

Community Services of Northeast Texas, Inc.  
Board Meeting MINUTES  
July 23, 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*

Angela Thompson

*Representing Bowie County, Poverty Sector*

Harmony Roberson

*Representing Cass County, Poverty Sector*

Lindsay Hergert

*Representing Cass County Judge Travis Ransom, Public Sector*

**Board Members Absent**

Dr. Arcolia Jenkins

*Representing Creating Opportunities in Marion County, Private Sector*

Sandra Wright

*Representing Marion County Judge Leward Lafleur, Public Sector*

Martavius Jones - Parliamentarian

*Representing Camp County, Poverty Sector*

Ross Hyde

*Representing State Representative, Gary VanDeaver, Public Sector*

Keri Winters, Secretary

*Representing Linden-Kildare CISD, Private Sector*

## **CALL TO ORDER**

Cecelia Huff, Board Chair called the meeting to order at 12:22 p.m.  
Quorum: established 6 of 11, members present.

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## **AGENDA**

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Motion: Angela Thompson, moved to accept the 7/23/2024 agenda as presented.  
Second: Doug Reeder, Vice Chairperson  
All in favor voted aye, none opposed, the motion carried unanimously

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## **MINUTES**

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Motion: Doug Reeder, Vice Chairperson, moved to accept the 6/25/2024 minutes  
Second: Harmony Roberson  
All in favor voted aye, none opposed, the motion carried unanimously

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## **CHAIRMAN'S COMMENTS AND RECOGNITIONS**

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Cecelia Huff, Board Chairman gave the members words of affirmation "I am confident, I am power, I am unstoppable, I am unbreakable", she stated this is how she feels about CSNT.

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## **TRAINING / PRESENTATIONS**

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Dynamic Duo Part I. Roles and Responsibilities presented by Michelle Morehead – Michelle Morehead shared key points and highlighted areas from the CALAW presentation on Board Responsibilities. The members were given opportunities to ask questions during the presentation.

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## **COMMITTEE REPORTS**

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- A. Planning & Evaluation – No current report required at this time
- 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- No current report required at this time

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

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

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## **Action Items**

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- 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).....Bernie Yancey
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Service & HS Transportation Reports..... (OS 5.9) .....Robert Norton

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

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 CSNT Annual Report FYE2023**

Bernadette Harris reviewed CSNT Annual Report FYE 2023 with the members as presented.

Motion: Lindsay Hergert, made a motion to accept as presented  
Second: Doug Reeder, Vice Chairman  
All in favor voted aye, none opposed, the motion carried.

**D. Discuss/Approve CSBG Community Action Plan**

Michelle Morehead reviewed the CSBG Community Action Plan with the members.

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

**E. Discuss/Approve CSBG CAP Update**

Michelle Morehead reviewed the CSBG CAP Update with the members.

Motion: Angela Thompson, made a motion to accept as presented.  
Second: Lindsay Hergert  
All in favor voted aye, none opposed, the motion carried unanimously

**F. Discuss/Approve CSBG Strategic Plan Update**

Michelle Morehead reviewed the CSBG Strategic Plan Update with the members. The plan included a SWOT analysis of strengths, weakness, opportunities, and threats. She stated the goal is to transition more clients out of poverty. There are currently 30 clients enrolled and 7 clients have already transitioned, we need 10 more to transition by the end of the year and we are optimistic.

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 changes that were bring made in the agency. Amy Perales is the new CEAP Coordinator. Bernie Yancey is the new Community Services Director. A Service Manager will be introduced next month, interviews were conducted last week and a decision will be made this week. In May, Michelle was a presenter at the TACAA Conference and pre4sented to a full room on Process Mapping. She was elected as the TACAA Secretary and will attend quarterly board meetings as well as be able to attend New Executive Director Training. Michelle stated she is interested in a New Executive Director’s Institute in Alexandria, Virginia, October 29, 2024 and October 30, 2024. She would like to make sure it is different from the current training she is already receiving through TACAA.

**11. Discussion Items**

None

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**AUDIENCE COMMENTS**

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Lindsay Hergert and CSNT staff were wished a Happy Birthday.

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**EXECUTIVE SESSION**

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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.

Motion to enter Executive Session at 12:55 pm by John Baxter, Treasurer  
Second: Lindsay Hergert

- 1. Executive Director Performance Evaluation
  - 2. Executive Director Compensation
- 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.

Motion to exit Executive Session at 1:15 pm by Doug Reeder, Vice Chairman  
Second: Lindsay Hergert

**REQUIRED ACTION FROM EXECUTIVE SESSION**

Motion: Doug Reeder, Vice Chairman made a motion to action from Executive Session  
Second: John Baxter, Treasurer  
All in favor voted aye, none opposed, the motion carried unanimously

**ADJOURN**

Motion: Harmony Roberson, motioned to adjourn at 1:19 pm  
Second: John Baxter, Treasurer  
Hearing no descent, adjournment passed.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2024  
(Board Secretary) (Date)