

**Community Services of Northeast Texas, Inc.  
Head Start Policy Council Meeting Minutes  
Tuesday, February 28, 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 | Feb-23 |
|---|--------------------|----------------|--------|--------|--------|--------|--------|
| <b>Chairperson - Cecelia Huff</b>         |                    |                | x      | x      | x      | x      | x      |
| <b>Vice Chairperson - Martavius Jones</b> |                    |                | x      |        |        | x      | x      |
| <b>Secretary - Carlos Johnson</b>         |                    |                | x      | x      | x      |        | x      |
| Cecelia Huff                              | Board Liaison/BC   | Representative | x      | 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      | 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      |        | x      |
| Vicki Taylor                              | New Boston         | Alternate      |        |        |        |        |        |
| Martavius Jones                           | Pittsburg          | Representative | x      |        |        | x      | x      |
| Tara Petty                                | Pittsburg          | Alternate      |        | x      |        |        |        |
|   | Texarkana          | Representative |        |        |        |        |        |
| Ramisha Jeffery                           | Texarkana          | Alternate      |        |        |        |        |        |

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Dan Boyd, Michelle Morehead, Crew Dykes, Charlotte Hall, Misty Van Hooser, Susan Horner and Rhonda Shirley

**1. Call to Order:**

The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:10 am, February 28, 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, Carlos Johnson and Martavius Jones.

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

Members reviewed the agenda. Carlos Johnson moved to accept the agenda as presented. This motion was seconded by Martavius Jones. 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 January 24, 2023:**

Martavius Jones moved to accept the minutes of January 24, 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. Policy Council Question**

Bernadette Harris reviewed the process with the Policy Council Members on planning and evaluation as a Policy Council Member.

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

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

Dan Boyd 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 explained all other Programs offered by Community Services of Northeast Texas, Inc. He also stated that July 5, 2023 he is scheduled to retire and Michelle Morehead will become the Interim Executive Director.

#### **8. Committee Reports:**

##### **A. Appoint Committee Members**

None

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

##### **A. Discuss and/or Approve COVID Mitigation Policies**

- 1. Health Policies and Procedures Update with COVID Mitigation Procedures**
- 2. Personnel Policy Workplace Wellness #724 with COVID Mitigation Procedures**

Misty Van Hooser reviewed the Health Policy and Procedure changes with COVID mitigation as presented. Charlotte Hall reviewed the Personnel Policy changes COVID mitigation as presented. Martavius Jones moved to approve the COVID Mitigation policies as presented. The motion was seconded by Carlos Johnson. 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 Detailed Monitoring Summary of Results Grantee 06CH011282/04**

Bernadette Harris reviewed the Monitoring Summary of Results Grantee 06CH011282/04 as presented.

**11. Audience Comments:**

**None**

**12. Executive Session:**

Martavius Jones moved for Policy Council to go into Executive Session at 9:50 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 10:06 am. Carlos Johnson seconded the motion.

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

A motion was made by Megan Hervey to accept new hires, transfers, and terminations as presented. The motion was seconded by Megan Hervey Martavius Jones. 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 10:07 am. The motion was seconded by Carlos Johnson.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**