



TMC  
Board of Directors  
Special Called Meeting  
Live/Via Conference Call  
Laredo Texas  
June 4, 2010  
5:00 PM Central Time

MINUTES

Call to Order by Mr. Mr. Louis Daniel Liskai

Let it be remembered that a Special Called Meeting of the TMC Board of Directors ( BOD) was held on Friday, June 4, 2010, at 5:00 PM Central Time via Conference call.

Roll Call by Ms. Cordelia L. Valdez; the following members were present:

Mr. Louis Daniel Liskai  
Ms. Grace Camargo  
Ms. Diana Palacios  
Mr. Leonel Lopez  
Judge Juna Velasquez, III  
Mr. Juan Jose Balli  
Mr. Francisco Flores  
Mr. Miguel Lopez

Mr. Juan Massey  
Dr. Hilda Medrano  
Ms. Blanca Munoz  
Rev. Tino Espinoza  
Ms. Diana Pena

**Not Present:**

Ms. Sandy Martinez  
Dr. Rene Cantu  
Mr. Blas Castaneda  
Mr. Ricardo Gonzalez  
Mr. Timothy Ingle  
Senator Cynthia Nava

This constituting a quorum, the TMC Board of Directors proceeded to act upon the Agenda as presented in the meeting notice of June 4, 2010.

Also present was Ms. Mary G. Capello, President/CEO, Mr. Manny DuQue, TMC VP of Operations and Ms. Cordelia L. Valdez BOD Secretary.

03.10.06.136. **TMC BOARD TO DISCUSS AND ACT ON THE FOLLOWING:**

- a. Discussion and Possible Action regarding amending HR Policy 200 and 320 as it relates to the 2010 Temporary Transfer Process Package as follows:
- HR 200 # 2 Recruitment; and
  - HR 200 # 2A Temporary Transfer Policy; and
  - HR # 320 Job Posting

Authorizing President/CEO to execute all relevant documents (Requested by Ms. Norma Ybarra, VP of Human Resources).

Ms. Capello explained to the Board of Directors the changes/and or revisions related to the 2010 Temporary Transfer Process Package. Ms. Capello reviewed the contents of a letter from Ms. Sandra Carton, Chief of the Office of Head Start Migrant Programs Branch, recommending "refraining from providing monetary incentives to employees for doing activities that are required by the Performance Standards and

other Head Start regulations." TMC's 2010 Temporary Transfer Process Packet has been amended to reflect this. Ms. Carton further recommended that "Verification of POV (Personal Operating Vehicle) arrival at on-site location must be documented by supervisor and kept on file. Source documentation must be kept to support reimbursement." TMC's Travel Mileage/Per Diem/Living Allowance Form and Close-out Process have been amended to reflect this. The letter further directed travel authority be from regional office to regional office.

This 2010 Temporary Transfer Process Packet was reviewed by the Federal Team that was visiting during the week of June 2m 2010 and they agreed it meets Federal Compliance. Additionally, TMC's Travel Mileage/Per Diem Form and TMC's Temporary Transfer Letter have been amended to include travel per diem, mileage per diem to/from the regional office and specifies the date and time of departure and arrival. The Center Manager will acknowledge the transfer of employees and/or any vehicles they are traveling in by certifying through his/her signature on the actual Travel Mileage/Per Diem Form.

Ms. Capello reviewed HR 200# 2 dealing with Recruitment, HR 200 2A dealing with Temporary Transfers and HR 320 dealing with Job Posting. She explained that these policies have all been revised to meet TMC's new Temporary Transfer Process Package and federal requirements. All policies are in compliance with both programmatic and fiscal requirements.

It was moved by Ms. Grace Camargo and seconded by Ms. Diana Palacios to approve the HR Policies as reviewed and explained by Ms. Capello.

Motion was approved unanimously.

- b. Discussion and Possible Action to approve the submission of the continuation ARRA Early Head Start Expansion Grant Application # 06SA7053 for a total amount of \$782,942 for grant period of September 30, 2010 to September 29, 2011 and authorizing President/CEO to execute all relevant documents ( Requested by Mr. Manny Duque, VP of Operations).

Ms. Capello gave the board an explanation regarding the contents of the ARRA EHS continuation grant.

It was moved by Ms. Grace Camargo and seconded by Ms. Blanca Munoz to approve as presented.

Motion was approved unanimously.

- c. Discussion and Possible Action to approve the submission of the continuation ARRA Head Start Expansion Grant Application # 06SA7053 for a total amount of \$829,332 for grant period of \$ September 30, 2010 to September 30, 2011and authorizing President/CEO to execute all relevant documents (Requested by Mr. Manny Duque, VP of Operations).

Ms. Capello again gave an explanation of the contents of the ARRA HS continuation grant.

It was moved by Ms. Grace Camargo and seconded by Ms. Diana Palacios to approve as presented.

Motion was approved unanimously.

04.10-06-137. Executive Session

None

05.10-06-138. Other Business

None

With no further business it was moved by Ms. Grace Camargo and seconded by Ms. Diana Palacios to adjourn the meeting.

Respectfully submitted

*Diana Palacios*

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