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**Migrant Seasonal Head Start  
Policy Council Meeting  
Rio Grande Valley Regional Office  
October 23, 2010**

**1. WELCOME**

Maria Rios, Policy Council President, welcomed everyone and called the meeting to order at 10:47 A.M.

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

Cristina Perez, Secretary, proceeded with the roll call and established quorum.

**MEMBERS PRESENT IN PERSON**

Maria Rios, Policy Council President-Wintergarden Region  
Leeann Benavides, Vice President-Wintergarden Region  
Cristina Perez, Secretary-Wintergarden Region  
Karla Valdez, Treasurer, Rio Grande Valley Region  
Elizabeth Ibarra, Member at Large-Rio Grande Valley Region  
Jesus Cardoza, Community Representative-Indiana Region

**MEMBERS PRESENT ON THE TELEPHONE**

Veronica Solis, Alternate for Ana Artiaga, Member at Large-Wintergarden Region  
Maria Ramirez, Member at Large-Western Region  
Maria Esparza, Alternate for Blanca Ramirez, Member at Large-Indiana Region  
Nydia Palomo, Member at Large-Wintergarden Region  
Josefa Hurtado, Alternate for Ismael Perez, Member at Large-Ohio Region  
Anita Cuevas Lomas, Community Representative-Wintergarden Region  
Edward Cortez, Community Representative-Western Region

**MEMBERS ABSENT**

Raul Alvarez, Sergeant at Arms-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  
Michelle Contreras, Member at Large-Rio Grande Valley Region  
Marta Soto, Member at Large-Ohio Region  
Edith Martinez, Community Representative-Rio Grande Valley Region  
Reverend Chester Phyffer, TMC Board of Directors

**STAFF**

Jerald Sparenberg, Vice President of Finance  
Nestor Atkinson, Migrant Seasonal Head Start Director  
Cesar Sotelo, Budget Director  
Alicia Yanez, Family Partnership Director  
Carmen Valle, Rio Grande Valley Region MIS Coordinator  
Edna Valdez, MSHS Secretary for Policy Council

**GUESTS**

Yesenia Morales, Ohio Parent Representative  
Joel Paredes, UMOS Parent Representative

Having twelve (12) members present established a quorum.

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

2 The Council reviewed the agenda. Cristina Perez made a motion to approve the agenda as presented. Leean  
3 Benavides seconded. Motion carried unanimously.  
4

5 **4. EXECUTIVE SESSION**

6 No business to discuss at this time.  
7

8 **5. HIRING AND TERMINATION REPORTS**

9 The Hiring and Termination report for August was reviewed by the Personnel Committee on September 27, 2010.  
10 The Hiring and Termination report for September was reviewed by the Personnel Committee on October 11, 2010.  
11 Mario Rios, Chairman of the Committee, reported to the council that the reports were reviewed and discussed with  
12 the Resource Personnel. Questions that were presented on the reports were answered and found to be in order;  
13 recommendation for approval of the reports for the month of August and September was requested. Leean  
14 Benavides made a motion to approve the Hiring and Termination Reports for the month of August and September  
15 2010. Eddie Cortez seconded. Questions were addressed regarding the vacancy for the Regional Administrator  
16 position in the Rio Grande Valley. Mr. Atkinson informed the Council that interviews had been conducted for this  
17 position; information has been submitted for review. He also explained that the region is currently managed by  
18 the MSHS Director and the Assistant MSHS Director. Motion carried unanimously.  
19

20 **6. STANDING COMMITTEE REPORTS**

21 **Fiscal Committee Report-Karla Valdez, Chairperson**

22 The fiscal committee began meeting weekly to discuss the budget for the incoming year.

- 23 ♦ A center will be opened in Yerrington, Nevada to serve twenty five children. This will be possible with the  
24 consolidation of some positions.
- 25 ♦ There will also be consolidation of centers in the New Mexico service area to address the need for more  
26 services in the Marengo center service area.

27 Discussion went on about the consolidation of positions and about the need for hiring of qualified teachers.  
28 Leean Benavides made a motion to approve the fiscal report that was presented. Elizabeth Ibarra seconded.  
29 Motion carried unanimously.

30 Jerald Sparenberg commended the Fiscal Committee for their input and requests for information on the financial  
31 statements at every monthly meeting. The committee can pose questions at any time via email or telephone call.  
32

33 **7. PENDING BUSINESS**

34 **Approval of Minutes**

35 The minutes for the regular meeting of August 21, 2010 and the special meeting of September 13, 2010 were  
36 provided in the binder for their review. Cristina Perez the Secretary reviewed the minutes and recommended the  
37 approval of the minutes as presented. Karla Valdez seconded. No discussion or questions on the agenda item.  
38 Motion carried unanimously.

39 **Status on the Dress Code Policy**

40 Nestor Atkinson, MSHS Director, informed the council that there has not been a meeting to discuss the issues on  
41 the pending dress code policy. The pending issues regarding this policy are very sensitive and will need to be  
42 addressed by all parties. He informed the Council that the agency is enforcing the current dress code policy at  
43 this time.  
44

45 **8. NEW BUSINESS**

46 **2011-2012 MSHS Grant Proposal for Program Year Forty:**

47 The budget information was reviewed by the Fiscal Committee prior to meeting with the Council. The chairperson  
48 of the committee reported to the Council at the beginning of the meeting. Mr. Atkinson and Cesar Sotelo  
49 explained the budget plan for approval.

- 50 ♦ A center will open in Yerrington, Nevada to serve 25 children
- 51 ♦ Additional hours and Saturday care will be needed in Indiana and Ohio
- 52 ♦ The Budget increased only in the amount that was issued for ARRA; was rolled into the budget for the  
53 new year
- 54 ♦ The goal for the Health Insurance Cost is to stay the same or save money; the contract renewal takes  
55 place in January
- 56 ♦ The centers in Iowa will need to be consolidated and some positions at the regional level will need to be  
57 consolidated to fund the additional hours in Indiana and Ohio and the need for services in Nevada.  
58

1 Leean Benavides made a motion to approve MSHS Grant Proposal for program year forty as presented. Karla  
2 Valdez seconded. Discussion went on about the changes taking place at the regional levels. The consolidation of  
3 centers and staff were part of the plans that were submitted from all the regions and were reviewed and  
4 discussed at the Budget meetings. Motion carried unanimously.  
5

#### 6 **Seating of New Members and Alternates for Indiana and Ohio:**

7 A list of new members for Ohio, Indiana, and UMOS was provided in the binder for review and the following new  
8 members were seated:

9 Ohio Region-Migrant Parent Representative

- 10 ♦ Ismael Perez, Migrant, from the Fremont Center
- 11 ♦ Josefa Hurtado, Migrant Alternate from the Wauseon Center

12 Discussion went on regarding the attendance at the meetings for the previous and current year. The council  
13 agreed that the Ohio migrant member was given ample opportunity to participate at the meetings and did not  
14 participate at all. Due to the excessive absences and as per the MSHS Policy Council By-Laws, the Council was in  
15 agreement to proceed and seat the alternate that was present for the meeting as the new Migrant Policy Council  
16 member from Ohio. Cristina Perez made a motion to seat Josefa Hurtado as the Migrant Policy Council member  
17 from the Ohio Region. Leean Benavides seconded. Motion carried unanimously. A letter will go out to the  
18 outgoing member as soon as possible advising him of the decision and action that occurred at this meeting.

19 Ohio Region-Seasonal Parent Representative

- 20 ♦ Yesenia Morales, Seasonal, from the Willard Center
- 21 ♦ Loyda Patricia Francisco, Alternate from the Willard Center

22 Karla Valdez made a motion to seat Yesenia Morales as the Seasonal Policy Council member and Loyda Patricia  
23 Francisco as the Seasonal Alternate from the Ohio Region. Cristina Perez seconded. No discussion or questions  
24 were presented on this agenda item. Motion carried unanimously.

25 Indiana Region-Migrant Parent Representative

- 26 ♦ Maria Esparza, Migrant from the Kokomo Center
- 27 ♦ Delfino Santiago, First Migrant Alternate from the Elwood Center
- 28 ♦ Sandra Longoria, Second Alternate from the Marengo Center

29 Leean Benavides made a motion to seat Maria Esparza as the Migrant Policy Council member; Delfino Santiago,  
30 First Migrant Alternate; and Sandra Longoria, Second Migrant Alternate from the Indiana Region. Karla Valdez  
31 seconded. No discussion or questions on this agenda item. Motion carried unanimously.

32 UMOS Delegate-Migrant Parent Representative:

- 33 ♦ Joel Paredes, UMOS-Delegate

34 Leean Benavides made a motion to seat Joel Paredes as the Migrant Policy Council member from UMOS. Elizabeth  
35 Ibarra seconded. Motion carried unanimously.

#### 36 **Resignation:**

37 Maria Rios announced the receipt of a letter of resignation from Michelle Contreras, Migrant Representative from  
38 the Raymondville Center and asked for a motion to accept the resignation. Karla Valdez made the motion to  
39 accept the letter of resignation from Michelle Contreras and seat the first alternate. Leean Benavides seconded.  
40 Motion carried unanimously.  
41

## 42 **9. MSHS REPORT**

43 The MSHS report was provided in the binder for review. Nestor Atkinson mentioned the highlights of his report.

- 44 ♦ Enrollment is low at this time and was a topic of discussion at the last Planning meeting. There are several  
45 issues affecting the enrollment such as immigration reform, the findings from the GAO Report from the  
46 Inspector General.
- 47 ♦ There will be a meeting with the Center Managers and Family Service Advocate to address matters  
48 concerning recruitment and eligibility requirements
- 49 ♦ A Federal Review was conducted in September
- 50 ♦ Special Review was conducted and required the revision of the existing relocation package; was not  
51 available until June instead of the usual dates in March. This created staffing issue and also affected  
52 enrollment.
- 53 ♦ Duplicate counting of children - will not be able to count children when families come back from working  
54 up north. This process will not change until next year. Will have to develop a tracking system to track  
55 the families in our program to avoid duplicate counting. UMOS will need to be part of the same tracking  
56 system.

- ◆ Recommendation of Re-Competition – This was addressed at the last planning meeting; 25% of grantees will be going up for re-competition. Will be meeting again to address this matter.

**Fiscal Report**

This report was provided in the binder for review. The report includes the financial statements, summary sheets, and expenditure reports on all TMC programs.

**Regional Activity Reports**

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

**10. BOARD LIAISON REPORT**

No report available at this time.

**11. DATE OF NEXT MEETING**

Ms. Rios mentioned that the next meeting is scheduled for November 13, 2010. Recommendations were made to change the date. The next meeting date will change to, Friday, November 12, 2010, in person or via vpn.

**12. OPEN FORUM**

Karla Valdez presented her report on the Parent Affiliate Board Meeting.

- ◆ The Parent Affiliate conducted their scheduled conference call on Thursday, October 21, 2010.
- ◆ The fund raising event was a success
- ◆ Informed everyone that there will not be a NMSHS Conference in February; possibly a conference in November.
- ◆ Made recommendations to the Affiliate to seat new parents during the Planning sessions
- ◆ Possible Mini Conference in February or March to take care of Board Association business.
- ◆ The Contract for Victor Gomez was extended to June and the new hire will start in July

Elizabeth Ibarra asked staff for fliers that she might be able to pass for recruitment purposes at an upcoming health fair. She was informed to contact the regional staff for assistance.

Discussion went on about getting credit for in-kind when parents are on travel to attend trainings and meetings. In-Kinds forms are available and can be filled out to get credit for those hours

**13. ADJOURN**

Leean Benavides made a motion to adjourn the meeting. Cristina Perez seconded. Motion carried unanimously. The meeting adjourned at 12:15 P.M.



Migrant Seasonal Head Start  
Policy Council Meeting

SUMMARY OF DECISIONS BY THE POLICY COUNCIL  
OCTOBER 23, 2010

- 1. HIRING AND TERMINATION REPORT FOR AUGUST AND SEPTEMBER 2010 APPROVED
- 2. MINUTES OF:  
REGULAR MEETING ON AUGUST 21, 2010 APPROVED  
SPECIAL MEETING ON SEPTEMBER 13, 2010 APPROVED
- 3. DRESS CODE POLICY NO ACTION
- 4. 2011-2012 MSHS GRANT PROPOSAL FOR PROGRAM YEAR 40 APPROVED
- 5. SEATING OF NEW MEMBERS AND ALTERNATES FOR INDIANA AND OHIO APPROVED
- 6. RESIGNATION FROM THE RIO GRANDE VALLEY REGION APPROVED

APPROVED BY   
NAME/TITLE

APPROVED ON 11/12/10  
DATE