

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, June 23, 2020 9:30 am
Linden Administration Offices
304 East Houston Street
Linden, Texas
Conference Call**

PC Attendance	Campus	Title	Sep-19	Oct-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Chairperson - Cecelia Huff			x		x	x	x	x	x	x	x
Vice Chairperson - Denise Hill			x								
Secretary - Martavius Jones			x			x	x		x	x	x
Brenda Swisher	Board Liaison/CC	Representative	x	x	x	x					x
Cecelia Huff	Bowie County	Representative	x	x	x	x	x	x	x	x	x
LaTronya Andrews	Atlanta	Representative	x			x		x		x	
LaKetha Steger	Atlanta	Alternate									
Madeline McGill	Bloomburg	Representative	x								
Latoya Jones	Bloomburg	Alternate	x		x	x	x				
Peggy Peters	D/LS	Representative	x	x		x	x	x	x		x
Tiandra Lee	D/LS	Alternate									
Maria Bello	Hughes Springs	Representative	x								
Wendy Bolton (2/25/2020)	Hughes Springs	Representative					x	x			
Ashley Avant	Hughes Springs	Alternate								x	
LaTrina Castleberry	Linden	Representative									
Maria Castillo	Linden	Alternate	x	x							
Denise Hill	Naples	Representative	x	x			x				
Nickie Carrillo	Naples	Alternate									
Candice Mendez	New Boston	Representative	x	x	x						
Madison Cooper	New Boston	Alternate							x	x	x
Matravius "Lamont" Jones	Pittsburg	Representative	x			x	x		x	x	x
Chandra Sheppard Duffey	Pittsburg	Alternate									
Teresa Davis	Texarkana	Representative	x								
Jessica Chauncy	Texarkana	Alternate									

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Charlotte Hall and Shelley Mitchell.

1. Call to Order:

The meeting was called to order by Brenda Swisher, Policy Council Representative at 9:36 am, June 23, 2020, on a Conference Call due to COVID-19.

2. Recognize New Policy Council Members:

None

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Brenda Swisher, Martavius Jones, Peggy Peters and Madison Cooper. Cecelia Huff came on the call at 9:38 am and took over leading the meeting.

4. Approval of Agenda:

Members reviewed the agenda. Martavius Jones moved to accept the agenda as presented. This motion was seconded by Peggy Peters. 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 June 2, 2020:

Martavius Jones moved to accept the minutes of the June 2, 2020 meeting as presented. The motion was seconded by Peggy Peters. 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. Policy Council Question - Bernadette Harris
None

7. Reports:

A. Financial Report
Shelley Mitchell gave the report as presented.
*Ms. Huff took over the Chairperson role.

B. Head Start Report
Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report
None

8. Committee Reports:

A. Appoint Committee Members
None

B. Committee Reports
A. Strategic Planning Committee Meeting
Bridgette Parton reviewed.

9. Action Items:

A. Discuss and/or Approve Moving funds to Equipment line item \$ 11,238 (Head Start, HVAC repair, Hughes Springs, ~ \$8,500.00 and Administrative Building ~\$2,738.00)
Bernadette Harris explained that the money would be moved from the Personnel line item to the equipment line item to help repair the back HVAC

at Hughes Springs and the HVAC at the old Administrative Building. Martavius Jones approved moving funds to Equipment line item \$ 11,238 (Head Start, HVAC repair, Hughes Springs, ~ \$8,500.00 and Administrative Building ~\$2,738.00) as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

B. Discuss and/or Approve not having a July Meeting

Martavius Jones approved not having a July Meeting unless necessary. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

C. Discuss and/or Approve Cost Allocation Plan

Bernadette Harris stated that the only change to the plan is adding Early Head Start (Head Start allocations was changed to a 90/10 split with Early Head Start). Martavius Jones approved the Cost Allocation Plan as presented. The motion was seconded by Peggy Peters. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

10. Discussion Items:

A. Discuss 2019-2020 Final PIR Data

Bernadette Harris reviewed the information as presented. She stated that Office of Head Start did not require the PIR data to be reported this year due to COVID-19 and the numbers possibly being skewed.

B. Discuss Program Goals Progress 2019-2020

Bridgette Parton reviewed the goals as presented. Bernadette Harris stated the goals were not changed from the approved PY01 goals due to COVID-19, so the goals for PY 2 do not require another approval.

11. Audience Comments:

None

12. Executive Session:

None

13. Required Action from Executive Session:

None

14. Adjourn:

A motion to adjourn was made by Martavius Jones at 9:52 am. The motion was seconded by Peggy Peters.

Minutes Submitted by: Bridgette Parton

Minutes approved by: