

Kids Are First

2208 N 1st St.
Carrizo Springs, Texas 78834
Board of Directors Meeting
October 26, 2021

Meeting was called to order at 6:00 PM

Roll Call:

Asalia Casares – Present
Mercedes Puente – Resigned
Sonia Guerrero – Perez – Present
Jorge Cruz (Policy Council) – No Longer PC Chair (09.27.2021)
Alfredo Padilla – Present

Others:

Aniceto Colunga Jr
Velma McNeil
Karl Eck (Zoom Conference - Called In)

A quorum was established.

Approval of Agenda:

Sonia Guerrero-Perez moved to approve the agenda.
Alfredo Padilla 2nd the motion.
Motion carried.

Approval of the September 28, 2021 MINUTES

Sonia Guerrero-Perez moved to approve the Minutes for the September 28, 2021.
Alfredo Padilla 2nd the motion.
Motion Carried

Reports:

Mr. Colunga reported:

- CEO/Head Start Director Reported to the Board of Directors
Updated BOD on the COVID-19 Staff Vaccination progress and provided a status report on how many staff have not been vaccinated. In total, 11 out of 164 employees have not yet been vaccinated or 92.9% vaccination.
After October 31, 2021 as part of a condition for employment, any KAF, Inc. employee who has not been vaccinated will be placed on administrative leave without pay, pending final disposition of their case. The agency will permit waivers from taking the vaccine, under the following conditions: (1) medical reasons (2) religious reasons.
For these cases, the CEO/Head Start Director will review each on a case by case basis for approval. Any waiver granted for either of the conditions being met, will require employees to get a weekly COVID Test and results at the start of each work week.

- Human Resources Department – CEO/Head Start Director reported some shifting and affirmation of job duties for the HR staff and this process will continue as the department aligns with their job assignments.
- The Policy Council met on October 25, 2021 and the agenda and PC information packet was shared with the KAF, Inc. Board of Directors. All approval items presented to the PC were discussed in detail and approved by the Policy Council.

Director of Operations Report

- Ms. Velma McNeil presented programmatic information, including highlights on each of the service areas. (See Attached Report) She shared risk management information, center/parent activities at each of the centers.

Mr. Karl Eck reported:

- Financial and credit card reports:
 - Balance Sheet (Ending 09/30/2021) - \$2,851,759.29
 - Revenue and Expenses by Fund (Spent YTD) - \$5,244,515.51 & Remaining Balance of Funds is \$1,739,333.49 or 24.9% of the funds remaining unspent.
 - American Rescue Plan Funds: As of September 30, 2021, spent \$421,000.12, remaining balance of \$418,942.88 or 49.87% of the funds remaining unspent.
 - COVID-3 Funds (Ending 09/30/2021– Spent \$85,369.70, with a remaining balance of \$125,280 or 59.59% of the funds remaining unspent.
 - Administrative Expenses - \$828,407.25 or 13.9% TOTAL ADMIN COST
 - Certificate of Deposits - \$51,262.77
 - Accounts Payable - \$9,305.72
 - CACFP Reimbursements:
 - September Reimbursement: \$71,196.32
 - September Spent - \$80,588.03
 - Year to Date Spent: \$514,720.29
 - In Kind:
 - September – \$71,196.32
 - Year to Date: \$514,720.29
 - FY 2020-21: With approved RO Waiver – 495,996 (Has Been Met)
- Reviewed all the Credit Card Reports – There were no issues found or discussed.

Karl Eck was dismissed at 7:01 p.m.

Enrollment/ Attendance:

- KAF has a total enrollment of 642 children (September 30, 2021)
- HS = 466 Enrolled Children
- EHS=176 Enrolled Children
 - 466 HS children – 88.86% attendance
 - 176 EHS children – 88.67% attendance
 - 642 Children TOTAL FUNDED ENROLLMENT - MET

New Hire/ Termination Report:

- Mr. Colunga reviewed the New Hire/ Termination report.

- New Hires (08)
- Termination/ Resignations – (03)
- Employee Vacancies (11)

Mr. Alfredo Padilla moved to accept and approval all reports for the month of September 2021 as presented.

Ms. Sonia Guerrero-Flores 2nd the motion.

Motion Carried.

Old Business:

- Under Old Business a report was given by the CEO/Head Start Director regarding the reported past due property taxes for the Carrizo Springs Center. The staff are working with Purdue, Brandon Law firm to correct the charge, since the agency is a Non-Profit 501 C3 and thus, no subject to these taxes.
- Also, under Old Business a brief report was presented on the funding opportunity for the Victoria service area. At this time the funding announcement is forecasted only will be officially announced for competition sometime in November 2021.

New Business:

The CEO/Head Start Director presented the following items for review, consideration and approval.

- The CEO presented the BOD, the time clock policy, thus requiring every employee to digitally clock in at their designated assigned worksite.
- The CEO presented a “Flexible or Alternative Work Assigned and/or Location policy, thus allowing the agency the flexibility to management employee’s assigned work locations to an area that would be advantageous to both employer and employee. The flexibility will allow the organization to retain employees and/or create work from home assignments consistent with CDC regulations and pandemic forecasts.
- The CEO presented the BOD an attendance policy and the Attendance Point System for Non-Exempt Employees Procedure that will provide supervisors additional tools to manage chronic absenteeism at the centers.
- The Policy Council Agenda and Minutes of September 27, 2021 were presented to the BOD so that both groups could be aligned with what each group’s business and what was approved/disapproved.

Ms. Sonia Guerrero moved that the entire reports, policies and other information be approved by the board of directors.

Mr. Alfredo Padilla seconded the motion.

Motion carried.

The motion to approve all the new business reports, policies and other information were approved by the KAF, Inc. Board of Directors.

Open Forum:

There was no discussion in “Open Forum”.

Executive Session:

At 7:33 PM, the KAF, Inc. went into executive session. Mr. Alfredo Padilla motioned to initiate Executive Session. The board approved the motion and entered into executive session.

Mr. Alfredo Padilla motioned to end Executive Session and Ms. Sonia Guerrero seconded the motion. At 7:48 PM. the KAF, Inc. BOD returned to their regular meeting. They reported that there were no approvals or actions taken during executive session.

Adjournment:

With no further business, Alfredo Padilla motioned to adjourn meeting. Sonia Guerrero seconded the motion. The motion carried and was approved and the KAF, Inc. Board of Directors meeting ended.

Meeting Adjourned at 7:51 p.m.

Ms. Asalia Casares, President
Kids Are First, Inc.
2208 N. 1st Street
Carrizo Springs, TX 78834

10/26/2021
Date