

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
May 20, 2025
510 E Bonham, Jefferson, Texas 75657

Board Members

John Baxter, Treasurer - Present
Representing Texana Bank, Private Sector

Cecelia Huff, Board Chair - Present
Representing Bowie County, Poverty Sector

Ross Hyde - Present
Representing Titus County, Private Sector

Jason Wright – Present
Representing Senator Ted Cruz, Public Sector

Karen Jones – Present
Marion County Tax A/C

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 - Absent
Private Sector

Teresa Thompson – Absent
Private

Martavius Jones, Parliamentarian - Absent
Representing Camp County as Policy Council Liaison, Poverty Sector

Angela Thompson – Absent
Representing Bowie County, Poverty Sector

Harmony Roberson - Absent
Representing Cass County, Poverty Sector

CALL TO ORDER

Cecelia Huff, Board Chairperson called the meeting to order at 12:17 p.m.

Quorum: established 6 of 12, members present.

AGENDA

Motion: John Baxter, Treasurer moved to accept the 5/20/2025 agenda with the training deleted

Second: Jason Wright

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

MINUTES

4/22/2025 Board Meeting Minutes

Motion: Lindsay Hergert, Member moved to accept the 4/22/2025 minutes as presented.

Second: Ross Hyde, Member

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Cecelia said that she would recognize the birthday at next month's meeting since the member was not in attendance.

TRAINING / PRESENTATIONS

Public Meetings – Karen Keith, TDHCA

COMMITTEE REPORTS

- A. Planning & Evaluation – Committee met on April 10, 2025.
- B. Personnel – Committee met on April 10, 2025.
- C. Finance – Committee met on April 10, 2025.
- D. Executive – This Committee meets only when necessary.
- E. Nominating – This Committee meets annually in October.
- F. By Laws- Committee met on April 10, 2025.
- G. Head Start Strategic Planning Committee met. This will be discussed in Action Item 8.

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)**

We currently have a full board of directors; no new members at this time.

B. Approve Consent Agenda*

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Community Services Report.....(OS 5.9).....Amy Perales
- 3) Human Resource Report.....(OS 5.9).....Jim Howard
- 4) Service & HS Transportation Reports..... (OS 5.9)Robert Norton
- 5) Information Technology Report.....(OS 5.9).....David Buford
- 6) Financial Reports.....Shelley Mitchell

Motion: Ross Hyde, Member

Second: Karen Jones, Member

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 Cost Allocation Plan

Michelle Morehead presented the changes to the cost allocation plan.

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

Second: Lindsay Hergert, Member

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

D. Discuss/Approve Head Start Continuation Grant #06CH012925/02 \$6,003,319

(\$4,757,017, T&TA \$45,638, NFS \$1,200,664, ICP \$593,998) **See Justification Documents – ISD Partnership or Convert (17) Preschool Slots to (8) EHS Slots**

- a. Approve Change in Scope Amended Head Start Grant #06CH012925/01 for a conversion of (17) Preschool enrollment slots to (8) Early Head Start slots starting August 1, 2025:

Head Start Preschool Enrollment 465 to 448

Early Head Start Enrollment 16 to 24

Berny Harris presented the Head Start Continuation Grant.

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

Second: Ross Hyde, Member

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

E. Discuss/Approve 2026 CSBG (Community Services Block Grant) CAP (Community Action Plan)

Michelle Morehead presented the 2026 CSBG CAP

Motion: Ross Hyde, Member made a motion to accept and approve as presented.

Second: Karen Jones, Member

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

F. Discuss/Approve Consideration and possible approval of hiring Ann Manning and the Underwood Law Firm to serve as legal counsel for CSNT

Michelle Morehead presented the resume and qualifications of Ann Manning and the Underwood Law Firm.

Motion: Ross Hyde, Member made a motion to accept and approve as presented.

Second: John Baxter, Treasurer

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

G. Discuss/Approve CSNT Employee Handbook (Policies and Procedures)

Michelle Morehead presented the new CSNT Employee Handbook.

Motion: Karen Jones, Member made a motion to accept and approve as presented.

Second: Lindsay Hergert, Member

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

H. Discuss/Approve Strategic Plan including Program Goals 2025-2026

Berny Harris presented the Strategic Plan.

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

Second: Jason Wright, Member

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

9. Staff Reports

Staff reports are located under the consent agenda this month.

10. Chief Executive Officer's Report

Michelle Morehead presented information about the annual TACAA Conference, awarded/contracted RFP's, Attorney Engagement, new personnel policies and procedures, Head Start Management restructure due to pay parity- no one that wanted to stay with CSNT lost their jobs, no funding issues due to federal changes, just slower reimbursements, Family Empowerment Program updates, CAPLAW Conference information and 60 year celebration information.

11. Discussion Items

A. Discuss Spring Progress Report for the 2024-2025 Head Start Program Goals

Berny Harris presented the Spring Progress Report.

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.

- 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.

Motion to exit Executive Session at 1:53 PM: John Baxter, Treasurer
Second: Harmony Roberson, Member

REQUIRED ACTION FROM EXECUTIVE SESSION

No Executive Session

ADJOURN

Motion: Ross Hyde, Member motioned to adjourn at 12:47 pm
Second: Lindsay Hergert, Member
Hearing no descent, adjournment passed.

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