



**Migrant Seasonal Head Start
Policy Council Special Meeting
Via Telephone Call
September 13, 2010**

1. WELCOME

Due to the absence of Maria Rios the Policy Council President, Leean Benavides the Vice President of the Council welcomed everyone and called the meeting to order at 10:47 A.M.

2. ROLL CALL/INTRODUCTION/SIGN IN

Leean Benavides proceeded with the roll call and established quorum.

MEMBERS PRESENT

Leeann Benavides, Vice President-Wintergarden Region
Cristina Perez, Secretary-Wintergarden Region
Karla Valdez, Treasurer-Rio Grande Valley Region
Ana Artiaga, Member at Large-Wintergarden Region
Veronica Solis, Alternate for Nydia Palomo Member at Large-Wintergarden Region
Matilde Gutierrez, Member at Large-Rio Grande Valley Region
Odalis Zuniga, Member at Large-Rio Grande Valley Region
Angel Gonzalez, Member at Large-Rio Grande Valley Region
Marisol Rivera, Alternate for Michelle Contreras-Member at Large-Rio Grande Valley Region
Elizabeth Ibarra, Member at Large-Rio Grande Valley Region
Maria Esparza, Alternate for Blanca Ramirez-Member at Large-Indiana Region
Anita Cuevas Lomas, Community Representative-Wintergarden Region
Jesus Cardoza, Community Representative-Indiana Region
Reverend Chester Phyffer, TMC Board of Directors

MEMBERS ABSENT

Maria Rios, President-Wintergarden Region
Raul Alvarez, Sergeant at Arms-Wintergarden Region
Maria Ramirez, Member at Large-Western Region
Ismael Perez, Member at Large-Ohio Region
Marta Soto, Member at Large-Ohio Region
Edward Cortez, Community Representative-Western Region
Edith Martinez, Community Representative-Rio Grande Valley Region

STAFF

Nestor Atkinson, Migrant Seasonal Head Start Director
Norma Ybarra, President of Human Resources
Alicia Yanez, Family Partnership Director
Edna Valdez, MSHS Secretary for Policy Council

Having twelve (12) members present established a quorum.

3. APPROVAL ITEMS

Human Resource Policy

Employment Policy 200-Job Description

This document was provided to the council in advance for review. Norma Ybarra, Vice President of Human Resources, presented a detailed explanation of this policy. She stated that the Head Start Performance Standards require a policy approved by the Policy Council on job descriptions that describes the requirements for all jobs at

1 TMC. Job descriptions, at a minimum, should include the description of the job duties, roles and responsibilities,
2 qualifications, range of salary and benefits. Cristina Perez made a motion to approve the Human Resource Policy
3 200-Job Descriptions as presented. Angel Gonzalez seconded. No questions or discussion on this agenda item.
4 Motion carried unanimously.
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6 **4. ADJOURN**

7 Cristina Perez made a motion to adjourn the meeting. Karla Valdez seconded. Motion carried unanimously. The
8 meeting adjourned at 11:00 A.M.
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**Migrant Seasonal Head Start
Policy Council Special Meeting**

**SUMMARY OF DECISIONS MADE BY POLICY COUNCIL
SEPTEMBER 13, 2010**

**Human Resource Policy
Employment Policy 200-Job Description**

APPROVED

APPROVED BY _____

NAME/TITLE

APPROVED ON 10/23/10
DATE