

Texas Migrant Council, Inc.
BOARD OF DIRECTORS
MONTHLY MEETING and MANDATORY TRAINING

LOCATION: *Austin WorkSOURCE/CCS Office*
6505 Airport Blvd
Austin, Texas 78752

DATE: *September 10, 2005*

ROLL CALL:

MEMBER	PRESENT/ABSENT
Ms. Sandra Martinez, Chairwoman	Present
Mr. Daniel Liskai, Vice-Chairman	Absent
Mr. Russell Donohue, Treasurer	Present
Ms. Graciela Camargo, Secretary	Present
Ms. Maribel Garcia, Sgt. At Arms	Present
Mr. Juan Jose Balli, Charter Member	Absent
Mr. Vidal Cantu, Jr., Charter Member	Present
Mr. Blas Castaneda, Member	Present
Mr. Francisco Flores, Member	Present
Mr. Leonel Lopez, Member	Absent
Mr. Miguel Lopez, Member	Present
Dr. Hilda Medrano, Member	Present
Ms. Blanca Munoz, Member	Absent
Ms. Diana Palacios, Member	Absent
Ms. Lorena Cuellar, PC President	Present

Gallery Present

Ms. Mary G. Capello	Chief Executive Officer - HQ
Ms. Wendy L. Kissman	Board of Directors Executive Secretary - HQ
Mr. Jerald Sparenberg	Chief Financial Officer - HQ
Ms. Alicia Yanez	MSHS Director - Crystal City Regional Office
Mr. Dennis Schultz	Human Resources Director
Ms. Cristela Perez	WorkSOURCE Director
Ms. Cynthia Gomez	WorkSOURCE Assistant Director
Mrs. Isabel Flores	Guest

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
Meeting Called to Order	Ms. Sandra Martinez, board chair, called monthly board meeting to order at 9:57 a.m.	<i>Called to Order</i>
2. Roll Call	Ms. Grace Camargo, board secretary, called roll. Ten (10) out of Fifteen (15) board members were present. Ms. Blanca Munoz, present by proxy to Ms. Grace Camargo.	<i>Quorum Established</i>
3. Action Items	<p>A. Approval of Consent Agenda Items: (Previously e-mailed) July Monthly Meeting Minutes, Contracts Reports, TEEMS Monthly Report, Workforce/CCMS Management Programs Report, MSHS Monthly Reports): Mr. Francisco Flores, board member, moved to approve the consent agenda items as presented.</p> <ul style="list-style-type: none"> o Mr. Rusty Donohue, board member, seconded. o Approved Unanimously. o No Discussion. <p>B. Approval of November Monthly Board Meeting Location Change. Mr. Rusty Donohue, board member, moved to approve the consent agenda items as presented.</p> <ul style="list-style-type: none"> o Mr. Blas Castañeda, board member, seconded. o Approved Unanimously. o No Discussion. <p>C. Approval of request to increase Sate Programs'/mileage, lodging and meal rates as program budgets permit. Ms. Grace Camargo, board member, moved to approve the State and Federal Programs' / mileage, lodging and meal per diem rates as program budgets permit; with the understanding that if rates are adjusted by Federal and/or State Government, TMC administration will be allowed to adjust accordingly.</p> <ul style="list-style-type: none"> o Ms. Maribel Garcia, board member, seconded. o Approved Unanimously. o No Discussion. <p>Mr. Jerald Sparenberg, CFO, summarized the Federal and State per diem guidelines to the members of the board; he stated that TMC was out of compliance since they were not paying at the current rate. Mr. Sparenberg recommended that the board authorized administration to adjust per diem rates as they are adjusted by the Federal and/or State Governments, with the understanding that the rates will only be honored if the program budget permits.</p>	<p><i>Handouts Approved</i></p> <p><i>Oral Report Approved</i></p> <p><i>Oral Report Approved</i></p>

<p>4. Board of Directors Committee Reports</p>	<p>A. Executive/Planning/Quality Assurance No meeting was held; no report submitted.</p> <p>B. Fiscal/Insurance/Risk Management Meeting was held but not action was taken due to not meeting quorum requirements.</p> <p>C. Education/Programs No meeting was held; no report submitted.</p> <p>D. Legislative/By-Laws/Board Development No meeting was held; no report submitted.</p> <p>E. Special Advisory Board No meeting was held; no report submitted.</p>	
<p>5. BOD Chairs Monthly Report</p>	<p>Ms. Sandra Martinez, board chair, orally reported on the July 31, 2005 - August 5, 2005 Federal Review outcome and expressed her gratitude to the TMC staff and board members that participated during that week.</p>	
<p>6. PPC President / Board Liaison Monthly Report</p>	<p>The members of the board acknowledged the receipt of the PC April 2, 2005 regular meeting minutes, April 22, 2005 Special called meeting, June 10, 2005, regular meeting minutes; along with the June 2005 Liaison and July 2005 Liaison monthly reports.</p> <p>No comments and/or questions were asked.</p>	<p><i>Handout Emailed</i></p>
<p>7. CEO's Monthly Report</p>	<p>A. Oral review of CEO's written monthly report. Ms. Mary Capello, CEO, reviewed the CEO's monthly report previously emailed to the members of the board; highlighting on the Federal Review outcomes and a corrective action plan.</p> <ul style="list-style-type: none"> a. Approval to submit TEEM Proposal b. Approval to submit Barbara Bush Foundation Proposal c. Approval to submit Women's City Club Proposal d. Approval to accept Matias De Llano Foundation Award <p>Ms. Capello reviewed details of the above proposals and requested approval for submitted and/or acceptance of the proposals/awards submittal.</p> <p>Mr. Vidal Cantu, board member, moved to approve items a - d together as presented to the board.</p> <ul style="list-style-type: none"> o Dr. Hilda Medrano, board member, seconded o Approved Unanimously. o No discussion. <p>B. Fiscal Monthly Report and/or Issues.</p> <ul style="list-style-type: none"> a. July Final Reports b. August Projected Financial Report <p>Mr. Jerald Sparenberg, CFO, reviewed the July Final and the August Projected Financial Reports with the members of the board. No questions were asked concerning the above items.</p>	<p><i>Handout Emailed</i></p> <p><i>Handout Handout Handout Handout</i></p>

	<p>c. Status/Recommendation/Approval of Banking RFP Mr. Jerald Sparenberg, CFO, reported on the status of the banking RFP, requesting from the members of the board to authorized administration to proceed with making the final decision on the banking RFP; with the understanding that the administration would update the Board Fiscal Committee of their final decision. The members of the board all agreed with Mr. Sparenberg's' request, authorizing the administration to proceed with making the final decision on the banking RFP.</p> <p>d. New/Other Business</p> <p>C. Human Resources/Risk Management Monthly Report and/or Issues.</p> <p>a. Human Resources Monthly Report b. Risk Management Monthly Report c. Status on 2004 Pension Plan Audit Corrective Action Plan. d. Organizational Capability and Internal Controls</p> <p>No questions or comments on the Human Resources/Risk management Monthly Reports.</p>	
8. Executive Session	<p>Ms. Grace Camargo, board member, moved to adjourn to executive session at 11:50 a.m.</p> <ul style="list-style-type: none"> o Mr. Miguel Lopez, board member, seconded o Approved Unanimously. o No discussion. <p>The members of the board agreed to recess to executive session at 11:50 a.m. No action was required or taken in Executive Session. The board adjourns from Executive Session at 12:15 p.m.</p>	
9. Sound Off Session	No items for Sound off Session.	
10. Adjourn	<p>Mr. Francisco Flores, board member, moved to adjourn.</p> <ul style="list-style-type: none"> o Mr. Rusty Donohue, board member, seconded o Approved Unanimously. o No discussion. <p>Meeting Adjourns at 12:17 p.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>	Adjourned

APPROVED BY:

Sandra Martini
Board of Directors Chair

WITNESSED BY:

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Board of Directors Secretary