

Kids Are First
2208 N 1st St.
Carrizo Springs, Texas 78834
Board of Directors Meeting
August 17, 2021

Meeting was called to order at 6:03 PM

Roll Call:

Asalia Casares – Present
Mercedes Puente – Absent
Sonia Guerrero – Perez – Present
Jorge Cruz (Policy Council) – Absent
Alfredo Padilla – Present

Others:

Aniceto Colunga Jr
Velma McNeil
Karl Eck (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 July 27, 2021 MINUTES

Sonia Guerrero-Perez moved to approve the Minutes.
Alfredo Padilla 2nd the motion.

A correction was requested to the July 27, 2021 MINUTES, Asalia Casares was present at the meeting, and she requested that it be corrected to reflect in the MINUTES that she was present in the Minutes.

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

Reports:

Mr. Colunga reported:

- CEO/Head Start Director Report
- Agency-wide COVID 19 Vaccination Report

*Discussion regarding the number of vaccinated staffs in the program and the percent of staff that are still unvaccinated. They discussed the viability of making vaccination a condition for employment. The board would like additional information on how to proceed with making it

mandatory for all KAF, Inc. staff to be vaccinated and any new employees hired, showing proof of vaccination as a condition of employment, exception being medical conditions or other conditions, such as religion.

Mr. Padilla made a motion that all newly hired employees be required to show proof of immunization as part of a condition for employment.

Ms. Sonia Guerrero-Flores 2nd the motion.

Motion Carried.

Mr. Karl Eck reported:

- Financial and credit card reports:
 - Balance Sheet (Ending 07/31/2021) - \$2,310,501.45
 - Revenue and Expenses by Fund (Spent YTD) - \$4,398,994.08 & Remaining Balance of Funds is \$2,584,854.92 or 37.01% of the funds remaining unspent.
 - American Rescue Plan Funds: As of July 31, 2021, spent \$84,385.50, remaining balance of \$755,557.50 or 89.95% of the funds remaining unspent.
 - COVID-3 Funds (Ending 07/31/2021) – Spent \$67,736.05, with a remaining balance of \$135,843.95 or 66.72% of the funds remaining unspent.
 - Administrative Expenses - \$651,208.09 or 13.1%
 - Certificate of Deposits - \$50, 262.77
 - Accounts Payable - \$31,955.94
 - CACFP Reimbursements:
 - July - \$13,923.49
 - Year to Date: \$317,168.67
 - In Kind:
 - July – \$11,332.69
 - Year to Date: \$563,993.88
- Reviewed all the Credit Card Reports

Karl Eck was dismissed at 6:35 p.m.

Mr. Colunga presented the members a document from the Child and Adult Care Food Program that required the President's signature, prior to submitting the renewal funding application for the FY October 01, 2021 to September 30, 2022.

Enrollment/ Attendance:

- KAF has a total enrollment of 702 children (July 27, 2021)
 - 586 HS children
 - 116 EHS children - 81.47% attendance

New Hire/ Termination Report:

- Mr. Colunga reviewed the New Hire/ Termination report.
 - **Termination/ Resignations:**
 - Las Colonias had a Preschool teacher resign
 - **Vacancies (New Hires): 07 (July 2021)**

- **Vacancies (New Hires): 08 (August 2021)**
 - o Main Office – (03)
 - o Cotulla – (01)
 - o Carrizo Springs – (03)
 - o LBJ – (03)
 - o Las Colonias – (02)

Mr. Alfredo Padilla moved to accept and approval all reports for the month of July as presented.
 Ms. Sonia Guerrero-Flores 2nd the motion.
 Motion Carried.

Old Business:

The CEO/Head Start Director presented the following items for the KAF, Inc Board of Director’s review and consideration.

- The 401K Pension plan changes was discussed, the new employees would now be able to qualify and enter the pension plan on the 61st day after the start date of new employment and Ms. Alicia Yanez was removed as Trustee and Aniceto Colunga Jr. was added as the new Trustee to the 401K Pension Plan, along with Mr. Alfredo Padilla.
 Ms. Padilla made a motion to accept and approved the changes in the 401K Pension plan.
 Ms. Sonia Guerrero-Flores 2nd the motion.
 Motion Carried.

- A series of reports wee presented by Mr. Colunga regarding approvals taken by the Policy Council:
 - o FY 2021-22 Continuation Funding Application & Budget were reported as approved on 08/11/2021 by the Policy Council.
 - o FY 2021-22 HS & EHS Management Systems were reported as approved by the Policy Council on 08/11/2021
 - o Policy HR 500: COVIID 19 Addendum to the Workplace safety were reported by the by Policy Council on 08/11/2021.
 - o Revised Org Chart – FY2021 on
 - o KAF, Inc. organizational chart and some job descriptions – The eligibility requirements were reported approved by the Policy Council 08/11/2021.
 - o KAF, Inc reviewed and discussed the program’s eligibility selection criteria and were approved on 08/11/2021 by the Policy Council.
 - o KAF, Inc reviewed and discussed the program’s Policy Council By-Laws and were approved by the Policy Council 08/11/2021.

New Business:

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

- o The Board of Directors discussed the FY 2021-22 Continuation Funding Application and Budget and were approved on 08/17, 2021. The members also signed the Board Resolution evidencing the approval of this funding application and will be sent along with the funding application to the RO6 on/before September 01, 2021.

- The Board of Directors discussed the FY 2021-22 HS & EHS Management Systems & updated the 5-Yr. Goals and were approved on 08/17, 2021.
- The Board of Directors discussed the FY 2021-22 Eligibility Selection Criteria and were approved on 08/17, 2021.
- The Board of Directors discussed Policy HR500: COVID 19 Addendum to the Workplace Safety Instructions and Managers and were approved on 08/17, 2021.
- The Board of Directors discussed the FY 2021-22 Policy Council By-Laws and were approved on 08/17, 2021.

All items denoted above were discussed and approved by the KAF, Inc. Board of Directors. Mr. Alfredo Padilla mad the motion to approve. Motion was seconded by Sonia Guerrero-Perez. Motion was approved.

Finally, under New Business, the CEO/Head Start Director presented to the KAF, Inc. Board of Directors information from federal funding agency (RO 6), the Focus Areas 1 (FA1) Monitoring Review for the program year 2021-22.

Open Forum:

There was no discussion in “Open Forum”.

Executive Session:

No business was discussed in Executive Session, therefore there was nothing to report and/or approve.

Adjournment:

Alfredo Padilla moved to adjourn meeting.
Sonia Guerrero-Perez 2nd
Motion Carried.

Meeting Adjourned at 7:38 p.m.

Asalia Casares

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

Aug. 30, 2021
Date