

Policy Council Special Call Meeting
Kids Are First, Inc.
Minutes
August 26, 2025

Agenda Item	Discussion	Action
Welcome		
1. Call Meeting to Order/Establish Quorum	<p>Nikita Salazar – Vice President called the meeting to order at <u>10:03 am</u> Quorum is Met - <u>10</u></p> <p>Roll Call Quorum was established with <u>9</u> members present.</p> <p>Members Present:</p> <ol style="list-style-type: none"> 1. Maria Vega – Carrizo 2. Roxy Rocha – Carrizo 3. Nikita Salazar – Pearsall 4. Kimberlyn Benavidez – Pearsall 5. Paloma Rios Vara – Las Colonias 6. Cecilia Acostq – LBJ 7. Roxanna Garza – LBJ 8. Melissa Morin - SM 9. Stephanie Salinas – Rosita Valley <p>Community Representatives:</p> <ol style="list-style-type: none"> 10. Davina Trevino 	
2. Approval of Agenda	<p>Approval of the agenda for 8/26/2025 as presented.</p>	<p>First Motion By Roxanna Garza Second Motion by Cecilia Acosta All in Favor Motion Carried</p>
3. Approval of Minutes	<p>Minutes for July 31, 2025, of the Policy Council Meeting were presented for review and approval.</p>	<p>First Motion by Kimberlyn Benavidez to approve the Minutes Second by Maria Vega All in Favor Motion Carried</p>

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4. CEO Reports	<p>Program CEO – Eduardo Hinojosa presented the following items:</p> <ul style="list-style-type: none"> ➤ Office of Head Start Updates – none at this time. ➤ Classroom Transfer from Carrizo Center to Las Colonias Center – Shared the Application & Enrollment Status Report reflecting the challenges of enrollment for the Carrizo Center – sixteen (16) vacancies continue to exist vacant and are facing a turnover of Twenty-four (24) children who enroll in the Pre-Kinder ISD program. A total of forty (40) children are needed to meet the assigned enrollment, increasing the challenge to meet enrollment at the Carrizo Center. A decision to move one Head Start classroom of seventeen (17) children was made to move to the Las Colonias Center. The agency identified that this center was the only center with available space to house the Head Start classroom. No Questions ➤ Audit Challenges – review with the policy council the Engagement Letter Change Order form and explain the reason for the requested change order. No Questions. 	
5. Reports	<p>Financial Reports for June 2025: The financial reports were presented by Alma Martinez – Director of Accounting presented the financial reports:</p> <ul style="list-style-type: none"> ➤ Statement of Revenues and Expenditures ending June 2025 ➤ Statement of Activities – June 2025 ➤ Statement of Revenues and Expenditures by Period- ending June 2025 ➤ Compliance Reporting – June 2025 <ol style="list-style-type: none"> 1. T&TA Report for June 2025 2. T&TA Statement of Revenues & Expenditures 3. T&TA – Statement of Revenues & Expenditures by Centers 4. In-kind & Administration Summary 	

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	<p>5. In-Kind Report ending June 2025. 6. Statement of Activities – General Administration 7. Statement of Revenues & Expenditures By Period ending June 30, 2025.</p> <p>➤ Child and Adult Care Food Program: June 2025</p> <p>1. Statement of Revenue and Expenditures by Period ending June 2025. 2. CACFP Reimbursement Summary 3. Claim Reimbursement for June 2025</p> <p>➤ Credit Card Statements: June 2025</p> <p>1. American Express 2. HEB 3. Valero Fleet (fuel card). 4. Wal-Mart</p> <p>➤ Enrollment for June 2025 - EHS – Full Enrollment Status</p> <p>➤ Attendance Average Report – June 2025 – EHS – 83.04%</p> <p>➤ New Hire-Termination Report for June 2025 including current vacancies report breakdown is attached.</p>	<p>First Motion to approve Financial Reports ending June 2025 as presented: Financial Reports</p> <ul style="list-style-type: none"> • Statement of Revenues and Expenditures ending June 2025 • Statement of Activities – June 2025 • Statement of Revenues and Expenditures by Period- ending June 2025 • Compliance Reporting – June 2025 • T&TA Reports for June 2025 • In-Kind Reports • Credit Cards Report • CACFP Reports • Enrollment / Attendance Reports – for June 2025 • New Hire /Termination – June 2025 <p>by Roxanna Garza Second by Ciria Flores All in Favor Motion Carried</p>

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6. Old Business	None	No Action
7. New Business	<ul style="list-style-type: none">Baseline 2025-2030 Grant Application Mr. Eduardo Hinojosa – Program CEO presented the Baseline 2025-2030 Grant Application, highlighting each section of the application. No questions on behalf of the policy council members.Self-Assessment 2024 Mr. Eduardo Hinojosa – Program CEO presented the Self- Assessment report for 2024 explaining the process of the Self-Assessment. Presented each section and presented the areas of follow up based on program finding. Informing the policy council committee of program’s goal to be complying in all areas.	First Motion to approve the Baseline 2025-2030 Grant Application as presented by Roxanna Garza Seconded by Maria Vega All in Favor Motion Carried
8. Open Forum	Program CEO announced the upcoming Texas Head Start Association Conference for interest of Policy Council Members electing to attend. Policy Council Members are to inform their center manager or PFCE Coordinator of their decision.	No Action
9. Adjourn	Meeting adjourned at 10:51 am	First Motion to Adjourn by Roxanna Garza Second Motion by Maria Vera All in Favor Motion Carried

Approved by:


Nikita Salazar – Policy Council Vice-President

Date: 8-26-2025