Board of Directors Meeting Minutes

Organization: Kids First, Inc.

Meeting Type: Board of Directors Meeting held on

Date: July 28,2026

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 pm 5:34PM by Board Chair, Asalia Casares.

Roll Call

Board members present:

- Asalia Casares **X** Present ☐ Absent
- Sonia Guerrero-Perez **X** Present ☐Absent
- Alfredo Padilla **X** Present ☐ Absent
- Dora Velásquez **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__)

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2. Approval of Agenda (Action Item)

The Chair presented the agenda for review.

Motion: Made by Honorable Sonia Guerrero-Perez to approve the agenda as presented.

Second: by: Celia Valdez

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 **June 23, 2026.**

Motion: Made by Honorable Sonia Guerrero-Perez to approve the agenda as presented.

Second: by Celia Valdes.

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:

The CEO/Program Director presented the following reports:

- Office of Head Start Updates
- Vehicle Bids
- LBJ Building 1 Update
- Pre-Service Format

The Board discussed the information presented.

(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 for June 2026 were presented and reviewed:

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

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

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

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

Second: Dora Velasquez

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)

Assistant Head Start Director present the following:

- New-Fiscal/CACFP Clerk Job Description
- Revised Job Descriptions presented
- Revised Organizational Chart
- Revised Wage Scale
- New Progressive Disciplinary Action Policy and Procedure
- Self-Assessment for 2024-2025 Fiscal year
- Community Assessment Update for 2024-2025 Fiscal Year

CFO Alma Martinez presented the following:

- Plan of Action to prevent reoccurrence of unauthorized disclosure of information.

Information as presented with no action to amend was

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

Second: Celia Valdes

Vote: X Approved ☐ Not Approved

Summary notes:

9. Open Forum

None

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10. Executive Session

None.

11. Adjournment (Action Item)

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

Second: Dora Velasquez

Vote: X Approved

The meeting was adjourned at 6:15 PM.

Next Scheduled Meeting

Date: August 25, 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: August 14, 2026

Approved by the Board of Directors on:

Date: Aug 31, 2026

Signature (Board Chair or Secretary): VCastares