

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
December 12, 2023
Shepherd's Pasture

Board Members Present

John Baxter

Representing Texana Bank, Private Sector

Ross Hyde

Representing State Representative, Gary VanDeaver, Public Sector

Keri Winters

Representing Linden-Kildare CISD, Private Sector

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Angela Thompson, Parliamentarian

Representing Bowie County, Poverty Sector

Martavius Jones

Representing Camp County, Poverty Sector

Harmony Roberson

Representing Cass County, Poverty Sector

Board Members Absent

Dr. Arcolia Jenkins, Board Chair

Representing Creating Opportunities in Marion County, Private Sector

Megan Kirkland

Representing LEDC, Private Sector

Sandra Wright

Representing Marion County Judge Leward Lafleur, Public Sector

Judge Doug Reeder, Vice-Chair

Morris County Judge, Public Sector

Lindsay Hergert

Representing Cass County Judge Travis Ransom, Public Sector

CALL TO ORDER

Cecelia Huff, Secretary called the meeting to order at 12:22 p.m.
Quorum: established 7 of 12, members present.

AGENDA

Motion: Martavius Jones, moved to accept the 12/12/2023 agenda as presented.
Second: John Baxter
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: Martavius Jones moved to accept the 10/24/2023 minutes
Second: Ross Hyde
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Cecelia Huff, Secretary told the members that she was glad everyone made it to the meeting safely.

TRAINING / PRESENTATIONS

“THE CAA Board Meeting Ecosystem – Consent Agendas and the Conversation of Time”, training video for the Board was presented by Michelle Morehead. The video explained consent agendas.

Presentation – Pittsburg Head Start

Kaye Nelms, Campus Director, presented a powerpoint presentation of the childrens activities at Pittsburg Head Start since the beginning of school.

Overview of Detailed Monitoring – Bernadette Harris

Bernadette Harris reviewed the questions that would be asked to the members at the next meeting.

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 – Discuss Executive Committee changes from 9/26/23 meeting.
- 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**

Action Items

A. Seat New Board Member(s)

None

B. Approve Consent Agenda*

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) PFCE Parent Meeting Policy Change.....Misty Van Hooser
- 3) Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) Shelley Mitchell
- 4) Community Services Report.....(OS 5.9).....Shirley Allen
- 5) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 6) Payee Report..... (OS 5.9)Julia Elrod
- 7) VSN Report.....(OS 5.9).....Kelsy Nickleberry
- 8) Service & HS Transportation Reports..... (OS 5.9)Bernie Yancey

Motion: Martavius Jone made a motion to accept as presented.

Second: Angela Thompson

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 2024 Slate of Officers in lieu of election requires raising of hands

Michelle Morehead, Executive Director stated the the slate of officers are as follows:

Chairperson – Cecelia Huff

Vice Chairperson – Doug Reeder

Treasurer – John Baxter

Secretary – Keri Winters

Motion: Martavius Jones made a motion to accept as presented

Second: Ross Hyde

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

D. Installation of 2024 Officers

The gavel was officially passed and the new officers are in place.

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

Second: Angela Thompson

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

E. Appointment of Parliamentarian

Cecelia Huff, Board Chair, appoint Martavius Jones as Parliamentarian.

Motion: John Baxter, Treasurer, made a motion to accept as presented.
Second: Keri Winters, Secretary
All in favor voted aye, none opposed, the motion carried unanimously

F. Discuss/Approve Payee Program Changes

Michelle Morehead, Executive Director, stated that the payee program has five current clients and the program has ranged from having five to eight. The clients need a qualified Mental Health professional to help with their needs. She requested that the Board approve for the Payee Program to be transitioned to someone that will be able to help the clients that has a Mental Health Professional on staff.

Motion: Martavius Jones, Parliamentarian, made a motion to accept as presented.
Second: Angela Thompson
All in favor voted aye, none opposed, the motion carried unanimously

G. Discuss/Approve Board Resolution – Transitional Housing Account

Michelle Morehead stated that the bank account purpose was for the Agency funds for the transitional housing program.

Motion: Martavius Jone, Parliamentarian, made a motion to accept as presented.
Second: Ross Hyde
All in favor voted aye, none opposed, the motion carried unanimously

H. Discuss/Approve Board Resolution – Fund for Transitional Housing Benefits Account

Michelle Morehead stated that the purpose was for the bank account was for the savings account of the transitional housing recipients.

Motion: Keri Winters, Secretary, made a motion to accept as presented.
Second: Martavius Jone, 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, presented a powerpoint presentation on the day in the life of an Executive Director to the members. Included in the presentation was introducing Michelle's family, the first tenant has moved into a transitional house, there are a total of five houses and two are in place, the Youth Empowerment Program that is coming, the Warriors Oasis. Other items shared were activities that CSNT has participated in including

Breast Cancer Awareness Month and all CSNT staff were given a pink out shirt to wear for Pink out day. There were also turkeys donated to give to the employess for Thanksgining.

11. Discussion Items

- A. Discuss Head Start/Early Head Start Data
 - 1. School Readiness Performance Fall 2023 Data
 - 2. Parent. Family and Community Engagement Goals Fall 2023 Data
 - 3. CLASS Fall 2023 Data
 - 4. Program Goals Fall 2023 Data

Bernadette Harris reviewed the data as presented.

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 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.

REQUIRED ACTION FROM EXECUTIVE SESSION

None

ADJOURN

Motion: Martavius Jone, Parliamentarian motioned to adjourn at 1:09 pm
Second: Keri Winters, Secretary
Hearing no descent, adjournment passed.

Approved by: _____, on _____, 2024
(Board Secretary) (Date)