



TMC
Board of Directors
BI-Monthly Meeting
Live/Via Conference Call
Laredo Texas
March 12, 2010
5:00P.M. Central Time
Minutes

Call to Order Mr. Mr. Louis Daniel Liskai

Let it be remembered that a regular meeting of the TMC Board of Directors (BOD) was held on Friday, March 12, 2010, at 5:00 P.M. live and via Conference Call.

Roll Call by Ms. Sandy Martinez: the following members were present.

Mr. Louis Daniel Liskai
Ms. Grace Camargo
Ms. Diana Palacios
Ms. Sandy Martinez
Mr. Juan Jose Balli
Dr. Rene Cantu, Jr.
Mr. Blas Castaneda

Mr. Francisco Flores
Mr. Ricardo Gonzalez
Mr. Timothy Ingle
Mr. Miguel Lopez
Dr. Hilda Medrano
Ms. Blanca Munoz
Rev. Chester Phyffer
Rev. Tino Espinoza
Maria Rios

Not Present:

Mr. Leonel Lopez
Judge Juan Velasquez,III
Mr. Juan Massey
Senator Cynthia Nava

Thus constituting a quorum, the TMC Board of Directors proceeded to act upon the Agenda as presented in the meeting notice of March 12, 2010.

Also present was Ms. Mary G. Capello, President/CEO, Mr. Manny DuQue, TMC VP of Operations, Mr. Rodney Rodriguez, VP of Compliance, Mr. Jerald Sparenberg, VP of Finance, Ms. Norma Ybarra, VP of Human Resources, Mr. Rene Gonzalez, Communications Manager and Ms. Cordelia L. Valdez, BOD Secretary.

01.10.03.117. Action to Approve Minutes of January 9, 2010 Meeting.

It was moved by Ms. Sandy Martinez and seconded by Dr. Hilda Medrano to approve the minutes as presented.

Motion was approved unanimously.

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

a. Discussion and Possible Action to approve amended policies & procedures to reflect new code of federal regulations for food

safety and sanitation for the Migrant Seasonal Head Start Child Care Food Program as required by Federal & State Food Safety Code Rules 229.163; 229.164; and 229.165 (Requested by Ms. Sonia Cotto-Moreno, CCFP Director).

Ms. Capello explained the revised forms as required by the federal and state requirements. Ms. Grace Camargo moved and Dr. Hilda Medrano seconded to approve.

Motion was approved unanimously.

- b. Discussion and Possible Action to approve Management Information Systems (MIS) Procedure No. 112A as an additional policy to include the Back-up Schedule using Symantec Live State Software in combination with External Snap Servers to ensure that no more than one day's working data will be missing in the event of a data loss incident (Requested by Mr. Javier Rodriguez, MIS Network Operations Manager).

Ms. Grace Camargo commented had reviewed the document and it was excellent. She suggested that it be reviewed in six months to determine if the program is working properly. Ms. Capello suggested placing the system with compliance department to audit as part of the Strategic Plan. Mr. Blas Castaneda recommended that for the system be reviewed in six months and reported in December 2010.

It was moved by Ms. Grace Camargo and seconded by Mr. Blas Castaneda to approve Management Information System Procedure No. 112A as presented.

Motion was approved unanimously.

- c. Discussion and Possible Action to approve Amended Accounting Policies 215 A – “Signature Authorities” to read as follows: All checks issued by TMC will be signed by two authorized officials, through the use of a signature stamp that is placed in the check processing printers whenever checks are produced. Those signatures will be the President/Chief Executive Officer and the Vice President of Finance of TMC. Two manual signatures are required by the above authorized officials on any accounts payable check of \$100,000.00 or more and on any payroll check of \$10,000.00 or more.

It was moved by Mr. Blas Castaneda and second by Mr. Francisco Flores to approve the amended policy as recommended by the finance Committee.

Motion was approved unanimously.

- d. Discussion and Possible Action to approve the Communications System for TMC.

Ms. Grace Camargo asked if there would be a possibility to have VPN Web Cam for Board Computers. Ms. Capello explained that MIS is researching the matter to see if it would be financially feasible. MIS would continue to expand their research and report to Ms. Capello.

It was moved by Mr. Blas Castaneda and seconded by Ms. Blanca Munoz to approve the communications system as presented and to research the request of the board.

Motion was approved unanimously.

- a. Executive Committee Executive
- b. Fiscal Committee
- c. Building Committee Programs/Research and Evaluation,
Corporate Compliance Committee
- d. Fund Development Committee
- e. MSHS Policy Council President Report
- f. HS/EHS Policy Council President Report
- g. HS/EHS Board Liaison Report
- h. MSHS Board Liaison Report

All reports were presented with one correction to the Building Committee to add Mr. Francisco Flores to the meeting attended in San Antonio, Texas on January 29, 2010.

It was moved by Ms. Sandy Martinez and seconded by Mr. Francisco Flores to approve the minutes as presented with one correction as noted.

Motion was approved unanimously.

06.10.03.120.

PRESIDENT/CEO'S REPORT

**a. Corporate Report
CEO Report**

- Financial Assistance Award (FAA) from the U.S. Department of Health and Human Services for the on-going base operation funding level for Migrant Seasonal Head Start in the amount of \$ 61,255,531 and funding for Training and Technical Assistance in the amount of \$1,091,147.
- Financial Assistance Award from the U.S. Department of Health and Human Services Administration for Migrant Seasonal Head Start authorizing the budget amendment request to move \$66,000 from Personnel; \$24,047 from

Fringe Benefits and \$79,132 from Other for the purchase of two 48 passenger busses for a total amount of \$169,179.

- Financial Assistance Award from the U.S. Department of Health and Human Services Administration for Early Head Start ARRA Expansion for a total amount of \$707,760.
- Status Report on Child Outcomes of all Domains for 2009-2010 for Head Start.
- Office of Head Start Special Audit of Ohio MSHS.
- Office of Head Start Position Paper on the Enrollment Counting of MSHS Children.
- **Other CEO Activities**

Ms. Mary Capello gave the Board a full and detailed report regarding the last two months work with Mr. Marshall Cobb of Cobb Retirement and the investment committee with reference to increasing employee participation in TMC's retirement plan. Ms. Capello is especially concerned with the employees that have worked for TMC for a long period of time and are of retirement age and have never participated in TMC's Retirement Plan. Ms. Capello has requested that Cobb Retirement research further how to improve the overall participation. TMC is working on presentations to employees such as mini-session that explain about the Retirement Plan. Ms. Capello advised that all employees will now have access to email, and VPIN and info-commercials giving complete information regarding all benefits available in English and Spanish.

Ms. Mary Capello reported that TMC is participating very actively with the CENSUS. TMC applied for some funding directly to the U.S. Office of the Census and was awarded \$4,000 in assistance for Hidalgo, Starr and Webb County. TMC's newsletter has been including information on the CENSUS; in addition TMC has also participated with Congressman Henry Cuellar at a press conference regarding the CENSUS.

1. Ms. Mary Capello also reviewed the Ohio audit and explained in detail the findings as received from the Office of Head Start regarding the upstream operations. TMC is requesting further clarification on these findings. Further information will be forthcoming.
2. Ms. Mary Capello reported on her participation at the meeting with the office of Head Start regarding how MSHS counts enrollment. Several Board members will attend to prepare the "White Paper on Enrollment." Mr. Miguel Lopez, Dr. Hilda Medrano, Mr. Blas Castaneda, Dr. Rene Cantu, Jr., and Mr. Juan Massey will meet to develop "White Paper." Mr. Blas Castaneda suggested bringing Congressman Cuellar and other Congressmen to Laredo for a Regional Session to explain TMC's enrollment process and the services that are provided to the children through our phases of operation. The committee members to meet on March 23rd at 10:30 AM CT are: Mr. Miguel Lopez, Dr. Hilda Medrano, Mr. Blas Castaneda, Dr. Rene Cantu, Jr., and Mr. Juan Massey.

Ms. Grace Camargo moved and Mr. Ricardo Gonzalez seconded to approve the CEO Report in addition to all status reports as presented.

Motion was approved unanimously.

Financials Reports

Mr. Jerald Sparenberg reported to the Board the recommendations of the Finance Committee to submit a Request for Proposals for Insurance Broker of Record. He also presented complete financials for January 2010 for the Board's review.

It was moved by Reverend Chester Phyffer and seconded by Mr. Francisco Flores to approve fiscal reports as recommended by the Finance Committee.

Motion was approved unanimously.

- Purchasing /Contracts Report

It was moved by Ms. Diana Palacios and seconded by Mr. Juan Jose Balli to approve the Purchasing/Contracts report as presented.

Motion was approved unanimously.

b. Programs Report

- Child Care Services Program – Austin

It was moved by Ms. Grace Camargo and seconded by Mr. Juan Jose Balli to approve the Child Care Services Program as submitted.

Motion was approved unanimously.

- Golden Crescent one-Stop Workforce- Victoria

It was moved by Mr. Francisco Flores and seconded by Ms. Grace Camargo to approve the Golden Crescent One-Stop Workforce Program as submitted.

Motion was approved unanimously.

- Head Start/Early Head Start Program

It was moved by Mr. Ricardo Gonzalez and seconded by Ms. Grace Camargo to approve the Head Start/Early Head Start Program report as submitted.

Motion was approved unanimously.

- Migrant Seasonal Head Start Program

It was moved by Mr. Francisco Flores and seconded by Mr. Juan Jose Balli to approve the MSHS Program report as submitted.

Motion was approved unanimously.

- Healthy Marriage/Twogether in Texas Program

It was moved by Mr. Francisco Flores and seconded by Ms. Diana Palacios to approve the Healthy Marriage/Twogether in Texas Program report as submitted.

Motion was approved unanimously.

- Laredo-Webb County Safe Haven Program

It was moved by Ms. Grace Camargo and seconded by Mr. Juan Jose Balli to approve the Safe Haven report as submitted and to approve the submittal of the Third Party Funding application to the City of Laredo for the Safe-Haven Project for fiscal year 2010-2011.

Motion was approved unanimously.

c. Corporate Compliance Report

It was moved by Ms. Grace Camargo and seconded by Ms. Diana Palacios to approve the Corporate Compliance Officer/Planner Report as submitted.

Motion was approved unanimously.

d. Communications Report

See Item # 4d (approved)

It was moved by Mr. Blas Castaneda and seconded by Ms. Blanca Munoz to approve the Communications System as presented.

Motion was unanimously.

e. Human Resources Report

It was moved by Ms. Grace Camargo and seconded by Reverend Chester Phyffer to approve the Human Resources Report as submitted.

Motion was approved unanimously.

07.10-03-121.

OTHER BUSINESS

Mr. Dan Liskai asked Board Members to submit letters to their Congressmen to support Immigration Reform. A sample letter will be sent to the Board Members so in turn they may send to their Congressmen as soon as possible to request their support with such an important issue.

08.10-03-122.

SOUND OFF SESSION

None

09.10-03.123. **EXECUTIVE SESSION**

None

With no further business, it was moved by Ms. Grace Camargo and seconded by Ms. Diana Palacios to adjourn the meeting. The meeting was adjourned at 6:15 p.m.

Respectfully submitted

Diana Palacios, TMC Board Secretary