

Community Services of Northeast Texas, Inc.  
Board Meeting MINUTES  
October 24, 2023  
304 E Houston Street, Linden, Texas 75563

**Board Members**

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

John Baxter  
*Representing Texana Bank, Private Sector*

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

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

Keri Winters  
*Representing Linden-Kildare CISD, Private Sector*

Angela Thompson, Parliamentarian  
*Representing Bowie County, Poverty Sector*

Martavius Jones  
*Representing Camp County, Poverty Sector*

**Board Members Absent**

Cecelia Huff, Secretary  
*Representing Bowie County, Poverty Sector*

Megan Kirkland  
*Representing LEDC, Private Sector*

Sandra Wright  
*Representing Marion County Judge Leward Lafleur, Public Sector*

Harmony Roberson  
*Representing Cass County, Poverty Sector*

Lindsay Hergert  
*Representing Cass County Judge Travis Ransom, Public Sector*

## **CALL TO ORDER**

Arcolia Jenkins, Chairman called the meeting to order at 12:21 p.m.

Quorum: established 5 of 10, members present.

Angela Thompson arrived at 12:22 and brought the quorum to 6 of 10 members

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## **AGENDA**

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Motion: Doug Reeder, Vice Chairman, moved to accept the 10/24/2023 agenda with the removal of the word “update” to action item B7.

Second: Ross Hyde

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

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## **MINUTES**

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Motion: John Baxter moved to accept the 9/26/2023 minutes

Second: Ross Hyde

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

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## **CHAIRMAN’S COMMENTS AND RECOGNITIONS**

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Arcolia Jenkins, Chairman, complimented the CSNT staff for all wearing pink shirts for breast cancer awareness. She stated that it showed unity and support. She recognized Michael D. Young from TDHCA for visiting the board.

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## **TRAINING / PRESENTATIONS**

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“People Staying A-Board: 5 Ways to Engage and Retain Board Members”, training video for the Board was presented by Michelle Morehead. The video explained that the five steps to engaging and retaining board members are educate them, communicate, require participation, live accountability, and make it fun.

Special guest speaker Michael D, Young, TDHCA Community Affairs Division Director, thanked all of the board members for allowing him to visit on positive terms. He stated that he has been working with Programs for 20 years and usually has to come to programs to tell them how to fix a problem. He stated that today was a positive visit. He gave the board members background information on himself. He stated to the board members that there may still be a chance to obtain the Re-Entry Program, there will be three \$400,000 awards given. He gave the board members encouraging words and stated to refer people to the agency, try to attend a retreat to strengthen the board relationship, reevaluate everything you do, and finally retire when you are ready and have found your replacement.

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## COMMITTEE REPORTS

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- 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 – Discuss Executive Committee changes from 9/26/23 meeting.  
Arcolia Jenkins stated that once Martavius Jones was officially seated at this meeting she would like to appoint him as Parliamentarian.
- F. By Laws – No current report required

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

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

### Head Start Committee List

Arcolia Jenkins, Chairman, appointed Lindsay Hergert, once she is officially seated at this meeting to the Self-Assessment Committee and the Health Services Advisory Committee. She appointed Keri Winters to the Finance Committee.

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## Action Items

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### A. Seat New Board Member(s)

1. Lindsay Hergert- Texas AgriLife Extension (appointed by Travis Ransom, County Judge, to replace Donna Early)

Motion: Angela Thompson, Parliamentarian, made a motion to accept as presented.

Second: John Baxter

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

2. Martavius Jones – Pittsburg Head Start Parent (appointed by Policy Council as the Policy Council Liaison to the Governing Board)

Motion: Keri Winters made a motion to accept as presented.

Second: Angela Thompson, Parliamentarian

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

### 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 & Forms .....Berny 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

Motion: Doug Reeder, Vice Chairman made a motion to accept as presented.

Second: John Baxter

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** Continued use of the 10% De minimis Indirect Cost Rate & Indirect Cost Rate Certification

Michelle Morehead, Executive Director stated the Agency would like to continue to use the 10% De minimum Indirect Cost another year and reevaluate. The members asked questions about how the indirect cost was going. The staff stated they would like more training.

Motion: John Baxter made a motion to accept as presented

Second: Ross Hyde

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

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

Shelley Mitchell, Chief Financial Officer reviewed the petty cash expenditure change as presented. The change stated that the petty cash would increase to \$100 from \$50 and no more than \$200.

Motion: Doug Reeder, Vice Chairman made a motion to accept as presented.

Second: John Baxter

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

**E. Discuss/Approve** Policy Council By-Laws

Bernadette Harris, Head Start Director reviewed the Policy Council By-Laws as presented. She stated that this is an annual approval required by the Governing Board since they are the Grantee.

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

Second: Keri Winters

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

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

Bernadette Harris, Head Start Director stated that the request is being made due to a potential Government Shutdown after November 17, 2023 if a budget or continuing resolution is not signed. The Head Start Grant start date is December 1, 2023 and the Board will not meet again until after that date. There is a possibility that the December funds will be available even if there is a shut down; however, we would like to take the proactive steps to prepare to use the remainder of the PY 04 grant funds.

Motion: Keri Winters made a motion to accept as presented.

Second: Martavius Jones

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

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

Charlotte Hall, Human Resources Director reviewed the Personnel Policies and Procedures including Business Travel Expense Personnel Policy #512 as presented. She stated that the changes to the travel expense policy were due to the mileage rate approval from last month. She also stated that the paragraph regarding tracking would be removed from the policy as it is no longer necessary.

Motion: Doug Reeder, Vice Chairman made a motion to accept as presented.

Second: Angela Thompson, Parliamentarian

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

**9. Staff Reports**

None

**10. Executive Director's Report**

Michelle Morehead, Executive Director, stated that she originally wanted to start slow with the transitional housing, but opportunities have risen that we need to consider at the next board meeting. We have the opportunity to purchase three tiny houses for \$12,000. We would like to name a house after them for selling the homes at such low cost if board approves the purchase. The first tiny house will be named after Morrison Supply and be called the Morrison house. The second house we were able to purchase at a low rate of \$2,000 that normally runs anywhere from six to eight thousand dollars and will be called the Smith house. If the board approves the purchase of the tiny homes, land will also need to be purchased in Linden to place the houses. There are procedures in place for the transitional housing. The clients are placed on a sliding scale for payment. Half of the payment is used for utilities and the other half is placed in an account to be returned to the client after the one year stay.

The next item Michelle brought to the board's attention is attendance. She proposed to the Board to look for a private organization to replace the Linden Economic Development since they have a been high absenteeism rate this year. Doug Reeder stated that he would like that to be an action item for the next board meeting to address.

**11. Discussion Items**

1. December Annual Meeting Date – December 12, 2023

The board all agreed that the annual meeting would be on December 12, 2023 at noon in the Linden Administrative Conference Room.

2. Discuss Fall 2023 Circle Assessment

Bernadette Harris, Head Start Director reviewed the Fall 2023 Circle Assessment data as presented.

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## **AUDIENCE COMMENTS**

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Angela Thompson, Parliamentarian invited the board and staff members to attend the Proclamation for the After School Program by the City of Atlanta at 9:00 AM on Thursday, October 26, 2023.

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## **EXECUTIVE SESSION**

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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.

Motion to enter Executive Session at 1:32 pm: Ross Hyde

Second: Doug Reeder, Vice Chairman

304 E. Houston Street Linden, Texas Property Discussion

Motion to exit Executive Session at 2:10 pm: Doug Reeder, Vice Chairman

Second: Ross Hyde

- 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.

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## **REQUIRED ACTION FROM EXECUTIVE SESSION**

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None

**ADJOURN**

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Motion: Doug Reeder, Vice Chairman motioned to adjourn at 2:12 pm  
Second: Ross Hyde  
Hearing no descent, adjournment passed.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2023  
(Board Secretary) (Date)