



CALL TO ASSEMBLY

Please rise.

- **Pledge of Allegiance (US)**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.
- **Pledge of Allegiance (Texas)**

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.
- **Community Action Promise**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.
- **Our Mission**

CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.
- **Our Community Services Vision**

To be the leading organization in our region which empowers families to be self-reliant, educated, and healthy
- **Our Head Start Vision**

To provide a system of education and encouragement which results in school-readiness for young children and their families
- **Invocation**

Planning & Evaluation Committee Meeting Minutes

April 10, 2025 @ 11:30 AM

Linden Administrative Office

115 S. Kaufman, Linden, TX 75563

Cecelia Huff, Board Chairperson

Michelle Morehead, CCAP, NCRT, NCRI, Executive Director

If you need assistance with physical accessibility to the meeting, please call 430-218-8277

- 1. Call Meeting to Order – Cecelia Huff called the meeting to order at 11:23am.**
- 2. Establishment of a Quorum – Quorum was established with the following members:**

Present: Cecelia Huff, John Baxter, Keri Winters
Absent: Martavius Jones
- 3. Discuss Strategic Planning – Michelle Morehead explained that the agency has been siloed for a long time and that we have been completing Strategic Planning and the Community Needs Assessment for each division of the agency. She said that she would prefer that the Strategic Plan and Community Needs Assessment be completed for the full agency instead of for each division.**
John Baxter commented that it seems that a lot of streamlining for efficiency has been happening lately.
The committee agreed that the streamlining of the Strategic Plan and Community Needs Assessment was a good idea.
- 4. Discuss Community Needs Assessment**
- 5. Adjourn Meeting – John Baxter moved to adjourn the meeting. Keri Winters seconded (11:26am).**

Approved by: _____, on _____, 2025

(Board Secretary)

(Date)

★ Requires Board Vote



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Personnel Committee Meeting Minutes

April 10, 2025 @ 11:00 AM

Linden Administrative Office

115 S. Kaufman, Linden, TX 75563

Cecelia Huff, Board Chairperson

Michelle Morehead, CCAP, NCRT, NCRI, Executive Director

If you need assistance with physical accessibility to the meeting, please call 430-218-8277

1. **Call Meeting to Order – Cecelia Huff called the meeting to order at 11:10am.**
2. **Establishment of a Quorum – Quorum was established with the following members:**

Present: Cecelia Huff, Doug Reeder, John Baxter
Absent: Martavius Jones
3. **Discuss Personnel Related Updates – Michelle Morehead stated that the temporary outsourcing of Human Resources is going well. She also stated that CSNT's personnel policies and procedures are very outdated and some laws have changed since Attorney Gary Albertson reviewed them in 2021, so WIPFLI is updating the personnel policies and procedures. They are expected to be ready on April 23, 2025 and will be passed through the governing board for approval at our May 2025 Board Meeting.**
4. **Adjourn Meeting – Doug Reeder moved to adjourn the meeting. John Baxter seconded (11:21am).**

Approved by: _____, on _____, 2025

(Board Secretary)

(Date)

✪ Requires Board Vote

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Finance Committee Meeting Minutes

April 10, 2025 @ 12:30 PM

Linden Administrative Office

115 S. Kaufman, Linden, TX 75563

Cecelia Huff, Board Chairperson

Michelle Morehead, CCAP, NCRT, NCRI, Executive Director

If you need assistance with physical accessibility to the meeting, please call 430-218-8277

1. **Call Meeting to Order – Cecelia Huff called the meeting to order at 11:57am.**
2. **Establishment of a Quorum – Quorum was established with the following members:**

Present: Cecelia Huff, John Baxter, Keri Winters, Angela Thompson

Absent: Martavius Jones

3. **Discuss/Approve Finance Manual ☼**

Michelle Morehead explained that the manual was changed to reflect what we are currently doing. She also explained that there will be a new manual after the new accounting software is implemented, but we have to have the manual approved annually and it is time for it to be approved now. Michelle went through the following manual changes:

Cover page – changed logo

On entire manual, changed “Executive Director” to “Chief Executive Officer” to reflect change in title

Called attention to page 16- Whistleblower line is not a CSNT number and will be fixed by the end of the week next week.

Page 60- added in “urgent or emergency situations” to credit card use

Changed location of credit and debit cards from “ED’s Office to “AP Office”

Changed “HR Director” to “HR Manager”

Paged 63 – Added Chief Operating Officer (COO) to check signing in absence of CEO

Page 65 – Changed logo

Page 68 – Changed preparation of timesheets to reflect current process in Paychex Flex System because the manual still had the paper process from years ago

Changed time from noon to 9:30am for approval of time

Page 71 – deleted Grant/Program Specific Accounts to reflect closure of 19 accounts

Page 88 – Changed logo

Page 90 – Added “electronic records” statement to reflect the same record retention policy as paper retention

4. **Adjourn Meeting – Angela Thompson moved to adjourn the meeting, John Baxter seconded (12:07pm).**

Approved by: _____, on _____, 2025

(Board Secretary)

(Date)

☼ Requires Board Vote



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Bylaws Committee Meeting Minutes

April 10, 2025 @ 12:00 Noon

Linden Administrative Office

115 S. Kaufman, Linden, TX 75563

Cecelia Huff, Board Chairperson

Michelle Morehead, CCAP, NCRT, NCRI, Executive Director

If you need assistance with physical accessibility to the meeting, please call 430-218-8277

1. **Call Meeting to Order – Cecelia Huff called the meeting to order at 11:27am.**
2. **Establishment of a Quorum – Quorum established with the following members:**

Present: Cecelia Huff, John Baxter, Keri Winters

Absent: Martavius Jones

3. **Discuss/Approve Bylaws ☒**

Michelle Morehead explained that she used the CAPLAW Bylaws Toolkit to make changes to the Bylaws. The following changes were made:

Article II: Purpose was changed because CAPLAW recommends no longer using the Economic Opportunity Act of 1964 in Governing Board Bylaws because it was repealed in 1981.

Article III: Fiscal Year - Added Fiscal Year Information.

Article V: Composition of the Board - Added Board Structure

Article VI: Powers of the Board - Added Execution of Instruments

Article IX: Quorum – Added Voting/Action by the Board, Participation by Phone/Video Conference

Article X: Vacancies – Added CAPLAW language

Article XI: Compensation – Changed to CAPLAW language

Article XII: Code of Conduct – Added Conflicts of Interest Statement

Article XIV: Meetings of the Board – Added CAPLAW language, Notice to Directors, Notice to Public, Parliamentary Procedure

Article XV: Committees of the Board – Added CAPLAW language for committee duties, added Bylaws Committee and Bylaws Committee duties

Article XVIII: Changed from Removal of a Board Member for Cause to Removal or Resignation of Directors and added CAPLAW language

Article XIX: Officers of the Board – Added CAPLAW language

Article XX: The Chief Executive Officer, The Staff and Duties – added CAPLAW language

Article XXI: Amendment of Bylaws – changed to CAPLAW language

Cecelia Huff stated that she would like the Bylaws to be approved by the full board instead of just the committee.

4. **Adjourn Meeting – Keri Winters moved to adjourn, John Baxter seconded (11:40am)**

Approved by: _____, on _____, 2025

(Board Secretary)

(Date)

☒ Requires Board Vote