

*Texas Migrant Council, Inc.*  
**BOARD OF DIRECTORS**  
**MONTHLY MEETING and TRAINING MINUTES**

**LOCATION:** *Conference Call*

**DATE:** *March 12, 2005*

**ROLL CALL:**

<i>MEMBER</i>	<i>PRESENT/ABSENT</i>
Ms. Sandra Martinez, Chairwoman	Present
Mr. Daniel Liskai, Vice-Chairman	Absent
Mr. Russell Donohue, Treasurer	Present
Ms. Graciela Camargo, Secretary	Present
Ms. Maribel Garcia, Sgt. At Arms	Present
Mr. Juan Jose Balli, Charter Member	Present
Mr. Vidal Cantu, Jr., Charter Member	Present
Mr. Blas Castaneda, Member	Present
Mr. Francisco Flores, Member	Present
Mr. Leonel Lopez, Member	Present
Mr. Miguel Lopez, Member	Present
Dr. Hilda Medrano, Member	Present
Ms. Blanca Munoz, Member	Present
Ms. Diana Palacios, Member	Absent
Ms. Lorena Cuellar, PC President	Present

**Gallery Present**

Ms. Mary G. Capello	Chief Executive Officer
Ms. Wendy L. Kissman	Board of Directors Executive Secretary
Mr. Dennis Shultz	Human Resource Director
Mr. Jerald Sparenberg	Chief Financial Officer

Agenda:  (y) (n)

Materials provided/distributed:  (y) (n)

Minute Taker: Wendy L. Kissman, Board of Directors Executive Secretary

Item/Subject	Discussion Referenced materials, copies, etc.	Action/ Motions
1. Meeting Called to Order	Ms. Sandra Martinez, board chair, called monthly board meeting to order at 9:10 a.m.	<i>Called to Order</i>
2. Roll Call	Ms. Graciela Camargo, board secretary, called roll. Thirteen (13) out of Fifteen (15) board members were present. Quorum was established.	<i>Quorum Established</i>
3. Action Items	<p><b>A. Approval of Consent Agenda Items</b> (Previously e-mailed)(February Monthly Meeting Minutes, Contracts Reports, Workforce/CCMS Management Programs Report, MSHS Monthly Reports): Mr. Francisco Flores, board member, moved to approve the consent agenda items as presented.</p> <ul style="list-style-type: none"><li>○ Ms. Blanca Munoz, board member, seconded.</li><li>○ <b>Approved Unanimously.</b></li><li>○ No Discussion.</li></ul> <p><b>B. Approval of TMC Personnel Policies</b> Ms. Grace Camargo, board member, moved to approve the TMC Personnel Policies with the understanding that administration will separate the FMLA and HIPPA act and incorporate an index.</p> <ul style="list-style-type: none"><li>○ Ms. Blanca Munoz, board member, seconded.</li><li>○ <b>Approved Unanimously.</b></li><li>○ Discussion.</li></ul> <p><b>C. Approval of Recommended Mileage Rate Amendment.</b> Mr. Francisco Flores, board member, moved to approve the recommended mileage rate increase from \$0.30 to \$0.40 cents a mile, as each program budget permits.</p> <ul style="list-style-type: none"><li>○ Dr. Hilda Medrano, board member, seconded.</li><li>○ <b>Approved Unanimously.</b></li><li>○ No Discussion.</li></ul>	<p><i>Handouts Approved</i></p> <p><i>Handouts Approved</i></p> <p><i>Handout Approved</i></p>
4. Board of Directors Committee Reports	<p><b>A. Executive/Planning/Quality Assurance</b> Ms. Grace Camargo, board secretary, reported that the committee met on Thursday, March 3, 2005, to review the March monthly board meeting agenda. The committee had no items for action at this meeting.</p>	

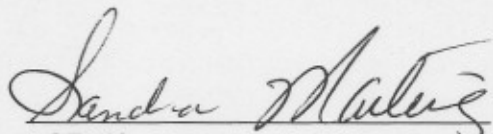
BOD Approved on: April 9, 2005

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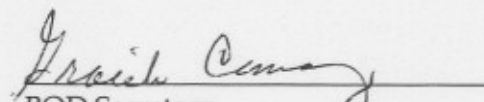
	<p><b>B. Fiscal/Insurance/Risk Management</b> Mr. Rusty Donohue, board treasurer, reported the ad-hoc audit committee and the Fiscal/Insurance/Risk Management committee met on Friday, March 11, 2005; no action was needed or taken.</p> <p><b>C. Education/Programs</b> No meeting was held, no report submitted.</p> <p><b>D. Legislative/By-Laws/Board Development</b> No meeting was held, no report submitted.</p> <p><b>E. Special Advisory Board</b> No meeting was held, no report submitted.</p>	
<p>5. BOD Chairs Monthly Report</p>	<p>No monthly report was submitted.</p>	
<p>6. PPC President /Board Liaison Monthly Report</p>	<p>Ms. Grace Camargo, board liaison, reported that the Policy Council had not met but is scheduled to meet on April 1-2, 2005, in Laredo.</p> <p>Ms. Lorena Cuellar, PC President, informed the members of the board that an Education Committee meeting is scheduled for April 5-6, 2005, also in Laredo.</p>	
<p>7. Chief Executive Officers Monthly Report</p>	<p>Ms. Mary Capello, CEO, orally reviewed the CEO monthly report previously emailed to all members of the board.</p> <p>Mr. Jerald Sparenberg, CFO, orally reviewed the fiscal monthly reports, previously emailed to the members of the board. Mr. Sparenberg requested approval from the board to proceed with developing a Request for Proposal (RFP) for baking services and Request for Qualifications (RFQ) for a pension plan third party administrator. Mr. Sparenberg stated that the RFP and RFQ would be shared with the fiscal and/or audit committee for review before being sent out for bids.</p> <p><b>Ms. Blanca Munoz, board member, moved to approve Mr. Sparenberg's request to proceed with developing an RFP for banking services and an RFQ for a pension plan third party administrator, with the understanding that the RFP and RFQ will go to the fiscal audit committee before being sent out for bids.</b></p> <ul style="list-style-type: none"> <li>o Mr. Francisco Flores, board member, seconded.</li> <li>o <b>Approved Unanimously.</b></li> <li>o Discussion.</li> </ul> <p>Mr. Sparenberg also proposed submitting monthly fiscal reports differently. He recommended that beginning with the April Board Monthly Board Meeting, a projected expenditure report will be submitted with the accurate report following at the next month's board meeting. Mr. Sparenberg's suggestion was accepted by the members of the board</p>	

	<p>Ms. Capello stated that due to the upcoming federal review she felt it was imperative that the May, June and July board meetings be conducted VPN, to be able to administer required board trainings.</p> <p>Ms. Blanca Munoz, board member, moved to approve Ms. Capello's recommendation to conduct May, June and July, monthly board meetings by VPN.</p> <ul style="list-style-type: none"> <li>o Dr. Hilda Medrano, board member, seconded.</li> <li>o <b>Approved Unanimously.</b></li> <li>o No Discussion.</li> </ul>	
8. Executive Session	There were no items for Executive Session.	
9. Sound Off Session	There were no items for Sound Off Session.	
10. Adjourn	<p>Ms. Graciela Camargo, board member, moved to adjourn.</p> <ul style="list-style-type: none"> <li>o Ms. Blanca Munoz, board member, seconded</li> <li>o <b>Approved Unanimously.</b></li> <li>o No discussion.</li> </ul> <p>Meeting Adjourns at 10:00 a.m.</p> <p><i>* A recording of the monthly board meeting is available, upon request, from Ms. Wendy L. Kissman, Board of Directors Executive Secretary.</i></p>	<i>Adjourned</i>

APPROVED BY:

  
BOD Chairman

WITNESSED BY:

  
BOD Secretary

APPROVAL DATE: April 9, 2005