

Community Services of Northeast Texas, Inc.  
Board Meeting MINUTES  
January 23, 2024  
Linden Administrative Conference Room

**Board Members Present**

John Baxter, Treasurer

*Representing Texana Bank, Private Sector*

Keri Winters, Secretary

*Representing Linden-Kildare CISD, Private Sector*

Cecelia Huff, Board Chair

*Representing Bowie County, Poverty Sector*

Judge Doug Reeder, Vice-Chair

*Morris County Judge, Public Sector*

Martavius Jones - ZOOM

*Representing Camp County, Poverty Sector*

Harmony Roberson - ZOOM

*Representing Cass County, Poverty Sector*

**Board Members Absent**

Dr. Arcolia Jenkins

*Representing Creating Opportunities in Marion County, Private Sector*

Megan Kirkland

*Representing LEDC, Private Sector*

Ross Hyde

*Representing State Representative, Gary VanDeaver, Public Sector*

Sandra Wright

*Representing Marion County Judge Leward Lafleur, Public Sector*

Angela Thompson, Parliamentarian

*Representing Bowie County, Poverty Sector*

Lindsay Hergert

*Representing Cass County Judge Travis Ransom, Public Sector*

## **CALL TO ORDER**

Cecelia Huff, Board Chair called the meeting to order at 12:14 p.m.  
Quorum: established 6 of 12, members present.

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## **AGENDA**

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Motion: John Baxter, Treasurer, moved to accept the 1/23/2024 agenda as presented.  
Second: Doug Reeder, Vice Chairman  
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 12/12/2023 minutes  
Second: Doug Reeder, Vice Chairman  
All in favor voted aye, none opposed, the motion carried unanimously

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## **CHAIRMAN'S COMMENTS AND RECOGNITIONS**

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Cecelia Huff, Board Chairman thanked the members for attending and making it safe to the meeting due to the weather.

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## **TRAINING / PRESENTATIONS**

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Video – “How Do You Get the Right People on Board” #7 presented by Michelle Morehead was moved to the next meeting.

Interview - Detailed Monitoring – Robbie Hudson  
Robbie Hudson interviewed the members.

Final Rule Eligibility Training – Misty Van Hooser  
Misty Van Hooser trained the members on the eligibility requirements and procedures according to the final rule.

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## **COMMITTEE REPORTS**

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- 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 – No current report required at this time
- F. By Laws- Discuss By Laws including Executive Committee Requirements

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

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

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**Action Items**

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

None

**B. Approve Consent Agenda\***

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Community Services Report.....(OS 5.9).....Shirley Allen
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Payee Report..... (OS 5.9) .....Julia Elrod
- 5) VSN Report.....(OS 5.9).....Kelsy Nickleberry
- 6) Service & HS Transportation Reports..... (OS 5.9) .....Bernie Yancey

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

Second: Keri Winters, Secretary

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** the Agency applying for another Head Start Five-Year Non-Competitive Project Period beginning December 1, 2024

Motion: Keri Winters, Secretary made a motion to accept as presented

Second: John Baxter, Treasurer

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

**D. Discuss/Approve** Board Resolution - Close the Payee Funds Bank Account

Michelle Morehead reviewed the resolution with the members.

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

Second: Doug Reeder, Vice Chairman

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

**E. Discuss/Approve** Board Resolution - Close the Beneficiaries Funds Bank Account

Michelle Morehead reviewed the resolution with the members.

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

Second: Doug Reeder, Vice Chairman

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

**F. Discuss/Approve** Board Resolution - Change of Signatory at the Texana Bank for all Accounts

Michelle Morehead reviewed the change of signatory with the members.

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

Second: Martavius Jones, Parliamentarian

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

**9. Staff Reports**

- A. Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) ..... Shelley Mitchell  
Shelley Mitchell gave the financial reports as presented.

**10. Executive Director’s Report**

Michelle Morehead, Executive Director, explained to the members about the new software for the Community Services Division. She stated that she will be in Austin next week for a TACAA Board Meeting.

**11. Discussion Items**

None

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**AUDIENCE COMMENTS**

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None

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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.

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**

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None

**ADJOURN**

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Motion: John Baxter, Treasurer motioned to adjourn at 12:50 pm

Second: Keri Winters, Secretary

Hearing no descent, adjournment passed.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2024  
(Board Secretary) (Date)