



**Community Services of Northeast Texas, Inc.**



## CALL TO ASSEMBLY

*Please rise.*

- **Pledge of Allegiance (US)** *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*
- **Pledge of Allegiance (Texas)** *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
- **Community Action Promise** *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*
- **Our Mission** *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*
- **Our Community Services Vision** *To be the leading organization in our region which empowers families to be self-reliant, educated, and healthy*
- **Our Head Start Vision** *To provide a system of education and encouragement which results in school-readiness for young children and their families*
- **Invocation**

# Board Meeting

Tuesday, June 27, 2023 @ 12:00 Noon

Linden Community Center

301 East Houston, Linden Texas 75563

*Dr. Arcolia Jenkins, Board Chairman • Dan ‘Lucky’ Boyd, CCAP, NCRMT, Executive Director*

*Michelle Morehead, CCAP, NCRT, NCRI, Deputy Executive Director*

*If you need assistance with physical accessibility to the meeting, please call 903-756-5596 x 201*

## 1. Call Meeting to Order

## 2. Establishment of a Quorum

## 3. Approval of Agenda 06/27/23 \*

## 4. Approval of Minutes 04/25/23\*

## 5. Chairman’s Comments and Recognitions

## 6. Training

“Roles & Responsibilities of a Community Action Agency Board Chair”

Two of nine, seven-minute training videos - presented by Michelle Morehead

## 7. Committee Reports and Information

- A. Planning & Evaluation – No current report required
- B. Personnel –No current report required
- C. Finance – No current report required
- D. Executive –No current report required
- E. Nominating – No current report required
- F. By Laws- No current report

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

## 8. Action Items

### A. Seat new board member(s), if any\*

### B. Approve Consent Agenda\*

- 1) Community Services Report..... (OS 5.9).....Shirley Allen
- 2) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 3) Human Resource Report.....(OS5.9).....Charlotte Hall
- 4) Payee Report..... (OS 5.9) .....Savanah Coates
- 5) Service & HS Transportation Reports..... (OS 5.9) .....Tommy Hooper
- 6) School Readiness Goals
  - a. School Readiness Goals 2023-2024
  - b. Parent Family and Community Engagement Goals 2023-2024
  - c. Program Goals 2023-2024
- 7) Update to Home Visit Procedure in all HS/EHS Operating Manuals and Policies
- 8) CIRCLE Assessment Data Spring 2023
- 9) School Readiness Performance Data Spring 2023
- 10) PFCE Goals Progress Spring 2023
- 11) CLASS Data Spring 2023

- C. Discuss/Approve** Head Start/Early Head Start Continuation Grant #06CH011282/05 \$5,866,791 (\$4,647,794, \$45,638 T&TA, Non-Federal Share \$1,173,359)
  - 1. Head Start \$5,537,783 (\$4,389,845, \$40,381 T&TA, Non-Federal Share-\$1,107,557)
  - 2. Early Head Start \$329,008 (\$257,949, \$5,257 T&TA, Non-Federal Share \$65,802)
- D. Discuss/Approve** Policy 509 Fleet Safety
- E. Discuss/Approve** Board Resolution for MM Sole Signatory and remove Dan Boyd as Signatory
- F. Discuss/Approve** Revise Succession Plan
- G. Discuss/Approve** By-Laws Corrections
- H. Discuss/Approve** Cost Allocation Plan

**9. Staff Reports**

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

**10. Executive Director’s Report**

**11. Discussion Items**

**12. Audience Comments**

**13. 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 codes

Clarity in By-Laws – Discuss posting of Executive Director Position  
 Discuss potential Chief Operating Officer position  
 Deputy Executive Director/Interim Executive Director Salary OS 7.4 7.5

- 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

**14. Required Action from Executive Session**

**15. Adjourn Board Meeting**

\* Requires Board Vote