

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
October 22, 2024
304 E Houston Street, Linden, Texas 75563

Board Members

Angela Thompson - Absent

Representing Bowie County, Poverty Sector

John Baxter, Treasurer - Present

Representing Texana Bank, Private Sector

Cecelia Huff, Board Chair - Absent

Representing Bowie County, Poverty Sector

Ross Hyde - Present

Representing State Representative, Gary VanDeaver, Public Sector

Harmony Roberson - Present

Representing Cass County, Poverty Sector

Dr. Arcolia Jenkins - Absent

Representing Creating Opportunities in Marion County, Private Sector

Lindsay Hergert - Present

Representing Cass County Judge Travis Ransom, Public Sector

Judge Doug Reeder, Vice-Chair - Present

Morris County Judge, Public Sector

Keri Winters, Secretary - Absent

Representing Linden-Kildare Consolidated Independent School District, Private Sector

Martavius Jones, Parliamentarian - Present

Representing Camp County as Policy Council Liasion, Poverty Sector

CALL TO ORDER

Doug Reeder, Vice Chairman called the meeting to order at 12:17 p.m.

Quorum: established 6 of 11, members present.

AGENDA

Motion: John Baxter, moved to accept the 10/22/2024 agenda as edited and discussed- Remove 8A; 8C- add wording “procurement”

Second: Ross Hyde

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

MINUTES

Motion: Martavius Jones, moved to accept the 9/24/2024 minutes

Second: Harmony Roberson

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

CHAIRMAN’S COMMENTS AND RECOGNITIONS

Happy Birthday if you had a birthday.

TRAINING / PRESENTATIONS

Success Stories: Daily struggles and successes of the team and the families that we serve presented by Amy Perales and Frances Evans.

Amy read a card from a client thanking the agency for helping the family go from a one bedroom to a two bedroom.

Frances presented a powerpoint presentation showing the success of previous Head Start students, families, and current staff members.

COMMITTEE REPORTS

- A. Planning & Evaluation – Committee should meet before the January 2025 meeting.
- B. Personnel – Committee should meet before the December 2024 meeting.
- C. Finance – Committee should meet before the December 2024 meeting.
- D. Executive – This Committee meets only when necessary
- E. Nominating – **Committee met on 10/22/2024 at 11:00am. Report on 2025 Slate of Officers recommendations. Nominations will be on December 10, 2024. Judge Reeder read the slate of officers.**
- F. By Laws- Committee should meet before the January 2025 meeting.

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

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

Action Items

A. Seat New Board Member(s)

Recommendation from Habitat for Humanity: Ross Hyde- Private Sector
Appointee from Representative Gary VanDeaver- Public Sector
Public Sector Representative

Gary VanDeaver did not send the appointee letter for a public sector representative. Ross Hyde moved from the public sector to private sector.

Motion: Harmony Robertson

Second: John Baxter

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

B. Approve Consent Agenda*

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Head Start Standard Operating Procedures.....Berny Harris
- 3) Head Start Standard Operating Manuals & FormsBerny Harris
- 4) Job Descriptions.....Jim Howard
- 5) Updated Volunteer Rates.....Berny Harris
- 6) 2025 Community Assessment Update.....Berny Harris
- 7) Community Services Report.....(OS 5.9).....Amy Perales
- 8) Human Resource Report.....(OS 5.9).....Jim Howard
- 9) Service & HS Transportation Reports..... (OS 5.9)Robert Norton
- 10) Fall 2024 Circle Assessment Data.....Berny Harris

Motion: Martavius Jones

Second: Lindsay Hergert

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 Financial Policies, Procedures, and Financial Code of Conduct including petty cash expenditure update presented by Shelley Mitchell*

The only change made is moving the procurement amount from \$50.00 to \$100.00.

Motion: John Baxter made a motion to accept as presented

Second: Ross Hyde

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

D. Discuss/Approve Policy Council By-Laws presented by Berny Harris*

Changes made to the Policy Council By-Laws include one additional campus (Hughes Springs ISD) with an added Policy Council Representative.

Motion: Lindsay Hergert made a motion to accept as presented

Second: Harmony Roberson

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

E. Discuss/Approve CEAP Service Delivery Plan presented by Bernie Yancey*

Bernie Yancey explained that the last 3 years performance was taken into account on how to go forward into next year with the service delivery of CEAP.

Motion: Martavius Jones made a motion to accept as presented

Second: Harmony Roberson

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

F. Discuss/Approve Disposal of Vehicles 881 & 882 presented by Robert Norton*

2009 Chevy Impala- electrical issues

2006 GMC Sierra- excessive mileage

Motion: Martavius Jones made a motion to accept as presented

Second: John Baxter

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

G. Discuss/Approve Board Resolution - Closure of 19 Bank Accounts presented by Michelle Morehead*

Michelle Morehead explained that we currently have 21 accounts at Texana Bank. We have partnered with another agency to train our finance department on chart of accounts changes. Two accounts will remain open including Payroll and Accounts Payable. 19 accounts will be closed by December 31, 2024.

Motion: Lindsay Hergert made a motion to accept as presented

Second: Ross Hyde
All in favor voted aye, none opposed, the motion carried unanimously

9. Staff Reports

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

Shelley gave the report as presented.

10. Executive Director's Report

Oct 1- Tour of Community First Village, TACAA, New ED Training

The Community First Village was not what we expected and we would not want to model our transitional housing after it.

TACAA included David Bradley speaking about the reauthorization of CSBG. Jason Sabo spoke about not being optimistic about HS/EHS funding needs. There was a separate meeting for Head Start grant recipients. A lot of Texas agencies are in trouble with OHS. We are in a very good place though.

We are preparing for the annual audit.

11. Discussion Items

None

AUDIENCE COMMENTS

Amy- Food Pantry in the Mount Pleasant office is doing well. They are receiving cash and food donations. Food boxes will be provided for 10 households for each of the upcoming holidays.

Ross Hyde- Thank you to Berny and her team for staying strong while other Texas agencies are experiencing turmoil with their Head Start grants.

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.

Potential Sale of Properties
Transitional Housing Tenant Update

Motion to enter Executive Session at 12:47pm: John Baxter
Second: Martavius Jones

Motion to exit Executive Session at 1:08pm: John Baxter
Second: Lindsay Hergert

- 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

Motion: John Baxter made a motion to action from Executive Session
Second: Harmony Roberson
All in favor voted aye, none apposed, the motion carried unanimously

ADJOURN

Motion: John Baxter motioned to adjourn at 1:14 pm
Second: Harmony Roberson
Hearing no descent, adjournment passed.

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