

**Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, September 26, 2023 9:00 am
Linden Administration Offices
304 East Houston Street
Linden, Texas**

PC Attendance	Campus	Title	Sep-23
Chairperson - Martavius Jones			x
Vice Chairperson - Megan Hervey			x
Secretary - Cristal Smith			x
Cecelia Huff - Outgoing Chairperson	Bowie County	Representative	x
Evelyn Benjamin	Atlanta	Representative	x
Jessica Nansen	Atlanta	Alternate	
Megan Hervey	Bloomburg	Representative	x
Gina Chambless	Bloomburg	Alternate	
Krizia Linwood	D/LS	Representative	x
Casandra Freeman	D/LS	Alternate	
Cristal Smith	Hughes Springs	Representative	x
Brittany Smith	Hughes Springs	Alternate	
Alicia Brown	Hughes Springs EHS	Representative	
	Hughes Springs EHS	Alternate	
Ashley Roberts	Naples	Representative	
Ashley Tucker	Naples	Alternate	
Taylor Adcock	New Boston	Representative	x
Tammy Wells	New Boston	Alternate	
Martavius Jones	Pittsburg	Representative	x
David Chustz	Pittsburg	Alternate	
	Texarkana	Representative	
	Texarkana	Alternate	

Others in attendance: CSNT Staff: Bernadette Harris, Bridgette Parton, Michelle Morehead, Susan Horner, Charlotte Hall, Shelley Mitchell, Misty Van Hooser and Venus Hornbuckle

1. Call to Order:

The meeting was called to order by Cecelia Huff, Policy Council Chairperson at 9:10 am, September 26, 2023, in the Linden Administrative Building.

2. Recognize New Policy Council Members:

Evelyn Benjamin – Atlanta Head Start Representative, Megan Hervey – Bloomburg Head Start Representative, Krizia Linwood – Daingerfield Head Start Representative, Cristal Smith – Hughes Springs Head Start Representative, Taylor Adcock – New Boston Head Start Representative, and Martavius Jones – Pittsburg Head Start Representative

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Cecelia Huff, Evelyn Benjamin, Megan Hervey, Krizia Linwood, Cristal Smith, Taylor Adcock, and Martavius Jones.

*Cecelia Huff lead the meeting until the new Chairperson was selected in Action Item 8 A.

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 August 22, 2023:

Martavius Jones moved to accept the minutes of August 22, 2023 meeting as presented. The motion was seconded by Evelyn Benjamin. 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. Head Start Policy Council Orientation Training – Bernadette Harris

Bernadette Harris explained the roles and responsibilities with the Policy Council members. Bridgette Parton reviewed the Policy Council Handbook with the members and explained the confidentiality and conflicts of interest statement. All members present signed the statement.

B. Recognition – Cecelia Huff – 5 Years of Service – Policy Council

Bernadette Harris presented Cecelia Huff with a plaque in appreciation of her dedicated service on Policy Council for the past five years.

7. Reports:

A. Financial Report

Shelley Mitchell gave the financial report as presented. She explained how to read the Finance Report, Credit Card Usage Report and statements.

B. Head Start Report

Bernadette Harris gave the Head Start Report as presented. She explained how to read the Head Start and Early Head Start Reports as well as the PIR information.

C. Executive Directors Report

Michelle Morehead welcomed everyone to the meeting and thanked them for serving on Policy Council. She stated that the Agency had a new Program that would start October 1st called Transitional Housing. There is one property currently and we will start small and build from there. There is also a Youth Empowerment Program starting January of 2024 to encourage children from the ages of ten to eighteen to read and learn non-contact boxing skills.

8. Action Items:

A. Nominations/election of new 2022-2023 Policy Council Officers:

Policy Council Chairperson was opened for nominations. Taylor Adcock was nominated for Chairperson. The floor was asked again if there were any more nominations for Chairperson. Martavius Jones was nominated for Chairperson. The floor was asked a third time if there were any more nominations. There were no more nominations. Martavius Jones moved to cease nominations. 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. Vice Chairperson was opened for nominations. Megan Hervey was nominated for Vice Chairperson. The floor was asked three times if there were any nominations. There were no more nominations. Taylor Adcock moved to cease nominations. This motion was seconded by Evelyn Benjamin. The motion was put to a vote with a majority of members voting in favor of by signaling aye. Secretary was opened for nominations. Cristal Smith was nominated for Secretary. The floor was asked three times if there were any more nominations for Secretary. There were no more nominations. Martavius Jones moved to cease nominations. 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.

Policy Council Liaison was opened for nominations. Taylor Adcock was nominated for Policy Council Liaison. The floor was asked for any more nominations and Martavius Jones was nominated for Alternate Policy Council Liaison. The floor was asked if there were other nominations for Policy Council Liaison. There were no more nominations. Martavius Jones moved to cease nominations. This motion was seconded by Cristal Smith. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The members were asked if they wanted to conduct a secret ballot for Chairperson or by a raise of hands. The members requested to have a secret ballot. Taylor Adcock introduced herself and explained why she would like to be considered for the nomination of Chairperson. Martavius Jones introduced himself and stated why he would like to be considered for the nomination for Chairperson. The members wrote names on a ballot and with a vote of 6 to 1, Martavius Jones was the selected member for the Chairperson nomination.

Taylor Adcock moved to approve the elected slate as presented. The motion was seconded by Cristal Smith. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

The following slate is adopted: Martavius Jones – Chairperson, Megan Hervey - Vice Chairperson, Cristal Smith – Secretary, Taylor Adcock - Policy Council Liaison and Martavius Jones – Policy Council Liaison Alternate.

B. Set Date and Time for Policy Council Meetings

The date and time for the Policy Council Meetings was discussed. Evelyn Benjamin moved to leave the date the 4th Tuesday of the month at 9:00 AM. Cristal Smith seconded the motion. The motion was put to a vote with a majority of members voting in favor by signaling aye. The motion carried.

*Martavius Jones began leading the meeting at Action Item 8B.

C. Discuss and/or Approve Policy Council By-Laws

Bridgette Parton reviewed the Policy Council By-Laws as presented. Taylor Adcock moved to approve the Policy Council By-Laws as presented. The motion was seconded by Cristal Smith. 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 Disposition of Head Start Vehicle #801 – Grant #06CH011282/04

Bernadette Harris reviewed the Disposition of Head Start Vehicle #801 – Grant #06CH011282/04 as presented. Cristal Smith moved to approve the Disposition of Head Start Vehicle #801 – Grant #06CH011282/04 as presented. The motion was seconded by Megan Hervey. 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 Personnel Policies

- 1. Cash in Lieu #315**
- 2. Short-Term Disability #318**
- 3. Local Travel/Mileage #599**

Charlotte Hall reviewed the Personnel Policies as presented. She explained that the Cash in Lieu policy is a new policy to encourage staff that are eligible to have other qualified insurance such as Medicare to receive \$100 per pay period based on twenty-four pay periods. The Short-Term Disability was updated to reflect that the Agency will pay for each eligible employee short term disability. The local travel/mileage was updated to state that the Agency will use the IRS rate for mileage reimbursements. Taylor Adcock moved to approve the Personnel Policies as presented. The motion was seconded by Evelyn Benjamin. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

9. Committee Report:

A. Appoint Committee Members

Martavius Jones appointed the following Committee Members

List of Committee Participants:

Self-Assessment

1. Taylor Adcock
2. Martavius Jones

Community Assessment

1. Megan Hervey

Finance Committee

1. Cristal Smith

School Readiness Committee

1. Krizia Linwood
2. Cristal Smith

ERSEA Committee

1. Taylor Adcock

Strategic Planning Committee

1. Krizia Linwood
2. Evelyn Benjamin

Health Advisory Committee

1. Taylor Adcock
2. Megan Hervey

Martavius Jones will serve on all Committee's as the Policy Council Chairperson.

10. Discussion Items:

A. Discuss Daingerfield Calendar Changes

Misty Van Hooser reviewed the changes as presented.

11. Audience Comments:

None

12. Executive Session:

Taylor Adcock moved for Policy Council to go into Executive Session at 10:46 am. Cristal Smith seconded the motion.

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

Taylor Adcock made a motion to come back into regular session at 10:53 am. Krizia Linwood 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 Krizia Linwood. 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 Megan Hervey at 10:54 am. The motion was seconded by Krizia Linwood.

Minutes Submitted by: Bridgette Parton

Minutes approved by: