

**Texas Migrant Council, Inc.
Migrant Seasonal Head Start
Policy Council Meeting
Crystal City, Texas
November 9, 2007**

1. WELCOME

Elaine McDonald Tafolla, Policy Council President, welcomed everyone and called the meeting to order at 4:20 P.M.

2. ROLL CALL/INTRODUCTION/SIGN IN

Claudia Salazar, Policy Council Secretary, proceeded with the roll call.

MEMBERS PRESENT

Elaine M. Tafolla, Policy Council President-Rio Grande Valley Region
Jesus Tellez, Vice President-Wintergarden Region
Claudia Salazar, Secretary-Western Region
Yuridia Rodriguez, Treasurer-Wintergarden Region
Jose Luis Juarez, Member at Large-Rio Grande Valley Region
Miguel Acosta, Community Representative-Wintergarden Region

MEMBERS PRESENT VIA CONFERENCE CALL

Priscilla Paiz, Sergeant at Arms-Wintergarden Region
Juan Muniz, Member at Large-Rio Grande Valley Region
Dr. Hilda Medrano, TMC Board Liaison

MEMBERS ABSENT

Belinda Gonzalez, Member at Large-Wintergarden Region
Marisela Carrillo, Member at Large-Wintergarden Region
Sylvia Ramos, Member at Large-Indiana Region
Alejandrina Medrano, Member at Large-Ohio Region
Laura Aguilar, Member at Large-UMOS
David Briseno, Community Representative-Western Region
Georgianna Duarte, Community Representative-Rio Grande Valley Region

GUESTS

Maria Ramirez, Parent Representative for UMOS
Edwin Ramirez, Son-Maria Ramirez
Yadira Reyes, Parent Representative for the Western Region

STAFF

Manuel E. DuQué, Chief Operating Officer
Cynthia Garcia, MSHS Director
Edna Valdez, MSHS Secretary for Policy Council
Romeo Sifuentes, Regional Administrator-Wintergarden Region
Dr. Mary Alice Reyes, Regional Administrator-Rio Grande Valley Region
Melissa Garcia, Family Partnership Coordinator-Wintergarden Region

Having 9 members present established a quorum.

3. REVIEW & APPROVAL OF AGENDA

The Council reviewed the agenda. Miguel Acosta, Community Representative for the Wintergarden Region, made a motion to approve the agenda as it was presented. Mr. Acosta retracted his motion to add additional approval items to the agenda. Mr. Acosta made the motion to approve the agenda adding the following approval items: cost of living one-time payment, MSHS program report which includes the Iowa CACFP audit results and improvement plan, and the re-submitting of the 2008-2009 E-Rate application. Hilda Medrano, Board Liaison seconded. Motion carried unanimously.

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2 **4. SEATING OF NEW MEMBERS AND DECLARE VACANCIES**

3 **A. Seating of New Members**

4 Elaine McDonald Tafolla proceeded with the seating of the following new members:

5 Yadira Reyes, Migrant Parent-Western Region; Claudia Salazar, Seasonal Parent-Western Region was re-
6 elected for a second year and Maria Ramirez, Migrant Parent-UMOS.

7 Jesus Tellez, Vice President, made a motion to approve the seating of new members Yadira Reyes, Claudia
8 Salazar for the Western Region and Maria Ramirez for UMOS. Yuridia Rodriguez, Treasurer, seconded. Motion
9 carried unanimously.

10 **B. Declare Vacancies**

11 The following vacancies were declared:

12 Rio Grande Valley Region-two (2) migrants parent vacancies and one (1) seasonal parent vacancies

13 Community Representative-Indiana Region

14 Community Representative-Ohio Region

15 Miguel Acosta made a motion to declare vacancies for the Rio Grande Valley region and the vacancies for the
16 position of Community Representatives for the Indiana and Ohio Regions. Jesus Tellez, seconded. Motion
17 carried unanimously.

18 Having seated the new members, Elaine McDonald Tafolla welcomed and introduced all new parents and Staff
19 that were in attendance.

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21 **5. EXECUTIVE SESSION**

22 No business to discuss.

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24 **6. HIRING AND TERMINATION REPORT**

25 **Hiring and Termination reports for August and September**

26 The Council received the reports to review prior to the meeting. Juan Muniz, Member at Large from the Rio
27 Grande Valley region, made a motion to approve the Hiring and Termination reports for the months of August
28 and September. Dr. Hilda Medrano seconded. Jesus Tellez opposed. Motion carried by majority.

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30 **7. PENDING BUSINESS**

31 **Approval of Minutes**

32 **Minutes for the Regular Meeting on August 25, 2007, Special Meetings on October 1, 2007 and**
33 **October 19, 2007**

34 The minutes were provided in the binder for their review. Miguel Acosta noted that the minutes for August 25,
35 2007 will need to be corrected to list Juan Muniz from the Rio Grande Valley region on the list of members
36 present and deleted from the list of absent members. Miguel Acosta made a motion to approve the minutes for
37 August 25, 2007 making the correction to list Juan Muniz as a present member and to approve the minutes for
38 October 1, 2007 and October 19, 2007 as presented. Jose Luis Juarez, Member at Large for the Rio Grande
39 Valley region, seconded. Motion carried unanimously.

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41 **8. NEW BUSINESS**

42 **NHSA Annual Parent Conference**

43 Information on this conference was provided in advance for the Council to review. The NHSA Annual Parent
44 Conference will be in Indianapolis, Indiana on December 14th through the 18th. Elaine McDonald Tafolla
45 proceeded with her recommendations of participants for the conference:

46 Elaine M. Tafolla, Jesus Tellez, Claudia Salazar, Yuridia Rodriguez, Priscilla Paiz, Alejandrina Medrano, Sylvia
47 Ramos, Yadira Reyes, Juan Muniz, Hilda Medrano, Jose Luis Juarez, Maria Ramirez, Miguel Acosta, David
48 Briseno and Georgianna Duarte

49 Jesús Tellez made a motion to approve the recommended list of participants for the NHSA Conference. Maria
50 Ramirez, Member at Large from UMOS, seconded. Motion carried unanimously.

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52 **Cost of Living One-Time Payment**

53 Elaine McDonald Tafolla asked Mr. DuQué to present an explanation on this agenda item. Mr. DuQué went on to
54 explain that the comparison on the cost of living allowance increases that was allowed by the Office of Head
55 Start for the years of 2005, 2006 and 2007 indicated to be six percent short of the actual cost of living
56 adjustment.

57 TMC is proposing to adjust the cost of living with a one-time payment of up to six percent (6%) of each active
58 and laid-off employee's earnings from February 1, 2007 through October 30, 2007.

1 Miguel Acosta made a motion to approve the COLA of up to six percent (6%) for employee including employees
2 that are laid-off provided that the funds are available; there will not be any reduction on funding for centers,
3 services for children, supplies or any other services or items that will be needed; that a report on the status of
4 the availability of these funds be presented to the Fiscal Committee before the allocation is initiated. Jesus
5 Tellez seconded. Motion carried unanimously.
6

7 **Iowa CACFP Audit Results and Improvement Plan**

8 Manuel E. DuQué explained the CACFP audit report.

9 The report listed several good management practices. One of the changes that were required was to establish a
10 plan for the reimbursement of meals and a plan for filing menus that reflect the actual foods served. There was
11 a discrepancy on the reimbursement of meals that has already addressed by our program. The training that was
12 recommended for staff has already been provided. The Marengo center did not implement the menu that was
13 planned by the Food Advisory Committee because the caterer had to make modifications to serve children.

14 Mr. Acosta made a motion to authorize Sonia Cotto-Moreno, CCFP Director, to make the necessary changes on
15 the menu. Jesus Tellez seconded. Motion carried unanimously.
16

17 **Approval to Re-Submit the E-Rate Application for 2008-09**

18 Maria Ramirez, Member at Large from UMOS, made a motion for Ms. Capello and Nestor Atkinson to re-submit
19 the E-Rate application. Yuridia Rodriguez, Secretary, seconded. No discussion or questions on this agenda item.
20 Motion carried unanimously.
21

22 **9. MSHS REPORT AND FISCAL REPORT**

23 Cynthia Garcia, MSHS Director presented the MSHS report.

- 24 ▪ Federal Review follow up visit – The Federal Review went very well. The team arrived on Saturday,
25 October 27th and the conducted the review through November 2, 2007. They reviewed the expansion
26 sites with the exception of Iowa. Indiana and Ohio were not reviewed. The process for review is not the
27 same, there was no exit and the report was verbal. The written report should be received within 90
28 (ninety) days.
- 29 ▪ Grant Proposal – The Continuation Grant Proposal was submitted on November 1st.
- 30 ▪ NMSHS Association – She attended the Affiliate meeting in Sacramento, California. Discussion went on
31 about the Head Start Re-Authorization Bill. One of the changes that have been proposed is in the role of
32 Policy Council. A decision on this Bill will come soon.
- 33 ▪ Expansion – The modulars for the expansion in the Valley and Crystal City will be coming soon. The
34 arrangements for permits and land surveys are underway.

35 Mr. Tellez voiced his concern regarding the delivery date of the modular for the Crystal City service area.

36 Modifications on the site have been completed and the modular has not been delivered. Mr. Sifuentes inquired
37 on the status of this modular and stated that the modular would be delivered the following week.

38 Dr. Mary Alice Reyes informed everyone that the modulars for the Valley have already been delivered and a walk
39 through will be scheduled soon. The sites that these modular will be located in La Paloma/San Benito, Edinburg,
40 Las Milpas and Rio Grande City.

41 Discussion went on about the Edcouch II center. Mr. Juarez expressed his concerns for need of a new center for
42 Edcouch II. Mr. Juarez stated that this center is too small and there are more children in that area that need
43 services. The MSHS Director and Dr. Reyes both met with Mr. Juarez regarding this matter. Dr. Reyes will
44 review the details to see how this can be accomplished.

45 Elaine McDonald Tafolla would like to visit the new modulars and take pictures of the new facilities to present at
46 the next Policy Council meeting. Dr. Reyes thanked Mr. Juarez for his interest in the center and the children and
47 will make his concerns a priority.
48

- 49 ▪ Expansion – In the state of Oklahoma many parents were concerned for their children. Due to the
50 immigration laws in the state of Oklahoma that are enforced at this time, many parents fear that they
51 will be deported and will be separated from their children. The parents at the centers have asked staff
52 to care for their children if they are deported. Staff has been advised to get additional information on
53 relatives who can care for the children in case this happens at our centers. Vast amount of families have
54 already left the area due to the recent enforcement of laws regarding undocumented workers. This is
55 also happening in Nevada. Staff has been advised about the legal aspects of this issue and will work to
56 inform the parents on what to do regarding their children.
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2 **FISCAL REPORT**

3 Mr. Acosta stated that the fiscal report showed a lot of cost overrun on the budget and had questions regarding
4 that matter. Cynthia Garcia made a recommendation and suggested that the fiscal committee meet with Cesar
5 Sotelo, Budget Director to address any questions regarding the fiscal report for November.

6 **Regional Activity Reports**

7 Reports were provided in the binder for review. No discussion on this agenda item.
8

9 **10. BOARD LIAISON REPORT**

10 Dr. Hilda Medrano, Board Liaison, was not available due to bad reception on the telephone call. Elaine McDonald
11 Tafolla informed the Council that the next Board meeting will be held on the following day, November 6, at 9:00
12 A.M. and a Joint meeting with the Council will follow at 10:00 A.M.
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14 **11. STANDING COMMITTEE REPORTS**

15 No reports at this time.
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17 **12. OPEN FORUM**

18 Jose Luis Juarez asked if there is another way to qualify for program services. His non-agricultural income was
19 higher than his income from agriculture and did not qualify for services. He requested clarification on the
20 qualification process. Cynthia Garcia, MSHS Director explained to Mr. Juarez that in order to qualify for services
21 all the criteria and requirements have to be followed and his agricultural income has to be more than the non-
22 agricultural income. Mr. Juarez was concerned because he was provided with other resources but none were
23 related to the kind of services he needed for his child. Dr. Reyes explained that staff always exhausts every
24 possibility to qualify families for services. Mr. Acosta requested a report for Mr. Juarez with a detailed
25 explanation regarding this matter. Dr. Reyes will review the information again and will gather a report
26 regarding this matter for Mr. Juarez.

27 Elaine McDonald Tafolla mentioned that she also had difficulties with getting services for her child. She thanked
28 Dr. Reyes for her help and will be working on getting the documentation that is pending.
29

30 **13. SET DATE FOR NEXT MEETING**

31 Discussion went on about setting a date for the AdHoc Committee on By-Laws and the next Policy Council
32 meeting. The AdHoc Committee members will be available to meet during the travel to Indianapolis, Indiana to
33 attend the NHSA Parent Training Conference between December 13 and 19, 2007 to review and finalize any
34 recommendations on the by-laws. Jesus Tellez made a motion to set the date for the next Policy Council
35 meeting to be on January 11 and 12, 2008 with a training on Friday, January 11 and the meeting and transition
36 process on Saturday, January 12, 2008. The return date will be January 12th after the meeting. Yuridia
37 Rodriguez seconded. Motion carried unanimously.
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39 **14. ADJOURN**

40 Jesus Tellez made a motion to adjourn the meeting. Miguel Acosta seconded. Motion carried unanimously.
41 Meeting adjourned at 5:55 P.M.
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TEXAS MIGRANT COUNCIL, INC.
SUMMARY OF DECISIONS MADE BY POLICY COUNCIL
NOVEMBER 9, 2007

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| 1. | SEATING OF NEW MEMBERS:
YADIRA REYES, WESTERN REGION
CLAUDIA SALAZAR, WESTERN REGION
MARIA RAMIREZ, UMOs | APPROVED
APPROVED
APPROVED |
| 2. | HIRING AND TERMINATION REPORTS
FOR THE MONTH OF AUGUST
FOR THE MONTH OF SEPTEMBER | APPROVED
APPROVED |
| 3. | MINUTES FOR:
REGULAR MEETING ON AUGUST 25, 2007
SPECIAL MEETING ON OCTOBER 01, 2007
SPECIAL MEETING ON OCTOBER 21, 2007 | APPROVED
APPROVED
APPROVED |
| 4. | COST OF LIVING ONE-TIME PAYMENT | APPROVED |
| 5. | IOWA CACFP AUDIT RESULTS AND IMPROVEMENT PLAN | APPROVED |
| 6. | RE-SUBMIT THE E-RATE APPLICATION FOR 2008-09 | APPROVED |

APPROVED BY Claudia Salazar Secretary
NAME/TITLE

APPROVED ON 1-12-08
DATE