

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
June 25, 2024
Linden Administrative Conference Room

Board Members Present

John Baxter, Treasurer

Representing Texana Bank, Private Sector

Cecelia Huff, Board Chair

Representing Bowie County, Poverty Sector

Judge Doug Reeder, Vice-Chair

Morris County Judge, Public Sector

Ross Hyde

Representing State Representative, Gary VanDeaver, Public Sector

Angela Thompson

Representing Bowie County, Poverty Sector

Harmony Roberson

Representing Cass County, Poverty Sector

Keri Winters, Secretary

Representing Linden-Kildare CISD, Private Sector

Board Members Absent

Dr. Arcolia Jenkins

Representing Creating Opportunities in Marion County, Private Sector

Lindsay Hergert

Representing Cass County Judge Travis Ransom, Public Sector

Sandra Wright

Representing Marion County Judge Leward Lafleur, Public Sector

Martavius Jones - Parliamentarian

Representing Camp County, Poverty Sector

CALL TO ORDER

Cecelia Huff, Board Chair called the meeting to order at 12:17 p.m.
Quorum: established 7 of 11, members present.

AGENDA

Motion: Doug Reeder, Vice Chairperson, moved to accept the 6/25/2024 agenda as presented.
Second: John Baxter, Treasurer
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: Ross Hyde, moved to accept the 4/23/2024 minutes and 5/9/2024 bylaws committee meeting
Second: Harmony Roberson
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Cecelia Huff, Board Chairman welcomed the members to meeting and wished everyone to have a good summer.

TRAINING / PRESENTATIONS

Dynamic Duo Part I. Roles and Responsibilities presented by Michelle Morehead – None, moved to the next meeting.

COMMITTEE REPORTS

- A. Planning & Evaluation – Committee met on 05/15/2024
- B. Personnel – No current report required at this time
- C. Finance – No current report required at this time
- D. Executive – This Committee meets only when necessary
- E. Nominating – No current report required at this time
- F. By Laws- Committee met on 05/09/2024 – Keri Winters gave the report.

The Chair may make changes to committee rosters/develop new committees.

****Committees, other than the Executive Committee, get named by the Board Chairperson**

Action Items

- A. Seat New Board Member(s)
None

B. Approve Consent Agenda*

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Community Services Report.....(OS 5.9).....Shirley Allen
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Service & HS Transportation Reports..... (OS 5.9)Bernie Yancey
- 5) Health Advisory Action Items
 - a. Devereux Early Childhood Assessment (DECA) – Social and Emotional Screener
- 6) ERSEA Committee Action Items
 - a. Child Plus Software – Database for Children and Staff information
 - b. Parent Powered Curriculum – Parenting Curriculum
 - c. Parent Family and Community Engagement Goals 2024-2025
- 7) Agency School Readiness Committee Action Items
 - a. School Readiness Goals 2024-2025
 - b. Frog Street Curriculum
 - c. Head Start - Speed Dial 4 – EHS – Ages and Stages Developmental Screener
 - d. Coaching Companion – CLASS and Coaching Platform
- 8) Strategic Planning Committee Action Items
 - a. Strategic Plan including the next 5 Year Goals
- 9) Updates in the HS/EHS Operating Manual and Policies
 - a. Nutrition
 - b. Education
- 10) Head Start/Early Head Start Spring Data 2024
 - a. Circle Assessment Spring 2024
 - b. CLASS Spring 2024
 - c. School Readiness Performance Data Spring 2024
 - d. Parent Family and Community Engagement Data Spring 2024
 - e. Program Goals Spring 2024

Motion: Doug Reeder, Vice Chairman, made a motion to accept as presented.
Second: Keri Winters, Secretary

All items reviewed and when asked, the Board stipulated that no further discussion was needed on the consent agenda and no items were requested to be removed.
All in favor voted aye, none opposed, the motion carried unanimously

C. Discuss/Approve Head Start/Early Head Start 2.35 %COLA #06CH011282/05 - \$109,223/NFS \$27,306 – Total \$136,529

- 1) Head Start (\$103,161, Non-Federal Share - \$25,790)
- 2) Early Head Start (\$6,062 Non-Federal Share \$1,516)

Bernadette Harris reviewed the COLA with the members as presented.

Motion: John Baxter, Treasurer, made a motion to accept as presented
Second: Angela Thompson
All in favor voted aye, none opposed, the motion carried.

D. Discuss/Approve Head Start/Early Head Start Continuation Grant #06CH011282/06 \$6,003,319 (\$4,757,017, \$45,638 T&TA, Non-Federal Share \$1,200,664, In-Direct Cost Pool \$420,680)

Bernadette Harris reviewed the Head Start Continuation Grant with the members. She explained that with the approval they are also approving a Transportation Waiver, Cost Allocation, and keeping the 10% de minimus rate.

Motion: Angela Thompson, made a motion to accept as presented.

Second: Ross Hyde

All in favor voted aye, none opposed, the motion carried unanimously

E. Discuss/Approve Governing Board By-Laws

Keri Winters reviewed during the committee reports with the members.

Motion: Harmony Roberson, made a motion to accept as presented.

Second: Doug Reeder, Vice Chairman

All in favor voted aye, none opposed, the motion carried unanimously

F. Discuss/Approve Personnel Policies and Procedures

1) #405 Employment Termination

2) #522 Workplace Violence Prevention

3) #705 Policy Clarification – Dress Code

Charlotte Hall reviewed the personnel policies and procedures as presented.

Motion: John Baxter, Treasurer, made a motion to accept as presented.

Second: Angela Thompson

All in favor voted aye, none opposed, the motion carried unanimously

G. Discuss/Approve Community Needs Assessment (O.S. 3.1 – 3.5)

Michelle Morehead reviewed the Community Needs Assessment as presented and stated that the top five needs are education, transportation, housing, healthcare and employment.

Motion: Keri Winters, Secretary, made a motion to accept as presented.

Second: Doug Reeder, Vice Chairman

All in favor voted aye, none opposed, the motion carried unanimously

H. Discuss/Approve Board Resolution Account Closures

None

I. Discuss/Approve Cost Allocation Plan

Bernadette Harris stated that there were no changes to the cost allocation plan and it must be reviewed annually. She also explained how the budget is created and where the allocation percentages come from.

Motion: Keri Winters, Secretary, made a motion to accept as presented.

Second: John Baxter, Treasurer

All in favor voted aye, none opposed, the motion carried unanimously

J. Discuss/Approve Customer Satisfaction Survey

Michelle Morehead reviewed the customer satisfaction survey with the members as presented. She stated that the results showed that there 58% are better able to provide for their family. She is pleased with what people are saying about CSNT.

Motion: John Baxter, Treasurer, made a motion to accept as presented.

Second: Angela Thompson

All in favor voted aye, none opposed, the motion carried unanimously

9. Staff Reports

- A. Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) Shelley Mitchell

Shelley Mitchell gave the financial reports as presented.

10. Executive Director’s Report

Michelle Morehead, Executive Director, discussed the TDHCA monitoring that was conducted onsite in April. A two-page response was sent as a response to the eight-page report of findings. The final report showed one finding and one concern regarding the bylaws. The agency has been changed from a high risk to a low risk. The finding was for paying a credit of \$106.66 and was repaid to TDHCA. The staff member is no longer employed by the agency that made the error. Michelle stated that her response letter included laws and facts and TDHCA revised their findings.

11. Discussion Items

- 1. Discuss July Meeting

There will be a meeting on July 23, 2024 at Noon.

AUDIENCE COMMENTS

Judge Reeder and CSNT staff were wished a Happy Birthday.

EXECUTIVE SESSION

The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and section 551.074(1)(2) of the government code.

None

- a. Consultation between the board and its attorney in those instances in which the board seeks the Attorney’s advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality.
- b. Discussion with respect to the purchase, exchange, lease, or value or real property,

negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.

- c. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.
- d. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law.

REQUIRED ACTION FROM EXECUTIVE SESSION

None

ADJOURN

Motion: Angela Thompson, motioned to adjourn at 12:46 pm
Second: Doug Reeder, Vice Chairman
Hearing no descent, adjournment passed.

Approved by: _____, on _____, 2024
(Board Secretary) (Date)