

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, May 24, 2022 9:00 am
Linden Head Start Management Building - ZOOM
124 North Main Street
Linden, Texas

PC Attendance	Campus	Title	Sep-21	Oct-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22		
Chairperson - Cecelia Huff			x	x	NO Meeting	x	NO Meeting	x	x	x		
Vice Chairperson - Destiny Whatley			x					x				
Secretary - Brittany Lee			x									
Cecelia Huff	Bowie County	Representative	x	x				x		x	x	x
Harmony Roberson	Atlanta	Representative	x	x				x		x	x	x
Whitney Graham	Atlanta	Alternate										
LaToya Jones	Bloomburg	Representative	x	x				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							x	
Robyn Goins	Naples	Alternate	x									
Destiny Whatley	New Boston	Representative	x							x	x	x
Dora Doyle	New Boston	Alternate										
Shanequa Harris	Pittsburg	Representative	x	x						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, Misty Van Hooser, Charlotte Hall, Susan Horner, Sarah Wilson and Shelley Mitchell

1. **Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson, May 24, 2022 at 9:00 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, Harmony Roberson and Destiny Whatley

4. Approval of Agenda:

Members reviewed the agenda. Destiny Whatley moved to accept the agenda as presented. 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. The motion carried.

5. Approval of Minutes from April 26, 2022:

Harmony Roberson moved to accept the minutes of April 26, 2022 meeting as presented. The 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.

6. Presentations:

A. Policy Council Question

Bernadette Harris reviewed the grant application and the reason members approve the grant application.

7. Reports:

A. Financial Report

Shelly Mitchell gave the Financial Report as presented. She stated that the personnel and some fringe would be added to the May Report.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented.

C. Executive Directors Report

Dan Boyd gave special thanks to the members that participated this year.

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

b. Health Services Advisory Committee Meeting

Misty Van Hooser stated that there was a great turn out, the meeting was held on Zoom and no action was required for a vote.

9. Action Items:

A. Discuss and/or Approve Head Start/Early Head Start 2.28% COLA Increase #06CH011282/03 \$94,624 (Head Start \$89,350) and (Early Head Start \$5,274)

Bernadette Harris reviewed the Head Start/Early Head Start COLA as presented. Destiny Whatley moved to approve the Head Start/Early Head Start 2.28% COLA Increase #06CH011282/03 \$94,624 (Head Start \$89,350) and (Early Head Start \$5,274) as presented. Harmony Roberson 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/Early Head Start Quality Funds #06CH011282/03 \$25,472 (Head Start \$24,200) and (Early Head Start \$1,272)

Bernadette Harris reviewed the Quality Funds as presented. She stated that the Quality funds would help with staff retention. Destiny Whatley moved to approve the Head Start/Early Head Start Quality Funds #06CH011282/03 \$25,472 (Head Start \$24,200) and (Early Head Start \$1,272) presented. Harmony Roberson 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 Head Start/Early Head Start Continuation Grant #06CH011282/04 \$5,394,929 (\$4,270,305, \$45,638 T&TA, Non Federal Share \$1,078,986)**
a. Head Start \$5,091,006 (\$4,072,805, \$40,381 T&TA, Non-Federal Share - \$1,018,201)
b. Early Head Start \$303,923 (\$243,138, \$5,257 T&TA, Non-Federal Share \$60,785)

Bernadette Harris reviewed the Head Start/Early Head Start Continuation Grant as presented. She stated that we had not received the official funding letter and she has worked it up with the COLA amount that has not yet been approved. She asked for permission to submit the grant with or without COLA once the funding letter is sent. Destiny Whatley moved to approve as presented. Harmony Roberson seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

D. Discuss and/or Approve 2022-2023 Parent Handbook

Bridgette Parton reviewed the 2022-2023 Parent Handbook as presented. Destiny Whatley moved to approve the 2022-2023 Parent Handbook as presented. Harmony Roberson seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

E. Discuss and/or Approve Nutrition Menus 2022 - 2023

Susan Horner reviewed the Nutrition Menus as presented. Harmony Roberson moved to approve the Nutrition Menus 2022 - 2023 as presented. Destiny Whatley seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

F. Discuss and/or Approve 2022 – 2023 School Calendars

- 1. New Boston Head Start**
- 2. Hughes Springs Early Head Start**

Bernadette Harris reviewed the 2022 – 2023 School Calendars as presented. Destiny Whatley moved to approve the 2022 – 2023 School Calendars as presented. Harmony Roberson seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

G. Discuss and/or Approve Cost Allocation Plan

Dan Boyd reviewed the Indirect Cost Rate Procedure that was added to the Cost Allocation Plan as presented. Destiny Whatley moved to approve the Cost Allocation Plan as presented. Harmony Roberson 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:

A. Discuss Hughes Springs Early Head Start Calendar 2021-2022

Bernadette Harris reviewed as presented.

B. Discuss Circle Assessment/Frog Street AIM Wave 3 Data Spring 2021-2022

Bridgette Parton reviewed as presented.

C. Discuss 2021-2022 School Readiness Performance Data

Bridgette Parton reviewed as presented.

D. Discuss PFCE Goals Progress 2021-2022

Misty Van Hooser reviewed as presented.

E. Discuss Program Goals Progress 2021-2022

Bridgette Parton reviewed as presented.

F. Discuss Financial Audit FY 2021

Dan Boyd stated that the Agency had an Awesome Audit with zero findings and that every .89 cents on the dollar is spent on serving people.

G. Discuss ERSEA Operating Manual Change

Misty Van Hooser stated that the food stamp benefit was added under public assistance due to the IM Head Start sent. Families that receive food stamps will be categorized under public assistance now.

11. Audience Comments:

None

12. Executive Session:

Destiny Whatley moved for Policy Council to go into Executive Session at 10:13 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 10:15 am. Harmony Roberson 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 Harmony Roberson. 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 10:16 am. The motion was seconded by Harmony Roberson.

Minutes Submitted by: Bridgette Parton

Minutes approved by: