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Migrant Seasonal Head Start Policy Council Meeting San Antonio, Texas November 18, 2011

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1. WELCOME

Leean Benavides, Policy Council President, welcomed everyone and called the meeting to order at 10:15 A.M.

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2. ROLL CALL/INTRODUCTION/SIGN-IN

Melissa Carrizalez proceeded with the roll call to establish quorum.

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MEMBERS PRESENT IN PERSON

15 Leean Benavides, Policy Council President-Wintergarden Region
16 Melissa Carrizalez, Sergeant at Arms-Western Region
17 Yvonne Torres, Member-Wintergarden Region
18 Reyna Salazar, Member-Rio Grande Valley Region
19 Norma Nevarez, Member-Western Region
20 Jesus Cardoza, Community Representative-Indiana Region

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MEMBERS PRESENT BY TELEPHONE CALL

23 Cristina Perez, Vice President-Wintergarden Region
24 Veronica Solís, Member-Wintergarden Region
25 Yesenia Hernandez, Alternate for Elizabeth Ibarra, Secretary-Rio Grande Valley Region
26 Josefa Hurtado, Member-Ohio Region
27 Nilda A. Rendon, Member-Ohio Region
28 Veronica Gonzalez, Member-UMOS Delegate
29 Taiya Jones, Community Representative-Western Region
30 Mary Ramos, Community Representative-Rio Grande Valley Region
31 Reverendo Chester Phyffer, TMC Board Of Director

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MEMBERS ABSENT

34 Guadalupe Jiménez, Member-Wintergarden Region
35 Ramiro Barrientos, Member-Wintergarden Region
36 Ruth González, Member-Rio Grande Valley Region
37 Brenda García, Member-Rio Grande Valley Region
38 Matilde Gutierrez, Member-Rio Grande Valley Region
39 Marisa Miranda, Member-Rio Grande Valley Region
40 Anita Cuevas Lomas, Community Representative-Wintergarden Region

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GUESTS

43 Nancy Lopez, Parent Representative from the Western Region
44 Jessica Ramos Villanueva, Parent Representative from the Western Region

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STAFF

47 Mary G. Capello, President/CEO
48 Manuel E. DuQue, Vice President of Operations
49 Rodney Rodriguez, Vice President of Compliance
50 Dr. John Gasko, Director of Children and Families
51 Alicia Yanez, Family Partnership Director
52 Edna Valdez, MSHS Policy Council Secretary

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Having twelve (12) members established a quorum.

1 **3. REVIEW AND APPROVE THE AGENDA**

2 The Council reviewed the agenda. The President requested approval to add items to the agenda under new
3 business. The additional items were the MSHS Organizational Chart and proposed changes to the Policy Council
4 By-Laws. Melissa Carrizalez made a motion to approve changes to the agenda as mentioned. Verónica Solís
5 seconded the motion. Motion carried unanimously.
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7 **4. EXECUTIVE SESSION**

8 No business to discuss at this time.
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10 **5. STANDING COMMITTEE REPORTS**

11 **Personnel Committee Report/Hire and Termination Report**

12 Leean mentioned that the Ad Hoc Committee met to address changes on the bylaws to include the weekly
13 meetings. The monthly report will continue to be reviewed by the committee to seek approval from the Council at
14 the regular meetings. Details will be presented on the agenda item that is listed in New Business.
15 She went on to report that the Personnel Committee met on October 31, November 7, and November 14 to review
16 the weekly hires and terminations. This committee will be meeting on a weekly basis and as needed to satisfy the
17 requests by Mrs. Ybarra, Vice President of Human Resources. Leean mentioned that the reports showed a lot of
18 activity due to the closing of centers. There were questions regarding the turnover of staff in Hereford-Western
19 Region. Mrs. Ibarra reviewed the activity for that area and stated that employees in that area had moved on to
20 other avenues of work. The committee also reviewed a new MSHS organizational chart. The chart only included
21 changes on titles to comply with recent program changes. Reyna Salazar made a motion to approve the
22 committee's report on hires and terminations for the month of October 2011 and their weekly report on hires and
23 terminations as of November 14, 2011. Melissa Carrizalez seconded. Motion carried unanimously.

24 **Fiscal Committee Report**

25 The committee met on October 20th to review the final budget for the MSHS Continuation Grant Proposal. The
26 budget information was presented to the Council and was approved. The Financial Statements were also
27 reviewed and all showed the programs were in good standing. The Fiscal Committee has not met on any business
28 since then. The next meeting is scheduled for November 30, 2011. Melissa Carrizalez made a motion to approve
29 the Fiscal Committee report. Yvonne Torres seconded. No questions or discussion. Motion carried unanimously.
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31 **6. PENDING BUSINESS**

32 **Approve Minutes**

33 The minutes for the regular meeting of October 21, 2011 were provided in advance for the Council to review.
34 Norma Nevarez made a motion to approve the minutes for the regular meeting of October 21, 2011. Melissa
35 Carrizalez seconded. No other discussion or questions on this agenda item. Motion carried unanimously.
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37 **7. NEW BUSINESS**

38 **MSHS Organizational Chart**

39 This document was provided in advance for the Council to review. The Personnel Committee reviewed the MSHS
40 Organizational Chart on November 14, 2011. The changes on the document were necessary to comply with
41 changes within the program areas. The Committee recommended approval for this item. Melissa Carrizalez made
42 a motion to approve the MSHS Organizational Chart as presented. Yvonne Torres seconded. Motion carried
43 unanimously.

44 **Proposed Revisions to the By-Laws**

45 The AdHoc Committee met on November 17, 2011. The meeting was set up with Ms. Capello, to discuss the
46 concerns and changes on the by-laws to comply with the requirements from the Office of Head Start regarding
47 hiring and terminations. The concern is that the program is massive and there is constant hiring and terminations
48 therefore monthly reporting and reviewing of hiring and terminations is not acceptable. In order to comply with
49 the concerns and requirements with the Office of Head Start the bylaws will need to be amended in the following
50 ways: The Personnel Committee will have scheduled weekly meetings to review weekly hiring and terminations;
51 there will be an appointment of a Sub-Committee that will meet within three hours notice for emergency hires or
52 terminations. The monthly reports will continue to be reviewed by the committee who will report to the Council
53 for approval at the next regular scheduled Policy Council meeting.

54 Leean mentioned that the title changes in the organizational chart will need to be changed in the bylaws as well as
55 other cosmetic changes to update the document. Melissa Carrizalez made a motion to accept the proposed
56 changes to the bylaws, adding the title on the new section, changes on corporate titles due to changes on the
57 organizational chart and any other cosmetic changes that will be needed to update the document. Cristina Perez
58 seconded. Motion carried unanimously.

1 Leean informed the Council that the final draft on the by-laws will be presented for approval at the next meeting
2 in January, two thirds (2/3) of the Council will need to be present to approve.

3 **Definition of "School Readiness"**

4 This document was provided in the meeting binder for review. The parents attended the School Readiness Summit
5 and are aware of the goals and accomplishments for this mandate. This information is part of the process and is
6 needed to comply with the School Readiness Mandate. Reyna Salazar made a motion to approve the definition of
7 School Readiness as presented. Melissa Carrizalez seconded. The information was read to everyone in English and
8 Spanish. No questions or discussion on this agenda item. Motion carried unanimously.

9 **Seating of New Members**

10 Leean introduced the new members from the Western Region to be seated:

11 Nancy Lopez from the Lubbock Center and her alternate Yareli Gutierrez

12 Jessica R. Villanueva from the Lubbock Center and her alternate Melissa Carrizalez

13 Reyna Salazar made a motion to seat the new members Nancy Lopez and Jessica R. Villanueva and alternates
14 Yareli Gutierrez and Melissa Carrizalez from the Western Region as mentioned. Norma Nevarez seconded. Motion
15 carried unanimously.

16 **8. MSHS REPORT**

- 17 > Funded Enrollment – The program did not meet funded enrollment in some regions. There is a plan
18 in place to help meet this goal. The staff from Indiana, Ohio and the Western region will be
19 traveling to Texas to actively help meet this goal.
- 20 > Office of Head Start Training and Technical Assistance – Office of Head Start has not been able to
21 award a contract to a company to provide Technical Assistance. The have offered a One Time
22 Funding T/TA Supplement Grant of \$5,000 to utilize as needed for training. This grant is due
23 by December 15th and will require approval form both boards. A special meeting will be scheduled
24 and information will be communicated as soon as it is available.

25 Discussion went with regards to the challenge of meeting funded enrollment. The concern is that families have a
26 challenge when they have an infant/toddler sibling because not all centers provide services for infant and toddlers.
27 Our program is losing those families because they have to go elsewhere to get services for both pre-school and
28 the infant/toddler; those other programs have room and services for both age groups. A question was addressed
29 to staff that was present to see if there was a way to have a center that can provide both services for those
30 families with siblings of both age groups so that the program does not lose those families to another program.
31 The Community Assessments will need to be conducted to cover the entire state to document and identify where
32 the families are located to better satisfy their needs. The Council was advised to always voice their concerns to
33 help the program meet their needs.

- 34 > Duplicate Counting – The program is working to meet funded enrollment and also working to
35 identify those families that move from state to state. The program will only be able to count
36 these families once. This will impact the number of funded enrollment that is submitted in the
37 grant for funding. In meetings with the Office of Head Start they have been working to find a
38 solution to where they will reduce the number of funded enrollment but not the funding
39 because those families are served when the upon their return.

40 Discussion went on regarding parent involvement. Leean asked parents to support the program by communicating
41 their concerns to their legislators.

- 42 > Re-Assignment of Staff – Staff from Indiana, Ohio, and the Western Region will relocate to Texas to assist
43 with locating families and help meet funded enrollment. The plan of action will be reviewed after the holidays.

44 **Fiscal Report**

45 This report was provided in the binder for review.

46 **Regional Activity Reports**

47 These reports were provided in the binder for review. The report for the western region listed several concerns.
48 The parents from those areas presented details. Staff that was present informed the parents that they were
49 aware of the problems and were trying to resolve them the best way possible.

50 **9. TMC BOARD REPORT**

51 The report will be submitted via email.

52 **10. DATE FOR NEXT MEETING**

53 The date for next meeting and training will be on the week of January the 13th. The information on the dates will
54 be communicated as soon as it is available.

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11. OPEN FORUM

Reyna Salazar from the Indiana Region expressed concerns with staff. She mentioned that staff is relocating too late and the centers are not opened as scheduled. The families are paying for services and driving the children to get services elsewhere. She recommended that staff develop a plan of action to satisfy the needs of the families in those service areas. She also mentioned that the hiring process is too long and the local staff that is hired does not meet the needs of the families because they are not bilingual. Staff that was present informed Mrs. Salazar that they have been meeting with the Regional Administrator to establish a proactive hiring process and plans of action to help meet the needs of the families in those service areas.

12. ADJOURN

Reyna Salazar made a motion to adjourn the meeting. Nancy Lopez seconded. Motion carried unanimously. The meeting ended at 10:45 A.M.

