Board of Directors Meeting Minutes

**Organization: Kids** First, Inc.

**Meeting Type:** Board of Directors Meeting

**Date:** April 21, 2026

**Time:** 5:30 pm

**Location:** Kids Are First, Inc.-Administrative office 400 Pena, Carrizo Springs, Texas 78834

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1. Call to Order

The meeting was called to order at 5:32pm PM by Board Chair, Asalia Casares.

Roll Call

Board members present:

- Asalia Casares **X** Present ☐ Absent
- Sonia Guerrero-Perez ☐ Present **X** Absent
- Alfredo Padilla **X** Present ☐ Absent
- Dora Velásquez **X** Present ☐ Absent
- Martha A. Ponce **X** Present ☐ Absent
- Nikita Salazar ☐ Present **X** Absent

Kids Are First Staff Present:

Eduardo Hinojosa, CEO/Program Director

Alma F. Martinez, MBA – CFO

Velma McNeil, LBSW-MBA-Assistant Head Start Director

Others present:

Celia Valdes

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Establishment of Quorum

A quorum was **X** established ☐ not established.

(Number present: __4____ | Quorum required: __3____)

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2. Approval of Agenda (Action Item)

The Chair presented the agenda for review.

**Motion:** Made by Judge Martha Ponce to approve the agenda as presented.

**Second:** by Alfredo Padilla Esq.

**Vote: X** Approved ☐ Not Approved ☐ Approved with amendments

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3. Approval of Previous Minutes (Action Item)

The Board reviewed the minutes from the Board of Directors meeting held on **March 23, 2026.**

**Motion:** Made by Dora Velasquez to approve the agenda as presented.

**Second:** by Judge Martha Ponce.

**Vote: X Approved** ☐ Not Approved ☐ Approved with corrections

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4. CEO / Program Director Report (Informational)

The CEO/Program Director presented the following report:

- Office of Head Start updates
- Bingo event in Eagle Pass
- SMART Board use
- Kids Are First Learning Center – Certificate of Formation
- Wipfli "Stronger to Serve" Conference (July 13–17, 2026)

Discussion summary:

There were no updates for any of the regulatory compliance to include Child Care Licensing, Office of Head Start, CCAFP.

The upcoming Kids Are First, Inc. will host the Bingo event at Eagle Pass and information was shared about location and overview of the event. The goal is set for 300 people.

Kids Are First, Inc. will reduce the SMART Board use in the classroom that support the mental health of the children.

Information was provided related to the status of the formation of the Kids Are First Learning Center (Childcare).

Members were presented with upcoming training opportunities by Wipfli slated for July 13 through 17th.

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(No motion required; information presented for the record.

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5. Committee and Management Reports (Action Item)

CFO Alma Martinez, MBA provided the following reports were presented and reviewed:

- Financial Report
- In-Kind Report (March)
- CACFP Report (March)
- Credit Card Report (March)

Velma McNeil, LBSW-MBA provided the following reports were presented and reviewed:

- Enrollment Report (March) to include required OHS monthly under-enrollment report.
- Attendance Report (March)
- New Hire/Termination Report (March)

**Motion:** Made by Judge Martha Ponce to accept the reports as presented.

**Second:** Alfredo Padilla, Esq

**Vote:** X Approved ☐ Not Approved

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6. Old Business

- None

(No action taken.)

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7. New Business (Action Items)

The CEO/Program Director presented the following items:

a. Revised By-Laws

b. Seating of New Board Member – Ms. Clelia Valdes

c. Eligibility Selection Criteria – Annual Review

d. Calendar Program Year 2026–2027

e. Proposal for Change of Scope and Revised Organizational Chart

**Motion:** Made by Dora Velazquez to accept approve the revised By-Laws, Selection Criteria, Calendar Program Year 2026-2027 and Proposal for Change of Scope, including Revised Organizational Chart.

**Second:** Alfredo Padilla, Esq

**Vote:** X Approved ☐ Not Approved

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8. Interview for Self-Assessment (Informational)

Board members participated in interviews for the annual self-assessment conducted by Assistant Head Start Director, Velma McNeil, LBSW-MBA

**Information as presented with no action to amend was**

**Motion:** by Judge Martha Gomez Ponce, Esq- County Judge

**Second:** Dora Velasquez

**Vote: X** Approved ☐ Not Approved

Summary notes:

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9. Open Forum

Members of the Board provided comments and questions.

Summary:

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10. Executive Session

The Board entered Executive Session at 6:17 pm to discuss litigation updates.

**Motion to Enter Executive Session:** Alfredo Padilla

**Second:** Dora Velazquez

**Vote: X** Approved

The Board exited Executive Session at 6:28 pm.

(No actions were taken / The following action was taken upon return to open session:

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11. Adjournment (Action Item)

**Motion:** Made by Alfredo Padilla to adjourn the meeting.

**Second:** Dora Velazquez

**Vote:** X Approved

The meeting was adjourned at 6:29 PM.

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Next Scheduled Meeting

**Date:** Wednesday, May 27, 2026

**Time:** 5:30 pm

**Location:** Kids Are First, Inc.-Administrative office 400 Pena, Carrizo Springs, Texas 78834

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Certification of Minutes

These minutes were prepared by:

**Name/Title:** Velma McNeil - Assistant Head Start Director

**Date Prepared:** 4/22/26

Approved by the Board of Directors on:

**Date:** 4.22.26

**Signature (Board Chair or Secretary):** 