



TMC  
Board of Directors  
BI-Monthly Meeting  
Live/Via Conference Call  
Laredo Texas  
January 9, 2010  
Official Minutes

Call to Order Ms. Grace Camargo

Invocation by the Reverend Chester Phyffer

Let it be remembered that a regular meeting of the TMC Board of Directors (BOD) was held on Saturday, January 9, 2010 at 9:15A.M. Live and via Conference Call in Laredo, Texas.

Roll Call Ms. Cordelia L. Valdez BOD Executive Secretary:

Mr. Louis Daniel Liskai	Board Chair
Ms. Grace Camargo	Vice Chair
Ms. Diana Palacios	Secretary

Mr. Leonel Lopez	Treasurer
Judge Juan Velasquez, III	Sgt. At Arms
Ms. Sandra Martinez	Ex. Officio
Dr. Rene Cantu, Jr.	Member
Mr. Vidal Cantu, Jr.	Charter Member
Rev. Tino Espinoza	Member
Mr. Francisco Flores	Charter Member
Mr. Ricardo Gonzalez	Member
Mr. Miguel Lopez	Member
Mr. Juan Massey	Member
Dr. Hilda Medrano	Member
Rev. Chester Phyffer	Member
Ms. Maria Rios	PC President MSHS
Diana Pena	PC President HS/EHS

Not Present:

Mr. Juan Jose Balli	Charter Member
Mr. Blas Castaneda	Member
Ms. Blanca Munoz	Member
Senator Cynthia Nava	Member

Thus constituting a quorum, the TMC Board of Director proceeded to act upon the Agenda as presented in the meeting notice of January 9, 2010.

Also present was Ms. Mary Capello, President/CEO, Mr. Manny DuQue, Vice President of Operations, Mr. Jerald Sparenberg, Vice President of Finance, Ms. Norma Ybarra, Vice President of Human Resources, Mr. Rodney Rodriguez, Vice President of Compliance, Mr. Rene Gonzalez, Communications Manager, Ms. Rosa Herrera, Administrative Assistance to CEO and Ms. Cordelia L. Valdez BOD Executive Secretary.

**03.10.01.103. Action to Approve Minutes of November 14, 2009 Meeting.**

It was moved by Ms. Sandy Martinez and seconded by Ms. Diana Palacios to approve the minutes as presented.

Motion was approved unanimously.

04.10.01.04. **Action to Approve the Minutes of November 13, 2009 Joint Board and Policy Council Meeting.**

With several corrections to the Joint Meeting a motion was made by Ms. Maria Rios and seconded by Ms. Sandra Martinez to approve the minutes.

Motion was approved unanimously.

At this time Ms. Mary Capello, TMC President/CEO, requested that Item **7a** be heard and requested Executive Session.

It was moved by Judge Juan Velasquez, III and seconded by Mr. Leonel Lopez, to move up item **7a 10-01-107** to go into Executive Session regarding purchase of land for TMC New Corporate Building. Executive Session at 9:30A.M.

Motion was approved unanimously.

It was moved by Dr. Hilda Medrano and seconded by Mr. Vidal Cantu to return to regular session.

No Action was taken in executive session.

Mr. Hal Kapland gave the Board a complete and detailed presentation regarding the proposed land site. Several issues were discussed by the Board and addressed regarding square footage, building location, acreage, and terms and conditions with reference to the lease agreement.

After a lengthy discussion it was moved by Dr. Hilda Medrano and seconded by Ms. Diana Palacios to accept the terms and conditions as presented by Mr. Hal Kapland to approve the building land site and to commence the construction of the new TMC Corporate Office Building.

Motion was approved unanimously.

05.10.01.105. **TMC BOARD TO DISCUSS AND ACT ON THE FOLLOWING:**

- a. Discussion and Possible Action to review and Approve the TMC Self Assessments for TMC Migrant Seasonal Head Start/Head Start/Early Head Start Programs.

A General Summary on the Self Assessment was given by Ms. Diana Pena, Policy Council President regarding Head Start/Early Head Start.

It was moved by Ms. Sandy Martinez and seconded by Reverend Chester Phyffer to approve TMC Self Assessment 2009 Summary, Head Start Self Assessment Correction Action Plan and Migrant Seasonal Head Start Self Assessment.

Motion was approved unanimously.

- b. Discussion and Possible Action to Approve the Amendments to TMC's Corporate Organizational Chart.

It was moved by Dr. Rene Cantu and seconded by Ms. Sandy Martinez to approve the Amendments to the Corporate Organizational Chart.

Motion was approved unanimously.

- c. Discussion and Possible Action to Approve the TMC Revised Toddler and Preschool Menu for 2009-2010.

It was moved by Reverend Chester Phyffer and seconded by Reverend Tino Espinoza to approve the Revised Toddler and Preschool Menu for 2009-2010.

Motion was approve unanimously.

d. Discussion and Possible Action to Approve the following:

- Calendar of Events for 2010
- Holiday Schedule for 2010
- Holiday Benefits 630

It was moved by Mr. Miguel Lopez and seconded by Reverend Chester Phyffer to approve the TMC Calendar of Events 2010.

Motion was approved unanimously

It was moved by Mr. Miguel Lopez and seconded by Ms. Sandy Martinez to approve the Holiday Schedule for 2010

Motion was approved unanimously.

It was moved by Dr. Rene Cantu and seconded by Mr. Miguel Lopez to approve the Holiday Benefits to include seasonal employees.

Motion was approved unanimously.

e. Discussion and Possible Action to Approve the Nomination of New Board Members from Ohio, Iowa and Indiana.

It was moved by Mr. Leonel Lopez and Dr. Hilda Medrano to approve the recommendation of the Executive Committee to welcome aboard Ms. Barbara Haxton from Ohio and Mr. Timothy Ingle from Indiana.

Motion was approved unanimously.

f. Discussion and Possible Action to Approve Proposed Amendments to TMC's Corporate Strategic Plan 2008-2013.

Mr. Rodney Rodriguez explained at length the Amendments to the Strategic Plan 2008-2013 regarding the objectives and projected percentages that are being met. The Board discussed at length the fundraising activities thus the Fund Development Committee was formed and two members were appointed representing each state to head this committee with all board members to assist them with all projects. The Committee members are as follows:

Dr. Hilda Medrano, Dr. Rene Cantu, Mr. Ricardo Gonzalez, Mr. Juan Massey, Reverend Chester Phyffer, Reverend Tino Espinoza, Ms. Barbara Haxton and Mr. Tim Ingle.

It was moved by Dr. Rene Cantu and Reverend Tino Espinoza to approve the Proposed Amendments and the Fund Development Committee as discussed.

Motion was approved unanimously.

- g. Discussion and Possible Action to Approve the Amendment to TMC's Standards of Conduct.

It was moved by Mr. Miguel Lopez and seconded by Ms. Diana Palacios to approve TMC's Standards of Conduct.

Motion was approved unanimously.

- h. Discussion and Possible to Approve Proposed Amendments to Dress Code Policy as recommended by the Corporate law firm of Kazen, Meurer and Perez, LLP Attorney's at Law.

It was moved by Mr. Leonel Lopez and seconded by Dr. Rene Cantu to approve the Dress Code Policy as recommended.

Motion was unanimously.

- i. Discussion and Possible Action to Approve the following Head Start/Early Head Start Operational Systems/Plans/Documents for 2010:

HS-EHS Mission, Vision, Values, Philosophy

HS-EHS Grantee Profile

HS-EHS Program Goals 2009 - 2010

HS-EHS Staff Training Plan PY' 2009-2010

HS-EHS Parent Training Plan PY' 2009-2010.doc

HS-EHS Child Health and Developmental Services

- HS-EHS Child Health Services.doc
- HS-EHS Child Nutrition.doc
- HS-EHS Child Mental Health.doc
- HS-EHS Child Health and Developmental Services Policies & Procedures
  - HS-EHS Health~Mental Health 1.
  - HS-EHS Health~Mental Health 2.
  - HS-EHS Health~Mental Health 3.
  - HS-EHS Health~Mental Health 4.
  - LAP-3 Assessment.
- HS-EHS Education and Early Childhood Development
  - HS-EHS Education and Early Childhood Development.doc

- HS Written Curriculum Plan.
- EHS Written Curriculum Plan.
- HS-EHS Child Outcomes Plan.
- Education and Early Childhood Policies & Procedures
  - HS-EHS Education & Early Childhood Development Policies & Procedures 1.
  - HS-EHS Education & Early Childhood Development Policies & Procedures 2.
  - LAP-3 Assessment.pdf
- HS-EHS Child Health and Safety.
- HS-EHS Family & Community Partnerships
  - HS-EHS Family Partnerships.
  - HS-EHS Community Partnerships.
  - HS-EHS Family & Community Partnerships Policies & Procedures
    - HS-EHS Family & Community Policies & Procedures 1.
    - HS-EHS Family & Community Policies & Procedures 2.
- HS-EHS Program Design & Management
  - HS-EHS 1304 50 Program Governance.
  - HS-EHS 1304.51 Management Systems and Procedures.
    - HS-EHS Monitoring Plan - Procedures.

- HS-EHS HR Program Plans.
  - HS-EHS HR Policies ~ Procedures 1.
- Program Design & Management Policies & Procedures
  - HS-EHS Program Design & Management Policies & Procedures 1
  - HS-EHS Program Design & Management Policies & Procedures 2.
  - HS-EHS Internal Dispute Resolution Policy & Procedures.
  - HS-EHS Facilities, Materials, and Equipment.
    - Facility, Materials, & Equipment Policies & Procedures.
- HS-EHS Disabilities
  - HS-EHS Disabilities.
  - HS-EHS Policies & Procedures for Disabilities.

IT was moved by Mr. Leonel Lopez and Ms. Sandy Martinez to approve the Head Start/Early Head Start Operational Systems, Plans and Documents for 2010 as reviewed and discussed by Mr. Manny Duque, Vice President of Operations for TMC.

Motion was unanimously.

- j. Discussion and Possible Action to approve the Prevention Program from the Texas Department of State Health Services for Family and Community Health Services Division. Nutrition, Physical Activity & Obesity for TMC 's Child Care Food Program.

It was moved by Ms. Diana Palacios and seconded by Dr. Hilda Medrano to approve the Nutrition Physical Activity Food Program.

Motion was approved unanimously.

#### **06.10.01.106. TMC BOARD OF DIRECTORS COMMITTEE REPORTS**

- a. Executive Committee
- b. Fiscal Committee
- c. Building Committee
- d. Programs/Research and Evaluation Corporate Compliance Committee
- e. MSHS Policy Council President Report
- f. HS/EHS Policy Council President Report
- g. HS/EHS Board Liaison Report
- h. MSHS Board Liaison Report

A Motion was made by Rev. Chester Phyffer and seconded By Dr. Hilda Medrano to approve the reports as presented.

Motion was unanimously.

#### **07.10.01.107. CHIEF EXECUTIVE OFFICERS REPORT**

- a. **President/CEO Administration Report**
- b. **Corporate Compliance Report**
- c. **Corporate Communications Report**
- d. **Corporate Financials Reports**
- e. **Corporate Operations Report**
  - Child Care Services Program - Austin
  - Golden Crescent one-Stop Workforce- Victoria

- Head Start/Early Head Start Program
- Migrant Seasonal Head Start Program
- Healthy Marriage/Together in Texas Program
- Laredo-Webb County Safe Haven Program

f. **Human Resources Report**

- Personnel
- Benefits

It was moved by Mr. Leonel Lopez and seconded by Mr. Francisco Flores to approve all reports as presented.

Motion was unanimously.

**08.10-01-108. OTHER BUSINESS**

No other Business

**09.10-01-109. SOUND OFF SESSION**

None

**10.10-01.110. EXECUTIVE SESSION**

Item 07.10.01.107 was moved into Executive Session – Report on New Corporate Building (see item for minutes).

With no further business it was moved by Ms. Diana Palacios and seconded by Ms. Sandy Martinez to adjourn. The Meeting was adjourned at 3:30 PM.

Respectfully submitted,

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Ms. Diana Palacios  
TMC Board Secretary