

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Wednesday, September 28, 2021 9:00 am
ZOOM Meeting
Linden Administration Offices
123 Kaufman Street
Linden, Texas

PC Attendance	Campus	Title	Sep-21
Chairperson - Cecelia Huff			x
Vice Chairperson - Destiny Whatley			x
Secretary - Brittany Lee			x
Cecelia Huff	Bowie County	Representative	x
Harmony Roberson	Atlanta	Representative	x
Whitney Graham	Atlanta	Alternate	
LaToya Jones	Bloomburg	Representative	x
Heather Lundy	Bloomburg	Alternate	
Brittany Lee	D/LS	Representative	x
Meagen Monkhouse	D/LS	Alternate	
Payton Wertz	Hughes Springs	Representative	x
Simone Frazier	Hughes Springs	Alternate	
Catrice Boyd	Hughes Springs	Representative	x
	Hughes Springs	Alternate	
	Naples	Representative	
Robyn Goins	Naples	Alternate	x
Destiney Whatley	New Boston	Representative	x
	New Boston	Alternate	
Shanequa Harris	Pittsburg	Representative	x
Deidra Wilkerson	Pittsburg	Alternate	
Kia Hamilton	Texarkana	Representative	
Jessica Martinez	Texarkana	Alternate	

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Dan Boyd, Michelle Morehead, Susan Horner and Charlotte Hall

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Representative at 9:04 am, September 28, 2021, on the ZOOM Virtual Call.

2. Recognize New Policy Council Members:

Cecelia Huff – Bowie County Representative, Harmony Roberson – Atlanta Head Start Representative, Latoya Jones – Bloomburg Head Start Representative, Brittany Lee – Daingerfield Head Start Representative, Payton Wertz – Hughes Springs Head Start Representative, Catrice Boyd – Hughes Springs Early Head Start Representative, Robyn Goins – Naples Head Start Alternate, Destiny Whatley – New Boston Head Start Representative and Shanequa Harris – Pittsburg Head Start Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Harmony Roberson, Latoya Jones, Brittany Lee, Payton Wertz, Catrice Boyd, Robyn Goins, Destiny Whatley and Shanequa Harris. Payton Wertz left at 10:05 AM.

4. Approval of Agenda:

Members reviewed the agenda. Shanequa Harris moved to accept the agenda as presented. This motion was seconded by Destiny Whatley. 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 August 24, 2021:

Destiny Whatley moved to accept the minutes of August 24, 2021 meeting as presented. The motion was seconded by Harmony Roberson. 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. Head Start Policy Council Orientation/Head Start History Training – Bernadette Harris

Bernadette Harris explained the roles and responsibilities with the Policy Council members. She shared with the members the history of Head Start and Early Head Start.

7. Reports:

A. Financial Report

Dan Boyd gave the financial report as presented. He explained how to read the Finance Report, Credit Card Usage Report and statements.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

Dan Boyd introduced himself and his role in the Agency and Michelle Morehead the Deputy Executive Director.

8. Action Items:

A. Nominations/election of new 2021-2022 Policy Council Officers:

Policy Council Chairperson was opened for nominations. Cecelia Huff was nominated for Chairperson. The floor was asked three times if there were any nominations for Chairperson. There were no more nominations. Latoya Jones moved to cease nominations. This motion was seconded by Destiny Whatley. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried. Vice Chairperson was opened for nominations. Destiny

Whatley was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Cecelia Huff moved to cease nominations. This motion was seconded by Harmony Roberson. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Secretary was opened for nominations. Brittany Lee was nominated for Secretary. The floor was asked three times if there were any more nominations for Secretary. There were no more nominations. Shanequa Harris moved to cease nominations. This motion was seconded by Cecelia Huff. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Policy Council Liaison was opened for nominations. Cecelia Huff was nominated for Policy Council Liaison. The floor was asked three times if there were other nominations for Policy Council Liaison. There were no more nominations. Harmony Roberson moved to cease nominations. This motion was seconded by Destiny Whatley. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Latoya Jones moved to approve the elected slate as presented. The motion was seconded by Brittany Lee. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried. The following slate is adopted: Cecelia Huff – Chairperson, Destiny Whatley - Vice Chairperson, Brittany Lee – Secretary and Cecelia Huff- Policy Council Liaison.

B. Set Date and Time for Policy Council Meetings

The date and time for the Policy Council Meetings was discussed. Latoya Jones moved to leave the date the 4th Tuesday of the month at 9:00. Shanequa Harris seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

C. Discuss and/or Approve Meeting Date Changes

a. November and December – December 7, 2021

Destiny Whatley moved to approve the November and December Meeting date as presented. The motion was seconded by Latoya Jones. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

D. Discuss and/or Approve CSNT Annual Report

Dan Boyd reviewed the CSNT Annual Report as presented. Destiny Whatley moved to approve the CSNT Annual Report as presented. The motion was seconded by Shanequa Harris. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

E. Discuss and/or Approve Policy Council By-Laws

Bridgette Parton reviewed the Policy Council By-Laws as presented. Harmony Roberson moved to approve the Policy Council By-Laws as presented. The motion was seconded by Destiny Whatley. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

F. Discuss and/or Approve Head Start/Early Head Start 06CH011282/02 Estimated Budget Revision

- 1. 10% De Minimis Pro Rated Cost Rate**
- 2. Equipment Line Item Purchase of Bus to increase from \$61,000 to \$63,000**

Bernadette Harris reviewed the Head Start/Early Head Start 06CH011282/02 Estimated Budget Revision as presented. Destiny Whatley moved to approve the Head Start/Early Head Start 06CH011282/02 Estimated Budget Revision as presented. The motion was seconded by Brittany Lee. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

G. Discuss and/or Approve Continuation Grant Application for Head Start/Early Head Start 06CH011282/03 for a total of \$5,244,808 with \$415,021 in the Indirect Cost Line-Item (10% De Minimis)

Bernadette Harris reviewed the Continuation Grant Application for Head Start/Early Head Start 06CH011282/03 for a total of \$5,244,808 with \$415,021 in the Indirect Cost Line-Item (10% De Minimis) as presented. Brittany Lee moved to approve the Continuation Grant Application for Head Start/Early Head Start 06CH011282/03 for a total of \$5,244,808 with \$415,021 in the Indirect Cost Line-Item (10% De Minimis) as presented. The motion was seconded by Harmony Roberson. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

H. Discuss and/or Approve Personnel Policy 723 Office Decorations

Bernadette Harris reviewed the Personnel Policy 723 Office Decorations as presented. Brittany Lee moved to approve the Personnel Policy 723 Office Decorations as presented. The motion was seconded by Destiny Whatley. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

9. Committee Report:

A. Appoint Committee Members

Cecelia Huff appointed the following Committee Members

List of Committee Participants:

Self-Assessment

1. Latoya Jones
2. Brittany Lee

Community Assessment

1. Brittany Lee

Finance Committee

1. Cecelia Huff

School Readiness Committee

1. Destiny Whatley
2. Shanequa Harris

ERSEA Committee

1. Harmony Roberson

Strategic Planning Committee

1. Latoya Jones

Health Advisory Committee

1. Destiny Whatley
2. Harmony Roberson

Cecelia Huff will serve on all Committee's as the Policy Council Chairperson.

10. Discussion Items:

None

11. Audience Comments:

None

12. Executive Session:

Destiny Whatley moved for Policy Council to go into Executive Session at 10:29 am.
Harmony Roberson seconded the motion.

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

Destiny Whatley made a motion to come back into regular session at 10:41 am.
Brittany Lee seconded the motion.

13. Required Action from Executive Session:

A motion was made by Destiny Whatley to accept new hires, transfers, and terminations as presented. The motion was seconded by Shanequa Harris. 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 Destiny Whatley at 10:43 am. The motion was seconded by Latoya Jones.

Minutes Submitted by: Bridgette Parton

Minutes approved by: