

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, January 26, 2021 9:00 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-20	Oct-20	Dec-20	Jan-21
Chairperson - Cecelia Huff			x	x	x	x
Vice Chairperson - Ashley Roberts			x			
Secretary - Marsha Luong			x	x		
Brenda Swisher	Board Liaison/CC	Representative	x	x		
Cecelia Huff	Bowie County	Representative	x	x	x	x
Marsha Luong	Atlanta	Representative	x	x		
Audrey Maxie	Atlanta	Alternate			x	
Anita Sullivan	Bloomburg	Representative		x		x
Courtney Stewart	Bloomburg	Alternate				
Amber White	D/LS	Representative				
Peggy Peters	D/LS	Alternate			x	x
Tanesha Jones	Hughes Springs	Representative				
Matthew Bonaparte	Hughes Springs	Alternate				
Ashley Roberts	Naples	Representative	x		x	
Alvita Moore	Naples	Alternate				
Raven Martinez	New Boston	Representative	x	x	x	
Karlisha Bland	New Boston	Alternate				
Gisel Garcia	Pittsburg	Representative		x		
Jessica Butler 12-8-2020	Pittsburg	Alternate			x	
Charmaine Jones	Texarkana	Representative				
Dneishia Bruce	Texarkana	Alternate				

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

1. Call to Order: The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:01 am, January 26, 2021 at 9:01 am, on the Zoom Virtual Call.

2. Recognize New Policy Council Members:
None

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Anita Sullivan and Peggy Peters.

4. Approval of Agenda:

Members reviewed the agenda. Anita Sullivan 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 December 8, 2020:

Peggy Peters moved to accept the minutes of December 8, 2020 meeting as presented. The motion was seconded by Anita Sullivan. 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 asked the members what reports they receive monthly. She explained what information to look for on the reports to help the members make informed decisions. She also provided a fact sheet on fiscal oversight.

7. Reports:

A. Financial Report

Shelly Mitchell gave the financial report as presented.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented. She stated that EHS started services on January 19, 2021.

C. Executive Directors Report

Dan Boyd stated that the Community Services Division had restructuring changes and a new Deputy Director was hired. She will begin working with the Community Services Division now and work with Head Start in the Summer of 2021. He also stated he was excited about Early Head Start beginning services and he looks forward to expanding Early Head Start Services.

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

a. School Readiness Committee Report

Bernadette Harris reviewed School Readiness Committee Meeting.

9. Action Items:

A. Discuss and/or Approve Updated Cost Allocation Plan

Bridgette Parton reviewed the Updated Cost Allocation Plan as presented. Anita Sullivan moved to approve Updated Cost Allocation Plan as presented. Peggy Peters seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Anita Sullivan moved for Policy Council to go into Executive Session at 9:40 am. Peggy Peters seconded the motion.

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

Anita Sullivan made a motion to come back into regular session at 9:43 am. Peggy Peters seconded the motion.

13. Required Action from Executive Session:

A motion was made by Anita Sullivan to accept new hires, transfers, and terminations as presented. The motion was seconded by Peggy Peters. 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 Anita Sullivan at 9:44 am. The motion was seconded by Peggy Peters.

Minutes Submitted by: Bridgette Parton

Minutes approved by: