Board of Directors Meeting Minutes

Organization: Kids Are First, Inc.

Meeting Type: Board of Directors Meeting

Date: May 27, 2026

Time: 5:30 pm

Location: Administration office-400 Pena, Carrizo Springs, Texas 78834

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1. Call to Order

The meeting was called to order at 5:33 PM by Asalia Casares, Board Chair.

Roll Call

Board members present:

- Asalia Casares X Present ☐ Absent
- Honorable Justice of Peace Sonia Guerrero-Perez X Present ☐ Absent
- Alfredo Padilla JD Esq. X Present ☐ Absent
- Dora Velasquez X Present ☐ Absent
- Honorable Judge Martha A. Ponce, JD Esq. X Present ☐ Absent
- Celia Valdez X Present ☐ Absent
- Nikita Salazar ☐ Present X Absent

Others present: KAF CEO/Program Director Jesus Eduardo Hinojosa, Assistant Head Start Director Velma McNeil, MBA-LBSW, and CFO Alma Martinez-MBA

Establishment of Quorum

A quorum was X established ☐ not established.

(Number present: 6 | Quorum required: 4

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2. Approval of Agenda (Action Item)

The Chair presented the agenda for review.

Motion: Made by Honorable Judge Martha-Gomez-Ponce, Esq, to approve the agenda as presented.

Second by: Honorable Justice of the Peace Sonia Guerrero-Perez

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 April 21, 2026.

Motion: Made by Dora Velasquez to approve the minutes.

Second by: by Alfredo Padilla, Esq.

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 on June 10th at the County agenda in Carrizo Springs, Texas
- Leadership training-June 29, 2025, at the Middle Rio Grande (Carrizo Springs) location
- Kids Are First Learning Center – Certificate of Formation, bylaws updated to reflect information related to the Learning Center.
- Post Award supplement.

Discussion summary:

The CEO/Program Director had no update related to the Office of Head Start, Child Care Licensing, or any other regulatory compliance.

The Carrizo Springs bingo will have a total payout of around $2000 as per the additional donations received by community partners and staff. The Board members were pleased and is looking forward to the final results. Information was shared, and BOD was invited to the Leadership training slated for June 29th. The CEO provided a summary of the attached formation of the Kids Are First Learning Center. Lastly, information related to the COLA Post award supplement was provided and discussed.

(No motion required; information presented for the record.)

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5. Committee and Management Reports (Action Item)

The following reports were presented and reviewed:

- Financial Report not presented.
- In-Kind Report April 2026
- CACFP Report April 2026
- Credit Card Report April 2026
- Enrollment Report April 2026
- Attendance Report April 2026
- New Hire/Termination Report April 2026

Motion: Made by Honorable Justice of the Peace Sonia Guerrero- Perez to accept the reports as presented.

Second by: 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)

- Procedure HR 225-Summary of the year/form
- Strategic planning meeting dates.
- Approval of CEO/Program Director Timesheets

Summary of discussion:

The Assistant Head Start Director shared the updated Procedure HR 225 Summary of the year and the form. The board engaged and asked questions related to the information presented.

The CEO/Program Director discussed scheduling the strategic planning meeting for June. The board finalized the date as June 23rd from 9 am to 3 pm, pending logistics.

The CEO/Program Director discussed the approval of his timesheet. Since the program inception, it has been practice that the CEO/Program Director approves his/her own timesheet. Auditors mentioned that it was recommended to have that practice in writing. The Board agreed to keep practice in place and the CEO/Program Director will keep approving own timesheets.

Motion: by Alfredo Padilla, Esq

Second by: Dora Velasquez, member

Vote: X Approved ☐ Not Approved ☐ Tabled

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8. Open Forum

None.

Summary:

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10. Executive Session

The Board entered Executive Session at 6:21 PM to discuss.

Motion to Enter Executive Session: Made by Honorable Judge Martha-Gomez-Ponce, Esq

Second by: Alfredo Padilla, Esq

Vote: X Approved

The Board exited Executive Session at 7:08 PM.

Annual Evaluation for CEO/Program Director was completed. Salary adjustment to Step 4 was recommended

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11. Adjournment (Action Item)

Motion: Made by Honorable Judge Ponce to adjourn the meeting.

Second: Honorable Sonia Guerrero-Perez

Vote: X Approved

The meeting was adjourned at 7:10 PM.

Next Scheduled Meeting

Date: Tuesday, June 23, 2026

Time: 12:00 PM

Location: TBD

Certification of Minutes

These minutes were prepared by:

Name/Title: Assistant Head Start Director Velma McNeil, MBA-LBSW

Date Prepared: May 29, 2026

Approved by the Board of Directors on:

Date: 6.23.26

Signature (Board Chair or Secretary): V Castanes