



**Migrant Seasonal Head Start
Policy Council Meeting
Laredo, Texas
April 15, 2011**

1. WELCOME

Leean Benavides, Policy Council President, welcomed everyone and called the meeting to order at 10:04 A.M.

2. ROLL CALL/INTRODUCTION/SIGN IN

The President proceeded with the roll call to established quorum.

MEMBERS PRESENT VIA VPN

Leean Benavides, Policy Council President-Wintergarden Region
Cristina Perez, Vice President-Wintergarden Region
Melissa Carrizalez, Sergeant at Arms-Western Region
Yesenia Hernandez, Alternate for Reyna Salazar, Member at Large-Rio Grande Valley Region
Guadalupe Jimenez, Member at Large-Wintergarden Region
Yvonne Torres, Member at Large-Wintergarden Region
Brenda Garcia, Member at Large-Rio Grande Valley Region
Taiya Jones, Community Representative-Western Region

MEMBERS PRESENT VIA TELEPHONE CALL

Ramiro Barrientos, Member at Large-Wintergarden Region
Norma Nevarez, Member at Large-Western Region
Yesenia Morales, Member at Large-Ohio
Norma Zambrano, Member at Large-UMOS
Jesus Cardoza, Community Representative-Indiana Region
Reverend Chester Phyffer, TMC Board of Directors

MEMBERS ABSENT

Elizabeth Ibarra, Secretary-Rio Grande Valley Region
Maria Esparza, Treasurer-Indiana Region
Veronica Solis, Member at Large-Wintergarden Region
Ruth Gonzalez, Member at Large-Rio Grande Valley Region
Matilde Gutierrez, Member at Large-Rio Grande Valley Region
Marisa Miranda, Member at Large-Rio Grande Valley Region
Josefa Hurtado, Member at Large-Ohio Region
Anita Cuevas Lomas, Community Representative-Wintergarden Region
Mary Ramos, Community Representative-Rio Grande Valley Region

STAFF

Manuel E. DuQue, Vice President of Operations
Norma Ybarra, Vice President of Human Resources
Nestor Atkinson, Migrant Seasonal Head Start Director
Cesar Sotelo, Budget Director
Alicia Yanez, Family Partnership Director
Edna Valdez, MSHS Secretary for Policy Council

Having twelve (12) members present established a quorum.

1 **3. REVIEW AND APPROVAL OF AGENDA**

2 The Council reviewed the agenda. Cristina Perez made a motion to approve the agenda as presented. Yvonne
3 Torres seconded. No discussion on this item. Motion carried unanimously.
4

5 **4. EXECUTIVE SESSION**

6 No business to discuss at this time.
7

8 **5. HIRING AND TERMINATION REPORTS**

9 The Personnel Committee met on March 14, 2011 to review the Hiring and Termination report for February 2011
10 and met on April 14, 2011 to review the March 2011 report. Leean Benavides, Chairman of the Committee,
11 presented her report and stated that the February report was reviewed and was found to be in order; the report
12 for the month of March was incorrect. Discussion followed regarding the corrections for the report. The report
13 was revised accordingly and recommended approval of the February and March Hiring and Termination reports.
14 Yvonne Torres made a motion to approve the Hiring and Termination Reports for the month of February and
15 March of 2011. Cristina Perez seconded. No discussion on this item. Motion carried unanimously.
16

17 **6. STANDING COMMITTEE REPORTS**

18 **Fiscal Committee Report**

19 The Fiscal Committee met on March 14, 2011 to review the November Credit Card and Banks Statements, review
20 the expenses and reconciliations. Lupita Jimenez made a motion to approve the fiscal report. Melissa Carrizalez
21 seconded. No discussion regarding this agenda item. Motion carried unanimously.
22

23 **7. PENDING BUSINESS**

24 **Approval of Minutes**

25 The minutes for the regular meeting of February 19, 2011 and for the special meeting on March 24, 2011 were
26 provided in the binder for their review. Cristina Perez made a motion to approve the minutes for the regular
27 meeting of February 19, 2011 and special meeting of March 24, 2011. Norma Nevarez seconded. No discussion
28 or questions on this agenda item. Motion carried unanimously.

29 **Status on the Dress Code Policy**

30 Norma Ybarra, Human Resource Director, mentioned that there were no updates on this policy at this time. The
31 agency continues to enforce the current policy. Will work to have a revised policy it to the Personnel Committee
32 for review and approve possibly the time of the next meeting.
33

34 **8. NEW BUSINESS**

35 **Dispute Resolution Policy, Termination Policy and Organizational Chart**

36 All documents were provided in the binder for the council to review. Leean informed the council that these
37 documents were tabled on March 24, 2011 so the Personnel Committee can review and present them to the
38 Council for approval. Members of the Personnel Committee met in person with Corporate Staff on April 14, 2011
39 to discuss and review concerns on the Dispute Resolution Policy and the Termination Policy. Discussion went on
40 regarding changes and recommendations, all of which were submitted for approval. As a result there was no
41 change to the Dispute Resolution Policy. Suggested wording would be listed on the Termination Policy which was
42 revised and sent out to the Council for review and approval upon presentation. Chester Phyffer made a motion to
43 approve the Dispute Resolution Policy, Termination Policy and the Organizational Chart. Yesenia Hernandez
44 seconded. No discussion or questions on this agenda item. Motion carried unanimously.
45

46 **9. MSHS REPORT**

47 The MSHS report was provided in the binder for review. Cesar Sotelo, Budget Director, went over the highlights
48 of the budget report.

- 49 ♦ The goal for in-kind was surpassed
- 50 ♦ The request for a disabilities waiver was approved
- 51 ♦ No surplus for the end of the year

52 **Fiscal Report**

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

55 **Regional Activity Reports**

56 Reports were provided in the binder for review. No questions or discussion on this agenda item.
57
58

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56

10. TMC BOARD REPORT

Reverend Chester Phyffer informed the Council that he was out of town. Will submit a report for the next meeting.

11. DATE FOR NEXT MEETING

The next meeting will be on June 17, 2011m -via Conference Call or VPN, at 10:00 A.M.

12. OPEN FORUM

Leean Benavides reported on the following:

- ◆ Will be sending out a letter template to all parents at the centers to help circulate to help promote the "Dollar Per Child" Campaign.
- ◆ Requested success stories from parents in the program. Anyone having success stories can send them to the Corporate Office or the send them via email, email address provided

13. ADJOURN

Cristina Perez made a motion to adjourn the meeting. Yvonne Torres seconded. Motion carried unanimously. The meeting adjourned at 10:27 A.M.



**Migrant Seasonal Head Start
Policy Council Meeting**

**SUMMARY OF DECISIONS BY THE POLICY COUNCIL
APRIL 15, 2011**

- 1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
- | | |
|---|------------------|
| 1. HIRING AND TERMINATION REPORT FOR | |
| ♦ FEBRUARY 2011 AND MARCH 2011 | APPROVED |
| 2. MINUTES OF: | |
| ♦ REGULAR MEETING ON FEBRUARY 19, 2011 | APPROVED |
| ♦ SPECIAL MEETING ON MARCH 24, 2011 | APPROVED |
| 3. FISCAL REPORT | APPROVED |
| 4. STATUS ON THE DRESS CODE POLICY | NO ACTION |
| 5. HUMAN RESOURCE DOCUMENTS | APPROVED |
| ♦ DISPUTE RESOLUTION POLICY | |
| ♦ TERMINATION POLICY | |
| ♦ ORGANIZATIONAL CHART | |

APPROVED BY



NAME/TITLE

APPROVED ON

6-17-11

DATE