Board of Directors Meeting Minutes

Organization: Kids First, Inc.

Meeting Type: Board of Directors Meeting held on

Date: August 31, 2026

Time: 5:30 pm

Location: Kids Are First, Inc.- Admin Office, 400 Pena, Carrizo Springs, Texas 78834

---

1. Call to Order

The meeting was called to order at pm 5:38 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 Velázquez **X** Present ☐ Absent
- Martha A. Ponce **X** Present ☐ Absent
- Celia Valdes 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:

Establishment of Quorum

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

(Number present: __5__ | Quorum required: __4__)

---

2. Approval of Agenda (Action Item)

The Chair presented the agenda for review.

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

Second: by Alfredo Padilla, Esq.

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

---

3. Approval of Previous Minutes (Action Item)

The Board reviewed the minutes from the Board of Directors meeting held on **July 28, 2026.**

Motion: Made by Honorable Judge Martha A. Ponce to approve the previous minutes as presented.

Second: by Alfredo Padilla, Esq.

Vote: X Approved ☐ Not Approved ☐ Approved with corrections

---

4. CEO / Program Director Report (Informational)

The CEO/Program Director presented the following report:

The CEO/Program Director presented the following reports:

CEO/Program Director Report

- Office of Head Start Updates – ACF-OHS-IM-26-01 Enrollment Reductions
- Status of Change of Scope Application
- Update of LBJ Building Damaged by Fire
- Updates Regarding Second Entrance in Las Colonias
- Daycare in Cotulla

The Board discussed the information presented.

(No motion required; information presented for the record.

---

5. Committee and Management Reports (Action Item)

CFO Alma Martinez, MBA, provided the following reports for July 2026 were presented and reviewed:

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

Velma McNeil, MBA-LBSW, provided the following reports for June 2026 were presented and reviewed:

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

Motion: Made by Honorable Judge Martha A. Ponce to approve the items as presented.

Second: by Alfredo Padilla, Esq.

Vote: X Approved ☐ Not Approved

---

6. Old Business

- None

(No action taken.)

---

7. New Business (Action Items)

- None

8. Open Forum

- None

---

9. Executive Session

None.

10. Adjournment (Action Item)

Motion: Made by Alfredo Padilla, Esq. to adjourn the meeting.

Second: Made by Honorable Judge Martha A. Ponce.

Vote: X Approved

The meeting was adjourned at 5:57 PM.

Next Scheduled Meeting

Date: September 22, 2026

Time: 5:30 PM

Location: Kids Are First Administrative Office

Certification of Minutes

These minutes were prepared by:

Name/Title: Velma McNeil, Assistant Head Start Director

Date Prepared: September 2, 2026

Approved by the Board of Directors on:

Date: _____

Signature (Board Chair or Secretary): _____