

# Kids Are First

400 West Pena Street  
Carrizo Springs, Texas 78834  
Board of Directors Meeting  
April 26, 2022

Meeting was called to order at 6:12 PM

## **Roll Call:**

Asalia Casares – Present  
Mercedes Puente – Resigned  
Sonia Guerrero – Perez – Present  
Alfredo Padilla – Present  
Dora A. Velasquez - Present  
Melissa Cortes, Policy Council President – Absent

## **Others:**

Aniceto Colunga Jr, Chief Executive Officer  
Velma McNeil, Director of Operations  
Karl Eck, Chief Financial Consultant

A quorum was established.

## **Approval of Agenda:**

Sonia Guerrero Perez moved to approve the agenda of April 26, 2022.  
Alfredo Padilla 2<sup>nd</sup> the motion.  
Motion carried.

## **Approval of the March 29, 2022 MINUTES**

Sonia Guerrero-Perez moved to approve the Minutes for the March 29, 2022;  
Alfredo Padilla 2<sup>nd</sup> the motion.  
Motion carried.

## **Reports:**

Mr. Colunga reported:

- CEO/Head Start Director Report to the Board of Directors
  - The CEO/Head Start Director's report was combined with the Board of Directors governance interview that was designed as part of the Program's Self-Assessment process. Ms. V. McNeil, Director of Operations conducted the interview with the KAF, Inc. Board of Directors. The board responded to questions regarding their qualifications, training, reporting and approvals, etc.
  - The BOD Interview would be included in all the documents archived as part of the FY 2021-22 Program's Self-Assessment.

Mr. Karl Eck reported:

- March 31, 2022 - Financial Reports (March 2022):
  - Balance Sheet (Ending 03.31.2022) - \$2,713,282.36
  - Revenue and Expenses by Fund (Spent YTD) - \$2,214,018.62 or 31.71% spent. The YTD balance of funds available was \$4,769,831.38 or 68.29% of the funds unexpended.
  - TTA Funds: HS has spent \$12,180.17 with a remaining balance of \$38,950.83 and EHS has spent \$6,414.84 with a remaining balance of \$37,086.16. Overall, the TTA budget has an unspent balance of \$76,036.99.
  - Administrative Expenses - \$310,246.82, which constitutes 12.1% of the TOTAL expenditure of the grant, therefore the grant is below the 15% Administration Cost Limitation.
- March 31, 2022 – Financial Reports (CRRSA & American Rescue Plan)
  - American Rescue Plan Funds: As of March 31, 2022, the program spent \$659,255.73, with a remaining balance of \$180,687.27 or 21.51% of the funds remaining unspent.
  - CRRSA Funds (Ending March 31, 2022– Spent \$192,327.70, with a remaining balance of \$18,952.30 or 8.97% of the funds remaining unspent.
  - CACFP Reimbursements: March 31, 2022 Reimbursement was \$58,943.42 with a YTD reimbursement of \$238,186.84. The CACFP expenses through March 31, 2022 exceed the CACFP reimbursements by \$35,246.11.
- In Kind: March 31, 2022 – The YTD in-kind collected was \$353,986.16 for the month with a balance remaining of 1,373,660.79 from the total in-kind budget of \$1,745,963.50. The CEO/Head Start Director will review May’s in-kind collection and determine the rational why contributions continue to lag behind from what was the Pre-COVID period. A determination will be made if the program will submit a waiver for in-kind and file it prior to June 2022 to ACF Regional Office VI in Dallas, TX.
- The HS/EHS programs provided the KAF, Inc. Board of Directors the Transaction Detailed Report for March 2022, which is an accounting of all transactions made in the month of March on behalf of the Head Start and Early Head Start program. The total number of transactions total expenditures in the amount of \$160,942.72.
- March 31, 2022 - Credit Card reports: Reviewed all the Credit Card Reports for period ending March, 2022 – Credit card reports included expenditures for AMEX which has a monthly unpaid balance of \$14,204.24, Valero, our gasoline vendor and we have a monthly unpaid balance of \$1,548.86, Walmart, which has a monthly unpaid balance of \$2,182.68 and HEB, which has a monthly unpaid balance of \$1,432.78. The Directors had no questions after the review of the statements regarding the credit card report. All credit cards are being paid on time and there were no questioned costs.

**March 2022 CACFP Reimbursement Claim:**

- Breakfast 8,538 Meals
- Lunch 8,618 Meals
- PM Supplement 8,341 Meals
- TOTAL Meals 25,497 Meals - TOTAL Reimbursement: \$58,943.42

**Enrollment/ Attendance:**

- KAF has a total enrollment of 644 children (Ending March 31, 2022)
- HS = 466 Enrolled Children (462 In-Person & 2 Virtual)

- EHS = 174 Enrolled Children (172 In-Person & 2 Virtual)
  - 464 HS children – 84.52% attendance
  - 174 EHS children – 85.58% attendance
  - The program had no child vacancies as of March 31, 2022.

**New Hire/ Termination Report:**

- Mr. Colunga reviewed the New Hire/ Termination report for period ending March 31, 2022.
  - New Hires (01)
  - Termination/ Resignations – (02) Resignations and (01) Termination for Cause
  - Employee Vacancies (09)

Mr. Alfredo Padilla moved to accept and approval all reports for the month of March 31, 2022 as presented.

Ms. Sonia Guerrero Perez entered a 2<sup>nd</sup> motion.

Motion carried.

**Old Business:**

- Also, under Old Business there was still no update on the funding application submitted for the Victoria service area. The CEO committed to keep the KAF, Inc. Board of Directors informed monthly as to the status of this competitive funding application until which time this was awarded.
- NO CHANGE – Carrizo Springs Center back taxes, agency prepared Application for Charitable Organization Property Tax Exemption and submitted same to the County Appraisals office and Perdue, Brandon Law Firm to resolve the issue. The County Appraisal instructed KAF, Inc. that the agency needed to file another application titled, Application for Private School Property Tax Exemption. KAF, Inc. prepared and submitted completed application back to the Dimmit County Appraisal’s office.

Upon the County Appraisal review of the KAF, Inc. application, they requested copy of the KAF, Inc. Board of Director By-Laws and found that By-Laws needed to have a provision, if the BOD dissolved, what process they would follow to donate property to similar organizations. The KAF, Inc. Board of Directors gave approval to the CEO to investigate with legal counsel options open to 501(c)(3) organizations and required dissolution procedures.

There were no approval items in Old Business, just information, therefore there were no approvals and/or vote.

**New Business:**

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

- Ms. Velma Leal, ECE Coordinator presented the final report for the year, the Annual CLASS Observation Reports and the March 2022 CLASS Observation Reports to the members of the Board of Directors.
- The CEO presented a copy of the 2<sup>nd</sup> Yr. of the 5 Yr. Client Engagement Letter (CLE) for the Single Audit Services for the closing fiscal year of FY 2020-21. Audit costs increased as did the services to file agency’s SF9XX report to the IRS.

- The Director of Operations reported on the progress of the program’s annual self-assessment, including the methodology on how the agency had elected to proceed to evaluate its service delivery, systems and compliance. Three teams were empaneled, each with one of three responsibilities: (1) Child File Review (2) Environmental Assessment and Facilities Safety and finally (3) Active Supervision. These onsite visits were done on the week of April 18-22, 2022 and on the second week of self-assessment, April 25-29, 2022, the FA2 Monitoring Protocol was utilized to simulate team interviews, data tours and individual or small content area group interviews. All data will be compiled and consolidated into one Self-Assessment Report, which will then be presented to the governance bodies, the Policy Council and then, the KAF, Inc. Board of Directors for review, discussion and approval. Any action plan drafted as a result of the Program’s Self-Assessment Report will be placed in the KAF, Inc. Policy Council and Board of Director’s monthly agenda for progress reporting and will remain on the agenda until all action items have been closed out or abated.
- The KAF, Inc. Board of Directors was informed of the agency’s upcoming Strategic Planning meeting scheduled for the first part of June 2022. The Board & Policy Council members will be invited to participate in this two-day planning session. The results and/or recommendations arising for the strategic planning meeting will be incorporated into the 2022-23 Continuation Grant Application, Training & Technical Assistance Plan, FY 2020-25 agency goal updates and progress reports, its program design and approach, etc. Pre-Service and thereafter, In-Service trainings will be designed as a result of all the recommendations presented in the strategic planning meeting.
- The CEO presented three changes to the most current and approved organizational chart, including adding the Maintenance Supervisor position and eliminating the Facilities/Transportation Coordinator position and adding a Property, Inventory and Purchasing Specialist. The CEO reported that the Property, Inventory and Purchasing Specialist position would be offered to the employee who had been out on leave for a duration of time and the Interim Benefits/Payroll Supervisor would be converted to a regular employee. The KAF, Inc. Pay Scale was updated to reflect these two new positions and deleted the Facilities/Transportation Coordinator position and the job descriptions for the two new positions were presented for review and approval.
- The CEO informed the KAF, Inc. Board of Directors that it would be preparing a supplemental funding application for a Cost of Living Adjustment to all staff in the amount of 2.28% and a Quality Improvement application for however the program decided to utilize its funds.

<b>FUNDING TYPE</b>	<b>Head Start Allocation</b>	<b>Early Head Start Allocation</b>
Cost of Living Adjustment (COLA)	\$102,226	\$54,848
Quality Improvement (QI)	\$ 24,252	\$13,994
<b>Total Fund Increase</b>		<b>\$195,320</b>

The Supplemental Funding Application (COLA & Quality Improvement) must include separate project narratives and detailed budget justifications for each funding type, COLA and QI, and by program. The narratives, budget justification and other supporting documents must be uploaded to the Documents TAB of the application in HSES.

Also, there is a provision in the funding announcement for Program Improvement (One-Time) Requests.

- The CEO also reported that there was additional Program Improvement Funds (One-Time) available: Grant recipients who were encountering program improvement needs that could not be supported by the agency budget were invited to apply for these one-time funds. This funding would be prepared and applied for separately through the appropriate amendment section in HSES. These Program Improvement (One-Time) requests were to be awarded by priority and subject to funding availability. For questions regarding program improvement needs and requests, please contact the regional office.
- Finally, the CEO presented the KAF, Inc. Policy Council agenda for March 28, 2022 and detailed their discussions and agenda items that were discussed and approved at their meeting.

Mr. Alfredo Padilla motioned to have the entire list of reports, policies and other information reported under new business be approved by the KAF, Inc. Board of Directors. Ms. Dora A Velasquez seconded the motion. The motion carried.

**Executive Session:**

No Executive Session we held at this meeting.

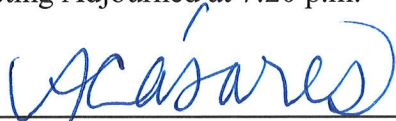
**Open Forum:**

The KAF, Inc. Board of Directors did not have any discussion in “Open Forum”, so nothing was discussed and/or reported.

**Adjournment:**

With no further business, Mr. Alfredo Padilla motioned to adjourn meeting. Ms. Dora A. Garza seconded the motion. The motion carried and was approved and the KAF, Inc. Board of Directors and the meeting ended.

Meeting Adjourned at 7:20 p.m.



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**Ms. Asalia Casares, President**  
Kids Are First, Inc.  
400 West Pena Street  
Carrizo Springs, TX 78834

04/26/2022

**Date**