



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

October 26, 2021 @ 12:00 Noon

304 E Houston St., Linden, Texas 75563

Rev. Ross Hyde, Board Chairman • Dan 'Lucky' Boyd, CCAP, NCRMT, 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 Minutes from 9/28/2021 ☼

4. Approval of Agenda 10/26/2021 ☼

5. Chairman's Comments and Recognitions

6. Training/Presentations

A. Training - Roles & Responsibilities – Berny Harris, Head Start Director

7. Committee Reports and Information

A. Planning & Evaluation – No current report required

B. Personnel – Report on (Org. Std. compliance 7.1)-Michelle Morehead, Deputy Executive Director

C. Finance – Report Ross Hyde, Chairman

D. Executive – This committee meets only when necessary

E. Nominating – Report Ross Hyde, Chairman

F. By Laws- Report on (Org. Std. compliance 5.3)-Michelle Morehead, Deputy Executive Director

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) Head Start Report..... (OS 5.9).....Berny Harris
- 2) Early Head Start Report..... (OS 5.9) Berny Harris
- 3) County Services Report..... (OS 5.9).....Heather Humphries
- 4) Service Department Report..... (OS 5.9)Tommy Hooper
- 5) HS Transportation Report..... (OS 5.9) Tommy Hooper
- 6) VSN Report..... (OS 5.9) Kelsey Nickleberry
- 7) Payee Report..... (OS 5.9) Lauren Bean
- 8) TBRA Report..... (OS 5.9).....Lauren Bean
- 9) Head Start Standard Operating Procedures (*Approved Annually*)

- Administrative requirements
- Disability services
- Education and Child Development
- ERSEA policies
- Family and Community Engagement
- Financial Requirements
- Health Program Services
- Human Resources Management

- Program Governance
 - Program Management and Quality Improvement
 - Program Structure
 - Protections for the Privacy of Child Records
 - Transition Services
 - Transportation
- 10) Head Start Standard Operation Manuals and Forms (*Approved Annually*)
- Education
 - Family and Community Engagement
 - Mental Health-Disabilities
 - Nutrition
 - On-going Monitoring
 - Staff Development-Training
 - Strategic Plan
- 11) Financial Policies and Procedures including the Financial Code of Conduct (*Approved Annually*)
- 12) Personnel Policies and Procedures (*Approved Annually*)
- 13) Job Descriptions (*Approved Annually*)
- 14) 2022 Community Assessment Update

- C. Discuss/Approve** Updated Volunteer Rates ☒
- D. Discuss/Approve** Disability Waiver Grant #06CH011282/03 ☒
- E. Discuss/Approve** Signatory Letter-Shelley Mitchell for Banking Business ☒
- F. Discuss/Approve** CAP ☒
- G. Discuss/Approve** CAP Update ☒
- H. Discuss/Approve** Organizational Standards ☒
1. OS 4.1 Mission Statement
 2. OS 4.4 CAP Update
 3. OS 5.3 Bylaws (*reviewed by Attorney*)
 4. OS 7.1 Personnel Policies (*reviewed by Attorney*)
 5. OS 8.10 Fiscal Policies
 6. OS 8.11 Procurement Policy
 7. OS 9.3 CAP
- I. Discuss/Approve** Policy 724 – Workforce Wellness Policy ☒

9. Staff Reports

- A.** Financial-1.2.3.4.5.6.7.8.9..... (OS 8.7) Shelley Mitchell
- B.** Human Resources Report..... (OS 5.9)Charlotte Hall

10. Executive Director’s Report

- A.** More CEAP Money
- B.** Two HVAC Vendors

11. Discussion Items

- A.** Discuss Fall 2021 Circle Assessment Data
- B.** Discuss Fall 2021 Frog Street AIM Assessment Data – Hand out

12. Audience Comments

13. Executive Session

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

14. Required Action from Executive Session

15. Adjourn Board Meeting

✪ Requires Board Vote

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