

Kids Are First, Inc.
Board of Director
Minutes for Meeting held
Tuesday March 25, 2025
6:00 PM

Agenda Item	Notes	Action
1. Call Meeting to order/Roll Call/Establish Quorum	<p>Call the meeting to order.</p> <p>Roll call:</p> <p><u>P</u> Asalia Casares, Chairperson</p> <p><u>P</u> Sonia Guerrero-Perez-Vice Chairperson</p> <p><u>P</u> Alfredo Padilla-Sargent at Arms</p> <p><u>P</u> Dora Velásquez</p> <p><u>P</u> Martha A. Ponce</p> <p><u>A</u> Suzel Figueroa PC-Liaison</p> <p>Staff Present:</p> <p>Velma McNeil, Interim CEO/Program Director</p> <p>Alma Martinez, Director of Accounting</p> <p>Velma Leal, ECE Coordinator</p> <p>Criselda Gonzalez, HR Manager</p> <p>Established Quórum <u>Y</u> (Yes) (No)</p>	<p>The meeting was to order at 6:08 PM by : Chairperson Asalia Casares</p>
2. Approval of Agenda	Approval of agenda.	<p>. Action</p> <p>1st Motion <u>Sonia Guerrero Perez</u></p> <p>2nd Motion <u>Dora Velasquez</u></p> <p>None opposed</p> <p>Motion Carried</p>
3. Approval of Minutes	<p>Approval of Meetings from Board Meeting February 6, 2025</p> <p>Special Call February 11, 2025</p>	<p>. Action</p> <p>1st Motion <u>Dora Velasquez</u></p> <p>2nd Motion <u>Sonia Guerrero Perez</u></p> <p>None opposed</p> <p>Motion Carried</p>
4. CEO-Reports	<p>CEO/Program Director Report</p> <ul style="list-style-type: none"> Office of Head Start Updates Child Care Licensing Monitors Pending CACFP compliance review Request of purchase of the car and remaining funds Agency Update Self-Assessment 	<p>Interim CEO/Program Director Velma McNeil shared the updates related to Office of Head Start funding and impacts of agency spending. There is no current date for the pending the CACFP compliance review. Update of Self-Assessment and request for Board Member to participate in Board Interview-Chairperson Asalia Casares volunteered.</p>
5. Reports	<ul style="list-style-type: none"> Financial Report December/January In-kind reports-February CACFP Report: February 	<p>. Action Required</p> <p>1st Motion <u>Sonia Guerrero Perez</u></p> <p>2nd Motion <u>Dora Velasquez</u></p> <p>None opposed</p>

Kids Are First, Inc.
Board of Director
Minutes for Meeting held
Tuesday March 25, 2025
6:00 PM

Agenda Item	Notes	Action
	<ul style="list-style-type: none"> • Credit Card Report: February • Enrollment Report-February • Attendance Report-February • New Hire/Termination February 	<p>Motion carried</p> <p>Director of Accounting-Alma Martinez, MBA shared December/January financial report. In-kind report, CACFP, and Credit Card reports for February.</p> <p>Interim CEO/Program Director shared February Enrollment report, attendance and Human Resources/Termination report as presented.</p>
6. Old Business	<ul style="list-style-type: none"> • None 	
7. New Business	<ul style="list-style-type: none"> • Child Teacher Outcomes Report Velma Leal- Early Childhood Education Coordinator • New Revised Fiscal Policy/Procedure Manual- Alma Martinez CFO • Newly Revised Employee Handbook- Criselda Gonzalez HR Manager • Approval for Revision of Head Start Budget Item Equipment to include Disposition-Trade of 2012 Traverse for 2025 Chevy Trax for \$23,651.98 • Server \$19,500 • Moving \$4000 to Supplies for Retention and Health of Staff • Moving remaining monies to Classroom Supplies for the alone space in Head Start 	<p>. Action Required</p> <p>1st Motion: <u>Dora Velasquez</u></p> <p>2nd Motion <u>Alfredo Padilla</u></p> <p>None opposed</p> <p>Motion carried</p> <p>ECE Coordinator Velma Leal shared the Outcome Report as presented.</p> <p>New Revised Fiscal Policy/Procedure Manual- Presented by Alma Martinez, Director of Accounting</p> <p>Newly Revised Employee Handbook presented by Criselda Gonzalez, HR Manager</p> <p>Request for the Approval of the Revision of Head Start Budget Item Equipment that was allocated for \$50,000 for the purchase of the vehicle that was struck by lightning to make the following changes-equipment vehicle minus \$26,348.04 to include Disposition-Trade of 2012 Traverse. To purchase a 2025 Chevy Trax for \$23,651.98</p> <ul style="list-style-type: none"> • To add \$19,500 for the purchase of the needed Server \$19,500.

Kids Are First, Inc.
Board of Director
Minutes for Meeting held
Tuesday March 25, 2025
6:00 PM

Agenda Item	Notes	Action
		<ul style="list-style-type: none"> To add \$4000.00 to Supplies for the purchase of (8) Massage Chairs for staff health and stress, and burnout as a strategy for staff retention To add the remaining \$2848.04 to the Head Start Classroom Supplies for the alone space in Head Start
8. Open Forum	<ul style="list-style-type: none"> Open 	
9. Executive Session	<p>Time In Time Out</p> <ul style="list-style-type: none"> Personnel Matters Litigation Updates Preliminary Self-Assessment/Fiscal Area Request to re-outsource payroll to Wipfli LLC 	<p>.. Action Required 1st Motion Sonia Guerrero-Perez 2nd Motion: Alfredo Padilla</p> <p>The Board approved the request to re-outsource the payroll process to Wipfli LLC and provided an update on the status at future meetings related to implementation.</p> <p>Interim CEO/Program Velma McNeil, Director of Accounting Alma Martinez, and HR Manager Criselda Gonzalez shared personnel matters, litigation updates, and preliminary self-assessment fiscal area findings.</p>
10. Adjournment	<p>Motion to adjourn the meeting Time: The next meeting is scheduled for.</p>	<p>.. Action Required 1st Motion Alfredo Padilla 2nd Motion Dora Velasquez</p>



Signature of Board of Director

4/8/25

Date