

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, January 22, 2019 9:15 am
Linden Administration Offices
304 East Houston Street
Linden, Texas

PC Attendance	Campus	Title	Sep-18	Oct-18	Dec-18	Jan-19
Chairperson - Tara Overmyer			x		x	x
Vice Chairperson - Kimberly Jordan			x	x		x
Secretary - Cecelia Huff			x		x	
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	
La'Kimberly Simmons	Atlanta	Representative				
Chelsie McElwee(10/23/18)	Atlanta	Representative		x		x
Tamaithia Sartor(1/22/19)	Atlanta	Representative				
Eveln Benjamin	Atlanta	Alternate			x	
Kimberly Jordan	Bloomburg	Representative	x	x		x
Hayley Allums	Bloomburg	Alternate	x	x		x
Sheran West	D/LS	Representative	x	x		
Kimber Fair	D/LS	Alternate	x			
Ocie Ellison	Hughes Springs	Representative				
Peggy Peters	Hughes Springs	Alternate		x	x	
Olivia Woodruff	Linden	Representative	x			
Tara Overmyer	Linden	Alternate		x		
Tara Overmyer(12/4/18)	Linden	Representative			x	x
Heather Hoffman (12/4/18)	Linden	Alternate				
Misha Diaz	Naples	Representative				
Sara Finley(10/23/18)	Naples	Representative		x	x	
Victor Diaz	Naples	Alternate				
Ashley Oleson	New Boston	Representative	x		x	x
Tim Oleson	New Boston	Alternate	x			
Stacey Armour	Pittsburg	Representative	x	x		x
Adrianna Smith-Hart	Pittsburg	Alternate				
Cecelia Huff	Texarkana	Representative	x		x	
Trinchelle Morine	Texarkana	Alternate				

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Charlotte Hall, Sharon Anderson, Felicia Williams and Brian Chambers

1. Call to Order:

The meeting was called to order by Tara Overmyer, Policy Council Chairperson at 9:23 am, January 22, 2019, in the Linden Administrative Conference Room.

2. Recognize New Policy Council Members:

Tamaithia Sartor – Atlanta Head Start Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Tara Overmyer, Ashley Oleson, Tamaithia Sartor, Kimberly Jordan and Stacey Armour

4. Approval of Agenda:

Members reviewed the agenda. Tamaithia Sartor moved to accept the agenda. This motion was seconded by Ashley Oleson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

5. Approval of Minutes from December 4, 2018:

Tamaithia Sartor moved to accept the minutes of December 4, 2018 meeting as presented. The motion was seconded by Ashley Oleson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

6. Presentations:

A. Naples Head Start – Felicia Williams

Felicia Williams, Campus Director/Family Service Worker at Naples Head Start showed a presentation on “School is Fun”. The presentation included pictures of activities that have happened at Naples Head Start throughout the 2018-2019 school year.

B. On-going Monitoring Interview – Sharon Anderson

Sharon Anderson, Program Monitor, interviewed the members on the Policy Council requirements as part of the Detailed Monitoring Process.

7. Reports:

A. Financial Report

Bernadette Harris gave the financial report as presented. Grant #06CH7174/04 end of the grant year budget and the previous month financial reports were presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented. She also reviewed questions from the monitoring protocol.

C. Executive Directors Report

None

8. Committee Reports:

A. Appoint Committee Members

- a. Health Advisory
- b. ERSEA
- c. School Readiness Committee

Bernadette Harris explained that these committee's met in the Fall and action items will come after the Spring meetings.

List of Committee Participants:

Self-Assessment

1. Cecelia Huff
2. Brenda Swisher

Community Assessment

1. Ashley Oleson

Finance Committee

1. Sheran West

School Readiness Committee

1. Ashley Oleson
2. Kimberly Jordan

ERSEA Committee

1. Stacey Armour

Strategic Planning Committee

1. Brenda Swisher

Health Advisory Committee

1. Sheran West
2. Kimberly Jordan

Policy Council Liaison

1. Ashley Oleson

9. Action Items:

None

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Tamaithia Sartor moved for Policy Council to go into Executive Session at 9:52 am. Ashley Oleson seconded the motion.

Discuss new hires, terminations, transfers and employee matters of a confidential nature.

Tamaithia Sartor made a motion to come back into regular session at 9:54 am.
Ashley Oleson seconded the motion.

13. Required Action from Executive Session:

A motion was made by Tamaithia Sartor to accept new hires, transfers, and terminations as presented. The motion was seconded by Ashley Oleson. There was no discussion of the matter. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

14. Adjourn:

A motion to adjourn was made by Tamaithia Sartor at 9:56 am. The motion was seconded by Ashley Oleson

Minutes Submitted by: Bridgette Parton

Minutes approved by: