



**Migrant Seasonal Head Start
Policy Council Meeting
Laredo, Texas
February 19, 2011**

1. WELCOME

Leean Benavides, Policy Council President, welcomed everyone and called the meeting to order at 9:32 A.M.

2. ROLL CALL/INTRODUCTION/SIGN IN

Elizabeth Ibarra, Secretary, proceeded with the roll call to established quorum.

The President announced the resignation of Celia Garza from the Rio Grande Valley Region and acknowledged the presence of the First Alternate, Reyna Salazar. Mrs. Salazar was asked if she would accept the position of member of the Council to represent the Rio Grande Valley in place of Celia Garza. Mrs. Salazar accepted. Cristina Perez made a motion to seat Reyna Salazar to replace Celia Garza from the Rio Grande Valley Region. Taiya Jones seconded. Motion carried unanimously. Mrs. Salazar will participate in the meeting as a voting member.

MEMBERS PRESENT

Leean Benavides, Policy Council President-Wintergarden Region
Cristina Perez, Vice President-Wintergarden Region
Elizabeth Ibarra, Secretary-Rio Grande Valley Region
Melissa Carrizalez, Sergeant at Arms-Western Region
Veronica Solis, Member at Large-Wintergarden Region
Yvonne Torres, Member at Large-Wintergarden Region
Marisa Miranda, Member at Large-Rio Grande Valley Region
Norma Nevarez, Member at Large-Western Region
Yesenia Morales, Member at Large-Ohio
Jesus Cardoza, Community Representative-Indiana Region
Taiya Jones, Community Representative-Western Region

MEMBERS PRESENT VIA VPN

Ramiro Barrientos, Member at Large-Wintergarden Region
Norma Zambrano, Member at Large-UMOS

MEMBERS PRESENT VIA TELEPHONE CALL

Josefa Hurtado, Member at Large-Ohio Region
Reverend Chester Phyffer, TMC Board of Directors

MEMBERS ABSENT

Maria Esparza, Treasurer-Indiana Region
Guadalupe Jimenez, Member at Large-Wintergarden Region
Celia Garza, Member at Large-Rio Grande Valley Region
Ruth Gonzalez, Member at Large-Rio Grande Valley Region
Brenda Garcia, Member at Large-Rio Grande Valley Region
Matilde Gutierrez, Member at Large-Rio Grande Valley Region
Anita Cuevas Lomas, Community Representative-Wintergarden Region
Mary Ramos, Community Representative-Rio Grande Valley Region

GUESTS PRESENT

Reyna Salazar, First Alternate-Rio Grande Valley Region
Anival Perez, Parent-Alice Center

1 **STAFF**

2 Manuel E. DuQue, Vice President of Operations
3 Norma Ybarra, Vice President of Human Resources
4 Nestor Atkinson, Migrant Seasonal Head Start Director
5 Alicia Yanez, Family Partnership Director
6 Nora Mauricio, Center Manager-Eagle Pass Infant and Toddler Center
7 Javier Rodriguez, Network Operations Manager
8 Edna Valdez, MSHS Secretary for Policy Council
9

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

11
12 **3. REVIEW AND APPROVAL OF AGENDA**

13 The Council reviewed the agenda. Leean Benavides announced that there was an item that required approval and
14 recommended that it be added to the agenda. The Family Medical Leave Act (FMLA) Policy was presented to the
15 Council for review. Elizabeth Ibarra made a motion to amend and approve the agenda adding the FMLA Policy as
16 an action item. Cristina Perez seconded. No discussion on this item. Motion carried unanimously.
17

18 **4. EXECUTIVE SESSION**

19 No business to discuss at this time.
20

21 **5. HIRING AND TERMINATION REPORTS**

22 The Hiring and Termination report for December 2010 and January 2011 was reviewed by the Personnel
23 Committee on February 15, 2011. Leean Benavides, Chairman of the Committee, reported to the council that the
24 reports were reviewed and the information was found to be in order, recommended the approval of the hiring and
25 termination report for the month of December 2010 and January 2011. Melissa Carrizalez made a motion to
26 approve the Hiring and Termination Reports for the month of December 2010 and January 2011. Veronica Solis
27 seconded. No discussion on this item. Motion carried unanimously.
28

29 **6. STANDING COMMITTEE REPORTS**

30 **Fiscal Committee Report**-No business to report. The Fiscal Committee will meet as soon as the committees are
31 established.
32

33 **7. PENDING BUSINESS**

34 **Approval of Minutes**

35 The minutes for the regular meeting of January 15, 2011 were provided in the binder for their review. Elizabeth
36 Ibarra the Secretary reviewed the minutes and stated there were in order. Cristina Perez made a motion to
37 approve the minutes for the regular meeting of January 15, 2011. Melissa Carrizalez seconded. No discussion or
38 questions on this agenda item. Motion carried unanimously.

39 **Status on the Dress Code Policy**

40 Nestor Atkinson the MSHS Director introduced Norma Ybarra the Vice President of Human Resources to report on
41 the status of this policy. Mrs. Ybarra informed the Council that this policy continues to be reviewed. She went on
42 to inform everyone that the agency has a policy in place and is in force at this time.
43

44 **8. NEW BUSINESS**

45 **Family Medical Leave Act (FMLA) Policy**

46 This policy was presented to the council for review. Norma Ybarra, Vice President of Human Resources, informed
47 the Council that the policy had to be revised to incorporate the recent changes that pertain to military families.
48 Cristina Perez made a motion to approve the FMLA Policy as presented. Yvonne Torres seconded. No discussion
49 or questions on this agenda item. Motion carried unanimously.
50

51 **9. ASSIGNMENT OF COMMITTEES**

52 The list of the committees and the assignments was provided in the binder for review.

53 Personnel Committee-will be meeting every second Monday of the month at 6:00 P.M.

54 ♦ Leean Benavides, President-Chairperson

55 ♦ Members: Yesenia Morales, Norma Zambrano, Veronica Solis, Jesus Cardoza

56 Planning Committee-will meet twice a year and the dates will be announced as soon as they are available.

57 ♦ Cristina Perez, Vice President-Chairperson

58 ♦ Members: Leean Benavides, Reyna Salazar, Melissa Carrizalez, Mary Ramos

1 Child Development/Health/Nutrition Committee will attend the Food Advisory Committee meetings in
2 March, Health Service Advisory Committee meetings twice a year

- 3 ♦ Elizabeth Ibarra, Secretary-Chairperson
- 4 ♦ Members: Leean Benavides, Yvonne Torres, Ruth Gonzalez, Yesenia Morales, Taiya Jones, Rev.
5 Chester Phyffer

6 Fiscal Committee meetings are every third Wednesday at 4:30 P.M.

- 7 ♦ Maria Esparza, Treasurer-Chairperson
- 8 ♦ Members: Leean Benavides, Josefa Hurtado, Guadalupe Jimenez, Marisa Miranda, Anita Cuevas-
9 Lomas

10 Family Partnership Committee will meet as needed

- 11 ♦ Melissa Carrizalez, Sergeant at Arms-Chairperson
- 12 ♦ Members: Leean Benavides, Ramiro Barrientos, Brenda Garcia, Matilde Gutierrez, Norma Nevarez
13

14 **10. MSHS REPORT**

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

- 16 ♦ Enrollment- Wintergarden and Rio Grande Valley Regions worked hard to meet and exceeded funded
17 enrollment
- 18 ♦ The budget revision was approved-will be purchasing nine buses, computers, printers, and a research
19 based curriculum for infant and toddlers.
- 20 ♦ Training- Coordinators from all regions traveled to the Valley for training on form, policies, procedures
21 and received information updates on regulations that have recently changed.
- 22 ♦ Budget Cuts and Changes-The MSHS program is part of the group that will be affected by the budget
23 cuts. Will need to develop a plan of action to continue to provide services
- 24 ♦ Traveled to Washington D.C. to attend a training on Program Design Management

25 **Fiscal Report**

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

28 **Regional Activity Reports**

29 Reports were provided in the binder for review. No questions or discussion on this agenda item.
30

31 **11. TMC BOARD REPORT**

32 Reverend Chester Phyffer, provided information for the Council to review.
33

34 **12. SET THE DATES FOR THE UPCOMING MEETINGS OF 2011**

35 Discussion went on regarding the date for the upcoming meetings. After discussing the dates and reviewing the
36 calendar the following are the dates for the upcoming meetings:

- 37 ♦ April 15-via Conference Call and VPN
- 38 ♦ June 17-via Conference Call and VPN
- 39 ♦ August 19-via Conference Call and VPN
- 40 ♦ October 21-in person, in the Rio Grande Valley
- 41 ♦ November 18-via Conference Call and VPN
- 42 ♦ January 2012-in person, in Laredo, Texas *the date will be provided as soon as it is available

43 The date and location for the meeting in August and October will be subject to change pending the verification of
44 the dates needed to approve the proposal.
45

46 **13. OPEN FORUM**

47 Leean Benavides provided a copy of her report and was included in the binder for review. The following is an
48 overview of her report:

- 49 ♦ The Executive Committee Training will be conducted in San Luis Obispo, California on March 24
50 through March 27, 2011
- 51 ♦ The dates for the upcoming meetings will be same as the previous year
- 52 ♦ The annual parent conference dates might change to coincide with the American Indians and Alaska
53 Natives conference in October
- 54 ♦ The details for the fundraiser were finalized
55

56 **14. ADJOURN**

57 Cristina Perez made a motion to adjourn the meeting. Yvonne Torres seconded. Motion carried unanimously.

58 The meeting adjourned at 10:44 A.M.

