

**Texas Migrant Council, Inc.  
Migrant Seasonal Head Start  
Policy Council Meeting  
Laredo, Texas  
August 25, 2007**

**1. WELCOME**

Elaine M. Tafolla, Policy Council President, welcomed everyone and called the meeting to order at 9:38 A.M.

**2. ROLL CALL/INTRODUCTION/SIGN IN**

Claudia Salazar, Policy Council Secretary, proceeded with the roll call.

**MEMBERS PRESENT**

Claudia Salazar, Secretary-Western Region  
Miguel Acosta, Community Representative-Wintergarden Region  
Priscilla Paiz, Sergeant at Arms-Wintergarden Region

**MEMBERS PRESENT VIA CONFERENCE CALL**

Elaine M. Tafolla, Policy Council President-Rio Grande Valley Region  
Jesus Tellez, Vice President-Wintergarden Region  
Yuridia Rodriguez, Treasurer-Wintergarden Region  
Juan Muniz, Member at Large-Rio Grande Valley Region  
Jose Luis Juarez, Member at Large-Rio Grande Valley Region  
Mariana Delgado, Member at Large-Ohio Region  
Laura Aguilar, Member at Large-UMOS  
Dr. Hilda Medrano, TMC Board Liaison

**MEMBERS ABSENT**

Alejandrina Medrano, Member at Large-Ohio Region  
Belinda Gonzalez, Member at Large-Wintergarden Region  
Marisela Carrillo, Member at Large-Wintergarden Region  
Alicia Fuentes, Member at Large-Indiana Region  
David Briseno, Community Representative-Western Region

**GUESTS**

Sylvia Ramos, Parent Representative for the Indiana Region  
Georgianna Duarte, Selected Community Representative for the Rio Grande Valley Region

**STAFF**

Cynthia Garcia, MSHS Director  
Victor Yado, Interim Human Resources Director  
Yolanda Rodriguez, Early Childhood Education Director  
Nestor Atkinson, Information Technology Director  
Javier Rodriguez, Network Operations Manager  
Edna Valdez, MSHS Secretary for Policy Council

Having 9 members present established a quorum.

**3. REVIEW & APPROVAL OF AGENDA**

The Council reviewed the agenda. Hilda Medrano, Board Liaison, made a motion to approve the agenda as it was presented. Miguel Acosta, Community Representative for the Wintergarden Region, seconded. Motion carried unanimously.

**4. SEATING OF NEW MEMBERS AND COMMUNITY REPRESENTATIVES**

Elaine M. Tafolla proceeded with the seating of Georgianna Duarte, selected Community Representative for the Rio Grande Valley Region and Sylvia Ramos, Parent Representative for the Indiana Region. Mr. Acosta made a motion to seat Georgianna Duarte as the new Community Representative for the Rio Grande Valley Region. Priscilla Paiz, Sergeant at Arms, seconded. Motion carried unanimously. Georgianna Duarte made a motion to

1 seat Sylvia Ramos as the new Policy Council representative for the Indiana Region replacing Alicia Fuentes.  
2 Priscilla Paiz seconded. Motion carried unanimously.  
3

#### 4 **5. EXECUTIVE SESSION**

5 No business to discuss.  
6

#### 7 **6. HIRING AND TERMINATION REPORT**

##### 8 **Hiring and Termination reports for June and July**

9 The reports were reviewed by the members of the Personnel Committee. The Council received the reports to  
10 review prior to the meeting. Miguel Acosta as member of the Personnel Committee recommends the approval of  
11 the Hiring and Termination reports for the months of June and July. Claudia Salazar, Secretary, seconded.  
12 Motion carried unanimously.  
13

#### 14 **7. PENDING BUSINESS**

##### 15 **Approval of Minutes**

##### 16 **Minutes for the Regular Meeting on June 20, 2007 and Special Meeting on July 16, 2007**

17 The minutes were provided in the binder for their review. Miguel Acosta noted that the minutes for June 20,  
18 2007 will need to be corrected to include Laura Aguilar from UMOS on the list of members that were absent.  
19 Miguel Acosta made a motion to approve the minutes for June 20, 2007 making the correction to include Laura  
20 Aguilar from UMOS on the list of members absent and to approve the minutes for July 16, 2007 as presented.  
21 Claudia Salazar seconded. Motion carried unanimously.  
22

#### 23 **8. NEW BUSINESS**

##### 24 **Infant Menu Toddler/Pre-School menu Program year 2007 -08**

25 This document was sent to the Council in advance for their review. Cynthia Garcia, MSHS Director, explained  
26 that the menu was developed and reviewed by the members of the Child Development/Health/Nutrition  
27 Committee who attended the Food Advisory meeting in April. Those Committee members who attended were  
28 Elaine M. Tafolla, Priscilla Paiz, and Claudia Salazar. Discussion went on about the food preparation and the  
29 concerns of salt content. Cynthia Garcia, MSHS Director explained most foods are prepared by the cooks and is  
30 in compliance with the USDA requirements. She will communicate these concerns to Sonia Cotto-Moreno, CACFP  
31 Director for her to review. Priscilla Paiz, Sergeant at Arms and as member of the committee that reviewed these  
32 menus, made a motion to approve the menus as they were presented. Claudia Salazar seconded. Motion  
33 carried unanimously.

##### 34 **Approval of MIS Department Documents**

##### 35 **Electronic Mail and Internet Usage Policy**

36 This document was sent to the Council in advance for their review. Nestor Atkinson, Information  
37 Technology Director, presented a detailed explanation on this policy. Nestor Atkinson stated that the current  
38 Internet Usage Policy is in place at this time but had to be modified to include wording to the fact that the  
39 online activity will be monitored of for the protection of minors. This policy is needed to comply with the  
40 requirement on the application of E-Rate funds. Mr. Atkinson went on to explain that with this policy in  
41 place the agency is also in compliance with the Children Internet Protection Act (CIPA) policy. Miguel Acosta  
42 made a motion to approve the Electronic Mail and Internet Usage Policy. Hilda Medrano seconded. Motion  
43 carried unanimously.

##### 44 **Plan for Technology for 2007-2010**

45 This document was sent to the Council in advance for their review. Mr. Acosta asked if this plan would be in  
46 place by 2010. Mr. Atkinson stated that this plan will be in place by 2010. Mr. Juarez asked when this plan  
47 was going to be implemented. Mr. Atkinson went on to explain that some areas of this plan has already  
48 been implemented pending the full implementation once E-Rate funds are received. Mr. Atkinson also  
49 mentioned that this technology plan is a requirement in order to receive E-Rate funds. Jose Luis Juarez  
50 made a motion to approve the Plan for Technology for 2007-2010. Miguel Acosta seconded. Motion carried  
51 unanimously.

##### 52 **Approval of Human Resource Department Policies**

##### 53 **Alcohol and Drug-Free Workplace Policy**

54 This document was sent to the Council in advance for their review. Victor Yado, Human Resource Director,  
55 stated that this policy has already been implemented and it applies to all employees but the wording does  
56 not specify that it applies to bus drivers. This policy will be modified to be in compliance with the  
57 Department of Transportation.  
58

1  
2 **Probationary Period Policy**

3 This document was sent to the Council in advance for their review. Victor Yado explained that this policy  
4 has already been implemented but had to be modified. The probationary period on some positions is three  
5 (3) months (90 days) and on others it is six (6) months (180 days). The probationary period on all positions  
6 will be modified to be six (6) months (180 days).

7 Miguel Acosta made a motion to approve the Alcohol and Drug-Free Workplace policy and the Probationary  
8 Period policy as they were presented. Claudia Salazar seconded. Motion carried unanimously.

9 **TEEM Collaboration with TMC**

10 Information was provided in the binder for their review. Yolanda Rodriguez, Early Childhood Education Director,  
11 presented information regarding this program. TMC participates in this program to help train teachers and  
12 enhance early childhood skills. Teachers are afforded opportunities for professional development to provide  
13 children the appropriate skills for academics success in public school.

14 **Fund raising-Shirts for Policy Council Members**

15 Information will be presented at the next meeting.  
16

17 **9. MSHS REPORT AND FISCAL REPORT**

18 Cynthia Garcia, MSHS Director presented the MSHS report.

- 19 ▪ Federal Review follow up visit – The Federal Review team came to initiate the final follow up visit in the  
20 areas of Indiana, Panhandle area of the Western Region and the Expansion states of Oklahoma, Iowa  
21 and Nevada. Ms. Garcia was proud to announce the visit was a success and program was cleared of all  
22 non compliance issues. Notice has been received with the date for the next review in 2008. The notice  
23 of their visit can indicate to take place from one day to the next or up to thirty (30) days in advance and  
24 can take place any time between October of this year and any time next year, 2008.
- 25 ▪ NMSHA Report – There was discussion on how the issue on Immigration is affecting all the Migrant  
26 Programs. This has created a problem in the area of recruitment and has also affected the families and  
27 growers. Families are afraid to come forward when there is recruitment in their area. They are afraid  
28 that they will be picked up or that their children will be taken from them. The weather conditions for  
29 most growers this year were not good. Some Growers moved out of the area and others were not able  
30 to plant their crops or planted smaller crops. Those families that traveled up north were not able to  
31 work as much and others were not able to travel because of the effect that the weather had on the  
32 crops. The Association is also preparing a letter to the Bureau to address the issue regarding In-Kind.  
33 They will address the change that will no longer allow documentation of In-Kind when parents transport  
34 children to the center.
- 35 ▪ Expansion – Iowa is now serving 50 children. The other centers will open in a week and a half and will  
36 serve children through October. Recruitment has not been good due to the misinformation regarding  
37 our program. Families think that our centers have set up to be used as housing for their children if they  
38 are picked up due to immigration. The families that live at the camp sites are asking the growers not to  
39 provide any information on their location. Growers do not want to disclose any information on families  
40 because they need the families to work their crops. Our staff is making every effort by way of home  
41 visits and site visits to inform the families that that our program and services have nothing to do with  
42 immigration.

43 Questions were voiced about the centers in Oklahoma that are not serving children at this time and if the Bureau  
44 was aware of that situation. The Bureau is aware of the progress regarding the expansion sites at all times.  
45 The services at the centers for expansion will offer services through October and November. These centers are  
46 open at this time to prepare for licensing, recruitment of staff and to prepare all the inter-agency agreements  
47 that need to be finalized before serving children. There is already a waiting list of families that will receive  
48 services as soon as the center is ready.

49 Questions were voiced on the relocation process for employees that go up north to work at our centers. The  
50 concern is regarding staff that has been told that they will not have a job if they do not relocate to work in the  
51 centers up north. The relocation process was explained and stressed that relocation is on a volunteer basis and  
52 at no time is staff obligated to relocate or be unemployed because they choose not to relocate. A committee will  
53 be appointed to discuss this issue at the next meeting in Executive Session.

- 54 ▪ Healthy Marriages Proposal – Notification regarding the status on this proposal should be received early  
55 October. This program will be offered to the Valley and part of Laredo area to include Del Rio. Ms.  
56 Tafolla asked if this program could be incorporated into one of the Policy Council meetings. Ms. Garcia

1 explained that these sessions are conducted on Saturdays over a period of several months. The Council  
2 will need to schedule a date on Saturday to attend one of the sessions.

- 3 ▪ Fiscal Committee Meetings – will start the last week of August, on Friday, and every Friday after that to  
4 discuss and prepare the budget for the proposal that is due in November.  
5

#### 6 **FISCAL REPORT**

7 Budget report was provided to the Council in advance for their review. Questions were voiced regarding the line  
8 items on expansion. Mr. Sotelo will be available to provide an explanation for all the questions regarding the  
9 fiscal report at the Fiscal Committee meetings that will be starting this week.

#### 10 **Regional Activity Reports**

11 Reports were provided in the binder for review. No discussion on this agenda item.  
12

#### 13 **10. BOARD LIAISON REPORT**

14 Due to the poor telephone connection on the conference call this agenda item was tabled for the next meeting.  
15

#### 16 **11. STANDING COMMITTEE REPORTS**

17 Fiscal Committee meetings will be starting the last week of August.

18 AdHoc Committee members will need to meet as soon as possible to continue the revisions on the by-laws. The  
19 members of this committee will be polled to see when they will be back to their home base to schedule the  
20 meetings and decide on the location as soon as possible.

21 Mary Webber, Early Intervention Prevention Director, would like to have three (3) members from the Child  
22 Development/Nutrition/Health Committee to participate in the HSAC meeting on September 20<sup>th</sup> about noon.  
23 Priscilla Paiz, Elaine M. Tafolla and Sylvia Ramos will be able to participate.  
24

#### 25 **12. OPEN FORUM**

26 Discussion went on regarding enrollment, income guidelines and qualifications for our program due to a  
27 situation with one of the families on the Council. The specifics were explained and other resources will be  
28 provided to help assist the family with this concern.  
29

#### 30 **13. SET DATE FOR NEXT MEETING**

31 Discussion went on about the date for the next meeting. The next meeting was scheduled in advance for  
32 November 9 and 10, 2007, in Crystal City, Texas. An October meeting will be scheduled only if it is needed to  
33 address matters concerning the budget. Miguel Acosta made a motion to keep the date of November 9 and 10,  
34 2007 and location of Crystal City, Texas for the next meeting and participation will be in person. Priscilla Paiz  
35 seconded. Motion carried unanimously. Formal meeting notification will be mailed out as soon as possible.  
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#### 37 **14. ADJOURN**

38 Miguel Acosta made a motion to adjourn the meeting. Priscilla Paiz seconded. Motion carried unanimously.  
39 Meeting adjourned at 10:46 A.M.  
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**TEXAS MIGRANT COUNCIL, INC.**  
**SUMMARY OF DECISIONS MADE BY POLICY COUNCIL**  
**AUGUST 25, 2007**

1. **SEATING OF NEW MEMBERS AND COMMUNITY REPRESENTATIVES** **APPROVED**  
**COMMUNITY REPRESENTATIVE-**  
    GEORGEANNA DUARTE-RIO GRANDE VALLEY REGION  
**POLICY COUNCIL PARENT-**  
    SYLVIA RAMOS-INDIANA REGION
2. **HIRING AND TERMINATION REPORTS** **APPROVED**  
    FOR THE MONTH OF JUNE **APPROVED**  
    FOR THE MONTH OF JULY
3. **MINUTES FOR:** **APPROVED**  
    REGULAR MEETING ON JUNE 20, 2007 **APPROVED**  
    SPECIAL MEETING ON JULY 16, 2007
4. **INFANT MENU AND PRE-SCHOOL MENU FOR PROGRAM YEAR 2007-08** **APPROVED**
5. **APPROVAL OF MIS DEPARTMENT DOCUMENTS** **APPROVED**  
    ELECTRONIC MAIL AND INTERNET USAGE POLICY **APPROVED**  
    PLAN FOR TECHNOLOGY 2007-2010
6. **APPROVAL OF HUMAN RESOURCE DEPARTMENT POLICIES** **APPROVED**  
    ALCOHOL AND DRUG FREE WORKPLACE POLICY **APPROVED**  
    PROBATIONARY PERIOD POLICY

**APPROVED BY** Claudia Salazar  
**NAME/TITLE**

**APPROVED ON** 11-16-07  
**DATE**