

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
September 26, 2023
304 E Houston Street, Linden, Texas 75563

Board Members

John Baxter

Representing Texana Bank, Private Sector

Ross Hyde,

Representing State Representative, Gary VanDeaver, Public Sector

Harmony Roberson

Representing Cass County, Poverty Sector

Donna Early, Treasurer

Representing Cass County Judge Travis Ransom, Public Sector

Judge Doug Reeder, Vice-Chair

Morris County Judge, Public Sector

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Board Members Absent

Dr. Arcolia Jenkins, Board Chair

Representing Creating Opportunities in Marion County, Private Sector

Angela Thompson, Parliamentarian

Representing Bowie County, Poverty Sector

Megan Kirkland

Representing LEDC, Private Sector

Sandra Wright

Representing Marion County Judge Leward Lafleur, Public Sector

Keri Winters

Representing Linden-Kildare CISD, Private Sector

CALL TO ORDER

Judge Doug Reeder, Vice Chairman called the meeting to order at 12:14 p.m.
Quorum: established 6 of 11, members present.

AGENDA

Motion: Cecelia Huff, Secretary, moved to accept the 09/26/2023 agenda
Second: Harmony Roberson
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: Harmony Roberson moved to accept the 8/29/2023 minutes
Second: John Baxter
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Judge Doug Reeder, Vice Board Chair, thanked everyone for attending the meeting and thanked the ones that participated in the Nominating Committee Meeting. He stated that Dre. Jenkins was out sick and he would be leading the meeting today.

TRAINING / PRESENTATIONS

“In Boards We Trust”, training video for the Board was presented by Michelle Morehead. The video explained fiduciary duties of care and loyalty. Bernadette Harris trained on Head Start Board Orientation with the members present. The presentation explained the role of the Board Members according to Head Start Regulations.

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required
- B. Personnel – This committee should meet in July to approve job descriptions, pay scales, etc. – No current report required at this time.
- C. Finance – No current report required
- D. Executive – This committee meets only when necessary
- E. Nominating – The Committee met before the September Meeting, and prepared a slate of Officers for the Board Members to approve.
- 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).....Shirley Allen
- 2) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 3) Human Resource Report(OS5.9).....Charlotte Hall
- 4) Payee Report..... (OS 5.9)Savanah Coates
- 5) Service & HS Transportation Reports... (OS 5.9)Tommy Hooper
- 6) VSN Report.....(OS 5.9).....Kelsy Nickleberry

Motion: John Baxter made a motion to accept as presented.

Second: Ross Hyde

All items reviewed and when asked, the Board stipulated that no further discussion was needed on the consent agenda and no items were requested to be removed.

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

C. Discuss/Approve Board Resolution – Texana Bank

Michelle Morehead, Executive Director stated the Board Resolution was to name Michelle Morehead the sole signatory on the Texana Bank and to remove Dan Boyd from the account.

Motion: Harmony Roberson made a motion to accept as presented

Second: Cecelia Huff, Secretary

John Baxter recused himself from the vote due to a conflict of interest. All others in favor voted aye, none opposed, the motion carried.

D. Discuss/Approve Slate for the Board Officers 2024 – Recommendation from the Nominating Committee

Judge Doug Reeder read the slate recommendation as follows:

Cecelia Huff was nominated for Chairperson due to Dr. Jenkins reaching her tenure for being on the Executive Committee.

Judge Doug Reeder was nominated for Vice Chairperson.

Keri Winters was nominated for Secretary.

John Baxter was nominated for Treasures due to Donna Early reaching her tenure for serving on the Executive Committee.

Motion: Ross Hyde made a motion to accept as presented.

Second: Harmony Roberson

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

E. Discuss/Approve Disposal of Vehicles

- 1) #801 – Head Start Program
- 2) #883 – AARA Program
- 3) #884 – CSBG Program
- 4) Two Landscaping Trailers – AARA Program

Michelle Morehead, Executive Director reviewed the Disposal of Vehicles as presented. She stated the vehicles are in poor condition and not being used.

Motion: John Baxter made a motion to accept as presented.

Second: Harmony Roberson

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

F. Discuss/Approve Personnel Policies

- 1) Cash in Lieu #315
- 2) Short-Term Disability #318
- 3) Local Travel/Mileage #599

Charlotte Hall, Human Resources Director reviewed the Personnel Policies as presented. She explained that the Cash in Lieu policy is a new policy to encourage staff that are eligible to have other qualified insurance such as Medicare to receive \$100 per pay period based on twenty-four pay periods. The Short-Term Disability was updated to reflect that the Agency will pay for each eligible employee short term disability. The local travel/mileage was updated to state that the Agency will use the IRS rate for mileage reimbursements.

Motion: Cecelia Huff, Secretary made a motion to accept as presented.

Second: John Baxter

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

G. Discuss/Approve Customer Satisfaction Survey (OS 1.3)

Michelle Morehead, Executive Director reviewed the Customer Satisfaction Survey as presented.

Motion: Harmony Roberson made a motion to accept as presented.

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
Shelley Mitchell reviewed the financial reports as presented.

10. Executive Director’s Report

Michelle Morehead, Executive Director, stated that she has been invited to attend several meetings to discuss the resources offered by the Agency in the months of September and October. She stated that the Agency did not receive the CSBG Grant for the Re-Entry Program. There were only three agencies selected. The score the Agency received was an 86 out of a 100 and we know where to make improvements. One of those improvements is to track the incarcerated clients that we serve. The incarcerated clients will not lose points; it is to be used a tracking measure and could potentially help the clients with other needs. She stated that the TDHCA monitoring and Audit will be conducted in December. The Youth Program and Veteran's game room will begin in January. A dumpster is needed at 301 East Houston Street to clean the building. The Bowie County Case Manager office may be brought to the attention of the Board at the next meeting to consider closing. Next week, October 4th-6th, Michelle stated that she would be out of the office to attend the TACAA Conference. Next month, the October Board Meeting, Michael D. Young from TDHCA has asked to come speak to the Board Members as a guest speaker. The TX HAF vehicles will not need to be repurchased by the Agency. The vehicles will transfer to the CEAP and CSBG Grants. The SBA Loan was originally for \$150,000 and we now owe \$157, 000. Lastly, she stated that the finance office is working towards going paperless and conducting ACH transaction instead of mailing checks and taking the risk of paying late fees for checks not being received in a timely manner.

11. Discussion Items

1. Discuss Daingerfield Calendar Change

Bernadette Harris, Head Start/Early Head Start Director, stated that the calendar change was made to remove staff work days on Wednesday. The workdays are extended days for staff and the children will be in session.

2. Discuss Transitional Housing Program

Michelle Morehead, Executive Director, stated that the Transitional Housing Program will start in October. The Assistance application was twenty-six pages and is now three pages for all program except Head Start. The Program will start small and grow once we are doing the small portion well.

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.

None

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

None

ADJOURN

Motion: Ross Hyde motioned to adjourn at 1:08 pm
Second: John Baxter
Hearing no descent, adjournment passed.

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