

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Tuesday, January 24 2023 9:00 am  
Linden Community Building  
301 East Houston Street  
Linden, Texas**

PC Attendance	Campus	Title	Sep-22	Oct-22	Dec-22	Jan-23
<b>Chairperson - Cecelia Huff</b>			x	x	x	x
<b>Vice Chairperson - Martavius Jones</b>			x			x
<b>Secretary - Carlos Johnson</b>			x	x	x	
Cecelia Huff	Board Liaison/BC	Representative	x	x	x	x
Sheran West	Morris County	Representative	x		x	
Mary Hurd	Atlanta	Representative	x			
La'Kimya Pinson	Atlanta	Alternate				
Marissa Jones	Bloomburg	Representative	x			
Megan Hervey	Bloomburg	Alternate	x	x	x	x
Kathrine Smith	D/LS	Representative				
Krista Huffman	D/LS	Alternate				
Chyenne Battensby	Hughes Springs EHS	Representative	x	x	x	
Sonia Abbasi	Hughes Springs EHS	Alternate				
	Naples	Representative				
	Naples	Alternate				
Carlos Johnson	New Boston	Representative	x	x	x	
Vicki Taylor	New Boston	Alternate				
Martavius Jones	Pittsburg	Representative	x			x
Tara Petty	Pittsburg	Alternate		x		
	Texarkana	Representative				
Ramisha Jeffery	Texarkana	Alternate				

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Crew Dykes, Charlotte Hall, Misty Van Hooser and Susan Horner

**1. Call to Order:**

The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:44 am, January 24, 2023, in the Linden Community Building.

**2. Recognize New Policy Council Members:**

None

**3. Establishment of Quorum:**

Quorum was established with the following Policy Council Members present: Cecelia Huff, Megan Hervey and Martavius Jones.

#### **4. Approval of Agenda:**

Members reviewed the agenda. Martavius Jones moved to accept the agenda as presented. This motion was seconded by Megan Hervey. 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 7, 2022:**

Martavius Jones moved to accept the minutes of December 7, 2023 meeting as presented. The motion was seconded by Megan Hervey. 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. Eligibility Final Rule Training**

Misty Van Hooser, Family Service Administrator, trained the members on the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) component to include the Eligibility Final Rule.

#### **7. Reports:**

##### **A. Financial Report**

Bridgette Parton gave the Financial Report as presented.

##### **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**

###### **a. Health Services Advisory Committee Meeting**

The meeting was held in December in Atlanta. It was an in person meeting that had great attendance. The next meeting will be in the Spring.

###### **b. ERSEA Committee Meeting**

The meeting was held in December on ZOOM. The next meeting will be in the Spring.

###### **c. School Readiness Committee Meeting**

The meeting was held on ZOOM in December. The next meeting will be held in the Spring.

#### **9. Action Items:**

None

#### **10. Discussion Items:**

##### **A. Discuss CLASS Fall 2022 Data**

Bernadette Harris reviewed the CLASS Fall 2022 Data as presented.

##### **B. Discuss Head Start Program Goals Fall 2022 Progress**

Bridgette Parton reviewed the Head Start Program Goals Fall 2022 Progress as presented.

**C. Discuss Head Start HVAC Unit Replacements – Pittsburg Campus Head Start Grant \$12,000  
Approved PY04 Budget American Recovery Plan (ARP) C-6 Funds - \$2,100 Grantee  
06CH011282/04**

Bernadette Harris reviewed the Head Start HVAC Unit Replacements as presented.

**11. Audience Comments:**

**None**

**12. Executive Session:**

Martavius Jones moved for Policy Council to go into Executive Session at 10:26 am. Megan Hervey seconded the motion.

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

Martavius Jones made a motion to come back into regular session at 10:29 am. Megan Hervey seconded the motion.

**13. Required Action from Executive Session:**

A motion was made by Martavius Jones to accept new hires, transfers, and terminations as presented. The motion was seconded by Megan Hervey. 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 Martavius Jones at 10:30 am. The motion was seconded by Megan Hervey.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**