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**Migrant Seasonal Head Start
Policy Council Special Meeting
Via Telephone Call
June 4, 2010**

9 **1. WELCOME**

10 Maria Rios, Policy Council President, welcomed everyone and called the meeting to order at 5:11 P.M.

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12 **2. ROLL CALL/INTRODUCTION/SIGN IN**

13 Maria Rios proceeded with the roll call and established quorum.

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15 **MEMBERS PRESENT ON THE TELEPHONE**

16 Maria Rios, President-Wintergarden Region
17 Leeann Benavides, Vice President-Wintergarden Region
18 Cristina Perez, Secretary-Wintergarden Region
19 Karla Valdez, Treasurer-Rio Grande Valley Region
20 Raul Alvarez, Sergeant at Arms-Wintergarden Region
21 Ana Artiaga, Member at Large-Wintergarden Region
22 Nydia Palomo, Member at Large-Wintergarden Region
23 Matilde Gutierrez, Member at Large-Rio Grande Valley Region
24 Elizabeth Ibarra, Member at Large-Rio Grande Valley Region
25 Maria Ramirez, Member at Large-Western Region
26 Blanca Ramirez, Member at Large-Indiana Region
27 Luis Degollado, Member at Large-UMOS
28 Anita Cuevas Lomas, Community Representative-Wintergarden Region
29 Richard Langford, Community Representative-Ohio Region
30 Edward Cortez, Community Representative-Western Region

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32 **GUEST**

33 Reverend Chester Phyffer, TMC Board of Directors

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35 **MEMBERS ABSENT**

36 Odalis Zuniga, Member at Large-Rio Grande Valley Region
37 Angel Gonzalez, Member at Large-Rio Grande Valley Region
38 Michelle Contreras, Member at Large-Rio Grande Valley Region
39 Ismael Perez, Member at Large-Ohio Region
40 Marta Soto, Member at Large-Ohio Region
41 Jesus Cardoza, Community Representative-Indiana Region
42 Edith Martinez, Community Representative-Rio Grande Valley Region

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44 **STAFF**

45 Nestor Atkinson, MSHS Director
46 Norma Ybarra, Vice President of Human Resource
47 Alicia Yanez, Family Partnership Director
48 Edna Valdez, MSHS Secretary for Policy Council

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50 Having twelve (12) members present established a quorum.

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52 **3. APPROVAL ITEMS**

53 **HR 200 Employment Policies:**

54 **1-Job Posting Policy and Procedure**

1 **2-Recruitment Policy Statement and Procedure**

2 **3-Temporary Transfer Policy Statement and Procedure, 2010 Temporary Transfer Process Packet**

3 **4-Screening and Selection Policy Statement**

4 Norma Ybarra, Vice President of Human Resource, presented and explained the employment policies as listed on
5 HR 200 that includes section 1-Job Posting Policy and Procedure; 2- Recruitment Policy and Procedure; 3-
6 Temporary Transfer Policy, Procedure and 2010 Temporary Transfer Process Packet; 4-Screening and Selection
7 Policy. TMC employees will have the opportunity to apply for or transfer to an available position following the
8 policies, procedures, and requirements as listed. TMC will also provide employees information on current open
9 positions for the possibility of job transfers before other sources are used to hire for those positions following the
10 process as detailed on that policy and procedure.

11 Cristina Perez made a motion to approve the Human Resource Policy 200, section one through four to include the
12 2010 Temporary Transfer Process Packet as presented. Ana Artiaga seconded. No questions or discussion on this
13 agenda item. Motion carried unanimously.
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15 **4. ADJOURN**

16 Ana Artiaga made a motion to adjourn the meeting. Elizabeth Ibarra seconded. Motion carried unanimously.
17 The meeting adjourned at 5:27 P.M.
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**Migrant Seasonal Head Start
Policy Council Special Meeting**

**SUMMARY OF DECISIONS MADE BY POLICY COUNCIL
JUNE 4, 2010**

HR 200 EMPLOYMENT POLICIES:

APPROVED

- 1-Job Posting Policy and Procedure**
- 2-Recruitment Policy Statement and Procedure**
- 3-Temporary Transfer Policy Statement and Procedure, 2010 Temporary Transfer Process Packet**
- 4-Screening and Selection Policy Statement**

APPROVED BY Cristina Pz
NAME/TITLE

APPROVED ON 6-19-10
DATE