



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, October 24, 2023 @ 12:00 Noon

Houston Street Conference Room

304 E Houston St., Linden, Texas 75563

Dr. Arcolia Jenkins-Waters, Board Chairperson

Michelle Morehead, CCAP, NCRT, NCRI, 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 10/24/23 *

4. Approval of Minutes 09/26/23 Board Meeting and Nominating Committee Meeting 09/26/23*

5. Chairman’s Comments and Recognitions

6. Training

Video – “People Staying A-Board: 5 Ways to Engage and Retain Board Members” presented by Michelle Morehead

Special Guest: Michael DeYoung, TDHCA Community Affairs Division Director

7. Committee Reports and Information

- A. Planning & Evaluation – No current report required at this time
- B. Personnel – No current report required at this time
- C. Finance – No current report required at this time
- D. Executive – This Committee meets only when necessary
- E. Nominating – **Discuss Executive Committee changes from 9/26/23 meeting.**
- F. By Laws- No current report required at this time

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

****Committees, other than Executive Committee, get named by the Board Chairperson**

Head Start Committee List

8. Action Items

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

- 1. Lindsay Hergert- Texas Agrilife Extension (appointed by Travis Ransom, County Judge, to replace Donna Early)
- 2. Martavius Jones – Pittsburg Head Start Parent (appointed by Policy Council as the Policy Council Liaison to the Governing Board)

B. Approve Consent Agenda*

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Head Start Standard Operating Procedures.....Berny Harris
- 3) Head Start Standard Operating Manuals & FormsBerny Harris
- 4) Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) Shelley Mitchell
- 5) Job Descriptions.....Charlotte Hall
- 6) Updated Volunteer Rates.....Berny Harris
- 7) 2024 Community Assessment Update.....Berny Harris
- 8) Community Services Report.....(OS 5.9).....Shirley Allen

- 9) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 10) Payee Report..... (OS 5.9)Roxi Ellis
- 11) VSN Report.....(OS 5.9).....Kelsy Nickleberry
- 12) Service & HS Transportation Reports..... (OS 5.9)Tommy Hooper

C. Discuss/Approve Continued use of the 10% De minimis Indirect Cost Rate & Indirect Cost Rate Certification*

D. Discuss/Approve Financial Policies, Procedures, and Financial Code of Conduct including petty cash expenditure update*

E. Discuss/Approve Policy Council By-Laws*

F. Discuss/Approve Head Start/Early Head Start Continuation Grant #06CH011282/04 Requesting a Carry Over of Unobligated Balance*

G. Discuss/Approve Personnel Policies and Procedures including Business Travel Expense Personnel Policy #512*

9. Staff Reports

None

10. Executive Director’s Report

11. Discussion Items

A. December Annual Meeting Date – December 12, 2023

B. Discuss Fall 2023 Circle Assessment

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

304 E. Houston Street Linden, Texas Property Discussion

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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