

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

**Board Members Present**

John Baxter, Treasurer

*Representing Texana Bank, 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*

Martavius Jones - Parliamentarian

*Representing Camp County, Poverty Sector*

**Board Members Absent**

Dr. Arcolia Jenkins

*Representing Creating Opportunities in Marion County, Private Sector*

Harmony Roberson

*Representing Cass County, Poverty Sector*

Keri Winters, Secretary

*Representing Linden-Kildare CISD, Private Sector*

Lindsay Hergert

*Representing Cass County Judge Travis Ransom, Public Sector*

Sandra Wright

*Representing Marion County Judge Leward Lafleur, Public Sector*

## **CALL TO ORDER**

Cecelia Huff, Board Chair called the meeting to order at 12:17 p.m.  
Quorum: established 6 of 11, members present.

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## **AGENDA**

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Motion: John Baxter, Treasurer, moved to accept the 4/23/2024 agenda as presented.  
Second: Angela Thompson  
All in favor voted aye, none opposed, the motion carried unanimously

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## **MINUTES**

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Motion: Martavius Jones, Parliamentarian, moved to accept the 2/28/2024 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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Cecelia Huff, Board Chairman welcomed the members to meeting and gave the board members an Affirmation. She stated "I am in the Right Place at the Right Time" and thanked the members for being apart of the Governing Board.

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## **TRAINING / PRESENTATIONS**

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Video – "Process: Who Says What Goes" #8 presented by Michelle Morehead was viewed by the members.

New Boston Presentation was prepared by Venus Hornuble, Campus Director/Family Service Worker. The presentation included parent engagement activities that have been completed since the beginning of school.

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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)****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) Service & HS Transportation Reports..... (OS 5.9) .....Bernie Yancey
- 5) Self-Assessment Results 2024
- 6) Winter Progress on Head Start Goals
  - a. Head Start Program Goals 2023-2024
  - b. Parent, Family and Community Engagement 2023-2024
  - c. School Readiness Performance Data 2023-2024
- 7) CSNT School Calendars 2024-2025
- 8) Parent Handbook 2024-2025
- 9) Nutrition Menus 2024-2025

Motion: Martavius Jones, Parliamentarian, made a motion to accept as presented.  
Second: Doug Reeder, Vice Chairman

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 Policy Manual Changes**

- 1) Mental Health Behavior Concer Procedure
- 2) Self-Assessment Procedures
- 3) iPad Policy
- 4) Field Trip Procedures

Bernadette Harris reviewed the changes with the members as presented.

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

**D. Discuss/Approve Board Resolution – Close Accounts**

Michelle Morehead reviewed the resolution with the members.

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

**E. Discuss/Approve Disposition of Portable AC Units used during COVID**

Grant#06CH011282/05

Bernadette Harris reviewed the justification as presented with the members.

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

**F. Discuss/Approve IRS Form 990**

Michelle Morehead reminded the members that the auditor told them that a new 990 would come before them and asked them to accept and receive the new 990 form.

Motion: Martavius Jones, Parliamentarian, made a motion to accept and receive as presented.

Second: Angela Thompson

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

**G. Discuss/Approve Pursuing the USDA/CACFP Contract 2024-2025**

Bernadette Harris asked the members to approve to pursue the USDA/CACFP Contract for 2024-2025 school year.

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

Second: John Baxter, Treasurer

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

**H. Discuss/Approve Selection Criteria 2024-2025**

1) Head Start

2) Early Head Start

Bernadette Harris reviewed the selection criteria with the members as presented.

Motion: John Baxter, Treasurer, 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, stated that TDHCA completed an onsite monitoring last week. The preliminary report was as expected. She then told the members about the Bridge Builders Meeting that was held in Jefferson on March 27, 2024. There were two members that attended the meeting. It was a way for Cass and Marion county community members to come together. There will be more Bridge Builders in the other counties that the agency serves. Michelle then introduced our new Service Manager, Bernie Yancey.

**11. Discussion Items**

None

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## **AUDIENCE COMMENTS**

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Volunteer Appreciation gifts were given to the members.

## **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.

### **1. Discuss/Approve Changes to Policy 405 ☯**

- 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 1:00 PM by Angela Thompson  
Second: Martavius Jones, Parliamentarian

Motion to exit Executive Session at 1:40 PM by Martavius Jones  
Second: Doug Reeder, Vice Chairman

## **REQUIRED ACTION FROM EXECUTIVE SESSION**

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Motion: John Baxter, Treasurer motioned to approve the action from executive session  
Second: Martavius Jones, Parliamentarian

## **ADJOURN**

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Motion: Martavius Jones, Parliamentarian, motioned to adjourn at 1:42 pm  
Second: Angela Thompson  
Hearing no descent, adjournment passed.

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