



## 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**

# Board Meeting

Tuesday, October 22, 2024 @ 12:00 Noon

Houston Street Conference Room

304 E Houston St., Linden, Texas 75563

*Cecelia Huff, Board Chairperson*

*Michelle Morehead, CCAP, NCRT, NCRI, Executive Director*

*If you need assistance with physical accessibility to the meeting, please call 903-756-5596 x 201*

## 1. Call Meeting to Order

## 2. Establishment of a Quorum

## 3. Approval of Agenda 10/22/24 \*

## 4. Approval of Minutes 09/27/24 Board Meeting\*

## 5. Chairman's Comments and Recognitions

## 6. Training

Success Stories: Daily struggles and successes of the team and the families that we serve presented by Amy Perales and Frances Evans.

## 7. Committee Reports and Information

- A. Planning & Evaluation – Committee should meet before the January 2025 meeting.
- B. Personnel – Committee should meet before the December 2024 meeting.
- C. Finance – Committee should meet before the December 2024 meeting.
- D. Executive – This Committee meets only when necessary
- E. Nominating – **Committee met on 10/22/2024 at 11:00am. Report on 2025 Slate of Officers recommendations. Nominations will be on December 10, 2024.**
- F. By Laws- Committee should meet before the January 2025 meeting.

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

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

## 8. Action Items

### A. Seat new board member(s), if any\*

**Recommendation from Habitat for Humanity: Ross Hyde- Private Sector**

**Appointee from Representative Gary VanDeaver- Public Sector**

**Public Sector Representative**

### B. Approve Consent Agenda\*

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Head Start Standard Operating Procedures.....Berny Harris
- 3) Head Start Standard Operating Manuals & Forms .....Berny Harris
- 4) Job Descriptions.....Jim Howard
- 5) Updated Volunteer Rates.....Berny Harris
- 6) 2025 Community Assessment Update.....Berny Harris
- 7) Community Services Report.....(OS 5.9).....Amy Perales
- 8) Human Resource Report.....(OS 5.9).....Jim Howard
- 9) Service & HS Transportation Reports..... (OS 5.9) .....Robert Norton
- 10) Fall 2024 Circle Assessment Data.....Berny Harris

- C. **Discuss/Approve** Financial Policies, Procedures, and Financial Code of Conduct including petty cash expenditure update presented by Shelley Mitchell\*
- D. **Discuss/Approve** Policy Council By-Laws presented by Berny Harris\*
- E. **Discuss/Approve** CEAP Service Delivery Plan presented by Bernie Yancey\*
- F. **Discuss/Approve** Disposal of Vehicles 881 & 882 presented by Robert Norton\*
- G. **Discuss/Approve** Board Resolution - Closure of 19 Bank Accounts presented by Michelle Morehead\*

## **9. Staff Reports**

1. Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) ..... Shelley Mitchell

## **10. Executive Director's Report**

### **11. Discussion Items**

### **12. Audience Comments**

### **13. 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 codes

#### **Potential Sale of Properties**

#### **Transitional Housing Tenant Update**

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

### **14. Required Action from Executive Session**

### **15. Adjourn Board Meeting**

\* Requires Board Vote

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