

Community Services of Northeast Texas, Inc.
Head Start Policy Council Meeting Minutes
Tuesday, October 24, 2023 9:00 am
Linden Administrative Office
304 East Houston Street
Linden, Texas

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

1. Call to Order: The meeting was called to order by Martavius Jones, Policy Council Chairperson at 9:04 am, October 24, 2023, in the Linden Administrative Office.

2. Recognize New Policy Council Members:

Jeremy Booker – Texarkana Head Start Representative

Kyndall Edwards - Texarkana Head Start Alternate

Teresa Thompson – Morris County Community Representative elected by the Naples Head Start Parent Committee

3. Establishment of Quorum:

Quorum was established with the following Policy Council Members present: Martavius Jones, Megan Hervey, Krizia Linwood, Teresa Thompson, Jeremy Booker, Taylor Adcock, Evelyn Benjamin, and Cristal Smith

4. Approval of Agenda:

Members reviewed the agenda. Taylor Adcock moved to accept the agenda. 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 motion carried.

5. Approval of Minutes from September 26, 2023:

Cristal Smith moved to accept the minutes of September 26, 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. Robert's Rules of Order

Bernadette Harris, Head Start Director reviewed Robert's Rules of Order with the members.

7. Reports:

A. Financial Report

Shelley Mitchell, Chief Financial Officer gave the financial report as presented.

B. Head Start Report

Bernadette Harris, Head Start Director gave the Head Start Reports as presented.

C. Executive Directors Report

Michelle Morehead, Executive Director explained the transitional housing program to the members. She stated that the Veterans Program will begin the weekly games and food on November 10, 2023. The Youth Program will begin in January after the holidays.

8. Committee Reports:

A. Appoint Committee Members

B. Committee Report

a. Community Assessment Committee Report

Bernadette Harris stated the committee met on Tuesday, October 17, 2023 and the recommendations from the committee will be reviewed during the Action Items.

b. Health Services Advisory Committee is scheduled for November 1, 2023

c. ERSEA Committee Meeting is scheduled for November 29, 2023

d. School Readiness Committee Meeting is scheduled for December 7, 2023

Bridgette Parton told the members the dates for the upcoming committee meetings.

9. Action Items:

A. Discuss and/or Approve Head Start Standard Operating Procedures

Bridgette Parton reviewed the Head Start Standard Operating Procedures. Evelyn Benjamin moved to approve the Head Start Standard Operating Procedures as presented. 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.

B. Discuss and/or Approve Head Start Standard Operating Manuals and Forms

Bridgette Parton reviewed the Head Start Standard Operating Manuals and Forms. Taylor Adcock moved to approve the Head Start Standard Operating Manuals and Forms as presented. 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.

C. Discuss and/or Approve Financial Policies and Procedures including the Financial Code of Conduct

Shelley Mitchell, Chief Financial Officer reviewed the Financial Policies and Procedures and Financial Code of Conduct. Cristal Smith moved to approve the Financial Policies and Procedures including the Financial Code of Conduct 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.

D. Discuss and/or Approve Personnel Policies and Procedures

1. Including Update to Business Travel Expenses Personnel Policy #512

Charlotte Hall, Human Resources Director reviewed the Personnel Policies and Procedures as presented including Policy #183, #405 and #701 in detail on the hiring and termination process. She then reviewed the specific changes to policy #512. Taylor Adcock moved to approve the Personnel Policies and Procedures with Policy #183, #405 and #701 and #512 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.

E. Discuss and/or Approve Job Descriptions

Charlotte Hall, Human Resources Director reviewed the Job Descriptions. Cristal Smith moved to approve the Job Descriptions as presented. The motion was seconded by Krizia Linwood. The motion was put to a vote with a majority of members in favor of by signaling aye. The motion carried.

F. Discuss and/or Approve Updated Volunteer Rates

Bernadette Harris, Head Start Director reviewed the Updated Volunteer Rates. Cristal Smith moved to approve the Updated Volunteer Rates 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.

G. Discuss and/or Approve 2024 Community Assessment Update

Bernadette Harris reviewed the 2024 Community Assessment. Bernadette Harris stated that the Community Assessment was a full assessment and not an update year. Cristal Smith moved to approve the 2024 Community Assessment with removing the word “update” as presented. The motion was seconded by Krizia Linwood. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

H. Discuss and/or Approve November/December Meeting for Tuesday, December 12, 2023

Taylor Adcock moved to approve the November/December Meeting for Tuesday, December 12, 2023 at 9:00 AM as presented. The motion was seconded by Krizia Linwood. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

I. Discuss and/or Approve Head Start/Early Head Start Continuation Grant #06CH011282/04 Requesting a Carry Over of Unobligated Balance

Bernadette Harris, Head Start Director stated that the request is being made due to a potential Government Shutdown after November 17, 2023 if a budget or continuing resolution is not signed. The Head Start Grant start date is December 1, 2023 and the Board will not meet again until after that date. There is a possibility that the December funds will be available even if there is a shut down; however, we would like to take the proactive steps to prepare to use the remainder of the PY 04 grant funds. Teresa Thompson moved to approve Head Start/Early Head Start Continuation Grant #06CH011282/04 Requesting a Carry Over of Unobligated Balance if needed as presented. The motion was seconded by Jeremy Booker. The motion was put to a vote with a majority of members voting in favor of by signaling aye. The motion carried.

J. Discuss and/or Approve Martavius Jones as the Policy Council Liaison to the Board

Taylor Adcock moved to approve Martavius Jones as the Policy Council Liaison to the Board as presented. The motion was seconded by Krizia Linwood. 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 Fall 2023 Circle Assessment Data

Bernadette Harris reviewed the Fall 2023 Circle Assessment Data as presented.

11. Audience Comments:

None

12. Executive Session:

Cristal Smith moved for Policy Council to go into Executive Session at 10:13 am. Krizia Linwood seconded the motion.

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

Jeremy Booker made a motion to come back into regular session at 10:18 am. Krizia Linwood seconded the motion.

13. Required Action from Executive Session:

A motion was made by Krizia Linwood to accept new hires, transfers, and terminations as presented. The motion was seconded by Jeremy Booker. 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 Krizia Linwood at 10:19 am. The motion was seconded by Megan Hervey.

Minutes Submitted by: Bridgette Parton

Minutes approved by: