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Migrant Seasonal Head Start Policy Council Meeting Conference Call August 19, 2011

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1. WELCOME

Leean Benavides, Policy Council President, welcomed everyone and called the meeting to order at 10:15 A.M.

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2. ROLL CALL/INTRODUCTION/SIGN IN

13 The President proceeded with the roll call to established quorum.

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MEMBERS PRESENT VIA TELEPHONE CALL

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16 Leean Benavides, Policy Council President-Wintergarden Region
17 Cristina Perez, Vice President-Wintergarden Region
18 Melissa Carrizalez, Sergeant at Arms-Western Region
19 Veronica Solis, Member at Large-Wintergarden Region
20 Guadalupe Jimenez, Member at Large-Wintergarden Region
21 Yvonne Torres, Member at Large-Wintergarden Region
22 Reyna Salazar, Member at Large-Rio Grande Valley Region
23 Norma Nevarez, Member at Large-Western Region
24 Josefa Hurtado, Member at Large-Ohio Region
25 Yesenia Morales, Member at Large-Ohio
26 Taiya Jones, Community Representative-Western Region
27 Mary Ramos, Community Representative-Rio Grande Valley Region
28 Reverend Chester Phyffer, TMC Board of Directors

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MEMBERS ABSENT

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31 Ramiro Barrientos, Member at Large-Wintergarden Region
32 Ruth Gonzalez, Member at Large-Rio Grande Valley Region
33 Brenda Garcia, Member at Large-Rio Grande Valley Region
34 Matilde Gutierrez, Member at Large-Rio Grande Valley Region
35 Marisa Miranda, Member at Large-Rio Grande Valley Region
36 Elizabeth Ibarra, Secretary-Rio Grande Valley Region
37 Maria Esparza, Treasurer-Indiana Region
38 Norma Zambrano, Member at Large-UMOS
39 Anita Cuevas Lomas, Community Representative-Wintergarden Region
40 Jesus Cardoza, Community Representative-Indiana Region

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GUESTS

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43 Blanca Soriano, Indiana Parent Representative
44 Petra Velasco, Indiana Parent Representative-First Alternate

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STAFF

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47 Manuel E. DuQue, Vice President of Operations
48 Dr. John Gasko, Director of Children and Families
49 Nestor Atkinson, Chief Information Officer
50 Sandra Morales, Assistant MSHS Director
51 Rodolfo Montalvo, Community Project Officer
52 Alicia Yanez, Family Partnership Director
53 Kimberly Martinez, Early Intervention Prevention Director
54 Edna Valdez, MSHS Secretary-Policy Council
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1 Having twelve (12) members present established a quorum.

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

4 The Council reviewed the agenda. The President recommended the following changes to the agenda: new
5 members will be appointed to the Fiscal Committee to ensure participation on the Budget meetings, reports will be
6 given on Child Development Health Nutrition and the Planning Committees. On New Business, a policy on
7 evacuation and disaster preparedness will be added as an action item. The dress code policy will be moved from
8 the old business and added to the new business as an action items.

9 Cristina Perez made a motion to approve the agenda with the recommended changes. Reyna Salazar seconded.
10 Motion carried unanimously.

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12 **4. EXECUTIVE SESSION**

13 No business to discuss at this time.

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15 **5. STANDING COMMITTEE REPORTS**

16 **Personnel Committee Report/Hiring and Termination Reports**

17 The committee report was included in the meeting binder for the Council to review before the meeting. Leean
18 Benavides, Chairman of the Committee, mentioned that the committee met on June 29, 2011 to review the Hiring
19 and Termination report for the month of May 2011. The Committee met again on July 29, 2011 to review the
20 Hiring and Termination report for the month of June 2011. There were questions regarding certain positions and
21 an answer was provided to satisfy the committee. The report showed more activity than usual in the northern
22 state and in the Western region due to the opening of the centers in those service areas. The committee also
23 reviewed the Human Resource policies and Organizational Charts all of which were approved at the special
24 meeting in July. The dress code policy was reviewed and recommendations were submitted. The information on
25 the hiring and terminations reports for May and June of 2011 was in order and recommended they be approved.

26 **Fiscal Committee Report**

27 The committee report was included in the meeting binder for the Council to review before the meeting. The Fiscal
28 Committee met on June 29th, July 28th, and August 17th. The Committee reviewed monthly bank and credit card
29 statements; and the monthly financial reports. The reports indicate that expenses are low due to the closing of
30 centers in Texas but will pick up as soon as the centers open in the Northern states. The financial reports indicate
31 that all the TMC programs are healthy.

32 The President stated that the current committee members have not participated on the monthly meetings;
33 appointed new members to ensure participation on the upcoming budget meetings. The newly appointed Fiscal
34 Committee members are: Leean Benavides, Chairman; Members: Cristina Perez, Josefa Hurtado, Melissa
35 Carrizalez, Yvonne Torres, Veronica Solis, and Blanca Soriano. All new members accepted their appointment and
36 will be provided with a list of dates and information for the upcoming budget meetings.

37 Cristina Perez made a motion to approve the Personnel Committee Report, the Hiring and Termination Report for
38 May and June of 2011, and the Fiscal Committee report. Yvonne Torres seconded. No questions or discussion.
39 Motion carried unanimously.

40 **Child Development/Health/Nutrition Report**

41 The committee report was included in the meeting binder for the Council to review before the meeting. Taiya
42 Jones participated on this committee meeting and on the HSAC meeting; gave an overview of her report.
43 The IMIL the grant will be coming to the end by the end of August. TMC will be able to report good and positive
44 outcomes to DSHS on how the IMIL has impacted the lives of the children in our program and the community. The
45 goal was to increase physical activity for the children and report a decrease in the number of overweight children
46 by 2%. A policy was introduced at the HSAC meeting having to do with the IMIL program that has been
47 implemented at the centers. This policy will ensure that our program continues to implement the IMIL program in
48 the classrooms at our centers. Before approving the Wellness Policy, Taiya Jones requested information to
49 support this goal. Staff that was in attendance informed the Council that the program has met and surpassed this
50 goal. The percentage of overweight children is actually higher than 2%; it is at 3 or 4% at this time. With that
51 being said Leean made a recommendation for the Council to approve the Wellness Policy.

52 Taiya Jones made a motion to approve the Wellness Policy as presented. No questions or discussion regarding
53 this agenda item. Melissa Carrizalez seconded. Motion carried unanimously.

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55 **Planning Committee Report**

56 Announcement: Planning meeting on September 12; Members of the committee are Cristina Perez, Leean
57 Benavides, Reyna Salazar, Melissa Carrizalez, and Mary Ramos.

1 **6. PENDING BUSINESS**

2 **Approval of Minutes**

3 The minutes for the regular meeting of June 17, 2011 and the special meeting of July 7, 2011 were provided in
4 the binder for their review. Guadalupe Jimenez made a motion to approve the minutes for the regular meeting of
5 June 17, 2011 and the special meeting of July 7, 2011. Melissa Carrizalez seconded. No discussion or questions
6 on this agenda item. Motion carried unanimously.
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8 **7. NEW BUSINESS**

9 **Seating of new members**

10 New members and alternates for the Indiana Region were introduced before the seating. Blanca Sorriano Lugo will
11 be the new Policy Council Representative for Indiana, first alternate Petra Velasco from the Elwood center, and
12 second alternate Blanca Vargas from the Kokomo center. Reyna Salazar made a motion to approve the seating of
13 Blanca Sorriano Lugo as the new Policy Council Representative, first alternate Petra Velasco, and second alternate
14 Blanca Vargas, from the Indiana Region. Melissa Carrizalez seconded. No discussion or questions on this agenda
15 item. Motion carried unanimously.

16 **Menus for 2011-12**

17 This document was provided in advance for the Council to review before the meeting. The Child
18 Development/Health/Nutrition Committee attended the Food Advisory Committee meeting where the parents
19 provided their input and recommendations for the menus; reviewed information from the surveys that were sent
20 out to the parents. Leean mentioned that the menus will be very beneficial for the children. Yvonne Torres made
21 a motion to approve the menus. Melissa Carrizalez seconded. No discussion or questions. Motion carried
22 unanimously.

23 **Evacuation and Disaster Preparedness Policy**

24 This document was provided in advance for the Council to review before the meeting. This policy is needed to
25 comply with the State of New Mexico. There is a procedure in place to follow in case of evacuation at this time
26 but it will also need to be revised to include the process for this policy. The Licensing requires that the procedure
27 include wording on how children will be united with their parents in case of an emergency and also need to list
28 what will be done for children with special health care needs. Reyna Salazar made a motion to approve the
29 evacuation and disaster preparedness policy to comply with the State of New Mexico. Melissa Carrizalez seconded.
30 No discussion or questions regarding this agenda item. Motion carried unanimously.

31 **Dress Code Policy**

32 This document was provided in advance for the Council to review before the meeting. Leean informed the Council
33 that the Personnel Committee had met several times to discuss and review the dress code policy. The committee
34 submitted recommendations and at this time would recommend not approving this policy. Veronica Solis made a
35 motion not to approve the Dress Code Policy. Melissa Carrizalez seconded. The committee requested a meeting
36 with upper management and Ms. Capello to hopefully finalize this policy. The date for this meeting will be
37 provided as soon as it is available. Motion carried unanimously.
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39 **8. MSHS REPORT**

40 This MSHS report was provided in advance for the Council to review before the meeting. Dr. John Gasko, Director
41 of Children and Families gave an overview of the report. Cesar Sotelo gave an overview on the budget and in-
42 kind. The financial report was provided in the binder for the Council to review.

43 In-Kind – The children are taking home "Parent Activities" to work with their children; that time is
44 recorded as in-kind.

45 Budget – Leean stated the budget is in order at this time, the meals and snacks reports and all credit
46 card and bank statements are in order as well.

47 Leean urged the Council to encourage the parents at their center to volunteer as much as they can to help the
48 program reach the goal for in-kind this year.
49

50 **Fiscal Report**

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

53 **Regional Activity Reports**

54 Reports were provided in the binder for review. No questions or discussion on this agenda item.
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56 **9. TMC BOARD REPORT**

1 Reverend Chester Phyffer presented an overview of his report on Health topics that related to children. He
2 mentioned that parents should take advantage of healthy programs than will help children cope with health and
3 mental health issues. Those programs help children as they grow into adults.
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5 **10. DATE FOR NEXT MEETING**

6 The next meeting will be on Friday, October 21, 2011 at 10:00 A.M., in person and the location might be in the
7 Rio Grande Valley. Information on the location will be announced as soon as it available.
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9 **11. OPEN FORUM**

10 Taiya Jones mentioned that it is very important for the parents to be informed and trained on the proper use of
11 car seats. Staff informed the Council that this topic will be incorporated into the Pedestrian training that is given
12 before the centers open.

13 Reyna Salazar mentioned a concern with families in Indiana that do not have beds or cots for their children;
14 children end up sleeping on the same bed with the parents. She mentioned that there is a state law that prohibits
15 children sleeping with parents and was creating a problem for some families. Staff will check the law and
16 restrictions for that state regarding this concern and will communicate with Mrs. Salazar as soon as possible.
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18 Melissa Carrizalez made a motion to adjourn the meeting. Reyna Salazar seconded. Motion carried unanimously.
19 The meeting adjourned at 11:04 A.M.
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