



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, July 25, 2023 @ 12:00 Noon
Houston Street Conference Room
304 E Houston St., Linden, Texas 75563

Dr. Arcolia Jenkins-Waters, Board Chairman

Michelle Morehead, CCAP, NCRT, NCRI, Interim 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 07/25/23 *

4. Approval of Minutes 06/27/23*

5. Chairman's Comments and Recognitions

Recognize Dan Boyd with Plaque of Service Years for CSNT

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 –Met Wednesday, July 19, to screen applicants for the position of Executive Director, will present and discuss recommendation in Executive Session.

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

C. Discuss/Approve Resolution for Bank Account for TBRA Contracts

- 1) Persons with Disabilities
- 2) Disaster Relief

D. Discuss/Approve Policy 705 – Personal Appearance and Dress Code

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

- 1. Notification of Head Start Monitoring Report and OHS Monitoring Report-06CH011282

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

- 1) Approve Executive Director Recommendation from July 19, 2023, Executive Committee Meeting
- 2) Discuss Executive Director Salary

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

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
June 27, 2023
Linden Court House
Linden, Texas 75563

Board Members Present

Angela Thompson, Parliamentarian
Representing Bowie County, Poverty Sector

John Baxter
Representing Texana Bank, Private Sector

Cecelia Huff, Secretary
Representing Bowie County, Poverty Sector

Ross Hyde,
Representing State Representative, Gary VanDeaver, Public Sector

Harmony Roberson
Representing Cass County, Poverty Sector

Dr. Arcolia Jenkins, Board Chair
Representing Creating Opportunities in Marion County, Private Sector

Board Members Absent

Donna Early, Treasurer
Representing Cass County Judge Travis Ransom, Public Sector

Megan Kirkland
Representing LEDC, Private Sector

Sandra Wright
Representing Marion County Judge Leward Lafleur, Public Sector

Alexa Rainge/Kerri Winters
Representing Linden-Kildare CISD, Private Sector

Judge Doug Reeder, Vice-Chair
Morris County Judge, Public Sector

CALL TO ORDER

Arcolia Jenkins-Waters, Chairman called the meeting to order at 12:15 p.m.
Quorum: established six of eleven, members present.

AGENDA

Motion: Cecelia Huff, Secretary, moved to accept the 6/27/2023 agenda
Second: Ross Hyde
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: Cecelia Huff, Secretary, moved to accept the 4/25/2023 minutes
Second: John Baxter
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Chair Jenkins shared that her trip to TACAA was very educational in that she shared her excitement regarding sessions she attended. The session regarding "Building a Grant Shell" presented by Erin Hernandez was shared as well as her contact information for all to explore if they so desire. Chair Jenkins also shared her excitement regarding "The 7 Simple Habits of Inclusive Leaders," presented by Melissa Majors; a book that all could benefit from reading. Overall, Chair Jenkins expressed her gratitude of being able to attend and continue to learn.

TRAINING / PRESENTATIONS

"Roles and Responsibilities of a Community Action Agency Board Chair" – this will be two or nine seven-minute training videos for Board – Michelle Morehead (This had to be postponed due to lack of technical requirements to present)

COMMITTEE REPORTS

- 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 required

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

Action Items

A. Seat New Board Member(s)

None

B. Approve Consent Agenda*

- 1) Community Services Report..... (OS 5.9).....Michelle Morehead
- 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

Motion: Ross Hyde

Second: Angela Thompson, Parliamentarian

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

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)

Motion: John Baxter

Second: Angela Thompson, Parliamentarian

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

D. Discuss/Approve Policy 509 Fleet Safety

Motion: Cecelia Huff, Secretary

Second: Ross Hyde

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

E. Discuss/Approve Board Resolution for Michelle Morehead as Sole Signatory, and remove Dan Boyd as Signatory

Motion: Cecelia Huff, Secretary

Second: Harmony Roberson

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

F. Discuss/Approve Revise Succession Plan

Motion: John Baxter

Second: Angela Thompson, Parliamentarian

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

G. Discuss/Approve By-Laws Corrections

Motion: Harmony Roberson

Second: Cecelia Huff, Secretary

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

H. Discuss/Approve Cost Allocation Plan

Motion: Cecelia Huff, Secretary

Second: Ross Hyde

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

9. Staff Reports

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

10. Executive Director’s Report

Deputy Executive Michelle Morehead commended Charlotte Hall for achieving her Certified Community Action Professional (CCAP) Certification.

1. The TX-HAF program is ending July 12, due to all funds expended Texas wide. With this program ending CSNT will RIF two staff that were hired just for this program.
2. The Veterans Service Grant was approved, however the Veterans Commission did not approve the Taxi portion of this grant. Therefore, CSNT’s employee who filled this position was offered another position but refused. Of his own accord he is quite happy of his years served with CSNT and looks forward to a new venture.
3. The Tenant Based Rental Assistance Grant has been approved. Not only do we have the Reservation contract, but we applied for a Disability, and Disaster contract and were approved for all three. 46 families are currently being served with the current TBRA grant.
4. Michelle Thanked our Board Members for their time and support during this transition.
5. Michelle also Thanked the CSNT staff for their endurance of this transition as well.

Chair Jenkins commented on the entire CSNT staff's diligence through the transition as well.

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.

Entered Executive Session: Time 12:49pm
Motion: Cecelia Huff, Secretary
Second: Angela Thompson, Parliamentarian

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

Adjourned Executive Session: Time 1:35pm
Motion: Cecelia Huff, Secretary
Second: Angela Thompson, Parliamentarian

- 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

Motion: Cecelia Huff, Secretary made a motion to approve the items discussed in Executive Session.

Second: Ross Hyde

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

ADJOURN

Motion: Cecelia Huff motioned to adjourn at 1:35pm

Second: Ross Hyde

Hearing no descent, adjournment passed.

Approved by: _____, on _____, 2023
(Board Secretary) (Date)

Board Minutes Organizational Standards Checklist:

- Is there an attorney on the board? X Yes No
- Is a contract in place for an attorney: Yes X No
- Is there an early child expert on the board? X Yes No
- Is there a finance expert on the board? X Yes No

Organizational Standard 1.1

Number of low-income persons participating: Three (3)

Is Policy Council represented? X Yes No

Is the Policy Council representative low-income? X Yes No

Were minutes submitted from advisory groups? Yes X No

Were minutes submitted from committee meetings? X Yes No

Were any of the following discussed during the meeting?

Recruitment documents Yes X No

Solicitation materials Yes X No

Final board membership list X Yes No

Did a low-income person participate in the development of services? X Yes No

Did a low-income person participate in the provision of services? Yes X No

Did a low-income person participate in the needs assessment process? Yes X No

Organizational Standard 1.3

The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the board. September 27, 2022

Organizational Standard 2.3

The organization communicates its activities and its results to the community. CSNT Annual Report published Date: August 23, 2022

Organizational Standard 3.5

Did the Board formally accept the Community Assessment? X Yes No Date July 27, 2021

Organizational Standard 4.1

The governing board has reviewed the organization’s mission statement within the past 5 years and assured that:

- 1. The mission statement addresses poverty; and
- 2. The organization’s programs and services are aligned with the mission.

X Yes No Date: October 26, 2021

Organizational Standard 4.4

The governing board receives an annual update on the success of specific strategies included in the Community Action plan. Date August 23, 2022

Organizational Standard 5.1

Is the Board structured in compliance with the CSBG Act? Yes
Total number of Board seats = 12

Total number of democratically elected representatives of the low-income community = Three (3) (must be at least 4) X NO

Total number of local elected officials = Four (4) (must be exactly 4) X Yes
Total number of members from major groups and interests in the community = Four (4) (must be the remainder) X Yes

Organizational Standard 5.2

Does the Board have written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community? X Yes No

Where is it? Bylaws – Article V – Section 3

Organizational Standard 5.3

The organization’s bylaws have been reviewed by an attorney within the past five years.
X Yes No Date: September 29, 2021

Organization Standard 5.4

The organization documents that each governing board member has received a copy of the bylaws within the past two years. X Yes No Date April 26, 2022

Organizational Standard 5.8

Governing board members have been provided with training on their duties and responsibilities within the past two years. X Yes No Date: July 27, 2021

Organizational Standard 5.9

The organization’s governing board receives programmatic reports at each regular board meeting.
X Jan X Feb X Mar X Apr X May X June X July X Aug X Sept X Oct X Nov X Dec

Organizational Standard 6.1

The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past five years. X Yes No Date: September 29,2021

Organizational Standard 6.5

The governing board has received and update(s) on progress meeting the goals of the strategic plan within the past 12 months. X Yes No Date: September 27, 2022

Organizational Standard 7.1

The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board with the past five years.
X Yes No Date: September 29, 2021

Organizational Standard 7.2

The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.
X Yes No Date: August 5, 2022

Organizational Standard 7.3

The organization has written job descriptions for all positions, which have been updated with the past five years. X Yes No Date: October 26, 2019

Organizational Standard 7.4

Performance appraisal of Executive Director Yes X No Date: August 23, 2022

Organizational Standard 7.5

Reviews and approves Executive Director Salary X Yes No Date: June 27, 2023

Organizational Standard 7.6

The organization has a policy in place for regular written evaluation of employees by their supervisors. X Yes No Date: October 22, 2019

Organizational Standard 7.7

The Organization has a whistleblower policy that has been approved by the governing board. X Yes No Date: October 22, 2019

Organizational Standard 7.8

All staff participate in a new employee orientation within 60 days of hire. X Yes No (Human Resources keeps a spreadsheet)

Organizational Standard 7.9

The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. X Yes

<u>ROMA Training for 12 staff</u>	<u>Sept 05, 2019</u>
<u>What Children & Young People Say</u>	<u>April 20, 2020</u>
<u>Making Sense of Ourselves</u>	<u>April 23, 2020</u>
<u>Facilitating Group Discussions</u>	<u>April 24, 2020</u>
<u>Microbes-Friend or Foe</u>	<u>April 27, 2020</u>

Organizational Standard 8.1

The organization’s annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit. X Yes Date December 5 -December 7, 2022

Organizational Standard 8.2

All findings from the prior year’s annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.

Yes Date NO FINDINGS

Organizational Standard 8.3

The organization’s auditor presents the audit to the governing board via zoom.

X Yes Date February 28, 2023

Organizational Standard 8.4

The governing board formally receives and accepts the audit.

X Yes Date February 28, 2023

Organizational Standard 8.5

The organization has solicited bids for its audit within the past five (5) years.

X Yes Year 2021

Organizational Standard 8.6

The IRS Form 990 is completed annually and made available to the governing board for review.

X Yes Date February 28, 2023

Organizational Standard 8.7

The governing board receives financial reports at each regular meeting that include the following: 1) Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2) Balance sheet/statement of financial position.

X Jan	X April	X July	X October
X Feb	X May	X Aug	X November
X Mar	X June	X Sept	X December

Organizational Standard 8.8

All required filings and payments related to payroll withholdings are completed on time.

X Yes No - checked and verified by Jim Howard, Payroll Coordinator

Organizational Standard 8.9

The governing body annually approves an organization-wide budget.

X Yes No - September 27, 2022

Organizational Standard 9.1

The organization has a system or systems in place to track and report client demographics and services customers receive. Yes No Shah Software

Organizational Standard 9.2

The organization has a system or systems in place to track family, agency, and/or community outcomes. Yes No Shah Software

Organizational Standard 9.3

The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary. Yes No

Organizational Standard 9.4

The organization submits its annual CSBG Information Survey Data Report and it reflects client demographics and organization-wide outcomes. Yes No Annual Report to TDHCA

Community Services of Northeast Texas
July, 2023

COMMUNITY SERVICES BOARD REPORT



TEXAS HAF AND VETERAN'S PROGRAM

Our Texas Homeowner's Assistance Fund ended on July 12th, 2023. The temporary grant ended early due to funds from the US Treasury being expended earlier than anticipated.

We have officially been awarded the Texas Veteran's Commission Financial Assistance Grant for 2023-2024. We will begin operation of the Vet Services Now Program effective July, 2023.

CSBG/TBRA

Our Community Services Block Grant (CSBG), Transition out of Poverty (TOP) Program currently has 30 individuals enrolled with a goal of transitioning 17 individuals to self-reliance by the end of 2023. Six of the 17 have successfully met this goal so far this year.

CSBG Direct Client Expenses are \$28,246.56, to date.

The CSBG Discretionary expenses include:

\$2224.37 Direct Client Assistance (Utility Assistance)

\$1175.00 Direct Client Assistance (Rental Assistance)

Our Tenant Based Rental Assistance Program has been renewed for three years as of June, 20, 2023. At this time, we are actively serving 46 households.

CEAP/LIHWAP

For the month of June, 2023, our CEAP Supplemental Grant has paid \$600,869.52 and \$613,462.16 cumulatively for 2023.

LIHWAP has paid \$44,186.44 for the month of June, 2023, and \$47,416.32 to date.

CSNT Head Start Director's Report PY04/FY23

July Report/June Data How Are We Doing?



HEAD START Attendance - June 2023 - **New School Year**

- ✓ **465** Actual Enrollment (Under/Over -0 Student(s)) – Funded **465**
- ✓ **0%** Disability Students – **10%** Target
- ✓ **0%** Average Daily Attendance



HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$862,605** NFS Collected - **\$1,018,201** NFS Needed
- ✓ **\$225,734** Indirect Costs Collected
- ✓ **12%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$0** Reimbursed This Month - **\$73,281** Reimbursed This Year
- ✓ **0** days of Service – **0** Meals Served

ATTITUDE IS EVERYTHING



HEAD START Quality Assurance

- ✓ **0** Files Reviewed/**0** Classrooms Observed
- ✓ **0** Incomes Verified/**0** Interviews/**0** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **0** Findings/**0** Corrections/**0** Remaining

ANNOUNCEMENTS:

Preparing for 2023-2024 School Year
Summer Break - Filling Open Positions



Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

7/17/2023

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	465	100.00%

Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	465	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	459	98.71%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cummulative Enrollment

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	524	12.69%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	6	1.15%
3 Years Old	248	47.33%
4 Years Old	270	51.53%
5 Years Old	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	39	7.44%

Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	25	4.77%

Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	130	24.81%
Three or more years	10	1.91%

Ethnicity And Race

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	0	0.00%	1	0.19%
Asian	0	0.00%	5	0.95%
Black or African American	9	1.72%	258	49.24%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	25	4.77%	149	28.44%
Biracial or Multi-Racial	6	1.15%	37	7.06%
Other Race	34	6.49%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	494	94.27%
Of these, the number of children acquiring/learning another language in addition to English	12	
Spanish	27	5.15%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	3	0.57%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	<i># at Beginning of Enrollment Year</i>	<i>% at Beginning of Enrollment Year</i>	<i># at End of Enrollment Year</i>	<i>% at End of Enrollment Year</i>
Children with health insurance	489	93.32%	374	71.37%
Children with accessible health care	470	89.69%	369	70.42%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	483	92.18%	484	92.37%
Children with accessible dental care	456	87.02%	360	68.70%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	56	12.04%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	496	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	482	97.18%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	18	3.63%
Housing Assistance	8	1.61%
Asset Building Services	129	26.01%
Mental Health Services	9	1.81%
Substance Misuse Prevention	2	0.40%
Substance Misuse Treatment	6	1.21%
English as a Second Language (ESL) Training	14	2.82%
Assistance in enrolling into an education or job training program	67	13.51%
Research-based parenting curriculum	429	86.49%
Involvement in discussing their child's screening and assessment results and their child's progress	466	93.95%
Supporting transitions between programs	449	90.52%
Education on preventive medical and oral health	466	93.95%
Education on health and developmental consequences of tobacco product use	157	31.65%
Education on nutrition	479	96.57%
Education on postpartum care	7	1.41%
Education on relationship/marriage	16	3.23%
Assistance to families of incarcerated individuals	3	0.60%

July Report/June Data How Are We Doing?



HEAD START Attendance - June 2023

- ✓ **16** Actual Enrollment (Under/Over **0** Student(s)) – Funded **465**
- ✓ **13%** Disability Students – **10%** Target
- ✓ **72%** Average Daily Attendance (**Surgery/Siblings Out**)



HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$13,413** NFS Collected this month - **\$60,785** NFS Needed
- ✓ **\$16,511** Indirect Costs Collected
- ✓ **10%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$600** Reimbursed This Month - **\$10,336** Reimbursed This Year
- ✓ **16** days of Service – **229** Meals Served

ATTITUDE IS EVERYTHING



HEAD START Quality Assurance

- ✓ **0** Files Reviewed/**0** Classrooms Observed
- ✓ **0** Incomes Verified/**0** Interviews/**0** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

ANNOUNCEMENTS:

Preparing for 2023-2024 School Year
Enrolling for the 2023-2024 School Year - Summer Break



Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

7/17/2023

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	16	100.00%

Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	16	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	16	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cumulative Enrollment

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	17	106.25%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	1	5.88%
1 Year Old	7	41.18%
2 Years Old	9	52.94%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	2	11.76%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	1	5.88%

Prior Enrollment of Children

	# of children	% of children
The second year	4	23.53%
Three or more years	1	5.88%

Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	1	5.88%
Black or African American	0	0.00%	8	47.06%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	4	23.53%
Biracial or Multi-Racial	1	5.88%	1	5.88%
Other Race	2	11.76%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	15	88.24%
Of these, the number of children acquiring/learning another language in addition to English	2	11.76%
Spanish	2	11.76%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	17	100.00%	17	100.00%
Children with accessible health care	17	100.00%	16	94.12%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	17	100.00%	16	94.12%
Children with accessible dental care	17	100.00%	16	94.12%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	2	12.50%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	16	94.12%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	16	100.00%

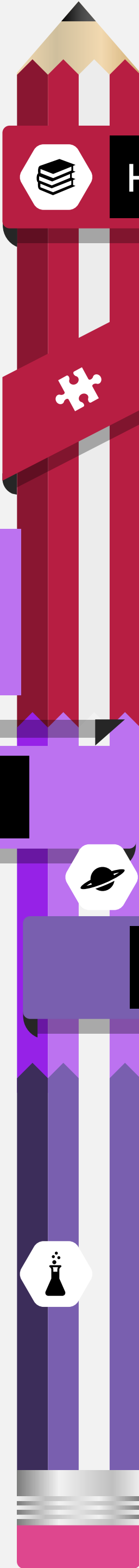
Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	0	0.00%
Housing Assistance	0	0.00%
Asset Building Services	0	0.00%
Mental Health Services	0	0.00%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	2	12.50%
Assistance in enrolling into an education or job training program	11	68.75%
Research-based parenting curriculum	16	100.00%
Involvement in discussing their child's screening and assessment results and their child's progress	13	81.25%
Supporting transitions between programs	10	62.50%
Education on preventive medical and oral health	16	100.00%
Education on health and developmental consequences of tobacco product use	3	18.75%
Education on nutrition	16	100.00%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%



Turnover Total - 5

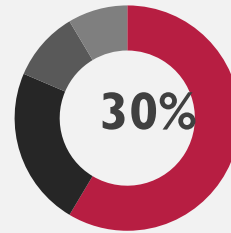
Head Start - 2; CS - 4



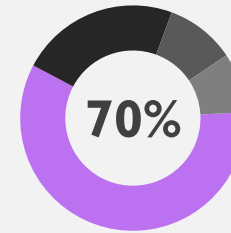
Head Count - 108



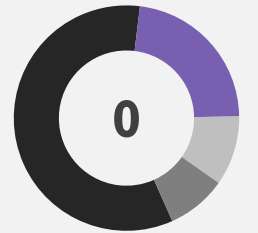
Demographics



Exempt



Non-Exempt



Temp Staff

Human Resources at a Glance

647.04

Personal Leave Hours

Sub Hours - 116.5

161.5

Leave without
pay hours

Job Openings

Lead Teacher - 2 (1 is being processed)

Custodian - 1

Teaching Assistants 2

Campus Director - 1



Payee Services Report

Month of: June 2023

Number of beneficiaries: 8

Total Funds Received:	\$	7,653.00
Total Expenses Managed:	\$	9,031.53
MONTHLY total on hold for Beneficiaries:	\$	2,748.14
TOTAL on hold for Beneficiaries:	\$	(1,378.53)

Expenditures

Rent:	\$	1,982.00
Utilities:	\$	140.00
Food:	\$	-
Medical:	\$	-
Other:	\$	237.86
Transfer for beneficiary use:	\$	6,255.67
	\$	9,031.53

Total collected for FFS:	\$	416.00
--------------------------	----	--------

Interest Earned: \$ 5.07

Vehicle Maintenance Totals

Vehicle #	TBRA		CSBG		CE
	Fuel	Repairs	Fuel	Repairs	Fuel
1					
38			82.60		
44					
81				14.50	
82				57.24	
83					
84				299.50	
85			21.82	10.00	
86				343.50	
87			30.85	10.00	
88			106.50	552.79	
89					
90					
Totals	-	-	241.77	1,287.53	-

AP	TXHAF		Totals	
Repairs	Fuel	Repairs	Fuel	Repairs
			-	-
			82.60	-
			-	-
			-	14.50
			-	57.24
			-	-
			-	299.50
	43.56		65.38	10.00
			-	343.50
			30.85	10.00
			106.50	552.79
	197.32			
	286.71		286.71	-
-	527.59	-	572.04	1,287.53

1,859.57

Service Department Report

JULY, 2023

Service Department

Department makeup

4 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

Head Start Transportation

Cost per child to transport:

Transportation

Costs:

	Childre n	Staff		Childre n	Staff
Vehicle Maintenance cost (Campus)			YTD =		
Vehicle Maintenance cost (Buses)			YTD =		
Vehicle Maintenance cost (Exec. Office)			YTD =		
Vehicle fuel cost (Gas Campus)	\$129.36		YTD =	\$1,186.60	
Vehicle fuel cost (Exec. Office)	\$872.50		YTD =	\$5,579.74	
Vehicle fuel cost (Buses)	\$0.00		YTD =	\$804.90	
Vehicle insurance cost (Buses)	\$1,106.58		YTD =	\$9,959.58	
Vehicle driver cost buses	\$2,454.62		YTD =	\$22,091.62	
Total transportation cost:	\$3,561.20	\$1,001.86			
Total number transported:	27				

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

705 Personal Appearance/Dress Code

Effective Date: 9/1/2003

Revision Date: 12/19/2007 **7/18/2023**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Community Services presents to clients and visitors.


During business hours or when representing Community Services, you are expected to present a clean, neat, and professional/tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. Good personal hygiene standards must be adhered to at all times. This is particularly true if your job involves dealing with clients or visitors in person.

If your supervisor deems that your personal appearance is inappropriate, you will be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

The following professional business wear appearance guidelines should be followed in all Community Services locations:

- * Shoes must provide safe, secure footing and offer protection against hazards. Open-toed shoes are not permitted in the centers where there is an active operating kitchen. Open-toed shoes and/or open-heeled shoes are not permitted in an active operating kitchen.
- * All shirts must cover the employee's midriff at all times; tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- * ~~Tattoos/body art must be covered during business hours and Community Services' functions~~
- * Tattoos are allowed provided they are not vulgar or political. Body art such as nose rings, tongue rings and ear cuffs are not allowed. Belly rings are permissible as long as they are covered.
- * Monday - Thursday, staff may wear jeans as long as an Agency marked shirt or other nice unmarked shirt is also worn. Specific to Center Directors and Family Service Workers on licensed campuses, you may also follow the "jean" guidelines with the exception of home visits and contact with the community outside the Center. In these cases, jeans are not acceptable.
- * Friday shirts are not restricted to an Agency shirt.
- * Jeans that are clean and in good repair are considered acceptable attire for the maintenance and kitchen staff, regardless of a marked shirt.
- * Head Start Center Staff, except for the cooks or custodians ~~other than the Center Director and Family Service Worker,~~ may not wear scrubs. ~~All scrubs must be in good, clean condition. At the beginning of the 2008-2009 school year, scrubs will no longer be acceptable in the classroom.~~
- * All personnel entering kitchen areas must wear a hair net.
- * All personnel assisting in food preparation must wear gloves.

Any violation of this policy may lead to disciplinary action, up to and including termination.

PUBLICATION	
5001	Revised
	7/18/2023



Originally Issued: October 20, 2008

POLICY CLARIFICATION

Policy 705 restricts employees from displaying vulgar or political tattoos or certain body art during work hours or at Community Services' functions.

There is no prohibition of an employee having tattoos or body piercings, but in the workplace there is a limitation as to what may be visible.

Tattoos - Tattoos do not require defining at this time except to say that both permanent and temporary tattoos are covered by this policy.

Body art - Body art, with respect to body piercing, is defined as follows:

- pierced earrings are allowed
Guidelines:
 - + no more than two pair of earrings should be worn at the same time
 - + earrings should not dangle more than 1 and ½ inches from the piercing
- ear cuffs are not allowed
- clip-on earrings are not allowed in food-preparation areas
- no other facial piercing is allowed to be visible
- no other body piercing is allowed to be visible

Body art, with respect to jewelry, is defined as follows:

- necklaces, bracelets, rings, wristwatches, ankle bracelets are allowed
Guidelines:
 - + no more than two necklaces should be worn
 - + necklaces should not be long enough to create a hazard
 - + rings should be limited to a total of three, with no more than two on one hand (nested wedding sets count as one ring)
 - + rings should be close-fitting enough as to not cause a hazardous situation
 - + kitchen staff must follow health code rules regarding rings in the kitchen
 - + bracelets should not be of the dangling kind and should be close-fitting (no charm bracelets in classrooms or during food service or preparation)
 - + wristwatches should be close-fitting enough as to not cause a hazard
 - + ankle bracelets should be close-fitting enough as to not cause a hazard
 - + bracelets which connect to rings via chain or other connection are not allowed

Scrubs - Scrubs may be worn by kitchen staff, custodian staff, or maintenance staff, but may not be worn by Lead Teachers, Teacher Assistants, or other personnel who primarily work in classrooms.

Jeans - Jeans may be worn as long as a clean marked top or nice unmarked shirt is worn with them. Slightly distressed jeans are allowed only if there are no holes where skin is visible. (On Fridays, jeans may be worn; a marked top is not required) A marked top is defined as an acceptable shirt with screen printing or embroidery that displays one of the following:

- + CSNT logo
- + Head Start logo
- + Community Action Partnership logo

Jeans may not be worn on home visits or during ARD meetings. Professional attire should be worn during meetings with the general community outside the center, but jeans and a marked top can be worn during informal meetings in certain situations, especially when such meetings are brief, occur during the work day, and do not place the employee in the position of presenting the agency's initial first impression to a new vendor, contractor, partner, or community leader.

Maintenance staff may wear jeans in the normal course of their work day. While not required, it is suggested that a marked shirt be worn with jeans. The preferred shirt is a denim or maintenance shirt with a CSNT logo and a pocket. This type of shirt provides the safest work environment.

Maintenance staff, meal delivery drivers, and any employees involved in outdoor labor such as mowing or facilities maintenance are allowed to wear a ball cap. The preferred cap is the CSNT ball cap.

Leggings/tights – Leggings/tights can only be worn with a top that is long enough to completely cover your abdomen and rear. Tops that have long backs and short front are also not appropriate with leggings/spandex tights.

Shirts - Shirts must cover the employee's midriff at all times. This should not require any further clarification, and there are no exceptions. Low-cut or inappropriate shirts are not allowed at any time.

Shorts - Shorts may not be worn at any time. The test for shorts is whether or not an employee's knees are visible. The employee's knees should be covered at all times.
Capri pants that completely extend beyond the knee are allowed.

Shoes - Close-toed shoes are required in centers with kitchens. The logic behind this requirement is to protect the employee's feet against injury should something be dropped or spilled. Shoes with webbing or netting do not meet this requirement.

When in a kitchen, an employee must wear shoes that have closed toes and a closed heel. This is to keep the shoe from slipping off the foot. A heel strap does not meet this requirement.

Hair nets - Hair nets must be worn in kitchens and must completely envelope all hair.

Gloves - Gloves must be worn when handling food, and must be changed when moving from food preparation to food service. Also, employees must follow health codes with respect to glove usage.

After-hours wearing of marked clothing - Employees are encouraged to wear marked clothing during their off-duty hours. It is important to remember, however, that policies require all CSNT employees to maintain a positive image in the community. An employee's conduct while wearing CSNT markings is a reflection on the agency and should always be positive in nature.

Supervisors are responsible for determining appropriate attire/appearance.

Head Start

Financial Report for the month of July 2023

June 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2022</i>							
Personnel	\$2,147,995.00	\$152,904.83	\$1,103,543.37	\$1,044,451.63	\$178,999.58	\$1,252,997.08	\$149,453.71
Fringe Benefits	\$526,259.00	\$42,400.13	\$294,068.83	\$232,190.17	\$43,854.92	\$306,984.42	\$12,915.59
Travel (4120)	\$10,000.00	\$0.00	\$5,733.27	\$4,266.73	\$833.33	\$5,833.33	\$100.06
Equipment	\$35,000.00	\$0.00	\$26,065.00	\$8,935.00	\$2,916.67	\$20,416.67	(\$5,648.33)
Supplies	\$189,500.00	\$40,632.83	\$111,090.07	\$78,409.93	\$15,791.67	\$110,541.67	(\$548.40)
Contractual	\$275,350.00	\$34,320.00	\$34,320.00	\$241,030.00	\$22,945.83	\$160,620.83	\$126,300.83
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$3,449.57	\$34,647.73	(\$4,266.73)	\$2,531.75	\$17,722.25	(\$16,925.48)
Other (4122)	\$858,320.00	\$218,706.46	\$629,547.84	\$228,772.16	\$71,526.67	\$500,686.67	(\$128,861.17)
Total	\$4,072,805.00	\$492,413.82	\$2,239,016.11	\$1,833,788.89	\$339,400.42	\$2,375,802.92	\$136,786.81
T&TA	\$40,381.00	\$3,449.57	\$40,381.00	\$0.00	\$3,365.08	\$23,555.58	(\$16,825.42)
Total							
USDA Reimbursements through May 2023							\$73,283.52
Estimated USDA Reimbursement for June 2023							\$0.00
							<u>\$210,070.33</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$75,600.00

\$4.00

Further Analysis	
Number of children	465
Number of classrooms	26

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>	
Per Classroom	\$156,646.35	\$18,938.99	\$86,116.00	\$13,053.86	\$91,377.04	\$5,261.03
Per Child	\$8,758.72	\$1,058.95	\$4,815.09	\$729.89	\$5,109.25	\$294.17

IN-KIND (Non-Federal Share)				
Needed	This month	Total	Still need	
\$1,018,201.00	\$65,357.51	\$862,604.22	\$155,596.78	

Early Head Start

Financial Report for the month of July 2023

(June 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2022</i>							
Personnel	\$134,771.00	\$7,742.32	\$83,434.70	\$51,336.30	\$11,230.92	\$78,616.42	(\$4,818.28)
Fringe Benefits	\$33,019.00	\$3,662.11	\$29,280.70	\$3,738.30	\$2,751.58	\$19,261.08	(\$10,019.62)
Travel (4120)	\$2,190.00	\$0.00	\$416.01	\$1,773.99	\$182.50	\$1,277.50	\$861.49
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$19,350.00	\$2,986.92	\$6,950.21	\$12,399.79	\$1,612.50	\$11,287.50	\$4,337.29
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$1,150.00	\$3,989.59	(\$922.59)	\$255.58	\$1,789.08	(\$2,200.51)
Other (4122)	\$50,741.00	\$13,160.05	\$26,168.78	\$24,572.22	\$4,228.42	\$29,598.92	\$3,430.14
Total	\$243,138.00	\$28,701.40	\$150,239.99	\$92,898.01	\$20,261.50	\$141,830.50	(\$8,409.49)
T&TA	\$5,257.00	\$1,150.00	\$4,405.60	\$851.40	\$438.08	\$3,066.58	(\$1,339.02)
Total							
USDA Reimbursements through May 2023							\$9,736.30
Estimated USDA Reimbursement for June 2023							\$600.44
							<u>\$1,927.25</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$7,200

\$4.00

Further Analysis

Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$121,569.00	\$14,350.70	\$75,120.00	\$10,130.75	\$70,915.25	(\$4,204.75)
Per Child	\$15,196.13	\$1,793.84	\$9,390.00	\$1,266.34	\$8,864.41	(\$525.59)

IN-KIND (Non-Federal Share)

	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$243,138.00	\$971.25	\$13,413.01	\$229,724.99

HEAD START and EHS NUTRITION PROGRAM

July 2023 Financial Report

For the month of June 2023

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,726.68	63,451.34
Administrative Labor	1,416.79	11,708.26
Food	-	86,367.72
Supplies & Equipment	659.00	6,881.33
Purchased Services	-	0.00
Financial Costs	-	0.00
Media Costs	-	0.00
Operating Org Cost	-	2,913.80
Other	-	517.15
Total	\$ 8,802.47	\$ 171,839.60

****Operating Labor includes C5 and C6 money****

TDHS REVENUE 600.44 113,342.39
(Income Starts October 2022)

CSBG 2023

Financial Report for the month of July 2023

CSBG Current Program (June 2023 Expenditures)

% of contract	50%
% of money	40%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2023</i>							
Personnel	\$134,686.20	14,551.77	\$64,963.37	\$69,722.83	\$11,223.85	\$67,343.10	\$2,379.73
Fringe Benefits	53,987.58	2,540.74	\$16,723.23	37,264.35	4,498.97	26,993.79	10,270.56
Travel*	9,010.50	0.00	\$1,684.80	7,325.70	750.88	4,505.25	2,820.45
Equipment	36,781.00	552.27	\$3,673.03	33,107.97	3,065.08	18,390.50	14,717.47
Supplies	15,746.44	440.96	\$3,168.41	12,578.03	1,312.20	7,873.22	4,704.81
Contractual	3,629.50	182.20	\$1,325.41	2,304.09	302.46	1,814.75	489.34
Other	134,187.48	9,978.62	\$71,547.05	62,640.43	11,182.29	67,093.74	(4,453.31)
Indirect Costs	43,114.30	0.00	\$8,721.35	34,392.95	3,592.86	21,557.15	12,835.80
Total	\$431,143.00	\$28,246.56	\$171,806.65	\$259,336.35	\$35,928.58	\$215,571.50	\$43,764.85

CEAP 2023

Financial Report for the month of July 2023

CEAP Current Program (June 2023 Expenditures)

% of contract	50%
% of money	93%

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>		
						Minimum	Maximum	
<i>Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2023</i>								
Administration*	\$258,248.00	8,862.55	\$204,447.39	\$53,800.61	6%	\$21,520.67 min	\$206,512.89 max	\$2,065.50
Household Crisis**	1,437,695.00	0.00	\$263,350.66	1,174,344.34		295,379.71 min	1,437,695.00 max	1,174,344.34
Utility Assistance**	1,516,102.13	(120,737.23)	\$2,690,446.47	(1,174,344.34)		295,379.71 min	1,516,102.13 max	(1,174,344.34)
Program Services	362,302.87	15,576.38	\$170,108.57	192,194.30	6%	30,191.91 min	249,912.46 max	79,803.89
Training Travel	2,500.00	0.00	\$2,500.00	0.00		0.00 min	2,500.00 max	0.00
Total	\$3,576,848.00	(\$96,298.30)	\$3,330,853.09	\$245,994.91		\$642,472.00	\$3,412,722.48	\$81,869.39

*Cannot be over-budget by end of contract **Must be at least 10% of total expenditures

Future Payments \$0.00

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments

6.1%

Program Services with Future Payments

0

CSBG D 2023

Financial Report for the month of July 2023

CSBG D Current Program (June 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>CSBG D January 2023 thru September 30, 2023</i>				
Personnel	\$0.00	0.00	\$0.00	\$0.00
Fringe Benefits	0.00	0.00	\$0.00	0.00
Travel*	0.00	0.00	\$0.00	0.00
Equipment	0.00	0.00	\$0.00	0.00
Supplies	0.00	0.00	\$0.00	0.00
Direct Services to Clients	17,187.00	3,399.37	\$14,566.59	2,620.41
Other	5,714.00	(105.00)	\$175.00	5,539.00
Indirect Costs	0.00	0.00	\$0.00	0.00
Total	\$22,901.00	\$3,294.37	\$14,741.59	\$8,159.41

Future Payments 00.00

CEAP SUPPLEMENTAL 2023

Financial Report for the month of July 2023

CEAP Current Program (June 2023 Expenditures)

% of contract	50%
% of money	70%

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>				
<i>Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2023</i>						Minimum	Maximum			
Administration*	\$63,158.00	0.00	\$0.00	\$63,158.00	0%	\$5,263.17	min	\$38,034.65	max	\$38,034.65
Household Crisis**	351,875.00	37,086.94	\$38,455.96	313,419.04		61,346.22	min	351,875.00	max	313,419.04
Utility Assistance**	351,875.00	563,782.58	\$575,006.20	(223,131.20)		61,346.22	min	351,875.00	max	(223,131.20)
Program Services	107,864.00	0.00	\$0.00	107,864.00	0%	8,988.67	min	49,076.97	max	49,076.97
Total	\$874,772.00	\$600,869.52	\$613,462.16	\$261,309.84		\$136,944.27		\$790,861.63		\$177,399.47

*Cannot be over-budget by end of contract **Must be at least 10% of total expenditures

Future Payments \$44,787.21

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments	0.0%	Program Services with Future Payments	93%
----------------------------	------	---------------------------------------	-----

LOW INCOME WATER ASSISTANCE PROGRAM

Financial Report for the month of July 2023

LIWAP Current Program (June 2023 Expenditures)

% of contract	86%
% of money	72%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Grant Administered From 01/01/2022 to 09/30/2023</i>							
Administration	\$83,090.00	0.00	\$10,419.57	\$72,670.43	\$3,956.67	\$71,220.00	\$60,800.43
Direct Services	479,425.00	34,575.51	\$437,385.82	42,039.18	22,829.76	410,935.71	(26,450.11)
Program Services	70,311.00	9,610.93	\$9,610.93	60,700.07	3,348.14	60,266.57	50,655.64
Total	\$632,826.00	\$44,186.44	\$457,416.32	\$175,409.68	\$30,134.57	\$542,422.29	\$85,005.97

Future Payments \$1,268.07

Board Report -July 2023

Sam's Club

Purchases for June 2023		163.57
Payment due by 06/28/2023	Pd on 06/22/2023	<u>(163.57)</u>
Balance		-

American Express

Purchases for May 2023		10,050.08
Payment due by ---	Pd on 06/07/2023	<u>(10,050.08)</u>
Balance		-

Line of Credit

Program	CEAP A	CSBG A	TBRA	TX-HAF
Highest June 2023 Balance	17,100.00	15,900.00	17,800.00	
Current balance	-	-	17,840.00	
Exp pay off date			7/31/2023	

In House Line of Credit

Program	CEAP A	CSBG A	TRBA	LIHWAP	VET	TX-HAF
Highest June 2023 Balance	15,950.00	18,375.00	10,000.00	24,250.00		10,601.00
Current balance		6,400.00			3.54	
Exp pay off date		7/31/2023			8/31/2023	

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$144,872

Payment Information

	New Balance:	\$163.57
	Total Minimum Payment Due:	\$56.00
	Payment Due Date:	06/28/2023

Payments must be received by 5pm ET on 06/28/2023 if mailed, or by 11:59pm ET on 06/28/2023 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

Account Summary

1-2

Previous Balance as of 05/09/2023	\$571.72	Credit Limit	\$1,700
Payments	- 571.72	Available Credit	\$1,459
Purchases/Debits	+ 110.14		
Fees Charged	+ 39.99		
Interest Charges	+ 13.44		
New Balance as of 06/08/2023	\$163.57		
31 Day Billing Cycle from 05/09/2023 to 06/08/2023			

Transaction Detail

Date	Reference #	Description	Amount
Payments			
06/05	P9280004X01FPZA4W	PAYMENT - THANK YOU	-\$571.72
Purchases and Other Debits			
06/07	P9280004Z01KSTQ9K	SAM'S CLUB 006422 LONGVIEW TX SAM'S/WAL-MART PURCHASE(S) Total for SHELLY MITCHELL	\$110.14
Total Fees Charged This Period			\$39.99
05/28		LATE FEE	\$39.99
Total Interest Charged This Period			\$13.44
06/08	*INTEREST CHARGE*	PURCHASES \$13.44	\$13.44

Skip the checkout line.

Scan, pay and head to the door
with Scan & GoSM shopping.

Download the Sam's Club app and Scan & GoSM feature today.

Scan & GoSM shopping has a \$750 pre-tax, pre-Instant Savings, per-transaction limit, and there are certain items, e.g. tires, that cannot be purchased using the Scan & GoSM feature.

Synchrony Bank does not provide, endorse or guarantee any Sam's Club services or policies.

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Google Play and the Google Play logo are trademarks of Google LLC.

Previous Balance as of 05/09/2023
 Payments
 Purchases/Debits
 Fees Charged
 Interest Charges
 New Balance as of 06/08/2023
 31 Day Billing Cycle from 05/09/2023 to 06/08/2023

\$571.72
 - 571.72
 + 110.14
 + 39.99
 + 13.44
 \$163.57

Credit Limit \$1,700
 Available Credit \$1,459


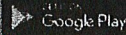
Transaction Detail

Date	Reference #	Description	Amount
Payments			
06/05	P9280004X01FPZA4W	PAYMENT - THANK YOU	-\$571.72
Purchases and Other Debits			
06/07	P9280004Z01KSTQ9K	SAM'S CLUB 006422 LONGVIEW TX SAM'S/WAL-MART PURCHASE(S) Total for SHELLY MITCHELL	\$110.14
Total Fees Charged This Period			\$39.99
05/28		LATE FEE	\$39.99
Total Interest Charged This Period			\$13.44
06/08	*INTEREST CHARGE*	PURCHASES \$13.44	\$13.44

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Scan, pay and head to the door
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6709 0007 HCJ 1 7 8 230608 PAGE 1 of 5 9280 2000 MP17 01FX6709 264151

Use blue or black ink,
detach & mail with your
check.

Account Number 6046002039330574
 New Balance \$163.57
 Total Minimum Payment Due \$56.00
 Payment Due Date 06/28/2023
 Amount Enclosed \$

VIEW AND PAY YOUR BILL ONLINE!
SamsClubCredit.com/businesscard

No other correspondence please.
 Print new address or email changes on back.

COMMUNITY COUNCIL OF CASS
 KAY PHILLIPS
 PO BOX 427
 LINDEN TX 75563-0427

264151
 0305



Make SAM'S CLUB/SYNCHRONY BANK
 Payment P.O. BOX 669825
 to: DALLAS, TX 75266-0782



00056000057172 000560000016357 0005604600 2037220 6709

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	29.99% (v)	\$527.61	\$13.44	2D

Cardholder News and Information

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

Member News and Information

Interested in changing your due date for your Sam's Club® credit card account? Call the Credit Customer Service phone number, located on your billing statement and on the back of your Sam's Club® credit card, to determine eligibility and discuss available options.

Go green and support the environment with paperless statements! All you have to do is visit SamsClubCredit.com/businesscard to sign up. Register today to start receiving your statements online.

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~6148 0020 3931 0614~~

DATE OF SALE #: 230607

P.O. #:

INVOICE#: 000000

AUTHORIZATION #: 000335

CLUB #: 6422

REFERENCE #: P9280004Z01KSTQ9K

TRANSACTION #: 0

REGISTER #: 93

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
000249296	NJOY SALTPACK 1200CT	1.000	EA	\$2.4800	\$2.48
000249298	NJOY PEP PACK 800CT	1.000	EA	\$3.8800	\$3.88
006027599	MM SS UTILITY TONGS	1.000	EA	\$4.5800	\$4.58
006027601	MM SS 13 IN SPOONS	1.000	EA	\$5.5800	\$5.58
006096242	SCRAPER	1.000	EA	\$8.9400	\$8.94
026233209	CHAFING FUEL 2HR	1.000	EA	\$20.2800	\$20.28
052822170	SUPREME 3 SECT PLATE	1.000	EA	\$18.8800	\$18.88
053675387	16 OZ CUPS	1.000	EA	\$11.5800	\$11.58
054534510	MM POCKET APRON	2.000	EA	\$10.9800	\$21.96
055511713	MEMBER'S MARK NAPKIN	1.000	EA	\$11.9800	\$11.98
SUB \$110.14		TAX \$0.00		TOTAL INVOICE	\$110.14
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$110.14

1-2



Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For
DAN BOYD
CSNT INC

Account Number
XXXX-XXXX-~~21009~~

Closing Date
05/29/23

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
3,723.13	9,664.02	0.00	4,009.04	0.00	9,378.11	For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920.

Activity Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXX- 21009		
05/17/23 CORPORATE REMITTANCE RECEIVED 05/17	0500200000	-4,009.04
05/26/23 HILTON FT. WORTH FORT WORTH TX FOL# 947622 HILTON HOTELS 05/22/23 ARRIVAL DATE DEPARTURE DATE 05/22/23 05/25/23 00 ROC NUMBER 947622	13352100000	599.07
05/26/23 HILTON FT. WORTH FORT WORTH TX FOL# 947618 HILTON HOTELS 05/22/23 ARRIVAL DATE DEPARTURE DATE 05/22/23 05/25/23 00 ROC NUMBER 947618	12912900000	696.51
05/26/23 HILTON FT. WORTH FORT WORTH TX FOL# 947619 HILTON HOTELS 05/22/23 ARRIVAL DATE DEPARTURE DATE 05/22/23 05/25/23 00 ROC NUMBER 947619	12670800000	599.07
05/26/23 HILTON FT. WORTH FORT WORTH TX FOL# 947620 HILTON HOTELS 05/22/23 ARRIVAL DATE DEPARTURE DATE 05/22/23 05/25/23 00 ROC NUMBER 947620	19851800000	599.07

RECEIVED

JUN 01 2023

BY: *[Signature]*
Do not staple or use paper clips
Payment Coupon

Continued on Page 3

Account Number ~~8796-56593-121009~~ Enter 15 digit account number on all payments.

DAN BOYD
CSNT INC
304 E HOUSTON BX 427
LINDEN TX 75563-5600

See reverse side for instructions on how to update your address, phone number, or email.

Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



Manage your Card account online at:
www.americanexpress.com/checkyourbill



For all further inquiries, please call the number on the back of your Card.

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International Collect:
1-336-393-1111.

Hearing Impaired Services:
Dial Relay 711 and 1-800-492-4920.

Large Print and Braille Statements:
1-800-492-4920.



Customer Service
P.O. Box 53611
Phoenix, AZ
85072-3611

Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



Prepared For
DAN BOYD
CSNT INC

Account Number
 XXXX-XXXXX(121000)

Closing Date
 05/29/23

Page 3 of 3

Activity Continued				Reference Code	Amount \$
05/26/23	HILTON FT. WORTH FOL# 947617 ARRIVAL DATE DEPARTURE DATE 05/22/23 05/25/23 00 ROC NUMBER 947617	FORT WORTH HILTON HOTELS 05/22/23	TX	1039600000	793.95
05/26/23	HILTON FT. WORTH FOL# 947621 ARRIVAL DATE DEPARTURE DATE 05/22/23 05/25/23 00 ROC NUMBER 947621	FORT WORTH HILTON HOTELS 05/22/23	TX	1343970000	599.07
05/26/23	HILTON FT. WORTH FOL# 947623 ARRIVAL DATE DEPARTURE DATE 05/22/23 05/25/23 00 ROC NUMBER 947623	FORT WORTH HILTON HOTELS 05/22/23	TX	1408860000	599.07
05/26/23	HILTON FT. WORTH FOL# 947624 ARRIVAL DATE DEPARTURE DATE 05/22/23 05/25/23 00 ROC NUMBER 947624	FORT WORTH HILTON HOTELS 05/22/23	TX	1311000000	696.51
05/26/23	HILTON FT. WORTH FOL# 950365 ARRIVAL DATE DEPARTURE DATE 05/22/23 05/25/23 00 ROC NUMBER 950365	FORT WORTH HILTON HOTELS 05/22/23	TX	1460820000	696.51
05/13/23	HILTON GARDEN INN FOL# 83355 ARRIVAL DATE DEPARTURE DATE 05/08/23 05/12/23 00 ROC NUMBER 83355	AU AUSTIN HILTON GARDEN 05/13/23	TX	65201006300	1,379.72
05/25/23	4IMPRINT, INC 25036950 25036950 ROC NUMBER 25036950	4IMPRINT.COM 54901 05/25/23	WI	25036950000	2,405.47
Total for DAN BOYD				New Charges/Other Debits Payments/Other Credits	9,664.02 -4,009.04



Corporate Purchasing Cardmember Report

Sign-up For Online
Statements

www.americanexpress.com/gopaperless

Prepared For
CREW DYKES
CSNT INC

Account Number
XXXX-XXXXX-~~7-81008~~

Closing Date
05/29/23

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
689.14	386.06	0.00	689.14	0.00	386.06	For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920.

Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXXX-81008		
05/17/23 CORPORATE REMITTANCE RECEIVED 05/17 05002000000		-689.14
05/12/23 CLDTKN AMZN MKTP US*HE6TH9J AMZN.COM/BILL W 87.26 3ZEBZK42B 113-3824413-3964298109 05/08/23 ROC NUMBER 3ZEBZK42BHIL		
05/23/23 TEAMVIEWERGBHUS LARGO FL 298.80 REF# #####J7bi1 COMPUTER STORE 05/23/23		
Total for CREW DYKES	New Charges/Other Debits Payments/Other Credits	386.06 -689.14

RECEIVED

JUN 07 2023

BY:

Do not staple or use paper clips
Payment Coupon

Account Number Enter 15 digit account
~~3706-86603781008~~ number on all payments.

CREW DYKES
CSNT INC
302 E HOUSTON BX 427
LINDEN TX 75563-5600

See reverse side for instructions on how to update your address, phone number, or email.

Payments: The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. The Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number, and check serial number to the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Purchasing Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, in each instance increased by 2.5%. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-492-4920 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



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For all further inquiries, please call the number on the back of your Card.

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International Collect:
1-336-393-1111.

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Dial Relay 711 and 1-800-492-4920.

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P.O. Box 53611
Phoenix, AZ
85072-3611

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- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.

1045 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT
 2

Check Register for the Month of June 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
77749	6/7/2023	ABILA	1,085.12	Software Support
77752	6/7/2023	AEP-SWEPCO-EA	38,083.31	Client Assistance
77753	6/7/2023	AMERICAN EXPRESS	10,050.08	Travel & Supplies
77754	6/7/2023	AP GAS & ELECTRIC (TX), LLC	1,249.59	Client Assistance
77755	6/7/2023	AT&T	1,087.22	Telephone & Internet
77756	6/7/2023	ATMOS ENERGY	1,919.16	Client Assistance
77757	6/7/2023	BEN E KEITH CO	1,183.48	Head Start Groc
77758	6/7/2023	BI-COUNTY WATER SUPPLY CORP.	1,554.82	Client Assistance
77759	6/7/2023	BLOOMBURG WATER SUPPLY	65.36	Utility
77760	6/7/2023	BLUE CROSS BLUE SHIELD	45,282.54	Employee Insurance
77761	6/7/2023	BOBBY'S B&G AUTOMOTIVE INC.	2,606.10	Vehicle Repair
77762	6/7/2023	BOWIE CASS	13,009.86	Client Assistance
77763	6/7/2023	CAMCO ELEVATOR INC	150.00	Elevator Inspection
77764	6/7/2023	CAMP COUNTY DODGE JEEP RAM	51.00	Vehicle Repair
77765	6/7/2023	CANDICE SCHMIDT	92.88	Mileage Reimb.
77766	6/7/2023	CARCO GROUP INC	71.85	Background Fees
77767	6/7/2023	CASS COUNTY CITIZENS JOURNAL-SUN	1,994.99	Advertising
77768	6/7/2023	CENTERPOINT ENERGY	5,118.79	Client Assistance
77769	6/7/2023	CENTERPOINT ENERGY ENTEX	104.02	Utility
77770	6/7/2023	CHUBB	5,151.00	Insurance
77771	6/7/2023	CITY OF CLARKSVILLE WATER DEPT	425.00	Client Assistance
77772	6/7/2023	CITY OF DAINGERFIELD	425.00	Client Assistance
77773	6/7/2023	CITY OF HUGHES SPRINGS	296.97	Utility
77774	6/7/2023	CITY OF JEFFERSON WATER .	55.50	Utility
77775	6/7/2023	CITY OF LINDEN	1,583.55	Client Assistance
77776	6/7/2023	CITY OF NEW BOSTON	495.29	Client Assistance
77777	6/7/2023	CITY OF PARIS	765.00	Client Assistance
77778	6/7/2023	CITY OF PITTSBURG	356.07	Utility
77779	6/7/2023	CITY OF SULPHUR SPRINGS WATER DEPARTMENT	1,581.97	Client Assistance
77780	6/7/2023	CONN AUTO SUPPLY	9.97	Vehicle Repair
77781	6/7/2023	DAINGERFIELD - LONE STAR ISD	171.00	Head Start Meals
77782	6/7/2023	EAGLES NEST MOBILE HOME PARK	1,430.00	Client Assistance
77783	6/7/2023	FARMER ELECTRIC	1,956.77	Client Assistance
77784	6/7/2023	FERRELL GAS	1,258.40	Client Assistance
77785	6/7/2023	GILMER CHAMBER OF COMMERCE	100.00	Membership
77786	6/7/2023	GREEN MOUNTAIN ENERGY	1,675.46	Client Assistance
77787	6/7/2023	GUARDIAN	8,155.92	Employee Insurance
77788	6/7/2023	HUGHES SPRINGS ISD	1,125.20	Head Start Meals
77789	6/7/2023	JUST ENERGY	511.33	Client Assistance
77790	6/7/2023	KIM'S CONVENIENCE STORES	102.90	Vehicle Fuel
77791	6/7/2023	LIBERTY TV & APPLIANCE	1,758.09	Client Assistance
77792	6/7/2023	LUMINOUS SERVICES LLC	449.90	Cleaning Service
77793	6/7/2023	MCI	66.96	Telephone & Internet
77794	6/7/2023	MCQUEEN PROPANE	427.50	Client Assistance
77795	6/7/2023	MICHELLE MOREHEAD	12.21	Travel Reimb
77796	6/7/2023	MOORE PEST CONTROL	165.00	Pest Control
77797	6/7/2023	MT PLEASANT / TITUS COUNTY CHAMBER OF COMMERCE	80.00	Membership
77798	6/7/2023	MY ALARM CENTER, LLC.	42.79	Alarm Service

1045 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT
 2

Check Register for the Month of June 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
77799	6/7/2023	OFFENHAUSER & CO	5,623.98	Insurance
77803	6/7/2023	OFFICE DEPOT	4,233.18	Office Supplies
77804	6/7/2023	OMAHA CHAMBER OF COMMERCE	25.00	Fees
77805	6/7/2023	PEST-PRO SERVICES INC	250.00	Pest Control
77806	6/7/2023	RAW IRON POWERLIFTING LEAGUE	150.00	Fees
77807	6/7/2023	RELIABLE ALARM SERVICE, LLC	45.00	Alarm Service
77808	6/7/2023	RELIANT ENERGY	5,699.08	Client Assistance
77809	6/7/2023	REPUBLIC SERVICES #070	105.30	Utility
77810	6/7/2023	RPM STAFFING PROFESSIONALS, INC.	2,637.53	Temp Staffing
77811	6/7/2023	S.W. ARKANSAS TELE. CO-OP	243.18	Telephone & Internet
77812	6/7/2023	SOUTHWESTERN ELECTRIC POWER	1,257.63	Utility
77813	6/7/2023	STAPLES CREDIT PLAN	205.18	Office Supplies
77814	6/7/2023	TEXARKANA ISD CATERING DEPT	4,015.41	Head Start Meals
77815	6/7/2023	TEXARKANA URBAN TRANSIT INC	0.00	Void Check
77816	6/7/2023	TEXARKANA WATER UTILITIES	1,432.74	Client Assistance
77817	6/7/2023	THE CITY OF BLOSSOM	425.00	Client Assistance
77818	6/7/2023	THE MARSHALL NEWS MESSENGER	294.67	Advertising
77819	6/7/2023	TOSHIBA FINANCIAL SERVICES	1,717.00	Copier Expenses
77820	6/7/2023	TRACY SMITH	270.00	Lawn Service
77821	6/7/2023	TRICO LUMBER CO.	139.10	Building Supplies
77822	6/7/2023	TXU-ASSISTANCE GROUP	5,889.15	Client Assistance
77823	6/7/2023	UPSHUR RURAL ELEC. CORP.	5,896.79	Client Assistance
77824	6/7/2023	WASTE MANAGEMENT OF TEXAS, INC.	180.43	Utility
77825	6/7/2023	WILLIAM MICHAEL BERRY	530.00	Building Repair
77826	6/7/2023	WINDSTREAM	108.45	Telephone & Internet
77827	6/9/2023	AREA WIDE PROPERTIES	0.00	Void Check
77828	6/9/2023	WILLIE MITCHELL, JR.	1,920.00	CPR & 1st Aid
77829	6/9/2023	YOSHIMA THOMAS	500.00	Donation for Services
77830	6/14/2023	ADT SECURITY SERVICES	119.97	Alarm Service
77834	6/14/2023	AEP-SWEPKO-EA	69,377.73	Client Assistance
77835	6/14/2023	ATMOS ENERGY	2,915.85	Client Assistance
77836	6/14/2023	BEN E KEITH CO	200.51	Head Start Groc
77838	6/14/2023	BOWIE CASS	15,673.45	Client Assistance
77839	6/14/2023	CAMP COUNTY DODGE JEEP RAM	928.02	Vehicle Repair
77841	6/14/2023	CENTERPOINT ENERGY	9,733.62	Client Assistance
77842	6/14/2023	CENTERPOINT ENERGY ENTEX	61.71	Utility
77843	6/14/2023	CLAY HUNTER	25.00	Reimb for Fees
77844	6/14/2023	CRUMP'S IGA	311.65	Supplies
77845	6/14/2023	CSNT ORG PAYEE	416.00	SSA Client Fees
77846	6/14/2023	DIRECT ENERGY	2,539.02	Client Assistance
77847	6/14/2023	ETEX TELEPHONE CORP, INC.	6,200.06	Telephone & Internet
77848	6/14/2023	FARMER ELECTRIC	5,033.87	Client Assistance
77849	6/14/2023	FERRELL GAS	315.90	Client Assistance
77850	6/14/2023	Geraldine Best	500.00	Client Assistance
77851	6/14/2023	GILMER CHAMBER OF COMMERCE	110.00	Membership
77852	6/14/2023	HAMILTON PROPERTIES	216.00	Client Assistance
77853	6/14/2023	HEALTHJOY LLC	1,039.50	Employee Insurance
77854	6/14/2023	HESS OUTLET	90.00	Client Assistance

1045 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT
 2

Check Register for the Month of June 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
77855	6/14/2023	JUST ENERGY	1,700.00	Client Assistance
77856	6/14/2023	LAMAR CO-OP	1,467.59	Client Assistance
77857	6/14/2023	LARRY WRIGHT	390.00	Client Assistance
77858	6/14/2023	LUMINOUS SERVICES LLC	1,382.18	Cleaning Service
77859	6/14/2023	MCADAMS PROPANE COMPANY	400.00	Client Assistance
77860	6/14/2023	MOUNT PLEASANT HOUSING AUTHORITY	316.00	Client Assistance
77861	6/14/2023	RELIANT ENERGY	1,536.95	Client Assistance
77862	6/14/2023	RHYTHM OPS, LLC	2,200.00	Client Assistance
77863	6/14/2023	ROGERS TROPHY & SIGN CO., INC.	79.25	Office Supplies
77864	6/14/2023	RPM STAFFING PROFESSIONALS, INC.	834.90	Temp Staffing
77865	6/14/2023	SOUTHWESTERN ELECTRIC POWER	331.54	Utility
77866	6/14/2023	STAPLES BUSINESS CREDIT	5,358.64	Office Supplies
77867	6/14/2023	STREAM	1,308.89	Client Assistance
77868	6/14/2023	SUDDENLINK	121.21	Telephone & Internet
77869	6/14/2023	TEXANA POSTAL ACCOUNT	62.95	Postage
77870	6/14/2023	TEXARKANA ISD CATERING DEPT	75.60	Head Start Meals
77871	6/14/2023	TEXAS DEPARTMENT OF HOUSING & COMMUNITY AFFAIRS	16,850.00	Grant Refund
77872	6/14/2023	TRICO LUMBER CO.	332.00	Building Supplies
77873	6/14/2023	TXU-ASSISTANCE GROUP	7,692.87	Client Assistance
77874	6/14/2023	U.S. POSTMASTER	70.00	Post Office Box Rent
77875	6/14/2023	UPSHUR RURAL ELEC. CORP.	7,644.66	Client Assistance
77876	6/14/2023	VANCO SYSTEMS, INC.	525.21	Copier Expenses
77877	6/14/2023	WELCH PROPANE- MT. PLEASANT	600.00	Client Assistance
77878	6/14/2023	WEX HEALTH, INC.	85.00	Employee Insurance
77879	6/14/2023	WINDSTREAM	352.28	Telephone & Internet
77880	6/14/2023	XEROX CORPORATION	942.61	Copier Expenses
77881	6/22/2023	A&M MOBILE HOME AND RV PARK	700.00	Client Assistance
77882	6/22/2023	ADT SECURITY SERVICES	119.97	Alarm Service
77883	6/22/2023	ALPHA EAGLE AUTO GLASS	503.00	Vehicle Repair
77884	6/22/2023	AT&T	87.47	Telephone & Internet
77885	6/22/2023	ATLANTA INDEPENDENT SCHOOL DIST	505.25	Head Start Meals
77886	6/22/2023	BARBARA LARRY, LPC	230.00	Mental Health Assoc
77887	6/22/2023	CENTERPOINT ENERGY ENTEX	56.64	Utility
77888	6/22/2023	CLAUDIA SALINAS	40.58	Fingerprint Fee Reimb
77889	6/22/2023	CRUMP'S IGA	9.98	Supplies
77890	6/22/2023	EAST TEXAS REALTY	300.00	Rent
77891	6/22/2023	GREG'S MIRACLE MART	272.11	Vehicle Fuel
77892	6/22/2023	HEALTHCARE EXPRESS LLP	15.00	Pre-Employment Testing
77893	6/22/2023	LAKESHORE LEARNING MATERIALS	1,607.04	Classroom Supplies
77894	6/22/2023	MICHELLE MOREHEAD	224.89	Per Diem
77895	6/22/2023	NAPLES HARDWARE & SUPPLIES LLC	21.97	Building Repair
77897	6/22/2023	ODP BUSINESS SOLUTIONS, LLC	3,448.95	Office Supplies
77898	6/22/2023	OSCAR FLORES	3,320.00	Sponsorship
77899	6/22/2023	PITTSBURG CORNER EXPRESS	335.98	Vehicle Fuel
77900	6/22/2023	RPM STAFFING PROFESSIONALS, INC.	586.50	Temp Staffing
77901	6/22/2023	SAM'S CLUB	163.57	Supplies
77902	6/22/2023	SCHOOL SPECIALTY	934.40	Classroom Supplies
77903	6/22/2023	SKAGGS TRAVEL STOPS INC.	160.85	Vehicle Fuel

1045 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT
 2

Check Register for the Month of June 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
77904	6/22/2023	SOUTHWESTERN ELECTRIC POWER	0.00	Void Check
77905	6/22/2023	Superior Realty - Property	575.00	Client Assistance
77906	6/22/2023	TEACHSTONE TRAINING LLC	4,000.00	Training
77907	6/22/2023	TEXARKANA ISD CATERING DEPT	2,054.26	Head Start Meals
77908	6/22/2023	UPSHUR RURAL ELEC. CORP.	150.80	Client Assistance
77909	6/22/2023	VERIZON WIRELESS	3,090.56	Cell Services
77910	6/22/2023	WEST STREET HOME AND AUTO	380.87	Lawn Equip Supplies
77911	6/22/2023	WINDSTREAM	301.50	Telephone & Internet
77912	6/22/2023	CENTERPOINT ENERGY ENTEX	44.97	Utility
77913	6/22/2023	SOUTHWESTERN ELECTRIC POWER	3,258.31	Utility
77914	6/28/2023	ABERNATHY COMPANY	477.48	Cleaning Supplies
77915	6/28/2023	ADA RENTALS, LLC	444.00	Client Assistance
77922	6/28/2023	AEP-SWEPKO-EA	112,702.54	Client Assistance
77923	6/28/2023	AFLAC	1,486.66	Employee Insurance
77924	6/28/2023	ALMA HARRISON	36.68	Mileage Reimb.
77925	6/28/2023	ANDY WOODMAN INC.	378.00	Client Assistance
77926	6/28/2023	AREA WIDE PROPERTIES	1,400.00	Rent
77927	6/28/2023	ATLANTA ISD	700.00	Rent
77928	6/28/2023	ATLANTA UTILITIES	94.00	Client Assistance
77929	6/28/2023	ATMOS ENERGY	4,844.29	Client Assistance
77930	6/28/2023	BLOOMBURG ISD	12,870.00	Contracted Staff
77931	6/28/2023	BLUE CROSS BLUE SHIELD	46,526.61	Employee Insurance
77932	6/28/2023	BOB GATES	2,650.00	Client Assistance
77933	6/28/2023	BOBBY'S B&G AUTOMOTIVE INC.	56.75	Vehicle Repair
77934	6/28/2023	BOWIE CASS	10,572.77	Client Assistance
77935	6/28/2023	Brad Sears Rentals	865.00	Client Assistance
77936	6/28/2023	BULK BOOKSTORE	906.50	Classroom Supplies
77937	6/28/2023	CANYON CREEK APT	2,334.00	Client Assistance
77939	6/28/2023	CENTERPOINT ENERGY	7,770.38	Client Assistance
77940	6/28/2023	CENTERPOINT ENERGY ENTEX	55.25	Utility
77941	6/28/2023	CHAD CLEMENTS	345.00	Client Assistance
77942	6/28/2023	CITY OF LINDEN	729.06	Client Assistance
77943	6/28/2023	CITY OF MOUNT VERNON	56.50	Client Assistance
77944	6/28/2023	Craig Bohuslav	450.00	Client Assistance
77945	6/28/2023	DAN BOYD	20.00	Supplies Reimb
77946	6/28/2023	DISCOUNT SCHOOL SUPPLY	9,892.66	Classroom Supplies
77947	6/28/2023	FARMER ELECTRIC	5,418.99	Client Assistance
77948	6/28/2023	FERRELL GAS	559.23	Client Assistance
77949	6/28/2023	GEXA ENERGY	1,224.49	Client Assistance
77950	6/28/2023	GHEKO DESIGNS	120.15	T-Shirts
77951	6/28/2023	GLENN B. LANIER	240.00	rent
77952	6/28/2023	GREEN MOUNTAIN ENERGY	722.95	Client Assistance
77953	6/28/2023	GUARDIAN	8,496.54	Employee Insurance
77954	6/28/2023	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	rent
77955	6/28/2023	HUGHES SPRINGS ISD	22,250.00	Contracted Staff
77956	6/28/2023	James Jackson	391.00	Client Assistance
77957	6/28/2023	JIMMIE RAY AYERS	800.00	Rent
77958	6/28/2023	JUST ENERGY	2,085.45	Client Assistance

1045 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT
 2

Check Register for the Month of June 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
77959	6/28/2023	KAPLAN EARLY LEARNING COMPANY	919.72	Classroom Supplies
77960	6/28/2023	KATHY JO RODGERS	298.00	Client Assistance
77961	6/28/2023	LAMAR CO-OP	1,301.50	Client Assistance
77962	6/28/2023	LINDEN FUEL CENTER	1,893.72	Vehicle Fuel
77963	6/28/2023	MARC MOTE PROPERTIES	2,595.00	Client Assistance
77964	6/28/2023	MARGARETT JOHNSON	750.00	Client Assistance
77965	6/28/2023	MARIA B GUERRERO	500.00	Client Assistance
77966	6/28/2023	NATHAN BELL, LLC	127.00	Client Assistance
77967	6/28/2023	NELSON PROPANE	1,587.69	Client Assistance
77968	6/28/2023	ODP BUSINESS SOLUTIONS, LLC	242.64	Office Supplies
77969	6/28/2023	OFFENHAUSER & CO	3,215.00	Insurance
77970	6/28/2023	PAM MCMICHEAL	471.00	Client Assistance
77971	6/28/2023	PHYNET, INC.	25.00	Pre-Employment Testing
77972	6/28/2023	POSITIVE PROMOTIONS, INC.	105.20	Office Supplies
77973	6/28/2023	QUEEN CITY WATERWORKS	1,004.00	Client Assistance
77974	6/28/2023	R. MORGAN, LLC	950.00	Rent
77975	6/28/2023	RELIANT ENERGY	1,736.55	Client Assistance
77976	6/28/2023	Robert C Sikes DDS	75.20	Client Assistance
77977	6/28/2023	S & S ROOFING, INC.	240.00	Building Repair
77978	6/28/2023	SCHOOL NURSE SUPPLY, INC.	1,019.20	Classroom Supplies
77979	6/28/2023	SCHOOL SPECIALTY	14,451.08	Classroom Supplies
77980	6/28/2023	SMALL BUSINESS ADMINISTRATION	641.00	Bank Loan
77981	6/28/2023	SOUTHWESTERN ELECTRIC POWER	1,966.63	Utility
77982	6/28/2023	STAPLES CREDIT PLAN	342.87	Office Supplies
77983	6/28/2023	SUDDENLINK	136.47	Telephone & Internet
77984	6/28/2023	TALCO	1,756.71	Client Assistance
77985	6/28/2023	TEACHSTONE TRAINING LLC	750.00	Training
77986	6/28/2023	TEXANA HEAD START	552.79	Payment Correction
77987	6/28/2023	TEXANA TEXAS HOMEOWNER ASSISTANCE FUND	615.37	Payment Correction
77988	6/28/2023	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent
77989	6/28/2023	THE RESIDENCES ON STILLHOUSE ROAD	391.00	Client Assistance
77990	6/28/2023	THOMAS BLYTHE	425.00	Client Assistance
77991	6/28/2023	TOMMY HOOPER PETTY CASH CUSTODIAN	92.59	Petty Cash
77992	6/28/2023	TOSHIBA FINANCIAL SERVICES	550.00	Copier Expenses
77993	6/28/2023	TRACY SMITH	270.00	Client Assistance
77994	6/28/2023	TRICO LUMBER CO.	128.97	Building Supplies
77995	6/28/2023	TURNER DAVID K	1,000.00	rent
77996	6/28/2023	TXU-ASSISTANCE GROUP	10,513.82	Client Assistance
77997	6/28/2023	UPSHUR RURAL ELEC. CORP.	7,341.11	Client Assistance
77998	6/28/2023	WAYNE KERBY	2,082.00	Client Assistance
77999	6/28/2023	WEST STREET HOME AND AUTO	649.89	Lawn Equip Supplies
78000	6/28/2023	WILLIAMS CHAPEL BAPTIST CHURCH	900.00	rent
78001	6/28/2023	WINDSTREAM	109.01	Telephone & Internet
78002	6/28/2023	WOODBRIIDGE APARTMENTS	490.00	Client Assistance
78003	6/29/2023	ATLANTA UTILITIES	340.00	Client Assistance
78004	6/29/2023	BI-COUNTY WATER SUPPLY CORP.	765.00	Client Assistance
78005	6/29/2023	CITY OF ATLANTA	680.00	Client Assistance
78006	6/29/2023	CITY OF CLARKSVILLE WATER DEPT	1,112.22	Client Assistance

1045 - TEXANA
 ACCOUNTS
 PAYABLE
 DISBURSEMENT
 2

Check Register for the Month of June 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
78007	6/29/2023	CITY OF DAINGERFIELD	2,040.00	Client Assistance
78008	6/29/2023	CITY OF HUGHES SPRINGS	765.00	Client Assistance
78009	6/29/2023	CITY OF LINDEN	1,190.00	Client Assistance
78010	6/29/2023	CITY OF LONE STAR	425.00	Client Assistance
78011	6/29/2023	CITY OF MOUNT PLEASANT	3,215.89	Client Assistance
78012	6/29/2023	CITY OF MOUNT VERNON	527.62	Client Assistance
78013	6/29/2023	CITY OF NAPLES	340.00	Client Assistance
78014	6/29/2023	CITY OF NASH	0.00	Void Check
78015	6/29/2023	CITY OF NEW BOSTON	425.00	Client Assistance
78016	6/29/2023	CITY OF PARIS	1,948.82	Client Assistance
78017	6/29/2023	CITY OF PITTSBURG	2,523.17	Client Assistance
78018	6/29/2023	CITY OF SULPHUR SPRINGS WATER DEPARTMENT	425.00	Client Assistance
78019	6/29/2023	CITY OF TALCO WATER DEPT.	425.00	Client Assistance
78020	6/29/2023	EASTERN CASS WATER SUPPLY CO	310.28	Client Assistance
78021	6/29/2023	Minol	558.56	Client Assistance
78022	6/29/2023	QUEEN CITY WATERWORKS	340.00	Client Assistance
78024	6/29/2023	TEXARKANA WATER UTILITIES	6,197.07	Client Assistance
78025	6/29/2023	TRI SPECIAL UTILITY DISTRICT	850.00	Client Assistance
78026	6/29/2023	WEST DELTA WSC	425.00	Client Assistance

1080 - TEXANA
 NEW PAYROLL
 CASH ACCOUNT

Check Number	Effective Date	Vendor Name	Check Amount	Description
6539	6/7/2023	JOHN YOUNG	814.02	Last Payroll Check
Report Total			<u>752,367.64</u>	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 6/30/2023

Assets

CASH IN BANK CHECKING	0.00
HEAD START CHECKING	0.00
DHS MEALS CHECKING	0.00
CSBG/CEAP/WX CHECKING	0.00
WEATHERIZATION CHECKING	0.00
DISBURSEMENTS CHECKING	0.00
FEMA CHECKING	0.00
ETCOG CHECKING	0.00
OLD - CEAP CHECKING (Do Not Use)	0.00
CEAP CHECKING (Do Not Use)	0.00
PAYROLL CASH ACCOUNT	0.00
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	0.00
CASH DONATIONS - LINDEN	0.00
CSBG Checking	0.00
CEAP Checking	0.00
Upshur Rural Checking	0.00
TLC Checking	0.00
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	0.00
SALVATION ARMY CHECKING	353.04
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	0.00
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	0.00
CBA CIGNA HEALTH SPRING	0.00
CSBG DISCRETIONARY	0.00
TEXANA ACCOUNTS PAYABLE DISBURSEMENT	639.10
TEXANA ACCOUNTS PAYABLE DISBURSEMENT 2	31,527.59
NEW DISBURSEMENT CHECKING	0.00
TEXANA CSBG A CHECKING	11,334.78
TEXANA CSBG B CHECKING	6,096.60
TEXANA CSBG DISCRETIONARY CHECKING	10,574.35
TEXANA HEAD START CHECKING	1,781.83
TEXANA CEAP A CHECKING	125,598.09

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 6/30/2023

TEXANA CEAP B CHECKING	3,840.47
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	18,913.41
TEXANA TLC CHECKING	7,644.32
TEXANA LOCAL ADMINISTRATIVE CHECKING	128,672.36
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	3,859.06
TEXANA TBRA CHECKING	47.46
TEXANA POSTAL ACCOUNT CHECKING	200.82
TEXANA VET SERVICES NOW	53,608.47
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	3.63
TEXANA CEAP CARES CHECKING	126,142.75
TEXANA NEW PAYROLL CASH ACCOUNT	140,290.96
TEXANA EARLY HEAD START CHECKING	515.86
TEXANA CEAP ARP CHECKING	1.80
TEXANA INDIRECT COST RATE CHECKING	358,706.93
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	21,668.31
TEXANA ORGANIZATION PAYEE FUNDS	1,016.00
TEXANA LOW INCOME HOUSEHOLD WATER ASSISTANCE CHECKING	101,209.30
TEXANA TEXAS HOMEOWNER ASSISTANCE FUND	0.89
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	164.87
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	(137,002.31)
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	600.44
PROMISES TO GIVE	0.00
DUE FROM OTHER FUNDS	0.00
DUE FROM DHS MEALS	0.00
DUE FROM WEATHERIZATION	0.00
DUE FROM FEMA	0.00
DUE FROM ETCOG	0.00
DUE FROM CEAP	0.00
DUE FROM DHS TRANSPORTATION	0.00
DUE FROM HOUSING	0.00
DUE FROM LOCAL ADMIN	0.00
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	9,554.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	8,811.10
PREPAID MAINTENANCE	0.00

Total Current Assets 1,057,048.46

Long Term Assets

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet
As of 6/30/2023

PROPERTY & EQUIPMENT	2,970,070.51
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,528,217.26)
Total Assets	<u>2,498,901.71</u>

Current Liabilities

ACCOUNTS PAYABLE	0.00
ACCOUNTS PAYABLE-OLD BOX	0.00
ACCOUNTS PAYABLE - REALWORLD	0.00
ACCOUNTS PAYABLE - ACCR & ADJ	0.00
ACCOUNTS PAYABLE - VALLEY	0.00
GRANT PAYABLE	0.00
NEW ACCOUNTS PAYABLE	0.00
TEXANA ACCOUNTS PAYABLE	111,500.01
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	5.17
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	0.00
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00
Short Term Disability Payable	0.00
Long Term Disability Payable	0.00
DENTAL INSURANCE PAYABLE	0.00
VISION INSURANCE PAYABLE	0.00
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	0.00
COBRA PREMIUMS PAYABLE	0.00
RETIREMENT PAYABLE	0.00
GARNISHED WAGES PAYABLE	0.00
INSURANCE W/H	0.00
MISCELLANEOUS PAYABLE	0.00
PAYROLL LIABILITIES - AUDIT	0.00
ACCRUED LIABILITIES	0.00
NOTE PAYABLE	167,800.00
DEFERRED REVENUE	0.00
RECIPROCAL ADJUSTMENT - ACCT 2000	0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007	0.00
ACCRUED INTEREST PAYABLE	0.00
ACCRUED PAYROLL	0.00
ACCRUED VACATION	77,539.91
CONTINGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00
DUE TO FEMA	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 6/30/2023

DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	0.00
Total Current Liabilities	<u>356,845.09</u>
Net Assets	
NET ASSETS	69,642.18
NET ASSETS - EQUIPMENT	0.00
NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00
NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
	<u>69,642.18</u>
Excess Revenues over Expenditures	<u>2,072,414.44</u>
Total Liabilities and Net Assets	<u><u>2,498,901.71</u></u>



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

June 05, 2023

Community Services Of Northeast Texas, Inc.

Re: Grant No. 06CH011282

Dear Head Start Grantee:

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team



Results from CLASS® Video Pilot Observations

To: Board Chairperson

*Dr. Arcolia Jenkins, Board Chairperson
Community Services Of Northeast Texas, Inc.
124 N Main St
Linden, TX 75563-5210*

From: Responsible HHS Official

Khari M. Garvin
Date: 06/02/2023
Mr. Khari M. Garvin
Director, Office of Head Start

Thank you for your support during the recent Office of Head Start CLASS® Video Pilot review conducted from **03/17/2023** to **05/01/2023** of your Head Start program. Grant **06CH011282**. The CLASS® Video Pilot provided an opportunity for our monitoring team to ascertain the feasibility, efficiency, and quality of classroom observations obtained through video recordings in comparison to those obtained during in-person visits. Scores from observations conducted during the 2022-23 program year for this CLASS® Video Pilot will not be used for Designation Renewal System (DRS) purposes.

Observations were conducted in preschool center-based classrooms using the Classroom Assessment Scoring System (CLASS®). The CLASS® tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven-point scale. Please share these results with the appropriate governing board, policy council, management, staff and stakeholders.

The Head Start Program Performance Standards (HSPPS) include Quality and Competitive thresholds for each CLASS® domain(s). **While scores from observations conducted during the 2022-23 program year for this CLASS® Video Pilot will not be used for DRS purposes, we offer the following information for your program’s reference:**

DOMAIN	SCORE	Quality Threshold	Competitive Threshold
Emotional Support*	5.1548	6	5
Classroom Organization	5.2857	6	5
Instructional Support	2.4444	3	2.3**

**To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspective scores, then divide by 4.*

***The competitive threshold for Instructional Support is 2.3 for CLASS® reviews conducted through July 31, 2025 and then raises to 2.5 for CLASS® reviews conducted on and after August 1, 2025.*

DIMENSION	SCORE
Positive Climate	5.07
Negative Climate	1.33
Teacher Sensitivity	5.02
Regard for Student Perspectives	3.86
Behavior Management	5.45
Productivity	5.71
Instructional Learning Formats	4.69
Concept Development	1.98
Quality of Feedback	2.33
Language Modeling	3.02

If your grant's scores from this CLASS[®] review would have fallen below the *quality or competitive threshold* for one or more CLASS[®] domains, the Office of Head Start offers the following training and technical assistance (TTA) resources as a first step to support your program's efforts on quality improvement related to teacher-child interactions in these areas:
<https://eclkc.ohs.acf.hhs.gov/teaching-practices/article/class-quality-improvement>. In addition, you have the option of working with your Regional Office to explore further TTA opportunities that support improvement of classroom learning environments and teacher-child interactions in areas that could most benefit your program.

For more information on CLASS[®] domains and dimensions, please see the attached description and visit the Early Childhood Learning and Knowledge Center, National Center on Quality Teaching and Learning at <https://eclkc.ohs.acf.hhs.gov/teaching-practices/article/learn-more-about-class>.

If you have any questions, please contact your Regional Office.

cc: *Mr. Kenneth Gilbert*, Regional Program Manager

Ms. Cecelia Huff, Policy Council Chairperson

Mr. Dan Boyd, CEO/Executive Director

Ms. Bernadette Harris, Head Start Director

About CLASS[®]

The Improving Head Start for School Readiness Act of 2007 requires that the Office of Head Start (OHS) include in the monitoring reviews of Head Start agencies a valid and reliable research-based observational instrument that assesses classroom quality, including the assessment of multiple dimensions of teacher-child interactions that are linked to positive child outcomes and later achievement.

CLASS[®] assesses interactions between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. The Office of Head Start believes that the domains of quality measured by CLASS[®] remain central to its approach to child development and education and serve as important indicators of the future school readiness of all Head Start children.

For all dimensions[†], the scoring principles are as follows:

Low range score

1-The low range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the low range are present.

2-The low range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators that are in the middle range.

Middle range score

3-The middle range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low range.

4-The middle range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the middle range are present.

5-The middle range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the high range.

High range score

6-The high range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the middle range.

7-The high range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the high range are present.

[†]Note: The Negative Climate dimension is inversely scored with a higher score indicating lower quality. For all other dimensions and domains, a higher score indicates higher quality.

The scores from each class observation are averaged across the grantee to result in **grantee-level** dimension scores. The grantee dimension scores are then used to calculate the grantee-level domain scores.

The scores from CLASS[®] observations can be used for a variety of purposes, including professional development, program improvement, policy, goal setting and monitoring. The Office of Head Start began using the CLASS[®] for monitoring purposes in FY2010 to collect information on the experiences of children at each grantee.

In FY2012, OHS refined the use of the CLASS[®] in monitoring to include the use of a randomly selected sample of center-based preschool classes for observations, a clearly articulated methodology followed by CLASS[®] reviewers, and additional support for the CLASS[®] reviewer pool. For each preschool class selected in the sample, trained and certified CLASS[®] Teachstone Specialists conduct two 20-minute observations and score at the dimension level using a 7-point scale at the end of each observation cycle.