



FILED FOR RECORD
2021 OCT 20 PM 1:36
MARY H. WRIGHT
COUNTY CLERK
HENDERSON COUNTY, TEXAS

October 19, 2021

Dear Judge and Commissioners Court Members:

We are submitting an Andrews Center Board of Trustees Position Vacancy Notice for Position #8-At Large that will be available October 31, 2021.

At-Large Board Positions have two-year terms and the current one will expire October 31, 2023.

In keeping with the Texas Health and Safety Code, Title 7, Chapter 534, Subchapter A, please post the attached vacancy information for Position #9. It includes:

- Andrews Center Board of Trustees Policy on Board Appointments (Policy E),
- Board of Trustees Vacancy Notice regarding the criteria for selection of Board members
- A list of current Board Members, their terms, position and the county they represent
- Andrews Center Board of Trustees Membership Application

It is **required** that the Position Vacancy Notice be posted for at least **five business days** at the county clerk's office for public review. Please fax back the attached Confirmation FAX with the VACANCY NOTICE form to verify when the Notice was posted for public viewing no later than October 22, 2021.

Thank you for your immediate attention to this request. Please contact my assistant, Tami Tidwell, at 903/535-7338 if you have any questions or myself.

Sincerely,

A handwritten signature in black ink that reads "Waymon Stewart". The signature is written in a cursive style.

Waymon Stewart, CEO

Attachments
WS/tt

2323 West Front Street • P.O. Box 4730 • Tyler, TX 75712
(903) 597-1351 • 1-800-374-6058
www.andrewscenter.com

"Serving our community to assure high quality, effective behavioral healthcare"

Branch Offices: Athens, Canton, Mineola

Equal Opportunity Employer

**ANDREWS CENTER BOARD OF TRUSTEES
MEMBERSHIP APPLICATION**

I. CONTACT INFORMATION REGARDING: POSITION #8

1. Name: _____

2. Home Address:

Street, City, State, Zip Code _____

3. Home Telephone Number: __ (____) _____

4. Office Address:

Street, City, State, Zip Code _____

5. Office Telephone Number: __ (____) _____

6. E-Mail Address: _____

7. Date of Birth: ____/____/____ (required since we are a government entity)

II. BACKGROUND INFORMATION

1. Number of years you have lived in the County? _____

2. Highest Level of Education:

Institution / School: _____

Diploma / Degree: _____

Years: _____

3. Employment (most recent)

Employer: _____ How many years: _____

4. Professional Licenses: _____

Occupation Type of License Associated with Occupation: _____

5. Professional Association Memberships: _____

Association Office Held (if applicable): _____

6. Local, State, and/or National Boards
on which you currently serve:

Dates

Office Held

7. Civic-Volunteer Organizations and Activities: _____

8. Why do you desire to serve on the Andrews Center Board of Trustees?

I understand that if I am appointed to the Andrews Center Board of Trustees, I will be expected to participate actively in the business of the board and adhere to any attendance requirements. I also understand that I will be expected to review all material relating to decisions to be made and that I can abstain only for cause. I agree to contact Andrews Center in the event that there is any change in my home address, phone number, or e-mail address as listed above.

Signature

_____/_____/_____
Date

Return completed form to:

Office of the CEO
Andrews Center
2323 West Front Street
Tyler, TX 75702

Or email to
cmoore@andrewscenter.com

Executive Assistant/Tami Tidwell
903-535-7338
903-535-7386 – fax

- Are you or is a member of your family a client of Andrews Center? Y/N
- Are you or do you have a family member who has mental health or special needs issues? Y/N

ANDREWS CENTER - BOARD OF TRUSTEES - VACANCY NOTICE

Criteria:

Membership on the Board of Trustees of the Andrews Center is open to resident eligible voters, eighteen years of age or older, of Smith, Wood, Henderson, Rains, or Van Zandt Counties.

It should be noted that no one person generally possesses all of the characteristics listed below. However, a competent board should have members who collectively represent all of the criteria.

1. Persons appointed to a board should have sincere interest and a commitment to people and a desire to serve the community. The appointee should have a concern that the mental health and mental retardation needs of the people in the region are met by the Center.
2. A second quality desirable in appointees is a willingness to commit time and effort in serving on a board. Before accepting an appointment to a board, a person should be made aware that in Texas the board of trustees of a community center is an active, working group with real responsibilities for setting policy at the Center. If the person has the time or the motivation to attend only a single monthly meeting, he or she will probably only make minimal contributions to the functioning of the board.
3. A well balance board should be representative of many different spheres of influence in the community. A board should also have community influence. For example, they could have good working relationships with powerful or influential citizens in the region whose aid is often necessary to get needed funding or community support for Center programs. Also, board members could be acknowledged leaders. It is considered an advantage if the board is sensitive to or experienced in community politics. Board members could be acknowledged leaders in local organizations who can present the Center's needs to these groups and gain their backing.
4. Other qualities that are suggested as desirable in board members are dedication to community service, respectability in the community, personal integrity, civic mindedness or community spirit, and a basic concern for human beings. Further, it was felt that Board members should have the ability to deal with large quantities of data and to make objective decisions based upon these facts, that they should have a desire to be well informed on issues affecting the Center, and that they should be motivated to serve on a board for other than reasons of prestige or self-enhancement. Some of the board members might also be expert in law, business, and/or finance. In sum, board members should be motivated to serve the community rather than their personal needs.

POSITION NO.: _____

DATE AVAILABLE _____

COUNTY: _____

DATE POSTED: _____

A detailed Trustee Position Description and Legal Requirements are available for review. A copy may be obtained from the Chief Executive Officer, Andrews Center. If you are interested in serving on the Board or if you know an individual that meets the above criteria, please contact: Chief Executive Officer, Andrews Center, P. O. Box 4730, Tyler, TX 75712, (903/597-1351) or FAX the 'Andrews Center Board of Trustees Information

Form', on the back of this Notice to 903/535-7386, attention CEO.

ANDREWS CENTER - BOARD OF TRUSTEES - VACANCY NOTICE

Criteria:

Membership on the Board of Trustees of the Andrews Center is open to resident eligible voters, eighteen years of age or older, from Henderson, Rains, Smith, Wood, or Van Zandt Counties.

It should be noted that no one person generally possesses all of the characteristics listed below. However, a competent board should have members who collectively represent all of the criteria.

1. Persons appointed to a board should have a sincere interest and a commitment to people and a desire to serve the community. The appointee should have a concern for citizens with mental health and/or intellectual and developmentally disabilities. In appointing board members, each respective Commissioners Court shall attempt to reflect the ethnic and geographic diversity of the local service area served by Andrews Center and shall seek to include one or more persons who have mental health or special needs issues or family members of such citizens.
2. A second quality desirable in appointees is a willingness to commit time and effort in serving on a board. Before accepting an appointment to a board, a person should be made aware that in Texas the board of trustees of a community center is an active, working group with real responsibilities for setting policy at the Center. If the person has the time or the motivation to attend only a single monthly meeting, he or she will probably only make minimal contributions to the functioning of the board.
3. A well-balanced board should be representative of many different spheres of influence in the community. A board should also have community influence. For example, they could have good working relationships with powerful or influential citizens in the region whose aid is often necessary to get needed funding or community support for Center programs. Also, board members could be acknowledged leaders. It is considered an advantage if the board is sensitive to or experienced in community politics. Board members could be acknowledged leaders in local organizations who can present the Center's needs to these groups and gain their backing.
4. Other qualities that are suggested as desirable in board members are dedication to community service, respectability in the community, personal integrity, civic mindedness or community spirit, and a basic concern for human beings. Further, it was felt that Board members should have the ability to deal with large quantities of data and to make objective decisions based upon these facts, that they should have a desire to be well informed on issues affecting the Center, and that they should be motivated to serve on a board for other than reasons of prestige or self-enhancement. Some of the board members might also be expert in law, business, and/or finance. In sum, board members should be motivated to serve the community rather than their personal needs.

POSITION NO's.: At-Large - # 8

DATE AVAILABLE: 10/31/2021

COUNTY: Henderson, Rains, Smith, Van Zandt, & Wood

DATES POSTED: from / / to / /

A detailed Trustee Position Description and Legal Requirements are available for review. A copy may be obtained from the Chief Executive Officer, Andrews Center.

If you are interested in serving on the Board or if you know an individual that meets the above criteria, please contact: CEO, Andrews Center, P. O. Box 4730, Tyler, TX 75712, (903/597-1351) or FAX the attached 'Andrews Center Board of Trustees Membership Application', to 903/535-7386, attention: CEO.

2323 West Front Street, Tyler, TX 75702
PO Box 4730, Tyler, TX 75712
Phone: 903/597-1351
1-800-374-6058
FAX: 903/535-7386
Web address: www.andrewscenter.com



Fax

To:	Tami Tidwell, Exec. Asst.	From:	
<hr/>			
Company:	Andrews Center		
<hr/>			
Fax:	903-535-7386	Pages:	(including cover)
<hr/>			
Phone:	903-535-7338	Date:	
<hr/>			
Re:	Board of Trustees Vacancy Notice		
<hr/>			
<input type="checkbox"/> Urgent	<input type="checkbox"/> For Review	<input type="checkbox"/> Please Comment	<input type="checkbox"/> Please Reply

● **Comments:**

1. The Andrews Center - Board of Trustees VACANCY NOTICE is attached showing DATES POSTED.
2. The Notice was posted for at least 5 business days at the County Clerk's office for public review.

Confirmed by my signature

printed name

CONFIDENTIALITY NOTICE

The documents accompanying this telecopy transmission contain confidential information belonging to the sender that is legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this telecopied information is strictly prohibited as stated in the Medical Practice Act, Sect. 5.08 (C). If you have received this telecopy in error, please notify us by telephone immediately to arrange for return of the original documents to us.