



**Migrant Seasonal Head Start
Special Policy Council Meeting
Conference Call
July 7, 2011**

1. WELCOME

Leean Benavides, Policy Council President, welcomed everyone and called the meeting to order at 5:25 P.M.

2. ROLL CALL/INTRODUCTION/SIGN IN

Leean Benavides proceeded with the roll call to established quorum.

MEMBERS PRESENT

Leean Benavides, Policy Council President-Wintergarden Region
Cristina Perez, Vice President-Wintergarden Region
Yesenia Hernandez, Alternate for Elizabeth Ibarra, Secretary-Rio Grande Valley Region
Veronica Solis, Member at Large-Wintergarden Region
Melissa Carrizalez, Sergeant At Arms-Western Region
Yvonne Torres, Member at Large-Wintergarden Region
Reyna Salazar, Member at Large-Rio Grande Valley Region
Norma Nevarez, Member at Large-Western Region
Josefa Hurtado, Member at Large-Ohio Region
Yesenia Morales, Member at Large-Ohio
Anita Cuevas Lomas, Community Representative-Wintergarden Region
Taiya Jones, Community Representative-Western Region
Reverend Chester Phyffer, TMC Board of Directors

MEMBERS ABSENT

Maria Esparza, Treasurer-Indiana Region
Ramiro Barrientos, Member at Large-Wintergarden Region
Guadalupe Jimenez, Member at Large-Wintergarden Region
Ruth Gonzalez, Member at Large-Rio Grande Valley Region
Brenda Garcia, Member at Large-Rio Grande Valley Region
Matilde Gutierrez, Member at Large-Rio Grande Valley Region
Marisa Miranda, Member at Large-Rio Grande Valley Region
Norma Zambrano, Member at Large-UMOS
Jesus Cardoza, Community Representative-Indiana Region
Mary Ramos, Community Representative-Rio Grande Valley Region

STAFF

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

Having twelve (12) members present established a quorum.

3. APPROVAL ITEMS

**TMC Organizational Chart-Amended/Revised, MSHS Organizational Chart-Amended/Revised,
Director of Children and Families**

This information was provided in advance for review.

The Personnel Committee met on June 29, 2011 with Norma Ibarra, Vice President of Human Resources Manuel DuQue, Vice President of Operation and Nestor Atkinson, MSHS Director to discuss the changes on the TMC and

1 MSHS Organizational Charts. The committee was satisfied with the justifications for the changes; the
2 organizational charts that were presented reflected the changes.
3 The Position of Director of Children and Families was added to the TMC organizational chart and will be
4 undertaking the responsibility of all the Head Start programs which are the Head Start, Early Head Start, and
5 Migrant Seasonal Head Start. The MSHS Director position as well as the HS/EHS Director position will be merged
6 into the Director of Children and Families position. The position of MSHS Director was removed. Mr. Nestor
7 Atkinson will be moved up to the position of Chief Information Officer as listed on the TMC organizational chart.
8 Mr. Atkinson will oversee the Management Information Systems Department. The current organizational charts
9 were revised to accommodate the growing needs of the corporation. The consolidation of positions will ensure
10 delivery of high quality services in a cost effective manner.
11 Leean asked for clarification regarding the move of the HRIS Manager position to the corporate chart and the
12 listing of the Parent Enrichment Director that was added to the MSHS chart. The positions already existed but
13 were not previously listed.
14 Dr. Gasko was on the conference call and was introduced to the Council. Upon approval, Dr. Gasko will take over
15 this new position of Director of Children and Families on July 18, 2011.
16 Discussion went on regarding possible challenges that Dr. Gasko might encounter upon undertaking the MSHS
17 program such as the language barrier being that the majority of parents are Spanish speaking and the unique
18 operating schedule with regards to the northern states. Dr. Gasko acknowledged the concerns that were voiced
19 by parents and informed them that he is prepared to undertake the responsibilities of the MSHS program.
20 Administration will be meeting with Dr. Gasko to discuss the problems with personnel and center operations that
21 have presented challenges in the Northern states for the past two years.
22 Cristina Perez made a motion to approve the TMC Organizational Chart and the MSHS Organizational Chart as
23 presented; the Director of Children and Families and Dr. Gasko. Taiya Jones seconded. Motion carried
24 unanimously.

25 **The Chief Information Officer**

26 This position of IT Director was moved up to the Corporate Organizational Chart and was upgraded to Chief
27 Information Officer. Nestor Atkinson will be undertaking this position and will be under the direct supervision of
28 the President/CEO, will oversee the MIS (Management Information System) Department. Cristina Perez made a
29 motion to approve Nestor Atkinson to the position of Chief Information Officer. Melissa Carrizalez seconded.
30 Motion carried unanimously.

31 **Human Resource Policies**

32 These documents were provided in advance for review.

- 33 > Benefits Policy
- 34 > Video Surveillance Policy

35 The Personnel Committee met with Norma Ybarra on May 23, 2011 to review these policies and made
36 recommendations to delete certain wording. The committee met again on June 29, 2011 to review the policies
37 and was satisfied with the changes. The revised policies were reintroduced for approval. Cristina Perez made a
38 motion to approve the Benefits Policy and Video Surveillance Policy as presented. Norma Nevarez seconded.
39 Motion carried unanimously.

40 41 **4. ADJOURN**

42 Cristina Perez made a motion to adjourn the meeting. Melissa Carrizalez seconded. Motion carried unanimously.
43 The meeting adjourned at 5:43 P.M.
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**Migrant Seasonal Head Start
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**SUMMARY OF DECISIONS BY THE POLICY COUNCIL
JULY 7, 2011**

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| 11 | 1. TMC ORGANIZATIONAL CHART | APPROVED |
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| 13 | 2. MSHS ORGAINZATIONAL CHART | APPROVED |
| 14 | | |
| 15 | 3. DIRECTOR OF CHILDREN AND FAMILIES | APPROVED |
| 16 | | |
| 17 | 4. CHIEF INFORMATION OFFICER | APPROVED |
| 18 | | |
| 19 | 5. BENEFITS POLICY | APPROVED |
| 20 | | |
| 21 | 6. VIDEO SURVEILLANCE POLICY | APPROVED |
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| 25 | APPROVED BY _____ | |
| 26 | <i>RLB</i> | |
| 27 | NAME/TITLE | |
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| 30 | APPROVED ON _____ | |
| 31 | <i>Aug. 19 2011</i> | |
| 32 | DATE | |