



TMC  
Board of Directors  
Meeting  
Via Conference Call  
Laredo Texas  
May 13, 2011  
5:00 PM Central Time

Minutes

Call to Order Mr. Louis Daniel Liskai

Let it be remembered that a Regular Meeting of the Board of Directors was held on Friday, May 13, 2011, at 5:00 P.M. Central Time via Conference Call.

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

Louis Daniel Liskai  
Ms. Grace Camargo  
Ms. Diana Palacios  
Mr. Leonel Lopez  
Judge Juan Velasquez  
Ms. Sandra Martinez  
Mr. Timothy Ingle  
Mr. Juan Massey  
Dr. Hilda Medrano  
Ms. Blanca Munoz

Mr. Miguel Lopez  
Reverend Chester Phyffer  
Reverend Tino Espinoza  
Ms. Leeann Benavides

Not Present:

Mr. Juan Jose Balli  
Dr. Rene Cantu  
Mr. Vidal Cantu  
Mr. Ricardo Gonzalez  
Senator Cynthia Nava  
Ms. Evelyn Rodriguez

Also present were: Ms. Mary G. Capello, President/CEO, Mr. Manny Duque, VP of Operations, Mr. Rodney Rodriguez, VP of Compliance, Mr. Jerald Sparenberg, VP of Finance, Ms. Norma Ybarra, VP of HR, Mr. Rene Gonzalez, Communications Manager and Ms. Cordelia L. Valdez, BOD Secretary.

03.11.05.122. Approval of Minutes of March 24, 2011.

It was moved by Dr. Hilda Medrano and seconded by Ms. Blanca Munoz to approve.

Motion was approved unanimously.

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

- a. Discussion and Possible Action to resume the negotiations of a Build-to-Suite Lease Agreement between TMC and KQC Investors for approximately 46,000 square feet of office space constituting property known as Lot 3 Block 2 (7.27 acres) NE Division, City of Laredo, Texas, Webb County, Texas, and authorizing the President/CEO to execute all relevant documents.

Ms. Grace Camargo addressed this item by explaining to the Board that the Building Committee had met and agreed to have a face-to-face special meeting with the Board in June to finalize the Build-to Suite Agreement between TMC and KQC Investors.

It was moved by Ms. Diana Palacios to accept the Buildings Committees recommendation to move the item out of committee and present it to the full Board at a special meeting in June. It was seconded by Mr. Juan Massey to defer the item for a special meeting in June.

Motion was approved unanimously.

b. Discussion and Possible Action to Approve the submittal of the following Third Party Funding Applications and Renewal of Contracts:

- Submittal of Third Party Funding Grant Application between TMC and the City of Laredo for a total amount of \$20,000.00.
- Submittal of Third Party Funding Grant Application between TMC and the County of Webb for a total amount of \$60,000.00.
- Submittal of Contract between Safe Haven & the Texas Bar Foundation for a total amount of \$25,000.00.
- Renewal - Safe Haven and Texas Department of Family & Protective Services Contract. Renewal –Texas School Ready Project (TSR Project) Contract for Laredo and the Valley.

Ms. Grace Camargo advised the Board of the Funding Applications listed for renewal. A correction to the Webb County Funding Application was made reflecting that it would be submitted for \$100,000.00 instead of \$60,000 as originally mentioned on the agenda. It was moved by Dr. Hilda Medrano and seconded by Ms. Diana Palacios to approve the submittal of the Third Party Funding Applications to the City of Laredo and Webb County, Texas Bar Foundation, Renewal of the Texas Department of Family and Protective Services (CPS) and the TSR Project as presented.

Motion was approved unanimously.

c. Discussion and possible Action to approve the Organizational Budget for Fiscal Year Ending 2012 (FY 2011-2012).

Mr. Jerald Sparenberg addressed the Board regarding the Organizational Budget. He explained that this Organizational Budget was submitted and approved by the to the Finance Committee with the recommendation that it be to submitted to the Board for final approval. After review, it was moved by Reverend Chester and seconded by Mr. Miguel Lopez to approve the Organizational Budget for FY 2011-2012 as presented.

Motion was approved unanimously.

- d. Discussion and Possible Action regarding Delegate and or sub-contract models for operating future Head Start/Early Head Start/Migrant Seasonal Head Start Programs.

Ms. Mary Capello explained to the Board that she had attended the National Head Start Association Conference and met with Ms. Barbara Haxton, who is the Executive Director of the Ohio Head Start Association. The two discussed the possibilities for TMC to partner with several Ohio delegates. Ms. Diana Palacios expressed that TMC should look into the possibility of delegate contracts in Ohio; TMC would have a stronger presence and expand in Ohio. Dr. Hilda Medrano moved and seconded by Reverend Chester Phyffer.

Motion was approved unanimously.

- e. Discussion and Possible Action regarding Flexible Work Schedule Models for TMC.

Ms. Mary Capello advised the Board of several options regarding Flexible Work Schedules for TMC. Ms. Mary Capello mentioned that the Austin Workforce has been using a Flexible Work Schedule Model and it has been working out very efficiently. She would like to explore the possibilities for TMC to use the same model in Corporate Office and other TMC locations. Ms. Mary Capello also explained this would help with space, morale and allow for more family time. Mr. Leonel Lopez said he is familiar with flexible work model and that they can be very productive. Ms. Diana Palacios expressed her

approval and requested that Ms. Mary Capello research the option to incorporate the Flexible Work Schedule for TMC. It was moved by Ms. Diana Palacios and seconded by MS. Blanca Munoz to proceed and explore the possibilities.

Motion was approved unanimously.

- f. Discussion and Possible Action to Approve the Migrant and Seasonal Head Start Food Expense Summary for October 2010 through February 2011 by Region for a Total Reimbursement of \$567,449.91; authorization for President/CEO to execute all relevant documents and any matters incident thereto.

Mr. Jerald Sparenberg explained this is normal expense summary of food reimbursement to the program. It was moved by Mr. Miguel Lopez and seconded by Reverend Chester Phyffer to approve the MSHS Food Expense Summary for October 2010 through February 2011.

Motion was approved unanimously.

- g. Discussion and Possible Action to Approve the Head Start/Early Head Start Expansion Proposal in the amount of \$1,612,274.00 for September 30, 2011 through September 29, 2012.

Mr. Jerald Sparenberg explained that he and Ms. Capello attended the Regional Office of Head Start Meeting and it was explained that the ARRA monies will now become permanent; this will extend the number of children services the proposal is due July 1<sup>st</sup>.

It was moved by Ms. Sandy Martinez and seconded by Ms. Diana Palacios to approve the Head Start/Early Head Start Expansion Proposal in the amount of \$ 1, 612, 274.00 due July 1, 2011.

Motion was approved unanimously.

05.11.05.124.

**TMC BOARD OF DIRECTORS COMMITTEE REPORTS**

- a. Executive Committee – Meeting April 18, 2011
- b. Fiscal Committee - Meeting April 20, 2011
- c. Programs, Research and Evaluation Committee – No report
- d. Building Committee – Meeting May 5, 201- (Oral Report- Special June Meeting, date pending; in person).
- e. MSHS Policy Council President (Report attached)
- f. HS/EHS Policy Council President –No Report
- g. MSHS Board Liaison Report - No Report
- h. HS/EHS Board Liaison Report – No Report

It was moved by Ms. Sandy Martinez and seconded by Dr. Hilda Medrano to approve the Executive and Finance Committee Minutes, and items a through h, Committee Reports, as presented.

06.11.05.125.

**TMC CORPORATE STAFF REPORTS**

- a. President/CEO Corporate Report
- b. Discussion and Possible Action to approve Financial and Purchasing Reports:
  - Financial Report January 2011
  - Financial Report February 2011
  - Purchasing/Contracts Report

It was moved by Ms. Blanca Munoz and seconded by Mr. Miguel Lopez to approve the President/CEO status report, the Financial Reports for January, February 2011, and the Purchasing/Contracts Reports as presented.

Motion was approved unanimously.

c. Discussion and Possible Action to approve the Bank Reconciliation Statements for the months of January 2011 as follows:

**January 2011**

- CCS Austin
- Community Based Obesity
- General Fund
- Health Insurance Employee
- Health Insurance Employer
- Healthy Marriage
- Indirect Pool
- MSHS AP Compass
- MSHS AP IBC
- MSHS PR Compass
- OHIO Department of Education
- Risk Management
- Scholarship Fund
- Starr-Zapata AP HS/EHS
- Starr-Zapata PR HS/EHS
- TSR
- Webb County EHS
- Workforce Victoria

After Review of the January 2011, Bank Reconciliation, it was moved by Mr. Miguel Lopez and seconded by Dr. Hilda Medrano to approve as presented.

Motion was approved unanimously.

d. Discussion and Possible Action to approve the American Express statements for the months of January 2011, as follows:

## **January 2011**

- American Express Card # 1005
- American Express Card # 1009
- American Express Card # 1010
- American Express Card # 1044
- American Express Card # 2067

It was moved by Ms. Blanca Munoz and seconded by Mr. Miguel Lopez to approve the American Express statement for January 2011, as presented and recommended.

Motion was approved unanimously.

e. Discussion and Possible Action to Approve the Corporate Operations Programs', Compliance, Human Resources and Communications' Reports as follows:

- Child Care Services – Austin - No Report
- Golden Crescent – Victoria
- Head Start/Early Head Start Migrant Seasonal Head Start Program
- Healthy Marriage/Twogether in Texas/Lee Y Seras/Safe Haven
- Texas School Ready –TSR
  - Laredo
  - McAllen- No Report
- Community Based Obesity Prevention Program
- TMC Corporate Compliance/Risk Management Workers Compensation Report
  
- TMC Human Resource Report
- TMC Communications Report

It was moved by Reverend Chester Phyffer and seconded by Mr. Miguel Lopez to approve the Corporate Operations Programs, Compliance, Human Resources and Communications Reports as presented.

Motion was approved unanimously.

- 07. 11.05.126.       **EXECUTIVE SESSION - NONE**
- 08. 11.05.127.       **OTHER BUSINESS – Next Meeting Date July 8/9, 2011**
- 09.11. 05.128.       **SOUND-OFF SESSION - None**

With no other business it was moved by Ms. Sandy Martinez and seconded by Mr. Juan Massey to adjourn the meeting.

Respectfully Submitted



Diana Palacios  
TMC Board Secretary