

Kids Are First

400 West Pena Street
Carrizo Springs, Texas 78834
Board of Directors Meeting
May 23, 2022

Ms. Asalia Casares call the KAF, Inc. Board of Director's Meeting for the month of May 2022 to order at 6:10 PM

ROLL CALL:

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

OTHERS: Present

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

A quorum was established with four out of the five members present.

APPROVAL: AGENDA

- Ms. Sonia Guerrero Perez moved to approve the agenda of May 23, 2022.
- Ms. Dora Garza Velasquez 2nd the motion.
- Motion carried.

APPROVALS: April 26, 2022 MINUTES

- Dora V. Garza moved to approve the Minutes as is for the April 26, 2022;
- Sonia Guerrero-Perez 2nd the motion.
- Motion carried.

REPORTS:

CEO, Aniceto Colunga Jr – Reported on April 2022 CEO Report to Board of Directors:

- CEO/Head Start Director Report to the Board of Directors
 - The CEO/Head Start Director's reported to the Board of Directors the following:
 - o Message from Dr. Bernadine Futrell, Director for the Office of Head Start. She announced the expansion of SNAP as a "categorical eligible criteria" for the determination of child eligibility". The only requirement was that the program must obtain a letter from the families SNAP caseworker denoting their eligibility for SNAP benefits. The CEO reported that this will widen the eligibility criteria for more families because a great majority of families qualify for SNAP benefits.
 - o The CEO reported April and some May 2022 training and other events that took place throughout the program.

- The agency had its self-assessment process in April 18-22, 2022 and April 25-29, 2022, and the CEO described the revised process that included two weeks of review. Week #1 was reserved for site visits and there were three teams, with distinct review functions. Team I reviewed all centers and conducted a health and safety review of the facilities, the classrooms, the playground areas and the rest of the facilities. This team also reviewed and assessed the program's kitchen operations. Team II reviewed a "Core Sample of Children's Files" and conducted a "cover to cover" review for compliance, completion and for any gaps. Team III review select centers and conducted an "active supervision" review of the HS & EHS classrooms, got to observed children in the classroom and playground areas. The second week, the Content Service Area Coordinator Leads conducted interviews and assessments following the guidance of the FA2 Federal Monitoring Protocol instrument. The management team is reviewing the results of the self-assessment, so they can publish the results of the agency-wide self-assessment. Any findings that were not addressed and/or corrected on site were written and the management team will prepare a Self-Assessment Follow-Up Action Plan that will include corrective action steps, who is responsible for ensuring completion and the timeline for completion. This Self-Assessment Follow-Up Action Plan and progress report will be presented monthly as an item in the Policy Council and Board of Director's agenda, after the initial and final report is presented to the Policy Council and Board of Directors for their review and approval.
- The CEO presented the specifics of the child enrollment status of the program. The program reported an enrollment of 466 children enrolled in the Head Start program and 175 children enrolled in the Early Head Start program. Overall, KAF, Inc. met its funded enrollment again in the month of April 2022.
- The CEO reported on the status of employee COVID vaccines. A total of 173 employees have been vaccinated with at least two vaccine doses and there were two requests and were approved waivers for religious or medical reasons. These two waivers get tested every weekend and must present evidence of a negative COVID test on Monday, the start of the work week before they can report to work. In total, the program has 98.86% of its employees fully vaccinated.
- The CEO also reported that in April 2022, there were no COVID cases reported among the HS or EHS program's children. The program has worked long and hard to create a culture of safety for the workplace and its occupants, the children and staff. With an almost 100% fully vaccinated work force and the mitigating procedures that are being implemented daily by the program, our children are as safe as can be, evidence by this month's COVID report.
- There was a total of seven parent committee meetings, one at each of the Head Start/Early Head Start centers and one Policy Council meeting. In total, 160 parents participated in these meetings. Congratulations to our volunteer parents and for their commitment to fulfill their governance responsibilities.
- In the Center Bulletin Board, the CEO reported that all centers participated in the celebration of "Día del Nino", recognizing the outstanding achievements of our children who represent the future leaders of this country.
 - Las Colonias celebrated with the parents and the children and also present was a host of community agencies, fire department, local police, border patrol and representatives from our local and county government. Our KAF, Inc. Board

President, Ms. Asalia Casares and our newest KAF, Inc. Board member, Ms. Dora V. Garza was present to celebrate with the children.

- Rosita Valley also had an outdoor celebration of “Día Del Nino” and they also had parents and the children present with the community supporting the center in their celebration.
- The CEO was present at the LBJ celebration of “Día del Nino” and Mr. Lopez and his team had members from the news media present, even media from Piedras Negras, Mexico, stations whose broadcasting is picked up in the US. Representatives from Walmart and other service organizations were present handing out information of their services to the community. The Eagle Pass ISD was present demonstrating the strong collaboration that they enjoy with Head Start.
- The CEO was also present later in the day at the Seco Mines celebration of “Día Del Nino”. The center had children perform and dance for the parents and the community that was present. Although it was a super-hot day, no one left early, most everyone stayed for the entire event and for picture taking afterwards. Seco Mines also celebrated Earth Day in May demonstrating to children the importance of taking care of our trees and plants that promote a health plant for everyone.
- The Cotulla Center had their Spring Event, celebrating with games and other activities where children and families were present. The Cotulla center also celebrated Earth Day and like Seco Mines, they planted flowers and plants to lesson man’s carbon footprint in this planet.
- Finally, Pearsall center also celebrated Earth Day like Cotulla and Seco Mines. They also engaged in activities bringing attention to our responsibilities to help maintain a healthy planet.
- Congratulations to all the staff, parents, KAF Board & Policy Council and the community who steadfast support Head Start and Early Head Start. Thank you all for a successful “Día Del Nino” and your “Earth Day Celebrations”.
- Human resources submitted a report showing six job vacancies through our HS & EHS program, the hiring of five staff in April and the resignation of two staff. The Human Resources department has been doing an outstanding job posting and announcing job openings and filling them as soon as possible. Although turnover has been ongoing every month, we continue to find, orient and train new staff to fill the vacant positions so service to children and families is not interrupted. Congratulations to the HR department for the great job they have done this year.
- The CEO did a summary of the budget and expenditures for the month and analysis of the YTD expenditures. After five months of operations, the program is less than \$100,000 in the black. There are two concerns presented from the budget expenditures perspective, first the CACFP is running about \$35,000 over the anticipated expenditures of the program. We know that food costs have gone up, but we are doing a cost analysis to determine if there are not any other factors that we can address to minimize and bring costs down. Second, the program’s rate of in-kind collection is at \$559,280 with a remaining balance of \$1,186,682.81. At the current rate of in-kind collection and even though March and April’s collection of in-kind increased due to parents coming back to volunteer in the program, it may not be enough to meet the required threshold that part of the terms and conditions of the

grant. Therefore, I am informing the KAF, Inc. Board of Directors that the HS/EHS programs will be requesting a “non-federal share waiver” due to the continued absence of parents from the centers due to COVID. The “request for non-federal share waiver” will be sent immediately after it is presented to the KAF, Inc. Board of Directors in June and it is reviewed and approved.

- In the area of facilities and transportation, the program developed a “summer maintenance plan” for more intense cleaning of the centers during the down time with children. Also, the program prepared two Invitation for Bids (IFB’s) and is seeking contractors to paint all the interior of the seven centers and the general maintenance of all the HVAC units at the seven centers. The IFB were published in the local newspapers in Maverick, Dimmit, and Pearsall and deadline for returning IFB’s complete was for June 14, 2022.
- In the area of disabilities, the program has identified a total of 78 children with diagnosed disabilities. The agency requested a waiver to the 10% funded slots reserved for children with disabilities, but after much work, the disabilities team and the centers managed to reach the required threshold of 65 slots, exceeding the total by 13 more children than was required. Again, Congratulations to the Disabilities Team.
- Finally, in the area of Child Care Licensing, there was one visit by Child Care Licensing representative to the Cotulla center which cited the center for one violation. The agency addressed the violation in a corrective action plan and verified completion or compliance and the personnel issue was also finalized. Training was also provided to the staff on reporting incidents to the parents within a 24-hour period.

Wipfli Consultant, Mr. Karl Eck – Reported on April 2022 Financial Statements:

- April 30, 2022 - Financial Reports (April 2022):
 - Balance Sheet (Ending 04.30.2022) - \$2,927,538.66
 - Revenue and Expenses by Fund (Spent YTD) - \$2,809,654.76 or 40.24% of the overall HS & EHS budget spent. The YTD balance of funds available was \$4,174,195.24 or 59.76% of unspent fund of remaining. Therefore, based on the current rate of expenditures for the year, we have a positive balance of funds totaling \$99,646 or 1.4266% of the entire HS & EHS budget.
 - TTA Funds: HS has spent \$14,698.33 with a remaining balance of \$36,432.67 and EHS has spent \$7,609.73 with a remaining balance of \$35,891.27. Overall, the TTA budget has an unspent balance of \$72,232.94.
 - Administrative Expenses - \$390,125.00, which constitutes 11.6% of the TOTAL expenditure of the grant, therefore the grant expenditures for administrative costs is in compliance with federal regulations because it is below the 15% Administration Cost Limitation.
- April 20, 2022 – Financial Reports (CRRSA & American Rescue Plan)
 - American Rescue Plan Funds: As of April 30, 2022, the program spent \$659,769.41, with a remaining balance of \$180,173.59 or 21.45% of the funds remaining as unspent.
 - CRRSA Funds (Ending April 30, 2022– Spent \$193,092.70, with a remaining balance of \$18,187.30 or 8.6% of the funds remaining as unspent.

- CACFP Reimbursements: April 30, 2022 Reimbursement was \$58,943.42 with a YTD reimbursement of \$238,186.84. The CACFP expenses through April 30, 2022 exceed the CACFP reimbursements by \$35,246.11.
- In Kind: April 30, 2022 – The YTD in-kind collected was \$559,280.69 for the month with a balance remaining of 1,186,682.81 from the total in-kind budget of \$1,745,963.50. For the month of April 2022, the program collected \$186,977.98 as in-kind, the first full month that parents and community members were allowed to come into the centers and do in-person volunteering. 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 and a determination made if the program will need to submit a waiver for in-kind and file it prior to end of the month in June 2022 to ACF Regional Office VI in Dallas, TX for their review and/or approval.
- April 30, 2022 - Credit Card reports: Reviewed all the Credit Card Reports for period ending April, 2022 – Credit card reports included expenditures for AMEX which has a monthly unpaid balance of \$11,084.35, Valero, our gasoline vendor and we have a monthly unpaid balance of \$1,815.27, Walmart, which has a monthly unpaid balance of \$4,721.82 and HEB, which has a monthly unpaid balance of \$1,513.72. 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.

Wipfli Consultant, Mr. Karl Eck – Reported on April 30, 2022 CACFP Reimbursement Claim:

- Breakfast 9,772 Meals
- Lunch 9,685 Meals
- PM Supplement 9,289 Meals
- TOTAL Meals 28,746 Meals - TOTAL Reimbursement: \$66,505.04
- YTD Reimbursements: \$284,691.88

Direct of Operations, Ms. Velma McNeil – Reported on Enrollment/ Attendance:

- KAF has a total enrollment of 644 children (Ending April 30, 2022)
- HS = 466 Enrolled Children (463 In-Person & 3 Virtual)
- EHS = 174 Enrolled Children (175 In-Person & 1 Virtual)
 - 463 HS children – 84.52% attendance
 - 175 EHS children – 85.58% attendance
 - The program had no child vacancies as of April 30, 2022.

CEO, Aniceto Colunga Jr – Reported on the HS/EHS New Hire/ Termination Report:

- Mr. Colunga reviewed the New Hire/ Termination report for period ending April 30, 2022.
 - New Hires (05)
 - Termination/ Resignations – (02) Resignations
 - Employee Vacancies (06)

APPROVALS: ALL KAF, Inc. Reports

- Ms. Dora Garza Velasquez moved to accept and approval all reports for the month of April 30, 2022 as presented.
- Ms. Sonia Guerrero Perez entered a 2nd motion.
- Motion carried.

OLD BUSINESS:

- Also, under Old Business there was still no update on the competitive funding application prepared and submitted for the Victoria service area. The CEO reiterated his commitment 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 by OHS.

STATUS: The Victoria service area has not been awarded as of the writing of these Minutes and we will stay in tune to ensure that as soon as an announcement is made regardless of the name of the agency that was awarded the funds, the CEO will send an email to the KAF, Inc. Board of Directors.

- 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.

STATUS: Attorney Michael Galo was sent a communication reminder if they had identified an attorney that could review the KAF, Inc. Board of Director bylaws. We are waiting for response. Also, we will inquire locally if in Dimmit or Maverick counties have an attorney who has the expertise and will agree to review these bylaws.

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

NEW BUSINESS:

- The FY 2021-22 Supplemental Funding Application for the Cost of Living Allowance funds and Quality Improvement funds was discussed in detail with the board.

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

The program applied for a total funding allocation of \$157,074 for both Head Start and Early Head Start programs. For Head Start, the allocation was \$102,226 and Early Head Start, the allocations were \$54,848. All the staff that was on payroll effective as of December 01, 2021 will be eligible for a 2.28% COLA increase. Those that were on payroll December 01, 2021 and left prior afterwards, will receive a COLA increase proportionate with the time they worked during the period of 12/01/2021 to their last day of work. All current employees will get a retroactive payment from 12/01/2021 to the day that the COLA increase is implemented. The remainder of the funds were used to enhance fringe benefits \$10,150 was allocated to rents

to offset the rental increase when the administrative office was moved to its new location on 400 West Pena Street, Carrizo Springs, TX 78834. As part of the supplement funds for Quality Improvements, KAF, Inc. proposed to use the entire sum of \$38,246 for salaries and fringe benefits for a new fiscal position in the organizational chart. The key strategy with these funds is to hire a qualified fiscal employee who has the fiscal background and education to provide the management and oversight of our local fiscal operations. The Board of Directors reviewed and approved the funding application;

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

The CEO asked the KAF, Inc. Board Chair to sign the Authorization statement that would be sent along with the other grant application attachments as requested by the instructions in the funding application. The Authorization Statement was signed by the Chairperson of the KAF, Inc. Board of Directors.

As part of the supplemental funding approvals for the COLA and the Quality Improvement grant applications, the revised KAF, Inc. Organizational Chart was presented and approved, the revised pay scale was presented and approved, the new job description for the fiscal position that was added to the organizational structure was presented and approved.

APPROVAL: FY 2021-22 COLA & Quality Improvement Supplemental Funding Application

- Ms. Dora Garza Velasquez made a motion to approve the FY 2021-22 COLA & Quality Improvement Supplemental Funding Applications, Revised Org Chart, Revised Pay Scale, and new Fiscal Job Description as presented.
- Ms. Sonia Guerrero Perez seconded the motion.
- The motion carried.

NEW BUSINESS: Other Agenda Items

- The KAF, Inc. Board of Directors was informed of the agency’s upcoming Strategic Planning meeting scheduled June 15 & 16, 2022 at Las Colonias Center, Bldg. #6, Eagle Pass, TX. The Board & Policy Council members were 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.
- KAF, Inc. submitted a series of funding applications allocated by Center operations to the Texas Child Care Relief Funds as per the following:
 - Carrizo Springs Center \$ 247,725
 - Cotulla Center \$ 121,317
 - Pearsall Center \$ 488,575
 - Las Colonias Center \$ 585,923
 - LBJ Center \$ 273,574
 - Rosita Valley Center \$ 178,793

- Seco Mines \$ 256,341
- **TOTAL Funding Applied** \$2,152,248

A copy of the 2022 Child Care Relief Fund application was included in the KAF, Inc. Board of Director's information binder for their review. The state purpose for the use of these funds was for the following: (1) Hiring Bonuses (2) Retention Bonuses (3) Wage Supplements (4) Applicants can also use funds for the temporary enhancement of employee benefits packages, described as 4A. Free & Reduced cost child care benefit 4B. Paid Time Off 4C. Teacher classroom supply stipends or reimbursements 4D. Professional development assistance or tuition reimbursements 4E. Health insurance assistance with premiums 4F. Retirement contributions (5) Incentives and Rewards

After the receipt of the funds, KAF, Inc. will be required to create a plan on how it proposes to utilize the CCRF 2022 funds.

- The CEO presented the revised Policy No. 11 – Selection Process under the tab of ERSEA, and the Procedures 011, ERSEA Selection Process, and a copy of the ACF-IM-HS-22-03 HS Categorical Eligibility from the OHS providing guidance to programs and finally, the KAF, Inc. revised Eligibility Selection Criteria for Program Year 2020-2025. The revised eligibility selection criteria for this new program year 2022-23 incorporate the SNAP updates for eligibility.
- Finally, the CEO presented the KAF, Inc. Policy Council agenda for April 24, 2022 and detailed their discussions and agenda items that were discussed and approved at their meeting.

APPROVAL: Other Agenda Items

- Ms. Dora Garza Velasquez motioned to have the entire list of reports under new business approved, any policies and other information reported under new business be also be approved by the KAF, Inc. Board of Directors.
- Ms. Sonia Guerrero Perez seconded the motion.
- The motion carried all of the other agenda items presented in New Business were approved as presented.

EXECUTIVE SESSION:

- Ms. Dora Garza Velasquez motioned to enter into Executive Session.
- Ms. Sonia Guerrero Perez seconded the motion.
- The motioned carried and the KAF, Inc. Board of Directors entered into Executive Session at 7:05 PM.

Executive Session discussion takes place with only the KAF, Inc. Board Members and CEO present.

- Ms. Dora Garza Velasquez motioned to end Executive Session.
- Ms. Sonia Guerrero Perez seconded the motion.
- Motion carried and the KAF, Inc. Board of Directors ended Executive Session at 7:08 PM

The KAF, Inc. Board of Directors reentered into regular session at 7:09 PM. and the Chairperson, Ms. Asalia Casares communicated that there was no business reported out of Executive Session.

OPEN FORUM:

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

ADJOURNMENT:

- With no further business, Ms. Dora Garza Velasquez motioned to adjourn meeting.
- Ms. Sonia Guerrero Perez seconded the motion.
- The motion carried and was approved and the KAF, Inc. Board of Directors and the meeting ended at 7:12 PM.

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Ms. Asalia Casares, President

Kids Are First, Inc.

400 West Pena Street

Carrizo Springs, TX 78834

05.23.2022

Date

*Signature affixed to the Minutes of May 23, 2022 was attained after the KAF, Inc. Board of Directors met where a quorum was present, discussed, reviewed and approved these Minutes.