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**Migrant Seasonal Head Start
Policy Council Meeting
In Laredo, Texas
January 16, 2010**

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1. WELCOME

Maria Rios, Policy Council President, welcomed everyone and called the meeting to order at 8:59 A.M.

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2. ROLL CALL/INTRODUCTION/SIGN IN

Maria Rios proceeded with the roll call and established quorum.

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MEMBERS PRESENT

Maria Rios, Policy Council President-Wintergarden Region
Karla Valdez, Treasurer-Rio Grande Valley Region
Veronica Solis, Sergeant at Arms-Wintergarden 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
Luis Degollado, Member at Large-UMOS
Anita Cuevas Lomas, Community Representative-Wintergarden Region
Richard Langford, Community Representative-Ohio Region

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MEMBERS PRESENT ON THE TELEPHONE

Maria Barrientez, Member at Large-Western Region
Edward Cortez, Community Representative-Western Region

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MEMBERS ABSENT

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
Virginia Enriquez, Member at Large-Western Region
Blanca Ramirez, Member at Large-Indiana Region
Ismael Perez, Member at Large-Ohio Region
Marta Soto, Member at Large-Ohio Region
Diana Palacios, Board Liaison

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GUESTS

Cristina Perez, Parent Representative from the Wintergarden Region
Raul Alvarez, Parent Representative from the Wintergarden Region
Matilde Gutierrez, Parent Representative from the Rio Grande Valley Region
Angel Gonzalez, Parent Representative from the Rio Grande Valley Region
Edith Martinez, Community Representative from the Rio Grande Valley Region
Maria Ramirez, Parent Representative from the Western Region
Jesus Cardoza, Community Representative from the Indiana Region
Claudia Salazar, Parent Representative from the Western Region
Maria Esparza, Alternate from the Indiana Region
Veronica Solis, Alternate from the Wintergarden Region

1 **STAFF**

2 Manuel E. DuQue, Chief Operations Officer
3 Nestor Atkinson, Migrant Seasonal Head Start Director
4 Alicia Yanez, Family Partnership Director
5 Javier Rodriguez, Network Operations Manager
6 Sylvia Kiser, Family Partnership Coordinator
7 Melissa Garcia, Family Partnership Coordinator
8 Ramona Barron, Family Partnership Coordinator
9 Edna Valdez, MSHS Secretary for Policy Council

10 Having eleven (11) members present established a quorum.

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

14 The Council reviewed the agenda. Karla Valdez from the Rio Grande Valley Region made a motion to approve the
15 agenda. Odalis Zuniga from the Rio Grande Valley Region seconded. Motion carried unanimously.

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17 **4. EXECUTIVE SESSION**

18 No business to discuss at this time.

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20 **5. HIRING AND TERMINATION REPORTS**

21 Maria Rios, Chairperson for the Personnel Committee stated that the Personnel Committee met with the MSHS
22 Director, Family Partnership Director and the Human Resource Director on January 11, 2010, to review the
23 November and December Hiring and Termination reports and recommended approval of the report. Leeann
24 Benavides made a motion to approve the Hiring and Termination Reports for the month of November and
25 December of 2009. Odalis Zuniga from the Rio Grande Valley Region seconded. Motion carried unanimously.

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27 **6. PENDING BUSINESS**

28 **Minutes for the Regular Meeting on November 13, 2009**

29 The minutes were provided in the binder for their review. Luis Degollado from UMOs made a motion to approve
30 the minutes for the regular meeting on November 17, 2009. Leeann Benavides from the Wintergarden Region
31 seconded. Motion carried unanimously.

32 **Minutes for the Joint Meeting on November 13, 2009**

33 The minutes were provided in the binder for their review. Karla Valdez from the Rio Grande Valley Region made a
34 motion to approve the minutes for the joint meeting on November 13, 2009. Barbara Ramon from the
35 Wintergarden Region seconded. Motion carried unanimously.

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37 **7. NEW BUSINESS**

38 **2009 Final Self Assessment Report**

39 This report was provided in advance for review. Luis Degollado made a motion to approve the 2009 Self
40 Assessment Report as presented. Karla Valdez seconded. Manuel DuQue, Chief Operations Officer, explained that
41 this report was presented to the Council and Board previously and made minor changes mostly corrections and
42 typos. Motion carried unanimously.

43 **2010-11 MSHS Workplans**

44 This report was provided in advance for review. Leeann Benavides made a motion to approve the 2011 MSHS
45 Workplans. Maria Barrientez seconded. No questions or discussion on this agenda item. Motion carried
46 unanimously.

47 **Human Resource Policies**

- 48 ✓ Dress Code Policy
- 49 ✓ Employee Definitions Policy
- 50 ✓ Standards of Conduct
- 51 ✓ Compensation Policy

52 At this time, Nydia Palomo made a motion to present these items for approval after the presentation of reports.
53 Karla Valdez seconded. Discussion went on regarding this matter and this item will be listed after the presentation
54 of all reports. Motion carried unanimously.

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56 **8. MSHS REPORT**

57 The report was provided in the binder for review. Mr. Atkinson, MSHS Director, presented an overview of his
58 report.

- ✓ Funded Enrollment-is eight children short of meeting funded enrollment. Indiana region has met funded enrollment. Ohio has exceeded funded enrollment. Texas and Oklahoma are still working to meet their goal however funded enrollment will be met.
- ✓ \$464,000 of in-kind is needed to meet the goal for 2009-10 and will have no trouble meeting in-kind.

Fiscal Report

The reports were provided in the binder for review.

Regional Activity Reports

Reports were provided in the binder for review. No questions or discussion on this agenda item.

9. BOARD LIAISON REPORT

Report not available.

10. STANDING COMMITTEE REPORTS

Fiscal Committee Report-Karla Valdez, Chairperson

A verbal report was given by the chairperson. The fiscal committee met on December 2, 2009 and December 16, 2009 to review the bank, credit card statements. The committee questioned several amounts that were listed on the statements; staff provided an answer right away and everything else was in order.

NEW BUSINESS

Human Resource Policies

These policies provided in advance for the Council to review.

Manuel DuQue, Chief Operations Officer, gave an explanation of all the human resource policies.

Standards of Conduct:

This policy and the consequences for the violation of this policy were read and explained.

Karla Valdez made a motion to approve the Standards of Conduct. Luis Degollado seconded. No discussion or questions on this approval item. Motion carried unanimously.

Compensation Policy:

This policy was read and explained. Minor changes were required to include the listing on all programs, officers and directors that were not listed previously.

Leeann Benavides made a motion to approve the Compensation Policy. Karla Valdez seconded. No discussion or questions on this approval item. Motion carried unanimously.

Employee Definitions Policy

This policy was read and explained.

Nydia Palomo made a motion to approve the Employee Definitions Policy. Barbara Ramon seconded. No discussion or questions on this approval item. Motion carried unanimously.

Dress Code Policy:

This policy was read and explained.

Discussion went on regarding the need to change this policy to be more specific for certain positions, parents, volunteers and visitors. The Council voiced their concerns with the way this policy was written and requested several changes. Norma Ibarra, Human Resource Director, made note of the recommended changes that the Council recommended.

Eddie Cortez made a motion to amend this dress code policy, as it was presented, to allow staff the authorization to take these changes back to the Executive Committee to allow them to tailor it to be more specific for certain positions. Karla Valdez seconded. Manuel DuQue explained that the MSHS Director will submit a request to Ms. Capello requesting a uniform code, listing all of the changes, concerns, and recommendations that were presented; this policy will then be presented to the council for approval. Motion carried unanimously.

11. SEATING OF NEW MEMBERS

Karla Valdez made a motion to proceed with the seating of new members. Luis Degollado seconded. Motion carried unanimously.

Wintergarden Region:

Leeann Benavides, Cristina Perez, Ana Artiaga, Maria Rios, Raul Alvarez, and Nydia Palomo

Rio Grande Valley Region:

Matilde Gutierrez, Odalis Zuniga, Angel Gonzalez, Karla Valdez, Michelle Contreras, and Elizabeth Ibarra

Western Region:

Maria Barrientez and Maria Ramirez

1 **Indiana Region:**

2 Blanca Ramirez

3 **Ohio Region:**

4 Ismael Perez and Marta Soto

5 **UMOS:**

6 Luis Degollado

7 **Community Representatives:**

8 Anita Cuevas Lomas, Richard Langford, Eddie Cortez, Jesús Cardoza, and Edith Martinez

9 **Board Liaison:**

10 No appointment from the Board at this time.

11 Leeann Benavides made a motion to seat the new members. Veronica Solis seconded. Motion carried
12 unanimously.

13 Maria Rios, President, proceeded with the seating of all the alternates.

14 **Alternates from the Wintergarden Region-Laredo Service Area:**

15 Veronica Solis, 1st Alternate; Gloria Aguilar, 2nd alternate; Seasonal Alternate-Elizabeth Cantu

16 **Alternates from the Wintergarden Region-Crystal City Service Area**

17 Judith Hernandez and Terrie Galvez

18 **Alternates from the Rio Grande Valley Region:**

19 Marisol Rivera, 1st Alternate; Flor Rodriguez, 2nd Alternate

20 **Alternates from the Western Region:**

21 No alternates

22 **Alternates from the Indiana Region:**

23 Maria Esparza

24 **Alternates from the Ohio Region:**

25 Josefa Hurtado

26 **Alternate from UMOS**

27 No alternate

28 Karla Valdez made a motion to seat the alternates from all regions. Veronica Solis seconded. Motion carried
29 unanimously.

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31 **12. ELECTIONS OF THE EXECUTIVE COMMITTEE**

32 Karla Valdez made a motion to start the elections for the Executive Committee. Leeann Benavides seconded.
33 Motion carried unanimously.

34 **Nominations for President:**

35 Leeann Benavides from the Wintergarden Region opened the floor for nominations for President and nominated
36 Maria Rios from the Wintergarden Region. Luis Degollado seconded. Elizabeth Ibarra from the Rio Grande Valley
37 Region nominated Karla Valdez from the Rio Grande Valley Region. Eddie Cortez made a motion to cease the
38 nominations for President. Anita Cuevas Lomas seconded. Motion carried unanimously. Nominations ceased.
39 Maria Rios accepted the nomination. Karl Valdez declined the nomination. Eddie Cortez made a motion to accept
40 Maria Rios as president by acclamation. Luis Degollado seconded. Motion carried unanimously.

41 **Nominations for Vice President:**

42 Odalis Zuniga from the Rio Grande Valley Region opened the floor for nominations for Vice President and
43 nominated Karla Valdez from the Rio Grande Valley Region. Elizabeth Ibarra seconded. Nydia Palomo from the
44 Wintergarden Region nominated Leeann Benavides from the Wintergarden Region. Eddie Cortez seconded. Eddie
45 Cortez made a motion to cease nominations for Vice President. Anita Cuevas Lomas seconded. Motion carried
46 unanimously. Nominations ceased. Both candidates accepted the nominations, introduced themselves and
47 addressed the council. Votes were submitted and counted. By majority of the votes, Leeann Benavides is the new
48 Vice President.

49 **Nominations for Secretary:**

50 Angel Gonzalez from the Rio Grande Valley Region opened the floor for nominations for Secretary and nominated
51 Odalis Zuniga from the Rio Grande Valley Region. Matilde Gutierrez seconded. Leeann Benavides from the
52 Wintergarden Region nominated Jesus Cardoza from the Indiana Region. Nydia Palomo seconded. Richard
53 Langford from the Ohio Region nominated Cristina Perez from the Wintergarden Region. Edith Martinez from the
54 Rio Grande Valley seconded. Eddie Cortez made a motion to cease the nominations. Luis Degollado from UMOS
55 seconded. Motion carried unanimously. Odalis Zuniga accepted the nomination. Jesus Cardoza declined the
56 nomination. Cristina Perez accepted the nomination. Both candidates introduced themselves and addressed the
57 council. Votes were submitted, counted, and resulted in a tie. The candidates were asked to address the

1 Council for a second time. The Council was asked to vote for a second time. The votes were submitted, counted,
2 and resulted in a tie for a second time. The candidates were asked to address the Council for a third time. The
3 Council was asked to vote for a third time. The votes were submitted, counted, and by majority of the votes,
4 Cristina Perez is the new Secretary.

5 **Nominations for Treasurer:**

6 Maria Barrientez from the Western Region opened the floor for nominations for Treasurer and nominated her self.
7 Leeann Benavides seconded. Angel Gonzalez from the Rio Grande Valley Region nominated Odalis Zuniga from
8 the Rio Grande Valley. Maria Ramirez seconded. Cristina Perez from the Western Region nominated Karla Valdez
9 from the Rio Grande Valley. Maria Rios seconded. Eddie Cortez made a motion to cease nominations. Maria Rios
10 seconded. Motion carried unanimously. Nominations ceased. Odalis Zuniga declined the nomination. Karla
11 Valdez accepted the nomination. Both candidates addressed the Council. Votes were submitted and counted. By
12 majority of the votes Karla Valdez will continue as Treasurer.

13 **Nominations for Sergeant at Arms:**

14 Cristina Perez from the Wintergarden Region opened the floor nominations and nominated Raul Alvarez from the
15 Wintergarden Region. Maria Rios seconded. Odalis Zuniga from the Rio Grande Valley Region nominated Luis
16 Degollado from UMOS. Karla Seconded. Eddie Cortez made a motion to cease nominations. Maria Ramirez
17 seconded. Motion carried unanimously. Raul Alvarez accepts the nomination. Luis Degollado declines the
18 nomination. Luis Degollado makes a motion to accept Raul Alvarez as Sergeant at Arms by acclamation. Leeann
19 Benavides seconded. Motion carried unanimously. The new Sergeant at Arms is Raul Alvarez.
20 The election process was completed and the Council continued with the agenda.

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22 **13. REPRESENTATION FOR THE PARENT AFFILIATE**

23 Discussion went on about the purpose and roles of responsibility of the voting parent representatives for this
24 conference. Karla Valdez the current member of the Parent Affiliate Executive Committee presented the details
25 regarding the status on the events and on the hiring of a new Executive Director for the NMSHS Association.
26 The conference dates are February 23 thru February 26, 2010 and the travel dates are February 22 thru February
27 26, 2010.

28 Luis Degollado made a motion to have the Executive Committee to be the voting representatives for the Parent
29 Affiliate. Leeann Benavides seconded.

30 Discussion went on regarding the voting members for the Parent Affiliate. The President, Vice President,
31 Secretary, and Treasurer will be the voting members for the Parent Affiliate and the Sergeant at Arms will be the
32 alternate if one of the members is not able to participate. Motion carried unanimously.

33 Those members who want to attend the conference shall communicate their availability to travel no later than
34 Thursday, January 21, 2010.

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36 **14. OPEN FORUM**

37 Karla Valdez presented her report on the Parent Affiliate.

- 38 ✓ The position of Executive Director will advertised a second time.
- 39 ✓ Working on the fund raiser of T-Shirst
- 40 ✓ Mentioned the recommended topics for sessions for parents
- 41 ✓ Computer Training for parents
- 42 ✓ There will be a Hospitality Room for parents to meet
- 43 ✓ Parent meeting on Tuesday, February 23 at 2:00 P.M.
- 44 ✓ The Keynote speaker will addressing everyone on Friday, February 26

45 Reports on the NHSA Conference:

46 Discussion went on regard the lack of translation at the sessions. This information will be communicated to the
47 NHSA for consideration at future conferences.

48 Veronica Solis mentioned some concerns pertaining to the San Antonio Center. Staff communicated the plan of
49 action regarding this concern.

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51 **15. DATE FOR THE NEXT MEETING**

52 Discussion went on regarding the date and location for the meeting in February. Luis Degollado made a motion to
53 schedule the February meeting on the same dates as the conference in Washington D.C., the participation for this
54 meeting will be in person in Washington D.C. Odalis Zuniga seconded. Motion carried unanimously.

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56 **16. ADJOURN**

57 Luis Degollado made a motion to adjourn the meeting. Leeann Benavides seconded. Motion carried unanimously.

58 The meeting adjourned at 12:50 P.M.



**Migrant Seasonal Head Start
Policy Council Meeting**

**SUMMARY OF DECISIONS MADE BY POLICY COUNCIL
JANUARY 16, 2010**

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- 1. **HIRING AND TERMINATION REPORTS FOR
NOVEMBER AND DECEMBER 2010** **APPROVED**
- 2. **MINUTES OF:**
 - REGULAR MEETING ON NOVEMBER 13, 2009** **APPROVED**
 - JOINT MEETING ON NOVEMBER 13, 2009** **APPROVED**
- 3. **2009 FINAL SELF ASSESSMENT REPORT** **APPROVED**
- 4. **2010-2011 MSHS WORKPLANS** **APPROVED**
- 5. **HUMAN RESOURCE POLICIES:**
 - EMPLOYEE DEFINITIONS POLICY** **APPROVED**
 - STANDARDS OF CONDUCTS** **APPROVED**
 - COMPENSATION POLICY** **APPROVED**
 - DRESS CODE POLICY** **NO ACTION**

APPROVED BY *Cristina P. E.*
NAME/TITLE

APPROVED ON 2/24/10
DATE