



**Migrant Seasonal Head Start  
Policy Council Meeting  
Conference Call  
October 17, 2009**

**1. WELCOME**

Claudia Salazar, Policy Council President, welcomed everyone and called the meeting to order at 9:15 A.M.

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

Maria Esparza initiated the roll call and ensured quorum was established with members on the conference call.

**MEMBERS PRESENT ON THE TELEPHONE**

Claudia Salazar, Policy Council President-Western Region  
Maria Rios, Vice President-Wintergarden Region  
Maria Esparza, Secretary-Indiana Region  
Karla Valdez, Treasurer-Rio Grande Valley Region  
Veronica Solis, Sergeant At Arms-Rio Grande Valley Region  
Leeann Benavides, Member at Large-Wintergarden Region  
Barbarita Ramon, Member at Large-Wintergarden Region  
Nydia Palomo, Member at Large-Wintergarden Region  
Odalis Zuniga, Member at Large-Rio Grande Valley Region  
Elizabeth Ibarra, Member at Large-Rio Grande Valley Region  
Christopher Pena, Member at Large-Western Region  
Anita Cuevas Lomas, Community Representative-Wintergarden Region  
Richard Langford, Community Representative-Ohio Region  
Edward Cortez, Community Representative-Western Region  
Diana Palacios, Board Liaison

**MEMBERS ABSENT**

Sonya Gonzalez, Member at Large-Wintergarden Region  
Edward Villarreal, Member at Large-Rio Grande Valley Region  
Patricia Carreon, Member at Large-Rio Grande Valley Region  
Guadalupe Perez, Member at Large-Rio Grande Valley Region  
Ismael Perez, Member at Large-Ohio Region  
Guadalupe Andrade, Member at Large-Ohio Region  
Miguel Torres, Member at Large-UMOS

**STAFF**

Manuel E. DuQué, Chief Operations Officer  
Nestor Atkinson, Interim Migrant Seasonal Head Start Director  
Cesar Sotelo, Budget Director  
Alicia Yanez, Family Partnership Director  
Edna Valdez, MSHS Secretary for Policy Council

**GUESTS**

Marta Soto, Seasonal Parent Representative from Ohio, New Carlisle Center  
Luis Degollado, Parent Representative from UMOS

Having twelve (12) members present established a quorum.

1 **3. REVIEW AND APPROVAL OF AGENDA**

2 The Council reviewed the agenda. Leeann Benavides from the Wintergarden Region made a motion to approve  
3 the agenda as presented. Maria Esparza, Secretary, from the Indiana Region seconded. Motion carried  
4 unanimously.  
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6 **4. PENDING BUSINESS**

7 **Approve the Minutes for the Regular Meeting on August 15, 2009**

8 The minutes were provided in the binder for their review. Leeann Benavides made a motion to approve the  
9 minutes for the regular meeting on August 15, 2009. Anita Cuevas Lomas, Community Representative from the  
10 Wintergarden Region, seconded. Motion carried unanimously.  
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12 **5. NEW BUSINESS**

13 **Approval of Continuation Grant for Program Year 2010-11**

14 • **Community Assessment and Self Assessment**

15 The community assessment was conducted to update information that will be useful in the planning of the  
16 delivery of services in the program's eight states. Migrating patterns have changed in some areas. Families are  
17 arriving earlier and leaving later; opening and closing dates will need to be revisited for Ohio, Nevada, and Iowa.  
18 A proposal was submitted for expansion in the states that are within our own service area. Numerous children  
19 have been identified in Indianapolis, Kokomo and Lakeville in the region of Indiana; Troy/Piqua in the Ohio  
20 Region; Yerrington, Nevada; Hatch and Deming, New Mexico; Pecos, Texas in the Western Region; Cotulla,  
21 Texas in the Wintergarden Region; in the Valley there are several areas with a waiting list. The final MSHS  
22 Regional Self Assessment was successfully conducted for the Wintergarden Region, both service areas (Laredo &  
23 Crystal City). The Self Assessments for Ohio and Indiana/Iowa Region, Rio Grande Valley Region and the  
24 Western Region have also been completed; the Delegate's Monitoring visit was completed on September 19th.  
25 The Ohio and Indiana Regional Program Improvement Plans (PIP) have been submitted as planned and are  
26 currently being reviewed. The pending PIPs will be submitted within the system's timelines. Leeann Benavides  
27 made a motion to approve the continuation grant for program year 2010-11 to include the community  
28 assessment and the self assessment. Maria Esparza seconded. Motion carried unanimously.  
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30 **Participation and travel to attend the NHSA Conference**

31 The NHSA conference will be in San Jose, California on December 4-8, 2009. Nestor Atkinson, MSHS Director,  
32 recommended that only one third of the council attend this conference. Claudia Salazar, President, asked that  
33 anyone who is interested in attending the conference to communicate with Edna Valdez via telephone call at the  
34 Corporate Office no later than October 30, 2009.

35 **6. EXECUTIVE SESSION**

36 No Business to discuss at this time.  
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38 **7. HIRING AND TERMINATION REPORTS**

39 Claudia Salazar, Chairman of the Personnel Committee stated that the committee has been meeting every month  
40 to review the reports. The reports for August and September were presented by Norma Ybarra, Human  
41 Resource Director. She went on to comment that the reports have been very informative and there have not  
42 been any major questions on the reports. Anita Cuevas Lomas, committee member, made a motion to approve  
43 the Hiring and Termination reports for August and September of 2009. Richard Langford seconded. Motion  
44 carried unanimously.  
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46 **8. STANDING COMMITTEE REPORTS**

47 Executive Committee Report-Claudia Salazar, Chairperson

48 The executive committee met September 15, 2009 to discuss changes on the upcoming meeting.

49 Fiscal Committee Report-Karla Valdez, Chairperson

50 The fiscal committee met on September 16, 2009 to review the bank and credit card statements and the  
51 food expenditure report. The committee also met on to review the budget for the proposal.  
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53 **9. MSHS REPORTS**

54 The reports were provided in the binder for review. Mr. Atkinson presented an overview of his report.

- 55 ✓ During the week of October 11<sup>th</sup>, the final MSHS Regional Self Assessment was successfully conducted  
56 for the Wintergarden Region, both service areas (Laredo & Crystal City); on August 10<sup>th</sup> thru 14<sup>th</sup>  
57 conducted the MSHS Self Assessments for the Ohio and Indiana/Iowa Regions. August 31<sup>st</sup> thru  
58 September 4<sup>th</sup> conducted the Western Regions Self Assessment; on September 14<sup>th</sup> the Delegate's

1 Monitoring visit commenced and was completed on September 19<sup>th</sup>; and the Rio Grande Valley Region's  
2 Self Assessment took place on September 20<sup>th</sup> thru September 25<sup>th</sup>. The Ohio and Indiana Regional  
3 Program Improvement Plans (PIP) have been submitted as planned and are currently being reviewed.  
4 Pending PIPs will be submitted within the system's timelines.

- 5 ✓ Initiated the process to procure 8 buses
- 6 ✓ Initiated the process for the renovations of facilities in Las Milpas, Alto Bonito, Mercedes and San Juan
- 7 ✓ In-Kind is at 47.91 which is a little behind but working with centers will bring this figure up to speed
- 8 ✓ Enrollment is at 85%, most of the summer program met and exceed funded enrollment.
- 9 ✓ Operations on Phase III have already started and have until January 31 to meet the 15% of enrollment  
10 funded enrollment.

#### 11 **Fiscal Report**

12 The reports were provided in the binder for review.

#### 13 **Regional Activity Reports**

14 Reports were provided in the binder for review. No questions or discussion on this agenda item.  
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### 16 **10. BOARD LIAISON REPORT**

17 This report was provided in the binder for review.

- 18 ✓ Press conference at the TMC Head Quarters on October 9, 2009 with Congressman Henry Cuellar who  
19 made an announcement regarding funding for TMC.
- 20 ✓ New building for Head Quarters-project is ongoing
- 21 ✓ Dress Code Policy-has been sent to the attorney for legal review before presenting it to the Council and  
22 Board for approval.

### 24 **11. DATE FOR THE NEXT MEETING**

25 The next meeting is scheduled for Saturday November 13, 2009 and will be conducted jointly with the TMC  
26 Board of Directors. The Board will be meeting to discuss the possible change of location for this meeting to San  
27 Antonio, Texas. This information will be communicated as soon as it is available.  
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### 29 **12. OPEN FORUM**

30 Discussion went on regarding the location for the new building for Head Quarters.

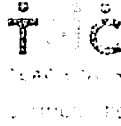
31 The report on the Parent Affiliate was given by Karla Valdez.

- 32 ✓ Upcoming meetings on November 6 and 7, 2009 in Arizona
- 33 ✓ Changes on By Laws are still pending
- 34 ✓ Update on the sale of T-Shirts will be requested

35 Discussion went on regarding the seating of the new members. New members will be seated at the next  
36 meeting in November.  
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### 38 **13. ADJOURN**

39 Eddie Cortez made a motion to adjourn the meeting. Leeann Benavides seconded. Motion carried unanimously.  
40 The meeting adjourned at 9:58 A.M.  
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**Migrant Seasonal Head Start  
Policy Council Meeting**

**SUMMARY OF DECISIONS MADE BY POLICY COUNCIL  
OCTOBER 17, 2009**

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| <b>1. MINUTES</b><br>Regular Meeting on August 15, 2009   | <b>APPROVED</b> |
| <b>2. CONTINUATION GRANT FOR PROGRAM YEAR 2010-11<br/>TO INCLUDE THE COMMUNITY ASSESSMENT AND SELF ASSESSMENT</b> | <b>APPROVED</b> |
| <b>3. HIRING AND TERMINATION REPORTS FOR<br/>August and September of 2009</b>                                     | <b>APPROVED</b> |

**APPROVED BY** Claudia Salazar P.C. President  
NAME/TITLE

**APPROVED ON** 11-13-09  
DATE