



TMC  
Board of Directors  
Meeting  
Live/Via Conference Call  
Aguilares/Laredo Texas  
March 24, 2011  
7:00 PM Central Time

AGENDA

- 01.11.03.111. Call to Order Mr. Louis Daniel Liskai
- 02.11.03.112. Roll Call Ms. Diana Palacios
- 03.11.03.113. Approval of Minutes of January 14-15, 2011  
[Minutes Board Meeting January 14-15, 2011.doc](#)
- 04.11.03.114. **TMC BOARD TO DISCUSS AND ACT ON THE FOLLOWING:**
- a. Discussion and Possible Action to resume the negotiations of a Build-to-Suite Lease Agreement between TMC and KQC Investors for approximately 46,000 square feet of office space constituting property known as Lot 3 Block 2 (7.27 acres) NE Division, City of

Laredo, Texas, Webb County, Texas, and authorizing the President/CEO to execute all relevant documents (Item tabled from January 2011 meeting).

- b. Discussion and Possible Action to Approve the submittal of a Proposal to the WorkSource of Greater Austin Area Workforce Board for the operation of the Child Care Services; and authorizing the President/CEO to approve all relevant documents and any matters incident thereto (Requested by Mr. Rodney Rodriguez, VP of Compliance).
- c. Discussion and Possible Action to Approve the submittal of a Proposal to the Workforce Solutions Golden Crescent Workforce Board for operation of the One Stop Workforce Center Program; and authorizing the President/CEO to approve all relevant documents and any matters incident thereto (Requested by Mr. Rodney Rodriguez, VP of Compliance).
- d. Discussion and Possible Action to Approve Self Assessments for TMC's Migrant Seasonal Head Start/Head Start/Early Head Start Programs for 2011; authorization for President/CEO to execute all relevant documents and any matters incident thereto. [MSHS Self Assessments 2010.pdf](#)
- e. Discussion and Possible Action to Approve TMC's Family Medical Leave Act Policy (FMLA) for TMC. [FMLA Policy 02 11.doc](#)
- f. Discussion and Possible Action to Approve Amendments to TMC's Dispute Resolution Policy (Requested by Ms. Norma Ybarra, VP of HR). [Dispute Resolution Policy 1.docx](#)
- g. Discussion and Possible Action to Approve Amendments to HR Policy 230, "Terminations" (Requested by Ms. Norma Ybarra, VP of HR). [Termination Policy 230](#)

- h. Discussion and Possible Action to Approve amendments to TMC's Organizational Chart. [TMC Org Chart 2010 Draft 2 3-16-11 PAGE 1.pdf](#)
- i. Discussion and Possible Action to approve the Fiscal Committee's recommendations to approve the Pension Audits 401(k) as presented by Martinez, Rosario & Company, LLP as follows:
  - Management Letter 401 (k) [Management Letter 401 \(k\)](#).
  - Communication with those charged with Governance [Communication with those charged with Governance.pdf](#)
  - Financial Statement 401 (k) December 30, 2009 [Financial Statement 401 \(k\) 12-30-2009.pdf](#)
- j. Discussion and Possible Action to Approve Possible Partnership for the Operation of American Sunrise Learning Center located in San Antonio, Texas; authorization for President/CEO to execute all relevant documents and any matters incident thereto.
- k. Discussion and Possible Action regarding Conflicts of Interest of Board of Directors, as per Head Start/Early Head Start and Migrant Seasonal Head Start Conflict of Interest Statement. [Conflict of Interest Statement Head Start 1-15-2011.doc](#) .
- l. Discussion and Possible Action regarding the Calendar of Events for 2011 with possible changes. [TMC Events Calendar. 2011-2012 doc.doc](#)

05.11.03.115. **TMC BOARD OF DIRECTORS COMMITTEE REPORTS**

- a. Executive Committee – No Report
- b. Fiscal Committee  
[Finance Committee Minutes January 13, 2011.doc](#).
- c. Programs. Research and Evaluation Committee

[Legislative Committee Meeting January 13, 2011.doc](#)

d. Building Committee – No Report

e. MSHS Policy Council President Report

[MSHS Policy Council President Report Febuary.docx](#)

[NMSHSA Parent Affiliate Executive Comm 02.10.11.docx](#)

[Letter from MSHS Partens.docx](#)

f. HS/EHS Policy Council Presidents Report

[HS-EHS Policy Council Presidents Report .JPG](#)

g. MSHS Board Liaison Report – No Report

h. HS/EHS Board Liaison Report - No Report

06.11.03.116.

**TMC CORPORATE STAFF REPORTS**

a. President/CEO Corporate Report [CEO- President Report January - February 2011.doc](#)

- Migrant Seasonal Head Start Ohio Conclusion [MSHS Ohio Conclusion .pdf](#)
- Migrant Seasonal Head Start Triennial Report [MSHS Triennial Report.pdf](#)
- OHS Decision on alleged unallowable costs and Erroneous Payment Review [Unallowable Costs and Erroneous Payment Review.pdf](#)
- Early Head Start Triennial [Early Head Start Triennial.pdf](#)
- MSHS FAA [MSHS FAA.pdf](#)
- HS-EHS [HS-EHS FAA.pdf](#)

- New Federal Financial Reporting Format and Due Dates [New Federal Financial Reporting Format and Due dates.pdf](#)
- OHS Review of 2008 Audit [OHS Review of 2008 Audit.pdf](#)

b. Discussion and Possible Action to approve Financial and Purchasing Reports:

- Financial Report 09-30-10 Actual Close-outs [Financial Reports 09-30-10 Actual- Close Outs.xls](#)
- Financial Report 11-30-11 Actual [Financial Reports 11-30-10 Actual.xls](#)
- Financial Report 12-31-10 Actual [Financial Reports 12-31-10 Actual.xls](#)
- Purchasing/Contracts Report [Purchasing Contracts January-February.xls](#)

c. Discussion and Possible Action to approve the Bank Reconciliation Statements for the months of November and December 2010 as follows:

**November 2010**

- CCS Austin [01 ccs austin bank recon 11-30-10.pdf](#)
- General Fund [02 general funds bank recon 11-30-10.pdf](#)
- Workforce Victoria [03 workforce victoria bank recon 11-30-10.pdf](#)
- HS/EHS AP [04 hs-ehs ap bank recon 11-30-10.pdf](#)
- HS/EHS PR [05 hs-ehs pr bank recon 11-30-10.pdf](#)
- MSHS AP IBC [06 mshs ap -ibc- bank recon 11-30-10.pdf](#)
- Indirect Pool [07 indirect pool-bank recon 11-30-10.pdf](#)
- Webb County EHS [08 webb county ehs bank recon 11-30-10.pdf](#)

- MSHS AP (Compass) [09 mshs ap \(compass\) bank recon 11-30-10.pdf](#)
- MSHS PR ( Compass) [10 mshs pr \(compass\) 11-30-10.pdf](#)
- Health Insurance - Employer [11 health insurance \(employer\) bank recon 11-30-10.pdf](#)
- Risk Management Fund [12 risk management fund bank recon 11-30-10.pdf](#)
- TSR [13 tsr bank recon 11-30-11.pdf](#)
- Health Insurance – Employee [14 health insurance employee bank recon 11-30-10.pdf](#)
- Healthy Marriages [15 healthy marriages bank recon 11-30-10.pdf](#)
- Ohio Department of Education [16 ohio dept of education bank recon 11-30-10.pdf](#)
- Safe Haven [17 safe haven bank recon 11-30-10.pdf](#)
- Community Based Obesity [18 community based obesity bank recon 11-30-10.pdf](#)
- Scholarship Account [19 scholarship acct bank recon 11-30-10.pdf](#)

#### **December 2010**

- CCS Austin [20 CCS AUSTIN BANK RECON 12-30-10.pdf](#)
- General Fund [21GENERAL FUNDS BANK RECON 12-30-10.pdf](#)
- Workforce Victoria [22 WORKFORCE VICTORIA BANK RECON 12-30-10.pdf](#)
- HS/EHS AP [23 STARR ZAPATA HS-EHS-AP BANK RECON 12-30-10.pdf](#)
- HS/EHS PR [24 STARR-ZAPATA HS-EHS-PR BANK RECON 12-30-10.pdf](#)

- MSHS AP IBC [25 mshs ap ibc acct bank recon 12-31-10.pdf](#)
- Indirect Pool [26 INDIRECT POOL BANK RECON 12-30-10.pdf](#)
- Webb County EHS [27 Webb County EHS.pdf](#)
- MSHS AP (Compass) [28 mshs ap compass acct bank recon 12-31-10.pdf](#)
- MSHS PR (Compass) [29 mshs pr compass acct bank recon 12-31-10.pdf](#)
- Health Insurance - Employer [30 HEALTH INSURANCE EMPLOYER BANK RECON 12-30-10.pdf](#)
- Risk Management Fund [31 RISK MANAGEMENT FUND BANK RECON 12-30-10.pdf](#)
- TSR [32 TSR BANK RECON 12-30-10.pdf](#)
- Health Insurance – Employee [33 HEALTH INSURANCE EMPLOYEES BANK RECON 12-30-10.pdf](#)
- Healthy Marriages [34 HEALTHY MARRIAGES BANK RECON 12-30-10.pdf](#)
- Ohio Department of Education [35 OHIO DEPT OF EDUCATION BANK RECON 12-30-10.pdf](#)
- Safe Haven [36 SAFE HAVEN BANK RECON 12-30-10.pdf](#)
- Community Based Obesity [37 COMMUNITY BASED OBESITY PREVENTIO BANK RECON 123010.pdf](#)
- Scholarship Account [38 SCHOLARSHIP BANK RECON 12-30-10.pdf](#)

d. Discussion and Possible Action to approve the American Express statements for the months of November and December 2010 as follows:

**November 2010**

- American Express Card # 1005 [39 american express 1005 12-4-2010.pdf](#)
- American Express Card # 1009 [40 american express 1-4-10 1009.pdf](#)
- American Express Card # 1010 [41 american express card no 1010 12-4-2010.pdf](#)
- American Express Card # 1044 [42 american express 1044 12-4-10.pdf](#)
- American Express Card # 2026 [43 american express 12-4-2010 card no 2026.pdf](#)
- American Express Card # 2067 [44american express 12-4-2010 card no 2067.pdf](#)

#### **December 2010**

- American Express Card # 1005 [45 american express 1005 1-4-11.pdf](#)
- American Express Card # 1009 [46 american express 1-4-10 1009.pdf](#)
- American Express Card # 1010 [47 american express 1010 1-4-11.pdf](#)
- American Express Card # 1044 [48 american express 1044-1-4-11.pdf](#)
- American Express Card # 2026 [49 AMERICAN EXPRESS S CAUDILLO 2026.pdf](#)
- American Express Card # 2067 [50 AMERICAN EXPRESS J SPARENBERG 2067 1-4-11.pdf](#)

e. Discussion and Possible Action to Approve the Corporate Operations Programs, Compliance, Human Resources and Communications' Reports as follows:

- Child Care Services – Austin [CCS-Austin 2011-01 Monthly Data Report.xls](#)
- Golden Crescent – Victoria [CCS- Victoria Report -Dec. - 2010.doc](#) and [CCS- Victoria Report - Jan. 2011.doc](#)
- Head Start/Early Head Start [Head Start-Early Head Start January-February 2011.docx](#)
- Migrant Seasonal Head Start Program and Enrollment [MSHS Report for March 2011 Mtg.doc](#) and [MSHS Enrollment 2 24 11.xls](#)
- Healthy Marriage/Together in Texas/Lee Y Seras/Safe Haven [Healthy Marriage Board Report Feb 2011.doc](#)
- Texas School Ready –TSR
  - Laredo [TSR Board Report 2-28-11.doc](#)
  - McAllen
- Community Based Obesity Prevention Program [Community Based Obesity report for feb..docx](#)
- TMC CORPORATE COMPLIANCE REPORT  
[Compliance Board Report 022511.pdf](#)
- TMC HUMAN RESOURCE REPORT  
[HR Report Dec2010 Jan 2011.doc](#)  
[Claims Analysis 2010.pdf](#)
- TMC COMMUNICATIONS REPORT

07. 11.03.117.           **EXECUTIVE SESSION**

08. 11.03.118.           **OTHER BUSINESS**

09.11. 03.119.           **SOUND-OFF SESSION**

## **ADJOURNMENT**

**THE TMC BOARD OF DIRECTORS MAY MEET IN CLOSED SESSION (deliberation regarding real property, personnel matters and consultation with employees) ON ALL MATTERS DEEMED NECESSARY BY THE TMC BOARD.**