

Texas Migrant Council, Inc.
BOARD OF DIRECTORS
MONTHLY MEETING MINUTES

LOCATION: *laPosada Hotel and Suites*
1000 Zaragoza St.
Laredo, Texas

DATE: *January 10, 2004*

ROLL CALL:

<i>MEMBER</i>	<i>PRESENT/ABSENT</i>
Ms. Sandra Martinez, Chairman	Present
Mr. Miguel Lopez, Vice-Chairman	Present
Mr. Juan Jose Balli, Treasurer	Present
Ms. Maribel Garcia, Secretary	Present
Ms. Diana Palacios, Sgt. At Arms	Present
Ms. Graciela Camargo, Member	Present
Mr. Vidal Cantu, Jr., Member	Present
Mr. Blas Castaneda, Member	Absent
Mr. Edward Cortez, Member	Present
Ms. Lorena Cuellar, PPC President	Absent
Mr. Russell Donohue	Present
Mr. Francisco Flores	Present
Mr. Louis Dan Liskai	Present
Mr. Leonel Lopez	Absent
Mr. Hilda Medrano	Absent
Ms. Blanca Munoz	Present
Dr. MA. Alma Gonzalez-Perez	Present

Gallery Present

Ms. Mary G. Capello	Chief Executive Officer
Ms. Wendy L. Kissman	Board of Directors Executive Secretary
Mr. Terry Downey	Chief Financial Officer
Mr. Richard Perales	TMC Planner
Mr. Alfonso Montano	TPC
Ms. Alicia Yanez	MSHS Director
Ms. Isabel Flores	Visitor
Ms. Cynthia Garcia	TEEM Project Coordinator
Mr. John E. Gonzales	Risk Management Director
Ms. Carole Kolle	TMC Workforce Director, Golden Crescent
Dr. Roberto Zamora	TMC Assistant Director
Ms. Gloria Ramos	TMC Workforce Director, Edinburgh

Agenda: (y) (n)

Materials provided/distributed: (y) (n)

Minute Taker: Wendy L. Kissman, Board of Directors Executive Secretary

Item/Subject	Discussion Referenced materials, copies, etc.	Action/ Motions
I. Meeting Called to Order	Ms. Sandra Martinez, board chair, called meeting to order at 8:34a.m.	<i>Called to Order</i>
II. Roll Call	Ms. Maribel Garcia, board secretary, called roll. Eleven (11) out of Seventeen (17) board members were present. Quorum was established. <u>Dr. Hilda Medrano</u> , board member, present by proxy to Mr. Edward Cortez.	<i>Maribel Garcia</i>
III. Action Items	<p>A. Approval of November 8, 2003 monthly board meeting minutes and November 8, 2003 joint Parent Policy Council and TMC Board of Directors meeting minutes. Mr. Louis Liskai, board member, moved to approve November 8, 2003 monthly board meeting minutes and November 8, 2003 joint Parent Policy Council and TMC Board of Directors meeting minutes together as presented.</p> <ul style="list-style-type: none">○ Ms. Diana Palacios, board member, seconded.○ Approved Unanimously.○ No Discussion. <p>B. Approval of the Board Development Committee's recommendation to reinstate expired board members terms for an additional three years. Ms. Diana Palacios, board member, moved the Board Development Committee's recommendation to extend the terms of Mr. Francisco Flores, Mr. Juan Jose Balli, and Ms. Maribel Garcia and Mr. Vidal Cantu to an additional three year term.</p> <ul style="list-style-type: none">○ Mr. Francisco Flores, board member, seconded.○ Approved Unanimously.○ No Discussion.	<p><i>Handout Approved</i></p> <p><i>Handout Approved</i></p>

	<p>C. Approval of Board Development Committee's recommendation of New Board Executive Committee. Ms. Diana Palacios, board member, moved to approve Board Development Committee's recommended slate of officers to the Executive board. The recommendation was as follows:</p> <ul style="list-style-type: none"> ☆ Ms. Sandra Martinez, Board Chair ☆ Mr. Daniel Liskai, Board Vice-Chair ☆ Mr. Russell Donohue, Treasure ☆ Ms. Maribel Garcia, SGT at Arms ☆ Ms. Grace Camargo, Secretary and PPC Liaison <ul style="list-style-type: none"> ○ Mr. Edward Cortez, board member, seconded. ○ Approved Unanimously. ○ No Discussion. <p>D. Approval of Nutrition Services Sweet Foods Policy for MSHS program. Ms. Grace Camargo, board member, moved to approve the MSHS Nutrition Services Sweet Food Policy</p> <ul style="list-style-type: none"> ○ Mr. Rusty Donohue, board member, seconded. ○ Approved Unanimously. ○ No Discussion. <p>E. Ratification of Executive Committee's approval to proceed with the STWDB Agreement.</p> <p>F. Ratification of Executive Committee's approval to proceed with personnel litigation. Ms. Mary Capello, CEO, requested action items E and F be moved to executive session on the agenda. Ms. Grace Camargo, board member, moved to approve moving action item E and F to executive session on the agenda.</p> <ul style="list-style-type: none"> ○ Mr. Rusty Donohue, board member, seconded. ○ Approved Unanimously. ○ No Discussion <p>G. Approval of TMC's 2004 - 2007 Strategic Plan. Ms. Diana Palacios, board member, moved to approve TMC's 2004 - 2007 Strategic Plan, with modifications as needed.</p> <ul style="list-style-type: none"> ○ Mr. Edward Cortez, board member, seconded. ○ Approved Unanimously ○ No Discussion. 	<p><i>Handout Approved</i></p> <p><i>Handout Approved</i></p> <p><i>Moved to Executive Session</i></p> <p><i>Handout Approved</i></p>
<p>IV. Committee Reports</p>	<p>A. Executive Ms. Sandra Martinez, executive committee chair, stated that the committee had meet but minutes were not provided due to items handled in executive session.</p>	

B. Board Development/Planning

Ms. Blanca Munoz, board development committee chair, discussed the annual board evaluation. She requested that all completed evaluations be submitted to Ms. Wendy L. Kissman, Board of Directors Executive Secretary, no later than Monday, February 9, 2004.

Ms. Munoz also reviewed the board training sessions for 2004 and the importance of training sessions for the board. She requested that Ms. Mary Capello, CEO ensure the training sessions be conducted 30 minutes to an hour prior to each monthly meeting.

C. Education/Child Care/Quality Assurance

No report at the time of meeting due to no meeting held last month.

Mr. Edward Cortez, board member, requested that an Education Scholarship Program be implemented. Ms. Grace Camargo, board member, recommended that the education committee make the effort to meet with the Parent Policy Council Education Committee no less than twice this coming year (2004).

D. Fiscal/Fund Raising

Ms. Sandra Martinez, board chair, stated that the committee made an attempt to meet on Friday, January 9, 2004, but due to the lack of a quorum, the meeting was held for informational purposes only.

Ms. Mary Capello, CEO, stated the committee was provided with insurance updates. She also stated that copies were available to board members upon request. Ms. Capello continued to say that due to Mr. Terry Downey's putting systems into place, ensuring and taking action to move TMC from self-insured to fully insured and making sure there are adequate reserves in our account to cover any lagging liability of the past the corporation is seeing positive outcomes already.

E. Personnel/Grievance

No report at the time of meeting due to no meeting held last month.

F. Legislative (Ad-Hoc)

Mr. Daniel Liskai, committee chair, reported that no meeting had taken place.

G. By-Laws

Ms. Maribel Garcia, committee member, reported that no meeting had taken place.

<p>V. Policy Council Report</p>	<p>Ms. Grace Camargo, board liaison to the PPC, stated that the PPC's last meeting was held on November 8, 2003. This was a joint meeting with the board to approve the MSHS budget. Neither the board nor the Policy Council was prepared to vote on the budget so an ad-hoc committee was named by the TMC Board Chair and the PPC President. The ad-hoc committee was given the responsibility of finalizing the budget. The decision of the ad-hoc committee concerning the MSHS budget was to be final.</p>	
<p>VI. Chief Executive Officers Report</p>	<p>Ms. Mary Capello, CEO, recommended to the board chair that a committee was in need to begin researching the creation of a for-profit corporation. Ms. Sandra Martinez, board chair, appointed the following board members as an ad-hoc committee to assist the CEO in researching the creation of a for-profit corporation:</p> <ul style="list-style-type: none"> ☆ Grace Camargo ☆ Leonel Lopez ☆ Rusty Donohue ☆ Francisco Flores ☆ Blas Castaneda <p>Ms. Capello reviewed the handouts she provided to the board; she went on to review the President's immigration bill announcement and requested the board to advise her on how TMC should stand on this topic. Ms. Sandra Martinez, board chair, suggested Ms. Capello work on a draft recommending the stand TMC will take and submit to the board members for approval. Ms. Capello also reviewed the information addressing the National Migrant Seasonal Head Start Conference in Washington, D.C. February 16 - 20, 2004, and recommended at least two of the newest board members and/or members that have not attended to make plans to attend the conference. Ms. Capello and Ms. Martinez confirmed that the following board members had not attended the NMSHSA Annual Conference: Mr. Miguel Lopez, Mr. Juan Jose Balli, Dr. Alma Perez, Mr. Leonel Lopez and Mr. Rusty Donohue. These members should advise Ms. Wendy L. Kissman, Board of Directors Executive Secretary, as soon as possible if their schedules would allow them to participate in the NMSHSA Conference.</p>	<p><i>Handouts</i></p>
<p>VII. Fiscal Report</p>	<p>Mr. Terry Downey, CFO, reviewed the TMC monthly fiscal reports. Mr. Edward Cortez, board member, requested detailed information on the two types of janitorial expenses report and budget information on express mail. Mr. Downey stated that he did not have the exact figures, but would forward the information to Mr. Cortez within the next two weeks. Mr. Vidal Cantu recommended that Mr. Downey look into a new energy company that could serve the entire corporation's energy usage and possibly make TMC much more energy efficient for less money.</p>	<p><i>Handout</i></p>

VIII. Consent Agenda Items	<p>A. Contracts Report B. Workforce/CCMS Management Program Report C. Migrant Head Start Report</p> <p>Ms. Grace Camargo moved to approve the items on the consent agenda.</p> <ul style="list-style-type: none"> ○ Ms. Diana Palacios, board member, seconded ○ Approved Unanimously. ○ No discussion. 	<i>Handout Handout Handout</i>
IX. Executive Session	<p>Mr. Louis Liskai, board member, moved to adjourn to executive session at 11:15a.m.</p> <ul style="list-style-type: none"> ○ Mr. Rusty Donohue, board member, seconded ○ Approved Unanimously. ○ No discussion. <p>Mr. Juan Jose Balli, board member, moved for ratification of letter E and F as presented in executive session.</p> <ul style="list-style-type: none"> ○ Ms. Diana Palacios, board member, seconded ○ Approved Unanimously. ○ No discussion. 	
X. Adjourn	<p>Mr. Daniel Liskai, board member, moved to adjourn.</p> <ul style="list-style-type: none"> ○ Mr. Rusty Donohue, board member, seconded ○ Approved Unanimously. ○ No discussion. <p>Meeting Adjourns at 11:50a.m.</p> <p><i>* A recording of the monthly board meeting is available upon request, from Ms. Wendy L. Kissman, Board of Directors Executive Secretary.</i></p>	<i>Adjourned</i>

APPROVED BY: _____
BOD Chairperson

WITNESSED BY: _____
BOD Secretary