

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
February 25, 2025
510 E Bonham, Jefferson, Texas 75657

Board Members

Angela Thompson – Present

Representing Bowie County, Poverty Sector

John Baxter, Treasurer - Absent

Representing Texana Bank, Private Sector

Cecelia Huff, Board Chair - Absent

Representing Bowie County, Poverty Sector

Ross Hyde - Present

Representing Titus County, Private Sector

Harmony Roberson - Present

Representing Cass County, Poverty Sector

Lindsay Hergert - Present

Representing Cass County Judge Travis Ransom, Public Sector

Judge Doug Reeder, Vice-Chair - Absent

Morris County Judge, Public Sector

Keri Winters, Secretary - Present

Representing Linden-Kildare Consolidated Independent School District, Private Sector

Martavius Jones, Parliamentarian - Present

Representing Camp County as Policy Council Liaison, Poverty Sector

CALL TO ORDER

Ross Hyde, Board Member called the meeting to order at 12:18 p.m.

Quorum: established 5 of 10, members present.

Harmony Roberson arrived at 12:21 PM and the quorum changed to 6 of 9 members present.

AGENDA

Motion: Angela Thompson, moved to accept the 2/25/2025 agenda as presented

Second: Lindsay Hergert

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

MINUTES

Motion: Martavius Jones, Parliamentarian moved to accept the 12/10/2024 minutes as presented.

Second: Keri Winters, Secretary

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

Audit- Neil Phillips

Neil Phillips reviewed the audit as presented to the Board Members.

2024 Highlights Presentation by Michelle Morehead

Michelle Morehead gave highlights of 2024 during the Executive Directors Report.

COMMITTEE REPORTS

- A. Planning & Evaluation – Committee should meet before the March 2025 meeting.
- B. Personnel – Committee should meet before the March 2025 meeting.
- C. Finance – Committee should meet before the March 2025 meeting.
- D. Executive – This Committee meets only when necessary.
- E. Nominating – This Committee meets annually in October.
- F. By Laws- Committee should meet before the March 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)

None

B. Approve Consent Agenda*

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Detailed Monitoring Summary of Results Grantee #06CH012925/01.....Berny Harris
- 3) Circle Assessment Winter Data 2025.....Berny Harris
- 4) CLASS Winter Data 2025.....Berny Harris
- 5) Head Start Governance Screener.....Berny Harris
- 6) Community Services Report.....(OS 5.9).....Amy Perales
- 7) Human Resource Report.....(OS 5.9).....Jim Howard
- 8) Service & HS Transportation Reports..... (OS 5.9)Robert Norton
- 9) Staff Report: Financial Report..... (OS 8.7)Shelley Mitchell
- 10) Staff Report: IT Report(OS 5.9)David Buford

Motion: Martavius Jones, Parliamentarian

Second: Angela Thompson

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 Annual Audit: Fiscal Year 2023-2024*

Neil Phillips presented the audit report to the members. The members were allowed to ask questions.

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

Second: Lindsay Hergert

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

D. Discuss/Approve IRS Form 990*

Neil Phillips reviewed the 990 with the members.

Motion: Martavius Jones, Parliamentarian made a motion to accept as presented

Second: Angela Thompson

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

E. Discuss/Approve Board Resolution: Termination of Mutual of America Retirement Plan*

Michelle Morehead reviewed the Board Resolution with the members. She stated that there were fees that were being charged that were not disclosed. The Agency purchased a Human Resources package last year that included a retirement plan.

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

Second: Martavius Jones, Parliamentarian

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

F. Discuss/Approve Board Resolution: Adoption of Paychex/Mid Atlantic Trust Retirement Plan*

Michelle Morehead reviewed Board Resolution with the members and stated that the Paychex/Mid Atlantic Trust Retirement will replace Mutual of America.

Motion: Lindsay Hergert made a motion to accept as presented

Second: Keri Winters, Secretary

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

G. Discuss/Approve Revised Board Resolution: Close 19 Accounts *

Michelle Morehead stated that the Board Resolution to Close 19 Accounts has come back before them because the Agency was waiting on training for the financial accounting system. The accounts will close by March 25, 2025. The bank stated to the Agency that a new Board Resolution is required to close the accounts.

Motion: Harmony Roberson made a motion to accept as presented

Second: Angela Thompson

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

H. Discuss/Approve Board Resolution: Termination of Higginbotham Brokerage Services*

Michelle Morehead stated that the Agency switched to Higginbotham from BKCW and Higginbotham is not supporting the Agency with the insurance needs. She requested a termination request from using Higginbotham.

Motion: Martavius Jones, Parliamentarian made a motion to accept as presented

Second: Keri Winters, Secretary

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

I. Discuss/Approve Board Resolution: Adoption of BKCW Brokerage Services *

Michelle Morehead requested the Board approve adopting BKCW Brokerage Services to replace Higginbotham.

Motion: Martavius Jones made a motion to accept as presented

Second: Lindsay Hergert

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

J. Discuss/Approve Board Resolution: Co-Signatory*

Michelle Morehead requested the Bernard Yancy be added as a Co-Signatory in the event that she is out and unable to sign checks.

Motion: Keri Winters, Secretary made a motion to accept adding Bernard Yancey as presented

Second: Harmony Roberson

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

K. Discuss/Approve Disability Waiver Request Grant# 06CH012925/01*

Bernadette Harris reviewed the Disability Waiver Request as presented to the members. She stated that currently the Agency is serving 4.5 percent of children with disabilities due to changes with the Special Education Department in the local School Districts and more children are receiving Response to Intervention services instead of an IEP.

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

Second: Martavius Jones, Parliamentarian

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

9. Staff Reports

Staff Reports were located in the consent agenda for the February Board Meeting.

10. Executive Director’s Report

Michelle Morehead presented the Board Members with a Power Point Presentation of Highlights from 2024. She included the History of Community Action and the History of the Agency. She stated that Mr. Bernie and herself have been completing Head Start site visits and they plan to continue that through 2025. A few highlights included the Breast Cancer Awareness T-shirt competition, Amy Perales’ shirt design to knockout breast cancer won the competition and all team members were given a shirt to wear. Michelle and Bernie attended Legislative Action Day in Austin, Texas and were able to visit with Cole Hefner the Titus and Rains County Representative. Bernie Yancey is now a Nationally Certified ROMA Implementer. The Agency held their first annual Holiday Party the last day worked in December. It was a day that everyone was able to join together and socialize, play games, receive door prizes and an incentive for all team members except the Executive Director and Deputy Executive Director. The goal for the Agency in 2025 is to have renewed War on Poverty and for CSNT to reach more people to be self-sufficient.

11. Discussion Items

None

AUDIENCE COMMENTS

None

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.

Personnel Title Changes
Salary Adjustments- DOL Compliance
Personnel Changes

Motion to enter Executive Session at 1:14 PM: Martavius Jones, Parliamentarian
Second: Keri Winters, Secretary

Motion to exit Executive Session at 1:57 PM: Keri Winters, Secretary
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: Keri Winters, Secretary made a motion to take action on Personnel Title Changes from Executive Session

Second: Harmony Roberson

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

Motion: Martavius Jones, Parliamentarian made a motion to take action on Salary Adjustments – DOL Compliance from Executive Session

Second: Harmony Roberson

ADJOURN

Motion: Keri Winters, Secretary motioned to adjourn at 1:58 pm

Second: Lindsay Hergert

Hearing no descent, adjournment passed.

Approved by: _____, on _____, 2025
(Board Secretary) (Date)