



TMC
Board of Directors
BI-Monthly Meeting
Live/Via Conference Call
Laredo Texas
May 7, 2010
8:30 A.M. Central Time
MINUTES

Call to order Louis Daniel Liskai

Let it be remembered that a regular meeting of the TMC Board of Directors (BOD) was held on Friday, May 7, 2010 at 8:30 A.M. live and via Conference Call.

Roll Call by Ms. Cordelia L. Valdez: the following members were present.

Mr. Louis Daniel Liskai
Ms. Grace Camargo
Ms. Diana Palacios

Mr. Leonel Lopez
Judge Juan Velasquez, III
Ms. Sandy Martinez
Dr. Rene Cantu
Mr. Vidal Cantu
Mr. Timothy Ingle
Mr. Miguel Lopez
Dr. Hilda Medrano
Ms. Blanca Munoz
Reverend Chester Phyffer
Reverend Tino Espinoza

Not Present:

Mr. Juan Jose Balli
Mr. Blas Castaneda
Mr. Francisco Flores
Mr. Ricardo Gonzalez
Mr. Juan Massey
Ms. Maria Rios
Ms. Diana Pena

Thus constituting a quorum, the TMC Board of Directors proceeded to act upon the Agenda as presented in the meeting of May 7, 2010.

Also present was, Ms. Mary G. Capello, President/CEO, Mr. Manny Duque, TMC VP of Operations, Mr. Rodney Rodriguez, VP of Compliance, Mr. Jerald Sparenberg, VP of Finance, Mr. Rene Gonzalez, Communications Manager and Ms. Cordelia L. Valdez, BOD Secretary.

01.10.05.126. Action to approve and ratify Minutes of March 12, 2010 Meeting and Washington Minutes Meeting/Training February 24, 2010.

It was moved by Ms. Grace Camargo and seconded by Mr. Vidal Cantu to approve the minutes for March 12, 2010 and February 24, 2010 as presented.

Motion was approved unanimously.

03.10.05.127.

TMC BOARD TO DISCUSS AND ACT ON TH FOLLOWING:

- a. Discussion and Possible Action to approve the Daily Health Policy for Health Services for Migrant and Seasonal Head Start Policy No. 104 as follows: *“In order to assure that children are at their optimum for learning, TMC MSHS children will be assessed as they board the bus to determine their overall well-being prior to their arrival to the center. The classroom teacher will make a more complete check after arrival at the center and before getting on the bus for return trip home.”* (Requested by MSHS Department).

Ms. Capello explained to the Board the policies that were approved and are in compliance as required by the Department of Health & Human Services for MSHS Program for the children attending the centers. Ms. Grace Camargo and seconded by Mr. Vidal Cantu to approve Policy No. 104 as presented.

Motion was approved unanimously.

- b. Discussion and Possible Action to approve the Migrant and Seasonal Head Start Health Services Head Lice Policy No.107 as follows: *“No child with lice infestation will be allowed to remain in the center, as dictated by state licensing standards. The child may return once treatment or removal of lice has been provided by the parent/guardian”* (Requested by MSHS Department).

As previously mentioned by Ms. Mary Capello these policies are in compliance with all requirements for MSHS children. It was moved by Ms. Grace Camargo and seconded by Reverend Chester Phyffer to approve Policy No. 107 as presented.

Motion was approved unanimously.

- c. Discussion and Possible Action to approve Migrant and Seasonal Head Start Health Services Immunization Policy No. 108 as follows: *“All children enrolled in TMC’s MSHS program will receive immunizations appropriate for age and in accordance with the most current Center of Disease Control and State Immunization schedules.”*(Requested by MSHS Department).

It was moved by Ms. Grace Camargo and seconded by Mr. Miguel Lopez to approve Policy No. 108 as presented.

Motion was approved unanimously.

- d. Discussion and Possible Action to approve Migrant and Seasonal Head Start Health Services Medical Care Policy No.111 as follows: *TMC’s MSHS program will obtain from health care professionals a determination if enrolled children are up-to-date with requirements of Early Periodic Screenings, Diagnosis and Treatment (EPSDT) of the Medicaid State Agency within 30 days of entry to the program.”* Requested by MSHS Department).

It was moved by Mr. Miguel Lopez and seconded by Ms. Sandy Martinez to approve Policy No. 111 as presented.

Motion was approved unanimously.

- e. Discussion and Possible Action to approve Migrant and Seasonal Head Start Health Services Sick Child Policy No. 112 which read as follows: *“Children feeling ill will be taken to the “get well area” for further assessment”.* (Requested by MSHS Program).

It was moved by Ms. Grace Camargo and seconded by Mr. Miguel Lopez to approve Policy No. 112 as presented.

Motion was approved unanimously.

- f. Discussion and Possible Action to approve Migrant and Seasonal Head Start Health Service Staff First Aid and CPR Training Policy No. 113 as follows: *“In order to provide prompt attention for any life threatening emergency TMC Migrant and Seasonal Head Start will ensure there is a minimum of one person in each classroom and on each bus route at all times who is CPR (Cardio-Pulmonary Resuscitation) Certified in Community First Aid for Infant, Child and Adult by the American Heart Association and the American Red Cross.”* (Requested by MSHS Department).

It was moved by Ms. Grace Camargo and seconded by Mr. Miguel Lopez to approve Policy No. 113 as presented.

Motion was approved unanimously.

- g. Discussion and Possible Action to approve Migrant and Seasonal Head Start Health Services Tuberculosis Screening Policy No. 114 as follows: *“TMC Migrant and Seasonal Head Start will admit children in accordance with Local, County and State requirements for Tuberculosis Screening (TB).”* (Requested by MSHS Department).

It was moved by Ms. Grace Camagro and seconded by Reverend Chester Phyffer to approve Policy No. 114 as presented.

Motion was approved unanimously.

- h. Discussion and Possible Action to approve Migrant and Seasonal Head Start Health Service Universal Precautions Policy No. 115 as follows: *“TMC Migrant and Seasonal Head Start will utilize Center of Disease Control (CDC) and Occupational Safety and Health Administration guidelines (OSHA) as the authorities on universal precautions to handle potential exposure to blood and body fluids in the child care setting.”* (Requested by MSHS Department).

It was moved by Ms. Grace Camargo and seconded by Mr. Miguel Lopez to approve Policy No. 115 as presented.

Motion was approved unanimously.

- i. Discussion and Possible Action to approve Migrant and Seasonal Head Start Health Services Health Service Advisory Committee (HSAC) Policy No. 116 as follows: *“TMC Health Service Advisory Committee members will include medical, dental, and mental health professionals, parents, staff and volunteers, who are familiar with the needs of migrant families, and community resources. The committee members provide expert advice dealing with complex issues and conditions facing TMC families and the community. The committee meets a minimum of twice a year.”* (Requested by MSHS Department).

It was moved by Ms. Grace Camargo and seconded by Ms. Sandy Martinez to approve Policy No., 116 as presented.

Motion was approved unanimously.

- j. Discussion and Possible Action to approve the Migrant and Seasonal Head Start Health Services Dental Care Policy No. 117 as follows: *“TMC-Migrant and Seasonal Head Start will obtain, within 30 days, from health care professionals a determination if children enrolled in the program are up-to-date of an age appropriate schedule which includes dental and incorporates the requirements of Early Periodic Screenings. Diagnosis and Treatment (EPSDT) from the Medical State Agency which the center is located.”* (Requested by MSHS Department).

It was moved by Ms. Grace Camargo and seconded by Ms. Sandy Martinez to approve Policy No. 117 as presented.

Motion was approved unanimously.

- k. Discussion and Possible Action to approve the Migrant and Seasonal Head Start Short Term-Long Term Exclusion Policy for Health Services Policy No. 119 as follows: *“It is the policy of TMC Migrant and Seasonal Head Start Program not to deny entry to any eligible child, nor exclude any enrolled child from program participation solely on his/her health care needs or medication requirements unless keeping the child in care poses a significant risk to the health and safety of the child or anyone in contact with the child.”* (Requested by MSHS Department).

It was moved by Ms. Grace Camargo and seconded by Mr. Leonel Lopez to approve Policy No. 119 as presented.

Motion was approved unanimously.

- l. Discussion and Possible Action to approve TMC’s Migrant and Seasonal Head Start Food Expense Summary for Year to Date Reimbursement for all regions for Program year October, 2009 through January 2010, for a total amount of \$520,382.19. (Requested by Sonia Cotto-Moreno, CCFP Director).

It was moved by Ms. Grace Camargo and seconded by Ms. Sandy Martinez to approve the Head Start Food Summary for Year to Day Reimbursement for October 2009 through January 2010 for MSHS Program.

Motion was approved unanimously.

- m. Discussion and Possible Action to approve the submission of the Third Part Funding Application to Webb County for the Safe Haven Program for fiscal year 2010-20100 for a total amount of \$100,000.00. Authorization for President /CEO to execute all relevant documents (Requested by Lorena Rodriguez, SH Director).

Ms. Mary Capello explained this is the refunding application that was submitted to Webb County to continue sustain the operation of Safe Haven Program. It was moved by Ms. Diana Palacios and seconded by Mr. Tim Ingle to approve as presented.

Motion was approved unanimously.

- n. Discussion and Possible Action to approve the endorsement of “The Children’s Act for Responsible Employment” (CARE Act). A New bill introduced by Rep. Lucille Roybal-Allard (D – California) HB 3564, as proposed by The Child Labor Coalition. This is in reference to child labor law in American agriculture.

Ms. Capello explained the CARE Act and that there was about 40 organization on board and what exactly the bill is to reinforce the responsible employment of children, Mr. Sigifredo Perez, our legal counsel has reviewed and it is allowable for TMC to endorse. It curtails a farmer or employer to curtail child labor law on the field. It is a excellent law that will keep children in school and not in the fields. It was moved by Ms. Diana Palacios and seconded by Mr. Tim Ingle to approve as presented.

Motion was approved unanimously.

- o. Discussion and Possible Action to authorize TMC to submit an application to the Department of Health& Human Services to administer the Head Start Program in Kendall County, Texas (Boerne and Comfort, Texas) and authorization for President/CEO to execute all relevant documents.

Ms. Capello explained the logistics of Kendall County, which is close to San Antonio, Texas (about 20 miles) and another opportunity for TMC to expand the Head Start Program in Kendall County . It was moved by Reverend Chester Phyffer and seconded by Ms. Blanca Munoz to approve as presented.

Motion was approved unanimously.

- p. Discussion and Possible Action to change the Board meeting date from September 11th to September 24th or 25th in Mission, Texas to coincide with the TMC Valley Golf Tournament.

It was moved by Mr. Vidal Cantu and seconded by Ms. Diana Palacios to approve the change to coincide with the fundraiser in the Valley.

Motion was approved unanimously.

05.10.05.128.

TMC BOARD OF DIRECTORS COMMITTEE REPORTS

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

It was moved by Ms. Diana Palacios and seconded by Mr. Leonel to Lopez to approve the Executive Committee Minutes as presented. No other reports were presented.

Motion was approved unanimously.

06.10.05.129.

PRESIDENT/CEO REPORT

a. Corporate Report

- Grant # 90CM6896
- Grant # 06CH7053
- Grant# 06CH7053
- Grant# 06SH7053
- Gant# 06SH7053
- Grant # 06SA0929/02
- Child Health Safety Supervision
- Catto & Catto Insurance, Risk Management & Employee Benefits (information).

Ms. Capello gave the Board a detailed report with reference to all grants and on-site monitoring reviews coming up in October with a date to be announced by the Office of Health & Human Services. More information would be forthcoming and would be sent via email to all Board members. She also reported on the ARRA refunding of HS/EHS for the new budget period. With reference to the Child Health & Safety Supervision she explained what the guidelines were in addressing child abuse and neglect and lack of supervision in the Head Start Programs.

Ms. Capello reported to the Board and gave a complete detail synopsis regarding the telephone conversation with the Department of Health and Human Services regarding the Congressional Ohio Special Review Findings. A complete detailed conversation was included for the Board's review. The Board directed Ms. Capello to retain the services an attorney for further review and response regarding the travel (up- stream) claim voucher as questioned by the Federal Review Team.

Ms. Capello elaborated on the Enrollment Meeting, which was attended by Ms. Capello and Mr. Dan Liskai, TMC Board Chair, in Washington DC. The "White Paper" document was presented in Washington to the Enrollment Committee Meeting. However, the committee directed the different grantees in attendance to "single count".

It was moved by Ms. Diana Palacios and seconded by Ms. Grace Camargo to approve the CEO report and approve the submittal of all Grant Application to the Departments of Health & Human Services.

Motion was approved unanimously.

07.10.05.130. **b. Financials Report**

Mr. Sparenberg reviewed the complete financials with reference to all programs, bank statements and other accounts with the Board. In addition, Mr. Sparenberg gave the Board a complete detail report on what the Fiscal Department has been working on regarding the revised “Travel Document” for the Up Stream transfer. In order to be more specific with the documentation (as requested by the Feds) several revisions were made to the document with explicit information that will be requested of the persons traveling up-stream and/or general travel. The Board agreed with the revisions as presented by Mr. Sparenberg and these modifications would be presented to the Office of Head Start for their final blessing.

It was moved by Dr. Rene Cantu and seconded by Ms. Sandy Martinez to approve the financials and the revised “Travel Claim Voucher” with the modifications and revisions as presented.

Motion was approved unanimously.

- Purchasing/Contracts Reports

It was moved by Ms. Sandy Martinez and seconded by Mr. Leonel Lopez to approve the Purchasing/Contracts Report.

Motion was approved unanimously.

c. Programs Report

- Child Care Services Programs-Austin

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

Motion was approved unanimously.

- Golden Crescent One Stop Workforce-Victoria

It was moved by Ms. Sandy Martinez and seconded by Dr. Hilda Medrano to approve as presented.

Motion was approved unanimously.

- Head Start/Early Head Start Program

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

Motion was approved unanimously.

- Migrant Seasonal Head Start Program

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

Motion was approved unanimously.

- Healthy Marriage/Together in Texas Program

It was moved by Ms. Sandy Martinez and seconded by Reverend Tino Espinoza to approve as presented.

Motion was unanimously.

- Laredo Webb County Safe Haven Program

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

Motion was approved unanimously.

- d. **Corporate Compliance Report**
- e. **Communications Report**
- f. **Human Resources Report**

It was moved by Reverend Tino Espinoza and seconded by Dr. Hilda Medrano to approve the Corporate Compliance, Communications and Human Resources report as presented.

Motion was approved unanimously.

- 08.10.05.131. **Other Business**
None
- 09.10.05.132. **Sound off Session**
None
- 10.10.05.133. **Executive Session**
None

With no further business it was moved by Ms. Diana Palacios and seconded by Ms. Sandy Martinez to adjourn the meeting.

Respectfully Submitted

Diana Palacios, TMC Board Secretary

