Board of Directors Meeting
Kids Are First, Inc.
Minutes for
Tuesday, September 30, 2025

Agenda Item	Notes	Action
1. Call Meeting to order/Roll Call/Establish Quorum	Call the meeting to order. Roll call: __P___ Asalia Casares __P___ Sonia Guerrero-Perez __P___ Alfredo Padilla __P____ Dora Velázquez __P____ Martha A. Ponce arrived at 6:17 pm __A____ Suzel Figueroa PC-Liaison Establish Quórum _X_(Yes) _____(No)	The meeting was to be ordered at 6:04 PM by Chairperson Asalia Casares
2. Approval of Agenda	Approval of agenda. The members present reviewed the agenda; no additions or corrections were necessary.	Action Required Motion by Judge Sonia G.-Perez Second by Dora Velazquez None opposed; motion carried
3. Approval of Minutes	BOD presented and reviewed the Minutes from the August 26 meeting were approved on August 27, 2025. No action needed.	None
4. Audit Report	Financial Audit Report Mr. Milo Martinez presented the 2024 the entire Audit to the board, which was noted as a clean audit. There were some recommendations and an action plan presented for material weakness to avoid future findings, composed by CFO Alma Martinez, MBA. The Board members present asked questions and were provided by Mr. Martinez with the charge of the board during the presentation. This item will be approved with additional Fiscal reports.	Presented by Mr. Milo Martinez of Martinez, Rosario and Company, LLP
5. CEO Reports	CEO/Program Director Reported on the following • Letter to House Appropriations Committee • Letter from Senator Cornyn • Meeting with Ms. Cordelia Gonzalez from Ted Flores Elementary in Pearsall • Possible donation of Modular Building from EPISD • BOD and PC Program Governance Training No action needed.	Informal

Board of Directors Meeting
Kids Are First, Inc.
Minutes for
Tuesday, September 30, 2025

Agenda Item	Notes	Action
6. Reports	• Financial Report • In-kind reports for July and August • CACFP Report: July and August • Credit Card Report: July and August • Request for approval of Annual Audit, previously presented by Milo Martinez of Martinez, Rosario and Company, LLP The following reports were shared for approval by Velma McNeil, MBA-LBSW, Assistant Head Start Director: • Enrollment Report: July and August • Attendance Report: July and August • New Hire/Termination August	Action Required Motion by Judge Martha Ponce Second by Attorney Alfredo Padilla None opposed the motion; carried.
7. Old Business	• Eduardo Hinojosa, CEO, Program Director, provided follow-up information related to the Fraudulent Charges and shared that the agency was unable to recoup any of the funds. Additionally, these cards were reported and destroyed.	No Action Required
New Business	• School Readiness Goals for PY 2025-2026 were presented by Early Childhood Coordinator, Maria Velma Leal. • CEO/Program Director Eduardo Hinojosa shared the 2024-2025 Annual Report as presented. • CFO Alma Martinez presented the need for a separate Bank Account for Payroll and the benefits to assist in the reconciliation of payroll. The following revised job descriptions, employee handbook, policies, and procedures, and the eliminated policies and procedures were shared for approval by Velma McNeil, MBA-LBSW, Assistant Head Start Director: • HR Specialist I Job Description • HR Specialist II Job Description • Revised Employee Handbook • Revised Human Resources System • Revised Policies and Procedures	Action Required Motion by Judge Martha Ponce Second by Judge Sonia Guerrero-Perez None opposed the motion; carried.

Board of Directors Meeting
Kids Are First, Inc.
Minutes for
Tuesday, September 30, 2025

Agenda Item	Notes	Action
	○ **Eliminated Policies** ▪ HR 120 Hiring Bonus ▪ HR 410 Hiring Bonus (Duplicated) ▪ HR 121 Bonus Policy Employee Performance Plan ▪ HR 122 Employee Retention Bonus ▪ HR 123 Mid-Year Performance Bonus ▪ HR 124 COVID-19 Omicron BA Variant Booster Vaccination Incentive ▪ HR 155 COVID-19 Omicron BA Varian Booster Vaccination Incentive (Duplicated) ▪ HR 126 Professional Development Reimbursement (Duplicated) ▪ HR 183 Employee Uniforms ▪ HR 186 Employee Uniforms (Duplicate) ▪ HR 185 Leave Without Pay (Duplicate) ▪ HR 186 Vaccination Policy ▪ HR 154 Employee COVID-19 Vaccination ▪ HR 188 Employee COVID-19 Vaccination (Duplicate) ▪ HR 189 Time Clock Usage (Duplicate) ▪ HR 195 Time Clock Usage (Duplicated) ▪ HR 190 Flexible or Alternative Work Assigned or Location Mandatory ▪ HR 191 Flexible or Alternative Work Assigned or Location Mandatory (Duplicated) ▪ HR 405 Employee Retention Bonus (Duplicate) ▪ HR 415 Mid-Year Performance Bonus ○ **Eliminated Procedure** ▪ HR 190 Working Remotely ○ Revised Policies	

Board of Directors Meeting
Kids Are First, Inc.
Minutes for
Tuesday, September 30, 2025

Agenda Item	Notes	Action
	▪ HR 80 Probationary Period of Employment ▪ HR 90 Classification of Employment ▪ HR 100 Orientation Training ▪ HR 165 Staff Health and Wellness ▪ HR 170 Cameras in the Workplace ▪ HR 179 Holiday Policy ▪ HR 180 Time Clock Usage ▪ HR 181 Program Closures and Breaks ▪ HR 251 Professional Development Reimbursement ▪ HR 370 Outside Employment ▪ HR 421 Leave Without Pay (LOWP) o Revised Procedures ▪ HR 80 Probationary Period of Employment ▪ HR 170 Cameras in the Workplace ▪ HR 180 Time Clock ▪ HR 182 Dress Code ▪ HR 250 Staff Training and Development ▪ HR 251 Professional Development Reimbursement ▪ HR 395 Compensation ▪ HR 400 Benefits ▪ HR 420 Leave ▪ HR 421 Leave Without Pay ▪ HR 425 Travel and Transportation CFO Alma Martinez shared for approval the Fiscal Forms to implement from the audit material weaknesses. ▪ Request to Change General Ledger Account ▪ Payroll Change Notification Form	
Open Forum	• Open	
10. Executive Session	No executive session was conducted	None required

Board of Directors Meeting
Kids Are First, Inc.
Minutes for
Tuesday, September 30, 2025

Agenda Item	Notes	Action
11. Adjournment	Motion to adjourn the meeting Time: 7:45 PM The next meeting is scheduled for: October 30, 2025	Action Required Motion by Judge Martha Ponce Second by Dora Velazquez None opposed the motion; carried.

The Board of Directors Chairperson attests with her signature and after the approval of the Board of Directors to this document.

A Casares

Ms. Asalia Casares, KAF Chairperson

Nov. 17, 2025

Date