of Agenda</b>	Approval of the agenda as presented.	<p>First motion to approve the agenda was made by Jorge Cruz Second Motion made by Kaeloni Perez All in Favor Motion Carried</p>

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<b>3. Approval of Minutes</b>	Tabled for next meeting. Minutes for May 2020 Policy Council Meeting were not included in policy council package.	No Action Taken
<b>4. Reports for May 2020</b>	<p>A. Program Director Program Director greeted Policy Council Members and hoped all are doing well and staying safe. Program Director provided information on COVID -19 Update including the outcomes of the EHS Parent Survey Report.</p> <p>B. Financial Reports</p> <ul style="list-style-type: none"> <li>• Ms. Yanez presented: the May 2020, Financials Reports - KAF Balance Sheet Report, Budget to Actual through May 31, 2020, Year to Date Revenues and Expenses by Fund, and CACFP with a balance of \$213,265.28 Reimbursement Report.</li> <li>• In-Kind Balance as of May 2020 is \$375,259.11.</li> <li>• No Credit Card Expense Incurred for May 2020.</li> <li>• Enrollment report: May 2020 HS 100 % 586 and EHS 116 – 100% total 702</li> <li>• Provided the New Hire-Termination Report for May 2020 and current vacancies.</li> </ul>	<p>Informational</p> <p>Action Required First motion to approve the Reports for May 2020 by Nubya Enriquez and Second motion was made by Jorge Cruz All In Favor Motion Carried</p>
<b>5. Old Business</b>	No discussion	No action
<b>6. New Business</b>	Alicia Yanez - Program Director /CEO and Velma McNeal – Director of Operations presented and read the following information to the policy council committee.	<p>Action Required Approve all new business items:</p> <ul style="list-style-type: none"> <li>• KAF, Inc. Reopening Response Plan 2020</li> </ul>

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	<ul style="list-style-type: none"> <li>• KAF, Inc. Reopening Response Plan 2020</li> <li>• Updated HR Policies and Procedures</li> <li>• KAF, Inc. EHS Post Pandemic EHS Service Plan</li> <li>• Update Health Policies</li> <li>• Update Health Procedures</li> <li>• Updated Nutrition Services Plated Meal/Snacks Plan</li> <li>• Updated Foodservice Personnel Dress Code Procedure</li> </ul> <p>Questions: The policy council members had the following questions for administration after presentation:</p> <p>Mrs. K. Perez – Teacher child ratios – Is it still four to 1. Yes, the classroom layout will include shelving in the middle to separate children. Even for HS, staff is working on a plan. Also, limiting the number of children in classrooms.</p> <p>Mrs. Perez also asked about In-kind with parents not coming into the centers. Program Director Ms. Yanez reminded the Policy Council of the In-Kind Waiver submitted to OHS and waiting for the Letter. Another question was on Virtual component – would the parent’s engagement in virtual activities be allowed as In-Kind? Program is waiting on the In-kind Waiver Letter.</p> <p>Mayra Rangel stated if she understood correctly that parents would not be allowed inside the facilities. Program Director Ms. Yanez answered she was correct.</p> <p>The last question was on the mandated requirement of children to wear face mask. Mrs. McNeal – Director of Operations explained the procedure covers the staff. Ms. Yanez is waiting for information forthcoming from licensing or CDC, then we will proceed</p>	<ul style="list-style-type: none"> <li>• Updated HR Policies and Procedures</li> <li>• KAF, Inc. EHS Post Pandemic EHS Service Plan</li> <li>• Update Health Policies</li> <li>• Update Health Procedures</li> <li>• Updated Nutrition Services Plated Meal/Snacks Plan</li> <li>• Updated Foodservice Personnel Dress Code Procedure</li> </ul> <p>First motion by George Cruz, Second motion was made by Kaeloni Perez All In Favor Motion Carried</p>

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	to putting it in writing. All should be done before the children come on board.	
<b>7. Executive Session</b>	No discussion	No action
<b>Open Forum</b>	No	No action
<b>8. Adjourn</b>	Meeting adjourned at 10:21 AM	Motion to adjourn meeting was made by Nubya Enriquez Second motion made by Denise Rodriguez All in Favor Motion Carried

Approved by: \_\_\_\_\_  
Mayra Rangel, Policy Council Secretary

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