

**Texas Migrant Council, Inc.**  
**BOARD OF DIRECTORS**  
**STRATEGIC PLANNING AND Bi- MONTHLY BOARD MEETING MINUTES**

**LOCATION:** Live Laredo

**Date:** January 12, 2008

**ROLL CALL:**

<b>MEMBER</b>	<b>PRESENT/ABSENT</b>
Ms. Sandra Martinez, Board Chair	Present
Mr. Louis Dan Liskai, Board Vice-Chair	Present
Mr. Leonel Lopez, Treasurer	Present
Ms. Grace Camargo, Secretary	Present
Ms. Diana Palacios, SGT. At Arms	Present
Mr. Juan Jose Balli	Absent
Mr. Vidal Cantu, Jr.	Present
Mr. Blas Castaneda	Absent
Judge Juan Velasquez	Present
Mr. Francisco Flores	Present
Mr. Miguel Lopez	Present
Dr. Hilda Medrano/PC Liaison	Present
Ms. Blanca Munoz	Present
Ms. Maribel Garcia	Present
Dr. Rene Cantu	Absent
Mr. Juan Massey	Present
Ms. Elaine Tafolla PC President	Absent

**Agenda:**  (y) (n)

**Materials provided/distributed:**  (y) (n)

**Minute Taker:** Ms. Minerva Mendoza

<b>Item/Subject</b>	<b>Discussion Referenced materials, copies, etc.</b>	<b>Action/ Motions</b>
<b>I. Meeting Called to Order</b>	Ms. Sandy Martinez, Board Chair, called the Strategic Planning and Bi-Monthly Board meeting to order at 8:20 a.m.	<b>Called to Order</b>
<b>II. Roll Call</b>	Ms. Grace Camargo, Board Secretary, called roll. Thirteen (13) out of seventeen (17) board members were present. Quorum was established.	<b>Quorum Established</b>

### **Strategic Planning**

The Board of Directors develops a Strategic plan for the corporation that tells us where we need to go every 5 years (2008-2013). Coincidentally, this year's strategic plan happens to end on the year 2013, which is the year where a lot of the Head Start Act performance standards deadlines have to be met. We have a performance standard where 50 percent of our teachers must have a BA by the year 2013. The Senior Management Team took the liberty to make some recommendations for the Strategic Plan based on an assessment of our performance in the last 5 years. We looked at ourselves internally, and, we also looked at the trends nationwide. The following are some of the recommendations that we want to make to you. With regards to the equitable representation on the Board of Directors, we recommend the continuation of this goal. We recommend adding language that abides with the Head Start Act where one board member is a lawyer, one has a fiscal background, preferably a CPA, and one has an Early Childhood Education degree or background. Ms. Blanca Munoz and Dr. Hilda Medrano recommend adding a category of board membership with expertise in the area of special needs. Judge Juan Velasquez responded to the discussion by referencing that adding this qualification to the By-laws just because we have someone from the board right now that meets that requirement is not a good idea because that does not mean that the person will be on the board 5 years from now. If that person goes off the board, we will be required to find a special needs individual. Ms. Grace Camargo recommended setting a timeline for getting board members from each state. We want to say that in 2 years we will have 2 directors per state and a total of 24 by the year 2009. Ms. Sandy Martinez recommended adding one board member from each state in the year 2008 and the others by 2009. The reason she recommended this is so that when the auditors come to evaluate us they can see that we proposed to have 24 by the year 2009. Judge Velasquez recommended setting a limitation on the number of directors not to exceed 24, and not that we have to have 24. He added that this means we cannot exceed 24. According to Judge Velasquez, our obligation will be, to have at least one Director for each state. Judge Velasquez recommended including the language of equitable representation by required backgrounds in the By-laws so we won't forget. Ms. Sandy Martinez asked whether Charter Members count in the 24 or are they separate members. Ms. Mary Capello answered that they currently count in the 24 because when they come to the meeting they vote. Mr. Francisco Flores asked a question about Policy Council members and whether they have to be American Citizens? Ms. Mary Capello answered that they do because we do not want to be liable if they are not U.S. citizens. Ms. Capello recommended adding board training and development as a

required goal because the new Head Start Act it gives a lot of responsibilities to the Board. Conflict of interest training annually, and fiscal orientation should also be included because the fiscal fiduciary responsibility is now greater. It is very important that we have fiscal training on an on-going basis. We have to budget for training like the National Migrant and Seasonal Conference. Ms. Sandy Martinez recommended adding to the By-laws an Amendment that says that Charter members can vote when they are present at the meeting but when they can't be here they will not be counted absent. Ms. Martinez directed CEO to ask Mr. Vidal Cantu, Mr. Juan Jose Balli, and Mr. Francisco Flores if they want to be Charter Members. We will not accept proxies from Charter members. Judge Velasquez asked about the quorum; whether quorum will be counted on the 24. He proposed amending the By-laws so that Charter Members will not be counted towards quorum. Dr. Hilda Medrano recommended asking the Board Members at this meeting. The Board Members recommended that Mr. Balli be asked because his health has been fragile and bad. Mr. Leonel Lopez explained that a charter member is like an honorary, when they are present they participate and they vote on everything. When they can't come, the absence is not counted against them and you can't send a proxy. Dr. Medrano said, it's like an honorary board member with a higher level of privileges and she recommended an official notification be sent to them. Mr. Leonel Lopez said, I think they are already considered Charter Members because they have been here since day one. Judge Velasquez stated that the By-laws should read Charter Members do not count towards the maximum number of active board members. Active members are the ones that are counted towards quorum. Charter Members should not be considered in establishing or determining quorum. Additional charter members can be voted on. The By-laws be amended to not exceed 25. We recommended continuing our goal of expanding our programs service delivery areas and continuing the quality of our services. Currently, we submitted proposals to the Head Start Bureau for the Las Vegas Head Start, Kendall Head Start, Starr, Jim Hogg, Duval and Zapata Counties Head Starts, as well as, a proposal to the Texas Department of Health and Human Services Healthy Marriage Grant. We believe that we are going to be successful in most of those with the exception of Las Vegas. We received a call from the Texas Department of Health and Human Services on the grant application for Healthy Marriages. They invited us to go for a final interview; if funded this will allow us the opportunity to expand our healthy marriage grant to Victoria County, Bexar County and the Crystal City Region. We submitted two E-Rate applications to the Federal Government for \$1 million each to be able to buy better technology. This will help us invest in security cameras for every single one of our classrooms. The cameras will have voice and a way to be able to monitor the instruction in the

classroom. We are going to create a Teaching Lab, the Early Childhood Education Lab of Excellence in Laredo. Teachers will be brought in for training on health or education; they will go back to their classrooms and apply that instruction. Afterward, we will be able to monitor them through our cameras. When the TEEM mentors or the monitors go out to monitor, they can check that our staff is delivering services in accordance to what we taught. We are also investing in a scientifically research based curriculum, as the Head Start Act requires. By the year 2013, we propose to adequately staff and compensate teachers so we do not lose them. Mr. Leonel Lopez advised us E-Rate will fund a library like a resource center library and we can apply for this and buy computers for the library. It is possible to fund a library in every regional office. If we do not qualify as a school, we can explore and be ready for plan B. Mr. Rodney Rodriguez, Corporate Compliance Officer, thanked the board for their input and mentioned that he would add the recommendations to the plan. Dr. Hilda Medrano asked who was involved in this assessment, and mentioned that a lot of work was put into this plan. Dr. Hilda Medrano congratulated staff for bringing all this funding; she recommended planning a fund raiser similar to one involving 3 TEEM teachers who presented in Spanish at one of the UTPA Early Childhood Education conferences. The Spanish population is growing and we need to develop Spanish materials and consulting services. TMC could do that and charge a fee as part of products development. She further recommended creating a committee for exploring the products development and looking at Spanish literature and everything that is out there and getting royalties. Ms. Capello recommended translating an infant and toddler curriculum in Spanish to also get royalties. At the conclusion of the strategic planning eleven (11) goals were approved for TMC's Strategic Plan for 2008-2013; an attachment was included.

**A. Approval of the Consent Agenda Items (previously e-mailed)**

1. Mr. Dan Liskai, Board Vice Chair, moved to approve the following consent agenda items:
  - o November 10, 2007 Bi-Monthly Board Meeting Minutes.
  - o November 29, 2007 Special Called Board Meeting Minutes.
  - o Board of Directors Schedule of Meetings for 2008-2009.
  - o Board of Directors Standing Committees List.
  - o Human Resources HR Policy 416 - Licensing Reporting Policy.
  - o Mr. Leonel Lopez, Board Treasurer, seconded.
  - o **Approved Unanimously.**
  - o No Discussion.

III. Board of Directors' Committee Reports	<p>Ms. Blanca Munoz, Board Member, moved to approve the Executive/Planning/Quality Assurance Committee Meeting minutes for December 17, 2007.</p> <ul style="list-style-type: none"> <li>o Ms. Grace Camargo, Board Secretary, seconded.</li> <li>o Approved Unanimously.</li> <li>o No Discussion.</li> </ul>	
IV. Reports	<p>The following reports were previously sent via e-mail and they were approved unanimously:</p> <ul style="list-style-type: none"> <li>A. Corporate Monthly Reports.</li> <li>B. Financial Reports &amp; Contracts Report.</li> <li>C. Human Resources, Benefits, Risk Management Reports.</li> <li>D. Texas Early Education Model (TEEM) Report.</li> <li>E. Migrant Seasonal Head Start Program Report.</li> </ul> <p>Ms. Diana Palacios, Sgr At Arms, moved to approve the Ratification of UMOS Budget Amendment.</p> <ul style="list-style-type: none"> <li>o Mr. Miguel Lopez, Board Member, seconded.</li> <li>o Approved Unanimously.</li> <li>o No Discussion.</li> </ul> <p>Ms. Blanca Munoz, Board Member, moved to approve the MSHS Budget Amendment.</p> <ul style="list-style-type: none"> <li>o Ms. Maribel Garcia, Board Member, seconded.</li> <li>o Approved Unanimously.</li> <li>o No Discussion.</li> </ul> <ul style="list-style-type: none"> <li>F. Workforce/CCS Management Programs Reports.</li> <li>G. Healthy Marriages Program Report.</li> </ul>	<p style="text-align: center;"><b>Reports Approved Unanimously</b></p>
V. Executive Session	<p>Ms. Maribel Garcia, Board Member, moved to go into Executive Session at 3:00 p.m. Mr. Dan Liskai, Board Vice Chair seconded.</p> <p>Mr. Dan Liskai, Board Vice Chair, moved to approve the legal matters.</p> <ul style="list-style-type: none"> <li>o Mr. Francisco Flores, Board Member, seconded.</li> <li>o Approved Unanimously.</li> <li>o No Discussion.</li> </ul>	
IV. Adjourn	<p>Ms. Blanca Munoz, Board Member, moved to adjourn.</p> <ul style="list-style-type: none"> <li>o Dr. Hilda Medrano, Board Member, seconded.</li> <li>o Approved Unanimously.</li> <li>o No discussion.</li> </ul> <p>Meeting Adjourns at 3:10 p.m.</p>	<p style="text-align: center;"><b>Adjourned</b></p>

APPROVED BY:

*Grace Camargo*  
BOD Secretary

BOD Approved on:  
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