

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

PC Attendance	Campus	Title	Sep-21	Oct-21
Chairperson - Cecelia Huff			x	x
Vice Chairperson - Destiny Whatley			x	
Secretary - Brittany Lee			x	
Cecelia Huff	Bowie County	Representative	x	x
Harmony Roberson	Atlanta	Representative	x	x
Whitney Graham	Atlanta	Alternate		
LaToya Jones	Bloomburg	Representative	x	x
Heather Lundy	Bloomburg	Alternate		
Brittany Lee	D/LS	Representative	x	
Meagan Monkhouse	D/LS	Alternate		
Payton Wertz	Hughes Springs	Representative	x	
Simone Frazier	Hughes Springs	Alternate		
Catrice Boyd	Hughes Springs	Representative	x	x
	Hughes Springs	Alternate		
Robyn Goins(10/26/2021)	Naples	Representative		x
Robyn Goins	Naples	Alternate	x	
Destiney Whatley	New Boston	Representative	x	
Dora Doyle	New Boston	Alternate		
Shanequa Harris	Pittsburg	Representative	x	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, Charlotte Hall and Shelley Mitchell

1. Call to Order: The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:02 am, October 26, 2021, on the ZOOM Conference.

2. Recognize New Policy Council Members:

Robyn Goins – Naples Head Start Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Harmony Roberson, Latoya Jones, Catrice Boyd, Robyn Goins and Shanequa Harris.

4. Approval of Agenda:

Members reviewed the agenda. Harmony Roberson moved to accept the agenda. This motion was seconded by Shanequa Harris. 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 September 28, 2021:

Harmony Roberson moved to accept the minutes of September 28, 2021 meeting as presented. The motion was seconded by Shanequa Harris. 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 reviewed Community Assessment Overview with the members.

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.

C. Executive Directors Report

Dan Boyd stated that he is staying up to date on items coming from Washington DC and the State of Texas to ensure we are following anything new that arises.

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

a. Community Assessment Committee Report

Bernadette Harris reviewed during the Action Items.

9. Action Items:

A. Discuss and/or Approve Head Start Standard Operating Procedures

a. Administrative Requirements

b. Disability Services

c. Education and Child Development

d. ERSEA Policies

e. Family and Community Engagement

f. Financial Requirements

g. Health Program Services

h. Human Resources Management

i. Program Governance

j. Program Management and Quality Improvement

k. Program Structure

l. Protections for the Privacy of Child Records

m. Transition Services

n. Transportation

Bernadette Harris reviewed the Head Start Standard Operating Procedures. Shanequa Harris moved to approve the Head Start Standard Operating Procedures as presented. Latoya Jones seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

B. Discuss and/or Approve Head Start Standard Operating Manuals and Forms

- a. **Education**
- b. **Family and Community Engagement**
- c. **Mental Health-Disabilities**
- d. **Nutrition**
- e. **On-going Monitoring**
- f. **Staff Development – Training**
- g. **Strategic Plan**

Bernadette Harris reviewed the Head Start Standard Operating Manuals and Forms. Latoya Jones moved to approve the Head Start Standard Operating Manuals and Forms as presented. Catrice Boyd 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 Financial Policies and Procedures including the Financial Code of Conduct

Bernadette Harris reviewed the Financial Policies and Procedures and Financial Code of Conduct. Latoya Jones moved to approve the Financial Policies and Procedures including the Financial Code of Conduct 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.

D. Discuss and/or Approve Personnel Policies and Procedures

Charlotte Hall reviewed the Personnel Policies and Procedures as presented. Bernadette Harris reviewed Policy #183, #405 and #701 in detail on the hiring and termination process. Shanequa Harris moved to approve the Personnel Policies and Procedures 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.

E. Discuss and/or Approve Job Descriptions

Bernadette Harris reviewed the Job Descriptions. Latoya Jones moved to approve the Job Descriptions 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.

F. Discuss and/or Approve Updated Volunteer Rates

Bridgette Parton reviewed the Updated Volunteer Rates. Latoya Jones moved to approve the Updated Volunteer Rates 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.

G. Discuss and/or Approve 2022 Community Assessment Update

Bernadette Harris reviewed the 2022 Community Assessment Update. Harmony Roberson moved to approve the 2022 Community Assessment Update 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.

H. Discuss and/or Approve Disability Waiver Grant #06CH011282/03

Bernadette Harris reviewed the Disability Waiver Grant #06CH011282/03. Latoya Jones moved to approve the Disability Waiver Grant #06CH011282/03 as presented. The motion was seconded by Shanequa Harris. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

I. Discuss and/or Approve Personnel Policy #724 – Workforce Wellness Policy

Charlotte Hall reviewed the Personnel Policy #724 – Workforce Wellness Policy. Harmony Roberson moved to approve the Personnel Policy #724 – Workforce Wellness Policy as presented. The motion was seconded by Shanequa Harris. 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 Fall 2021 Circle Assessment Data

Bernadette Harris reviewed the Fall 2021 Circle Assessment Data as presented.

B. Discuss Fall 2021 Frog Street AIM Assessment Data

Bernadette Harris reviewed the Fall 2021 Frog Street AIM Assessment Data as presented.

11. Audience Comments:

None

12. Executive Session:

Harmony Roberson moved for Policy Council to go into Executive Session at 9:52 am. Latoya Jones seconded the motion.

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

Harmony Roberson made a motion to come back into regular session at 9:54 am. Shanequa Harris seconded the motion.

13. Required Action from Executive Session:

A motion was made by Shanequa Harris to accept new hires, transfers, and terminations as presented. The motion was seconded by Catrice Boyd. 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 Harmony Roberson at 9:55 am. The motion was seconded by Catrice Boyd.

Minutes Submitted by: Bridgette Parton

Minutes approved by: