

**Community Services of Northeast Texas, Inc.**  
**Head Start Policy Council Meeting Minutes**  
**Tuesday, June 27, 2023 9:00 am**  
**Zoom**

<https://us06web.zoom.us/j/81157157975?pwd=Vk5tM0RBTIZHb0w2aFBwQ3ZSNHRzQT09>

**Meeting ID: 811 5715 7975**

**Passcode: 304329**

**Linden, Texas**

PC Attendance	Campus	Title	Sep-22	Oct-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	#####	Jun-23	Jun-23	Jul-23		
<b>Chairperson - Cecelia Huff</b>			x	x	x	x	x	x	MURORU ON	MURORU ON	x	x	REPORTS SENT		
<b>Vice Chairperson - Martavius Jones</b>			x			x	x	x			x				
<b>Secretary - Carlos Johnson</b>			x	x	x		x	x			x	x		x	
Cecelia Huff	Board Liaison/BC	Representative	x	x	x	x	x	x							
Sheran West	Morris County	Representative	x		x			x							
Mary Hurd	Atlanta	Representative	x												
La'Kimya Pinson	Atlanta	Alternate													
Marissa Jones	Bloomburg	Representative	x												
Megan Hervey 3/28/23-Rep	Bloomburg	Alternate	x	x	x	x	x	x				x		x	
Kathrine Smith	D/LS	Representative													
Krista Huffman	D/LS	Alternate													
Chyenne Battensby	Hughes Springs EHS	Representative	x	x	x			x				x			
Sonia Abbasi	Hughes Springs EHS	Alternate													
	Naples	Representative													
	Naples	Alternate													
Carlos Johnson	New Boston	Representative	x	x	x		x	x				x			
Vicki Taylor	New Boston	Alternate													
Martavius Jones	Pittsburg	Representative	x			x	x	x		x					
Tara Petty	Pittsburg	Alternate		x											
	Texarkana	Representative													
Ramisha Jeffery	Texarkana	Alternate													

**Others in attendance: CSNT Staff:** Bernadette Harris, Bridgette Parton, Michelle Morehead, and Charlotte Hall

1. **Call to Order:** The meeting was called to order by Cecelia Huff, Policy Council Chairperson, June 27, 2023 at 9:08 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, , Carlos Johnson and Megan Hervey.

**4. Approval of Agenda:**

Members reviewed the agenda. Carlos Johnson 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 June 13, 2023:**

Megan Hervey moved to accept the minutes of June 13, 2023 meeting 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.

**6. Presentations:**

None

**7. Reports:**

**A. Financial Report**

Bernadette Harris gave the Financial Report as presented.

**B. Head Start Report**

Bernadette Harris gave the Head Start Report as presented.

**C. Executive Directors Report**

Michelle Morehead, Deputy Executive Director, reported that Charlotte Hall is now a Certified Community Action Professional. She stated that we received a Tenant Based Rental Assistance Grant for three different categories.

**8. Committee Reports:**

**A. Appoint Committee Members**

None

**9. Action Items:**

**A. Discuss and/or Approve Fleet Personnel Policy #509**

Charlotte Hall reviewed the Fleet Personnel Policy as presented. Carlos Johnson moved to approve the Fleet Personnel Policy #509 as presented. Megan Hervey 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 Cost Allocation Plan**

Charlotte Hall reviewed the Cost Allocation Plan as presented. Megan Hervey moved to approve the Cost Allocation Plan presented. Carlos Johnson 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:**

None

**11. Audience Comments:**

None

**12. Executive Session:**

Carlos Johnson moved for Policy Council to go into Executive Session at 9:20 am. Megan Hervey seconded the motion.

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

Carlos Johnson made a motion to come back into regular session at 9:22 am. Megan Hervey seconded the motion.

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

A motion was made by Carlos Johnson 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 Carlos Johnson at 9:22 am. The motion was seconded by Megan Hervey.

**Minutes Submitted by: Bridgette Parton**

**Minutes approved by:**