

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
February 28, 2024
Linden Administrative Conference Room

Board Members Present

Dr. Arcolia Jenkins

Representing Creating Opportunities in Marion County, Private Sector

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

Ross Hyde

Representing State Representative, Gary VanDeaver, Public Sector

Angela Thompson

Representing Bowie County, Poverty Sector

Lindsay Hergert

Representing Cass County Judge Travis Ransom, Public Sector

Board Members Absent

Megan Kirkland

Representing LEDC, Private Sector

Harmony Roberson

Representing Cass County, Poverty Sector

Martavius Jones - Parliamentarian

Representing Camp County, Poverty Sector

Sandra Wright

Representing Marion County Judge Leward Lafleur, Public Sector

CALL TO ORDER

Cecelia Huff, Board Chair called the meeting to order at 12:05 p.m.
Quorum: established 8 of 12, members present.

AGENDA

Motion: Angela Thompson, moved to accept the 2/28/2024 agenda as presented.
Second: Ross Hyde
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: Ross Hyde moved to accept the 1/23/2024 minutes
Second: Angela Thompson
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Cecelia Huff, Board Chairman thanked the members for attending, being supportive of the agency.

TRAINING / PRESENTATIONS

Video – “How Do You Get the Right People on Board” #7 presented by Michelle Morehead was viewed by the members.

Hughes Springs Head Start/Early Head Start Presentation was prepared by Carlin Johnson, Campus Director. The presentation was shown by Bridgette Parton which included the staff members and activities that have been completed since the beginning of school.

COMMITTEE REPORTS

- 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**

Action Items

- A. Discuss/Approve Audit – 12:30pm - Neil Phillips presents audit via Zoom***
(OS 8.3, OS 8.4)

Neil Phillips presented the audit report to the members. The members were allowed to ask questions.

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

Second: Keri Winters, Secretary

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

- B. Seat New Board Member(s)**

None

- C. 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) Service & HS Transportation Reports..... (OS 5.9)Bernie Yancey
- 5) Detailed Monitoring Summary of Results Grantee #06CH011282/05
- 6) Winter 2024 Circle Assessment Data
- 7) Winter 2024 CLASS Data

Motion: Arcolia Jenkins, made a motion to accept as presented.

Second: John Baxter, Treasurer

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

- D. Discuss/Approve Disability Waiver Grant #06CH011282/05**

Bernadette Harris reviewed the waiver with the members.

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

Second: Angela Thompson

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

- E. Discuss/Approve Board Resolution - CSNT Bank Account for in house credit line**

Michelle Morehead reviewed the resolution with the members.

Motion: Arcolia Jenkins, made a motion to accept as presented.

Second: Lindsay Hergert

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

F. Discuss/Approve Board Resolution - Bank Account Closures of Old Accounts
Michelle Morehead reviewed the three inactive accounts including CSBG Cares, CEAP ARP and TX HAF Program 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

G. Discuss/Approve Small Business Administration Loan Payoff
Michelle Morehead stated that the loan has accrued about \$7,000 in interest and the agency would like to request to use unrestricted funds to pay off the small business administration loan.

Motion: Doug Reeder, Vice Chairman, made a motion to accept as presented.
Second: Arcolia Jenkins
All in favor voted aye, none opposed, the motion carried unanimously

H. Discuss/Approve Personnel Policies and Procedures

- 1) Confidentiality/Non-Disclosure #112 – Labor relations strategies removal
- 2) Recruitment #183 – Chief Financial Officer name change
- 3) Professional Development #184 – Removed the words CSNT Administration Manual
- 4) Employee Assistance Program #324 – The phone number changed due to a change in company from Guardian to Mutual of Omaha
- 5) Parental Leave for School Visits #328 – Added Pre before Kindergarten
- 6) Administrative Leave #384 – Removed Birthday it is no longer a holiday given

Charlotte Hall reviewed all personnel policies and changes as presented.

Motion: John Baxter, Treasurer, 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 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, stated that there has been behind the scenes work on the Jefferson building. The building is an interest to become a Federally Qualified Health Center. There will be tours of the building and when more details come to fruition the members will be notified. Michelle let the members know that she attended a Health Care in Harmony Conference in a pursuit to obtain a better insurance for the agency with the 33% rate increase that occurred in October. She also let them know she was up for recertification for ROMA Implementer and Trainer. Michelle stated that she would like to send Board Members to the CAPLAW Conference this year instead of the TACAA Conference.

11. Discussion Items

Angela Thompson stated that the Atlanta School District has a Homeless Grant through Region 8 Education Service Center that assists families with hotel stays, gas cards and help with housing if we had any clients that need that assistance.

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.

- 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.

Motion to enter into Executive Session at 1:35 PM by Keri Winters, Secretary
Second: Ross Hyde

Motion to exit Executive Session at 1:52 PM by Arcolia Jenkins
Second: Ross Hyde

REQUIRED ACTION FROM EXECUTIVE SESSION

None

ADJOURN

Motion: John Baxter, Treasurer motioned to adjourn at 1:53 pm
Second: Doug Reeder, Vice Chairman
Hearing no descent, adjournment passed.

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