

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
September 24, 2024
Linden Administrative Conference Room

Board Members Present

Cecelia Huff, Board Chair

Representing Bowie County, Poverty Sector

Judge Doug Reeder, Vice-Chair

Morris County Judge, Public Sector

John Baxter, Treasurer

Representing Texana Bank, Private Sector

Harmony Roberson

Representing Cass County, Poverty Sector

Lindsay Hergert

Representing Cass County Judge Travis Ransom, Public Sector

Dr. Arcolia Jenkins

Representing Creating Opportunities in Marion County, Private Sector

Board Members Absent

Sandra Wright

Representing Marion County Judge Leward Lafleur, Public Sector

Angela Thompson

Representing Bowie County, Poverty 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 12:17 p.m.
Quorum: established 6 of 11, members present.

AGENDA

Motion: John Baxter, Treasurer, moved to accept the 9/24/2024 agenda as presented.
Second: Doug Reeder, Vice Chairman
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: Lindsay Hergert, moved to accept the 8/27/2024 minutes
Second: Harmony Roberson
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Cecelia Huff, Board Chairman appreciated the members for being present and arriving safe and sound.

TRAINING / PRESENTATIONS

Bernadette Harris gave a PowerPoint presentation on the roles and responsibilities for the board members. She let the members know what changes occurred with the new Head Start Regulations that were published in August of 2024.

COMMITTEE REPORTS

- 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**

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).....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 Organization-Wide Budget

Michelle Morehead reviewed the Organization-Wide Budget as presented.

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

D. Discuss/Approve Continued use of the DE minimis Indirect Cost Rate & Indirect Cost Rate

Bernadette Harris stated that Part 2 CFR 200 has changed the rate to state that agencies can opt to adopt up to 15% DE minimums In Direct Cost Rate, but Head Start is under Part 45 CFR 75 and that one still states 10% DE minimums In Direct Cost Rate. We are not sure where Head Start will fall in this category. She asked the members to approve to use whichever one the funding sources will approve. The members were asked to approve a 10% DE minimums In Direct Cost Rate and a up to 15% DE minimums In Direct Cost Rate.

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

E. Discuss/Approve Child Health and Safety Screener for the new five-year grant project period.

Bernadette Harris explained that within the first 45 days of school starting in a new five-year grant cycle programs are required to complete a child health and safety screener. She presented the findings of the screener to the members as presented.

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

F. Discuss/Approve Selection Criteria

- 1) Head Start
- 2) Early Head Start

Bernadette Harris explained that with the new standards it is recommended to give staff points on the selection criteria to prioritize the staff. We decided to give the staff 50 points on the selection criteria for both Head Start and Early Head Start

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

G. Discuss/Approve Removal of Personnel Policy #315 – Cash in Lieu of Health Insurance

Jim Howard explained that the policy was added in 2023 as a benefit. When the new insurance broker for insurance took over, they encouraged us to remove the policy to prevent us from looking like we were trying to encourage Medicare eligible staff not to take the insurance.

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

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 reported to the board that a New Human Resources Manager was hired, he comes with over twenty years of experience with the Agency and has been a Human Resources Manager before. She then stated to the members that ETCOG has approached the Agency about applying for the request for Proposal for Meals on Wheels. She stated that at this time we would like to refrain from applying with the agency’s past history. However, if the board members would like to move forward, it can be an action item at the next meeting.

*Keri Winters was not able to be present, but she asked to be called when the discussion of the Day School was held. Bridgette Parton called Keri Winters and she was placed on speaker phone. Michelle stated that the Linden Methodist Day Care would be closing after November 22, 2024. The Agency was approached to try to help and keep the day care, but they have not provided the financial information to review. Therefore, formal discussion with the board and the ability to make a good decision is not able to happen. Keri Winters stated that she is a member on the day school board, she has resigned her position on that board to remain on the CSNT board. She stated that the day school board was also unable to obtain information on the financials because the United Methodist Conference is the one that maintained the financial

information and helped fund the day care. When the local Linden church decided to branch off and be a Global Methodist instead of a United Methodist the United Methodist Conference has decided not to oversee the day school and give financial assistance after November 22, 2024. She stated that the school district does have an interest in the day care remaining open to keep children in Linden and the children to remain in the area. Keri's concern is for the staff at the day care and the children that are currently being served.

Michelle discussed with the members that an Organizational Assessment was completed to gain insight from staff on how the organization is doing. 35 staff have completed the assessment so far and 68% of those staff say that the agency is doing an okay job. It is the aspiration to be a part of the Pathways to Excellence with the National Community Action Partnership (NCAP). She volunteers her time to be a peer reviewer for the pathways to excellence program reviewing organizations outside the state of Texas. She gave the members a handout explaining the steps in obtaining from a Bronze all the way to a National Award for Excellence.

On a positive note, Community Services is having a Pink-Out Shirt Design contest. The winner of the design will be given \$50.00. They will be judged by the Leadership and Management Team and Michelle and Bernie will not participate in the vote since they are the ones that know where the designs came from.

On another note, there are two buildings that the agency has that are costing more in utility bills and are currently being used for storage. The Jefferson Building had \$75,000 in expenses with utility cost of \$48,000 and the Linden Community Center had \$37,000 in expenses with \$12,000 in utility costs in a three year period. The Linden Community Building is only storage because it needs more money vested into it to be usable space. We may need to consider selling the buildings.

The Client Services Division has all Case Managers in Mount Pleasant and are mobile to go out into the service area. Amy Perales is the new Community Services Director.

Upcoming events include The New Executive Directors Training and the TACAA Board Meeting October 1, 2024 – October 4, 2024. She and Mr. Bernie will be attending these meetings. They will also visit and tour the Community First Village in Austin with the hopes of starting a small version here in Northeast Texas. In November, Michelle, Bernie and Amy will attend training.

11. Discussion Items

None

AUDIENCE COMMENTS

Amy commented on how well the Mount Pleasant team was working together. She stated they started a new pantry. Michelle commented that Community Services Division is the most stable she has seen it in four years.

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 of 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: Arcolia Jenkins, motioned to adjourn at 1:18 pm
Second: Lindsay Hergert
Hearing no descent, adjournment passed.

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