



**Migrant Seasonal Head Start
Policy Council Meeting
Rio Grande Valley Regional Office
August 21, 2010**

1. WELCOME

Maria Rios, Policy Council President, welcomed everyone and called the meeting to order at 10:49 A.M.

2. ROLL CALL/INTRODUCTION/SIGN IN

Cristina Perez, Secretary, proceeded with the roll call and established quorum.

MEMBERS PRESENT

- Maria Rios, Policy Council President-Wintergarden Region
- Leeann Benavides, Vice President-Wintergarden Region
- Cristina Perez, Secretary-Wintergarden Region
- Raul Alvarez, Sergeant at Arms-Wintergarden Region
- Karla Valdez, Treasurer, Rio Grande Valley Region
- Ana Artiaga, Member at Large-Wintergarden Region
- Veronica Solis, Alternate for Nydia Palomo, Member at Large-Wintergarden Region
- Matilde Gutierrez, Member at Large-Rio Grande Valley Region
- Odalis Zuniga, Member at Large-Rio Grande Valley Region
- Marisol Rivera, Alternate for Angel Gonzalez, Member at Large-Rio Grande Valley Region
- Elizabeth Ibarra, Member at Large-Rio Grande Valley Region
- Maria Ramirez, Member at Large-Western Region
- Blanca Ramirez, Member at Large-Indiana Region
- Anita Cuevas Lomas, Community Representative-Wintergarden Region
- Jesus Cardoza, Community Representative-Indiana Region
- Edward Cortez, Community Representative-Western Region
- Richard Langford, Community Representative-Ohio Region
- Reverend Chester Phyffer, TMC Board of Directors

MEMBERS ABSENT

- Michelle Contreras, Member at Large-Rio Grande Valley Region
- Maria Barrientez, Member at Large-Western Region
- Ismael Perez, Member at Large-Ohio Region
- Marta Soto, Member at Large-Ohio Region
- Luis Degollado, Member at Large-UMOS
- Edith Martinez, Community Representative-Rio Grande Valley Region

STAFF

- Nestor Atkinson, Migrant Seasonal Head Start Director
- Alicia Yanez, Family Partnership Director
- Edna Valdez, MSHS Secretary for Policy Council

Having twelve (12) members present established a quorum.

3. REVIEW AND APPROVAL OF AGENDA

The Council reviewed the agenda. Eddie Cortez made a motion to move the resignations from number two to before number eleven, after the Board Liaison Report. Leean Benavides seconded. Motion carried unanimously.

1 **4. EXECUTIVE SESSION**

2 No business to discuss at this time.

3
4 **5. HIRING AND TERMINATION REPORTS**

5 Anita Cuevas Lomas, member of the committee stated that the Personnel Committee met on a monthly basis with
6 the MSHS Director, Family Partnership Director and the Human Resource Director to review the information on
7 hiring and terminations for the months of June and July 2010. Questions on the report were answered, all was in
8 order, and recommended approval of the reports. Leean Benavides made a motion to approve the Hiring and
9 Termination Reports for the month of June and July of 2010. Karla Valdez seconded. No discussion on this
10 agenda item. Motion carried unanimously.

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12 **6. STANDING COMMITTEE REPORTS**

13 **Fiscal Committee Report**-Karla Valdez, Chairperson

14 The fiscal committee has not received the information for this meeting and will be re-scheduled for August 26,
15 2010 at 4:30 P.M. Eddie Cortez made a motion to re-schedule the meeting for August 26, 2010 at 4:30 P.M.
16 Karla Valdez seconded. No discussion on this agenda item. Motion carried unanimously.

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18 **7. PENDING BUSINESS**

19 **Approval of Minutes**

20 The minutes for the regular meeting of June 19, 2010 and the special meeting of July 8, 2010 were provided in
21 the binder for their review. Cristina Perez the Secretary stated that the correct number of participants at the
22 meeting in the English minutes of June 19, 2010 should be twelve. The correction was noted and the english
23 minutes will be corrected to reflect twelve participants for the meeting of June 19, 2010. Eddie Cortez made a
24 motion to approve the minutes of June 19, 2010 with corrections; and the minutes of July 8, 2010 as presented.
25 Cristina Perez seconded. Motion carried unanimously.

26 **Approval of revised TMC/MSHS Policy Council By-Laws**

27 The document was provided in advance for review. Nestor Atkinson stated that the process for the election of
28 Community Representative and wording in other areas were changed to reflect changes as per the New Head
29 Start Act. Eddie Cortez made a motion to approve the TMC/MSHS Policy Council By-Laws as presented. Leean
30 Benavides seconded. No questions or discussion on this agenda item. Motion carried unanimously.

31 **Status on the Dress Code Policy**

32 Nestor Atkinson, MSHS Director, apologized for not having a new policy in place at this time. He stated that he
33 will meeting with the Regular Head Start Director to discuss the concern regarding this policy that will apply to all
34 the staff in both programs. He has been meeting with the Chief Executive Officer/President to identify what the
35 proper attire and shoe will be to cater to everyone at all levels of staff. They have also been in contact with
36 several resources to inquire on regulations that might also apply to all the different levels of staff. He went on to
37 explain that until the details on this new policy are finalized the current dress code policy still stands.

38
39 **8. NEW BUSINESS**

40 **2010-11 Infant Menu and the 2010-11 Pre-School Menu**

41 These menus were provided in advance for review. Maria Rios and Cristina Perez attended the Food Advisory
42 Committee meeting where they took part in reviewing and compiling all the nutritional information to develop
43 these menus. Different vendors provided samples of new food items for the committee to review. Cristina Perez
44 made a motion to approve the 2010-11 Infant Menu and the 2010-11 Pre-School Menu as presented. Eddie
45 Cortez seconded. No questions or discussion on this agenda item. Motion carried unanimously

46 **Staff Development-Transcript Review Policy SD 109 and Transcript Review Procedure SD 109-A**

47 This document was provided in advance for review. This transcript review process is in place at this time and is
48 described in writing with this policy and procedure. Eddie Cortez made a motion to approve the Staff
49 Development Transcript Review Policy and Procedure as presented. Cristina Perez seconded. No questions or
50 discussion on this agenda item. Motion carried unanimously.

51 **All Program Area Policies and Procedures**

52 All Program Area policies and procedures were provided in advance for review. Nestor Atkinson the MSHS
53 Director explained that all policies had cosmetic changes due to the name change and other changes were only to
54 update the dates of approval for file purposes only. The Mental Health, Disabilities and ERSEA policies made
55 changes to wording to comply with Performance Standards. After verifying the changes that were mentioned
56 Eddie Cortez made a motion to approve all program area policies and procedures as presented. Cristina Perez
57 seconded. Motion carried unanimously.

1 **Selection Enrollment Criteria**

2 This document was provided in advance for review. These forms were revised to qualify families based on need
3 with a point system. This form has been revised to reflect this process. Eddie Cortez made a motion to approve
4 the Selection Enrollment Criteria forms as presented. Maria Ramirez seconded. No questions or discussion on this
5 agenda item. Motion carried unanimously.

6 **Budget Revision**

7 The information regarding this revision was provided in advance for review. Cesar Sotelo, Budget Director,
8 explained that there is a need to purchase a dishwasher at the Mission Center. The proposed plan is to is
9 purchase the equipment with the use of general fund and reimburse the general fund as soon as authorization
10 from the funding sources is received. The center is preparing to open and the machine is not working at this time.
11 The equipment is available for purchase and if approval is granted the equipment will be purchased as proposed
12 and the reimbursement will follow upon receipt of formal authorization. Leean Benavides made a motion to
13 approve the budget revision as presented. Elizabeth Ibarra seconded. Motion carried unanimously.

14 **Corporate Communication System**

15 This document was provided in advance for review. Rene Gonzalez, Communications Manager, stated that there
16 was wording that changed on pages six and eight to reflect the changes under the strategic plan to reflect the
17 updates with the virtual private network at all TMC service areas. This electronic update will connect the
18 Corporate Office, Regional Offices and Centers and will also eliminate long distance calls and reduce travel
19 expense. Electronic messaging will be implemented and all staff members will be given an email address to
20 enhance communication among all staff. Eddie Cortez made a motion to approve the changes to the
21 Communication System as presented. Karla Valdez seconded. No se presento discusión o preguntas sobre este
22 asunto. Motion carried unanimously.

23 **Organizational Chart**

24 This document was provided in advance for review. Nestor Atkinson explained that the chart lists all the positions
25 for both TMC and MSHS to show the organization as a whole. There were no additions of staff. No questions or
26 discussion regarding this agenda. Eddie Cortez made a motion to approve the Organizational Chart as presented.
27 Cristina Perez seconded. Motion carried unanimously.
28

29 **9. MSHS REPORT**

30 The MSHS report was provided in the binder for review. Nestor Atkinson mentioned the highlights of his report.

- 31 > Participated on the Risk Management Review.
- 32 > Need to review the status on the enrollment of 10% of children with disabilities that is presenting a
33 challenge at this time; will need to submit a waiver.
- 34 > Some component areas of the program need to be checked to determine areas of concern, the program
35 strengths, and challenges.
- 36 > The relocation package was under revision and was not available for staff as planned. The implementation
37 of the revised package created a delay in the relocation of Texas staff and posed a challenge in the hiring
38 of local culturally sensitive staff such as qualified teachers and bus drivers. All of those challenges affect
39 the enrollment for the northern states.
- 40 > Total funded enrollment is at 55% as of August 15th
- 41 > The San Juan center and the Mercedes center will be undergoing renovations; services at those centers
42 will be joined with a center that is the closest within that service area.

43 **Fiscal Report**

44 This report was provided in the binder for review. The report includes the financial statements, summary sheets,
45 and expenditure reports on all TMC programs.

46 **Regional Activity Reports**

47 Reports were provided in the binder for review. No questions or discussion on this agenda item.
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49 **10. BOARD LIAISON REPORT**

50 Chester Phyffer, Board Liaison, explained that he had been unable to participate but was glad to be back.
51

52 **11. RESIGNATIONS**

53 Maria Rios announced that received resignation letters from various members and declared the following
54 vacancies:

- 55 Maria Barrientez, Migrant Parent, Western Region
- 56 Luis Degollado, Migrant Parent, UMOs-Delegate Representative
- 57 Richard Langford, Community Representative for the Ohio Region

1 Eddie Cortez made a motion to accept the resignations that were announced by the Policy Council President.
2 Maria Ramirez seconded. Motion carried unanimously.

3 **12. DATE OF NEXT MEETING**

4 Ms. Rios mentioned that the next meeting is scheduled for October 21, 2010. Information was presented to the
5 Council regarding the scheduling of a joint meeting with the TMC Board of Directors in September. The Council
6 declined the recommendation for a joint meeting in September but recommends a joint meeting in October to
7 approve the Budget.
8

9 **11. OPEN FORUM**

10 Discussion went on regarding concerns with meeting the enrollment goals due to the enforcement of the new law
11 on immigration. Several issues regarding immigration and the new immigration law have been discussed and
12 present no concern for the program at this time.

13
14 Chester Phyffer requested a meeting with Mr. Atkinson to discuss issues pertaining to Oklahoma on eligibility, staff
15 development, policy control, and other concerns.

16
17 Rodolfo Montalvo the Project Coordinator for the IMIL Project prepared a presentation via video to inform the
18 parents about the importance of physical activity in school and at home. He described the various activities that
19 parents can initiate at home with the children to promote physical activity.
20

21 Karla Valdez presented her report on the Parent Affiliate Board Meeting.

- 22 ♦ Attended meeting in Oregon on July 8th
 - 23 ♦ Strategize on how to raise funds
 - 24 ♦ Made request for donations to prepare baskets that will be raffled
 - 25 ♦ Finalized the agenda for the Parent Training in September
 - 26 ♦ Announced the resignations and vacancies on the Board
 - 27 ♦ Voiced concerns regarding translation at the conference sessions
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29 **13. ADJOURN**

30 Cristina Perez made a motion to adjourn the meeting. Maria Ramirez seconded. Motion carried unanimously.
31 The meeting adjourned at 1:08 P.M.
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Migrant Seasonal Head Start
Policy Council Meeting

SUMMARY OF DECISIONS MADE BY POLICY COUNCIL
AUGUST 21, 2010

- 1. HIRING AND TERMINATION REPORT FOR JUNE AND JULY 2010 APPROVED
- 2. MINUTES OF:
REGULAR MEETING ON JUNE 19, 2010 APPROVED
SPECIAL MEETING ON JULY 8, 2010 APPROVED
- 3. REVISED TMC/MSHS POLICY COUNCIL BY-LAWS APPROVED
- 4. DRESS CODE POLICY NO ACTION
- 5. 2010-11 PRE-SCHOOL AND INFANT MENU APPROVED
- 6. STAFF DEVELOPMENT TRANSCRIPT REVIEW POLICY AND PROCEDURE APPROVED
- 7. ALL PROGRAM AREA POLICIES AND PROCEDURES APPROVED
- 8. SELECTION ENROLLMENT CRITERIA FORMS APPROVED
- 9. BUDGET REVISION APPROVED
- 10. CORPORATE COMMUNICATION SYSTEM (PAGES 6 AND 8) APPROVED
- 11. ORGANIZATIONAL CHART APPROVED

APPROVED BY 
NAME/TITLE

APPROVED ON 10/23/10
DATE