



TMC
Board of Directors
Bi-Monthly Meeting
Live/Via Conference Call
Laredo Texas
September 30, 2010
5:00 PM Central Time
Official Minutes

Call to order Ms. Grace Camargo

Let it be remembered that a Special Meeting of the TMC Board of Directors was held on Thursday, September 30, 2010, at 5:00 P.M. Central Time 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
Juan Jose Balli
Dr. Rene Cantu
Mr. Vidal Cantu, Jr.
Mr. Francisco Flores
Mr. Ricardo Gonzalez
Mr. Timothy Ingle
Mr. Miguel Lopez
Dr. Hilda Medrano
Ms. Blanca Munoz
Senator Cynthia Nava
Reverend Chester Phyffer
Ms. Maria Rios

Not Present:

Ms. Sandra Martinez
Mr. Blas Castaneda
Mr. Juan Massey
Reverend Tino Espinoza

Thus constituting a quorum, the TMC Board of Director proceeded to act upon the Agenda as presented in the meeting notice of September 30, 2010.

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

03.10.09.161. Approval of Minutes for July 10, 2010 and August 30, 2010

It was moved by Mr. Francisco Flores and seconded by Ms. Blanca Munoz to approve the minutes of July 10, 2010 Board of directors Meeting and Special Meeting of August 30, 2010.

Motion was approved unanimously.

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

- a. Discussion and Possible Action to approve the Migrant and Seasonal Head Start Program (MSHS) the Infant Menu from Nine (9) through Eleven (11) Months of Age as approved by the USDA for 2010-2010; and authorization for the President/CEO to execute all relevant documents (Requested by Mr. Nestor Atkinson, MSHS Director/Ms. Sonia Cotto-Moreno CCFP Director).

Ms. Capello explained to the Board the MSHS Infant Menu as per the requirements of the USDA and for Head Start to be reviewed and approved.

It was moved by Ms. Blanca Munoz and seconded by Mr. Leonel Lopez to approve and accept the MSHS Infant Menu from Nine (9) through Eleven (11) Months of Age.

Motion was approved unanimously.

- b. Discussion and Possible Action to approve Migrant and Seasonal Head Start (MSHS) Toddler & Pre School Menu from One (1) through Five (5) years of Age as approved by the USDA for 2010-2011; and authorization for the President/CEO to execute all relevant documents (Requested by Mr. Nestor Atkinson, MSHS Director/ Ms. Sonia Cotto-Moreno CCFP Director).

Ms. Capello also explained to the Board the MSHS Toddler & Pre-School Menu as per the requirements of both USDA and Head Start.

It was moved by Ms. Blanca Munoz and seconded by Ms. Diana Palacios to approve the MSHS Toddler & Pre School Menu from One (1) to Five (5) years.

Motion was approved unanimously.

- c. Discussion and Possible Action to approve Migrant and Seasonal Head Start Food Expense Summary for October through April by Region for Program Year 2009-2010. Year to date Reimbursement Total for all regions \$1,069,872.76; and authorization for President/CEO to execute all relevant documents (Requested by Mr. Nestor Atkinson, MSHS Director/Ms. Sonia Cotto-Moreno, CCFP Director).

Ms. Capello reviewed the USDA Food Expense Summary and reimbursement report from October through April by Region as presented. The Board acknowledged the year to date reimbursement for all regions.

It was moved by Reverend Chester Phyffer and seconded by Mr. J. J. Balli to approve the MSHS Food Expense Summary/USDA Reimbursement Report.

Motion was approved unanimously.

- d. Discussion and Possible Action to approve Head Start Program Information Report (PIR) for MSHS Grant # 90CM6896 for Enrollment year August 1, 2009 through July 31, 2010 (Requested by Mr. Nestor Atkinson, MSHS Director).

Ms. Grace Camargo informed the Board that she had reviewed the PIR for the August 1, 2009 through July 31, 2010 and all was in accord with the report as presented.

It was moved by Ms. Blanca Munoz and seconded by Reverend Chester Phyffer to approve the MSHS Program (PIR) Information Report as presented.

Motion was approved unanimously.

05.10-09-163.

TMC BOARD OF DIRECTORS COMMITTEE REPORTS

- a. Executive Committee - No Report
- b. Building Committee – No Report

- c. Finance /Insurance/Risk Management Committee Report
 - June Minutes
 - July Minutes
 - August Minutes
- d. Programs/Research & Evaluation, Corporate Compliance Committee – No Report
- e. Fund Development Committee- No Report
- f. MSHS Policy Council President Report – No Report
- g. HS/EHS Policy Council President Report – No Report
- h. MSHS Liaison Report – No Report
- i. HS/EHS Liaison Report – No Report

The Board Reviewed the June, July and August 2010 Finance Committee Minutes as submitted; no other reports were submitted.

It was moved by Ms. Blanca Munoz and seconded by Mr. Francisco Flores to approve the Finance Committee Minutes for June, July and August 2010.

Motion was approved unanimously.

06.10.09.164.

PRESIDENTS/CEO REPORT

- a. Administration Report
 - Letter from Department of Health & Human Services on Audit findings for audit period February 1, 2007 through January 31, 2008 for MSHS Grant # 90CM6896.
 - Letter from Rosewood Oaks.
 - MSHS continuation for Grant Funding Application
 - HS/EHS Continuation Grant Funding Application
 - MSHS FAA Award Letter Cola
 - Work Force Solutions –Golden Crescent Contract Renewal FY 2010-2011
 - Catto & Catto Insurance Consultant Contract Renewal

Ms. Capello provided the Board with a detailed report regarding the most recent visit by the Office of Head Start (OHS) the week after Labor Day when headed by Team Leader Ms. Heather Erb A team of 39 federal reviewers showed up unannounced at the TMC Corporate offices and throughout the TMC, MSHS Regions with three letters. One letter was to conduct the tri-annual review; the second letter to conduct the erroneous payment review of the MSHS program which is the largest program and the third letter was to conduct the final follow-up of the Ohio review; it was a two week review; the reviewers were professional, friendly and TMC reciprocated.

During the two weeks TMC, was advised of health and safety concerns (mostly in the State of Ohio) which were corrected immediately. There were some fiscal concerns regarding the liability and loss insurance specifically dealing with the settling of legal cases using the deductible. TMC provided the documentation requested, but the feds still left with this concern unsolved. TMC will wait for the final report from OHS.

Ms. Mary Capello complimented the Board and the Policy Council Parents for being ready when they are called upon. Ms. Capello thanked the staff and acknowledged that everyone was delighted that the review had been concluded earlier.

Ms. Capello also notified the Board that Congressman Cuellar had requested a meeting with the Office of Head Start's Monitoring/Auditing Department and TMC in reference to the Ohio review (5th review); which originated over a year and a half ago (1½). The original complaint was that TMC was not hiring from Ohio. TMC provide evidence to the Office of Head Start that 90% of the staff is from Ohio. Congressman Cuellar requested a final resolution by October 2010.

Ms. Capello also reported that she had just returned from a National Leadership Conference of Head Start. While there all grantees reported being reviewed by either OHSA, USDA/OHS in addition to the regular reviews.

Dr. Hilda Medrano commented that TMC needs to be on guard all the time. Mr. Miguel Lopez recommended that TMC continue to monitor all its programs to be sure that we maintain and surpass our standards.

b. Financial Reports

- May 2010
- June 2010
- July 2010
- Purchasing/Contracts Report

c. Bank Reconciliations

d. American Express Accounts

Mr. Jerald Sparenberg reviewed in detail the Bank Reconciliations for the months of May, June and July together with the American Express statements. Mr. Jerald Sparenberg addressed the Board and elaborated on each of the bank reconciliations; he also explained that all programs were running according to budget. They are currently working on the three major budget proposals which are Head Start, Early Head Start and Migrant Seasonal Head Start that are due November 1, 2010. The Process for reviewing and approving these three budget proposals were explained by Mr. Sparenberg. Mr. Jerald Sparenberg next asked if there were any questions regarding the American Express statements and or the bank reconciliation. Mr. Sparenberg mentioned that Mr. Ricardo Gonzalez had requested at the Finance Committee Meeting for a cover letter from the Finance Committee to sign off after reviewing the financials and return to us that the reports are being reviewed by the committee. The Board had no other questions regarding the Financials.

Ms. Mary Capello recommended to the Board that a Special Meeting of the Finance Committee be called in order to approve the budget proposals for Head Start, Early Head Start and Migrant Seasonal Head Start which are due November 1, 2010. Budgets would be reviewed by the Finance Committee. At the request of the Board and in the essence of time the Board agreed to accept the recommendation of

Ms. Capello and allow the Finance Committee to review and approve the re-funding application/budgets for submittal to the U.S. Department of Health and Human Services for Fiscal Year 2010-2011.

It was moved by Mr. Leonel Lopez and seconded by Reverend Chester Phyffer to allow the Finance/Insurance/Risk Management Committee to review and approve the budget proposals and re-funding applications for Migrant Seasonal Head Start, Head Start and Early Head Start and submit applications and budgets to the U.S. Department of Health and Human Services for Fiscal Year 2010-2011.

Motion was approved unanimously.

It was also moved by Mr. Leonel Lopez and seconded by Reverend Chester Phyffer to approve the financials for May, June & July 2010 and Purchasing/Contracts Report as presented.

Motion was approved unanimously.

It was moved by Mr. Francisco Flores and seconded by Mr. Juan Jose Balli to approve the Bank Reconciliations as presented.

Motion was approved unanimously.

It was moved by Mr. Miguel Lopez and seconded by Reverend Chester Phyffer to approve the American Express Accounts as presented.

Motions were approved unanimously.

e. Programs Report

- Child Care Service Program- Austin
- Golden Crescent –Victoria
- Head Start/Early Head Start
- Migrant and Seasonal Head Start Program
- Healthy Marriage/Twogether in Texas

- Laredo-Webb County Safe Haven

It was moved by Dr. Rene Cantu and seconded by Judge Juan Velasquez to approve the Child Care Services and Golden Crescent reports as presented.

Motion was approved unanimously.

It was moved by Dr. Hilda Medrano and seconded by Mr. Miguel Lopez to approve the Texas School Ready Reports.

Motion was approved unanimously.

It was moved by Mr. Francisco Lopez and seconded by Dr. Hilda Medrano to approve the Head Start/Early Head Start Reports as presented.

Motion was approved unanimously.

It was moved by Dr. Rene Cantu and seconded by Reverend Chester Phyffer to approve the MSHS Programs and Enrollment Report as presented.

Motion was approved unanimously.

It was moved by Mr. Ricardo Gonzalez and seconded by Mr. Juan Jose Balli to approve the Healthy Marriage/Together in Texas Report.

Motion was approved unanimously.

It was moved by Mr. Juan Nose Balli and seconded by Mr. Francisco Flores to approve the Laredo-Webb County Safe Haven Report as presented.

Motion was approved unanimously.

f. Corporate Compliance Report

It was moved by Mr. Francisco Flores and seconded by Mr. Miguel Lopez to approve the Corporate Compliance Report as submitted.

Motion was approved unanimously.

g. Human Resources Report

It was moved by Mr. Francisco Flores and seconded by Mr. Juan Jose Balli to approve the Human Resources Report as submitted.

Motion was approved unanimously.

h. Communications Report

It was moved by Mr. Juan Jose Balli and seconded by Reverend Chester Phyffer to approve the Communications Reports as submitted.

Motion was approved unanimously.

07.10.09.165. **EXECUTIVE SESSION**

None

08.10.09.166. **OTHER BUSINESS**

Ms. Capello announced to the Board the final meeting of the Board for this year will be in Oklahoma City, Oklahoma November 12-14, 2010; and the Francisco Flores Building Dedication event will be on November 30, 2010 in Progreso, Texas.

09.10.09.167. **SOUND OFF SESSION**

None

With no further business it was moved by Dr. Rene Cantu and seconded by Mr Juan Jose Balli to adjourn the meeting.

Respectfully submitted

Diana Palacios
TMC Board Secretary