

Board of Directors

Kids Are First, Inc.
Board of Directors Minutes
Tuesday, September 24, 2019

Oct meeting

Agenda Item	Discussion	Action
1. Call Meeting to order/Roll Call/Establish Quorum	<p>Calling meeting to order.</p> <p>Roll call Quorum established with <u>5</u> members present.</p> <p>Members Present: Asalia Casares Mercedes Puente Sonia Guerrero – Pérez Lidia A. Puente Alfredo Padilla</p> <p>Members Absent: Katty Boyd</p>	<p>Asalia Casares called the meeting called to order at <u>6:05</u> p.m.</p> <p><u>√</u> There was a quorum established.</p>
2. Approval of Agenda	Approval of agenda.	Motion to approve agenda as presented was made by Sonia Guerrero-Perez Seconded by Alfredo Padilla Motion carried.
3. Approval of Minutes	Approval of August 27, 2019 meeting minutes.	Motion to approve the August 27, 2019 meeting minutes as presented was made by Mercedes Puente Seconded by Sonia Guerrero-Perez Motion carried.
4. Reports for the month of August 2019.	<p>Alicia Yanez, CEO/Program Director informed the board of the following:</p> <ul style="list-style-type: none">• 5 year Grant- Gathering information• Collaborating with Eagle Pass ISD regarding the service to 3 year old children• Completed a self-reporting to licensing regarding a child left behind at the LBJ center. Reported it to the Regional Office. Will be receiving T/TA to look at policies and procedures to see what can be done for better precautions. All staff will receive training on November 14.	Informational report

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	<ul style="list-style-type: none">• Community Appreciation will be in Eagle Pass on October 9 and in Carrizo on October 16. Pearsall and Cotulla will hold at a later date. <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 August: 35 EHS children and 17 HS children• Reported there were no unclaimed meals for the month• Mentor Coaching: Staff trained at pre-service on the analysis of the Fidelity Tool for Administrators. Teaching staff completed this year's tool on August 29. The staff also received the results of the Sprint Outcomes and the 2019-2020 School Readiness Goals during Pre-Service in August.• The 1st e-DECA were completed by the EHS teachers and referrals were generated as needed.• A plan of active recruitment was put in place to ensure that children who were enrolled in public school were replaced.• Staff were relocated in the HR department to increase communication and streamline process. HR staff were assigned to the Director of Operations and were provided with their new duties. Mary De La Cerda is working on Benefits and Payroll. Patricia Dominguez in in charge of all HR training, HR issues and the hiring of staff. Currently there is an audit being conducted of all employee leaves.	Informational report

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	<p>Financial Report Alicia Yanez presented Financial Reports for August 2019. Budget is on target at 64%.</p> <p>In-Kind Report Alicia Yanez presented In-Kind Reports for August 2019. Currently in-kind is at 1.2 million dollars. \$300,000 of in-kind are pending to be made in the coming months.</p> <p>CACFP Report Alicia Yanez presented the CACFP Reports for August 2019. Reimbursement for the month was \$43,853.00</p> <p>Credit Card Report Alicia Yanez, presented Credit Card Reports for August 2019. Informed what 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 August 2019.</p> <p>Attendance Report Velma Mc Neil, Director of Operations presented the attendance report: 90.86% attendance for EHS and 93.54% attendance for HS in the month of August 2019. Agency is fully enrolled at 702 children.</p> <p>New Hire/Termination Report Alicia Yanez, CEO/Program Director 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>Sonia Guerrero-Perez asked if a letter could be send to Ms. Katty Boyd asking if she would be able to continue participating in her BOD position.</p> <p>Asalia Casares asked what could happen if in-kind was not met? Alicia Yanez explained that there are two reasons for a</p>	<p>Motion to approve the following reports for the month of August 2019 as presented was made by Lidia A. Puente</p> <p>Financial Report</p> <ul style="list-style-type: none"> • In-Kind Report • CACFP Report • Credit Card Report • Enrollment report • Attendance report and • New Hire/Termination Report <p>Seconded by Mercedes Puente Motion carried.</p>

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	program to get defunded including not meeting in-kind and not meeting enrollment. Although if not met a waiver could be written.	
5. Old Business	<ul style="list-style-type: none">• None	No discussion
6. New Business	<ul style="list-style-type: none">• None	No discussion
7. Open Forum	<ul style="list-style-type: none">• None	No Action
8. Adjournment	Meeting adjournment.	Motion to adjourn meeting at 6:49 pm was made by Alfredo Padilla Seconded by Sonia Guerrero-Perez Motion carried.

Approved by: _____
Asalia Casares, KAF Board President

Date: _____

*- Mercedes 1st.
Sonia 2nd*