

**Board of Directors Meeting
Kids Are First, Inc.
Minutes for Meeting held
Tuesday, August 26, 2025
6:00 PM**

Agenda Item	Notes	Action
1. Call Meeting to order/Roll Call/Establish Quorum	<p>The meeting was called to order.</p> <p>Roll call:</p> <p><u> P </u> Asalia Casares <u> P </u> Judge Sonia Guerrero-Perez <u> A </u> Alfredo Padilla, Attorney <u> P </u> Dora Velázquez <u> P </u> Judge Martha A. Ponce via Zoom <u> A </u> Suzel Figueroa PC-Liaison</p> <p>Staff Present: Eduardo Hinojosa, CEO/Program Director Velma McNeil, Assistant Head Start Director Alma Martinez, CFO via Zoom</p> <p>Establish Quórum X (Yes) (No)</p>	<p>The meeting was called to order at 6:00 PM by Chairperson Asalia Casares</p>
2. Approval of Agenda	<p>Approval of agenda.</p>	<p>Action Motion: Judge Martha Ponce Second: Dora Velasquez None opposed Motion Carried</p>
3. CEO Reports	<p>CEO/Program Director Report</p> <ul style="list-style-type: none"> • There were no new updates from the Office of Head Start. • CEO/Program Director Mr. Hinojosa provided data related to the rationale of moving a Head Start Classroom to Las Colonias due to the decline in Carrizo Springs area Head Start Children recruitment. • CEO/Program Director Mr. Hinojosa and CFO Alma Martinez provided information to the Board of Directors related to the additional items requested. Additionally, the discussion in the current update of the audit includes the challenges of repeated submission of requested information. The extra hours were added to the current scope of work by the Auditor. The Board Members asked questions related to the normalcy of these requests and the 	<p>Informal</p>

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	possible need for consideration for future audits.	
4. Reports	<p>The following reports were presented and discussed, and engagement for those present to ask questions related to reports.</p> <p>The following reports were presented by the CFO, Alma Martinez, MBA</p> <ul style="list-style-type: none"> • Financial Report included the Statement of revenues, expenditures by month summary to include the Head Start, Early Head Start, CACFP, up to June 2025. • In-kind reports include those provided for June and July. • CACFP Report for June that included Meal Reimbursement summary by center and meals. • Credit Card Report for June. These included the statements for American Express, HEB for food and special diets, and Walmart. It was noted that Wal-Mart would not continue to offer the non-profit card used by Kids Are First. • The Technical and Training Budget was reviewed with expenditures up to June 2025. <p>The following report was presented by Assistant Head Start Director, Velma McNeil, MBA-LBSW</p> <ul style="list-style-type: none"> • Enrollment Report that included Early Head Start only for June. • Attendance Report for Early Head Start classroom only for June. • The report for the New Hire/Termination: June and July. 	<p>Action Reports were accepted as presented.</p> <p>First Motion: <u>Dora Velasquez</u></p> <p>Second Motion: <u>Judge Martha Ponce</u></p> <p>None opposed</p> <p>Motion Carried</p>
5. Old Business	None	No Action required

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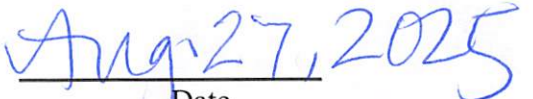
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6. New Business	<p>Mr. Eduardo Hinojosa, CEO/Program Director, shared the baseline 2025-2030 Grant Application with the Board. The Board reviewed the entire document and asked questions related to the arrival of the decision.</p> <p>The Grant application included Section 1 Application Narrative. Sub Section A included the Service Delivery.</p> <ul style="list-style-type: none"> • Service and Recruitment Area • Needs of children and families • Proposed program Option and funded enrollment slots • Eligibility, Recruitment, Selection, Enrollment, and Attendance • Education and child development • Health • Family and Community Engagement • Services for children with disabilities • Services to enrolled expectant women • Transportation <p>Sub Section B that included Governance, Organizational, and Management Structures</p> <ul style="list-style-type: none"> • Governance • Human Resources Management • Program Management and Quality Improvement <p>Section II: Budget and Budget Justification Narrative</p> <ul style="list-style-type: none"> • Program Operations • Training and Technical Assistance 	<p>Action Required 1st Motion: Judge Sonia Guerrero-Perez 2nd Motion: Dora Velasquez None opposed Motion Carried</p>
7. Open Forum	<ul style="list-style-type: none"> • Open 	
8. Executive Session	None	No Action Required
9. Adjournment	<p>Motion to adjourn the meeting at 7:15 p.m.</p> <p>The next meeting is scheduled for.</p>	<p>Action Required 1st Motion: Judge Sonia Guerrero-Perez 2nd Motion: Dora Velasquez None opposed Motion Carried</p>

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The Chairperson Board of Directors attests with her signature, and after the approval of the Board of Directors, to this document.



Ms. Asalia Casarez, Chairperson



Date