



FILED FOR RECORD
2023 NOV -6 PM 2:22
HARRIS COUNTY CLERK
HENDERSON COUNTY, TEXAS

October 30, 2023

Dear Judge and Commissioners Court Members:

I begin by thanking Smith and Wood Counties for selecting (by reappointment) their designed trustees that were up for consideration. Both have served the cause admirably.

Now it is time to **consider the two At-Large Positions**. Both positions have incumbents willing and worthy of continued service and reappointment.

However, *the County Judge and Commissioners Court of any/all five counties may submit a new application for either expiring At-Large position. Please forward any At-Large nominations by December 5, 2023. The term is for the next two years, until the fall of 2025.*

And to that end, as a reminder -- if you are interested in submitting a new applicant -- related postings should be in compliance with the Texas Health and Safety Code, Title 7, Chapter 534, Subchapter A:

- 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 working 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 by November 16, 2023.

Thank you for your immediate attention to this request. Please contact my assistant, Stephanie Wallace, at 903/535-7403 if you have any questions or myself.

Sincerely,

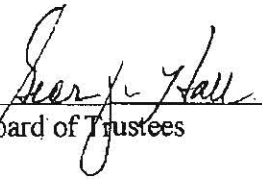
A handwritten signature in black ink, appearing to read "Lynn Rutland".

Lynn Rutland, CEO

Attachments

STATEMENT OF POLICY

ANDREWS CENTER



Board of Trustees

Reviewed/Revised: Date:
Last Revised 7/30/98
Reviewed 3/23/04

Effective Date: 12/14/89

SUBJECT: BOARD OF TRUSTEES POLICY
ON BOARD APPOINTMENTS

SECTION NO.: E
Page 1 of 2

Responsible Person: Chief Executive Officer

PROCEDURE: POSTING AND FILLING A VACANCY

The secretary of the Board of Trustees shall post a position vacancy notice with the county clerk of the county in which a vacancy exists. The notice shall include criteria for selection, date available, and address to contact.

PROCEDURE: APPLICATION PROCEDURE FOR A BOARD OF TRUSTEE POSITION

Any interested citizen who submits an application for nomination will be considered.

The application will be reviewed by the Executive Committee of the Board of Trustees. The committee will review the application keeping in mind that a well-balanced board would be representative of many different spheres of influence in the community. Also, the committee will verify that the criteria for membership are met, and that the motivation of the applicant is to serve the community rather than his/her own needs.

PROCEDURE: APPOINTMENT OF BOARD OF TRUSTEES

The Chief Executive Officer of the Center will forward the recommendations to the respective County Commissioners Court.

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 include on the board one or more persons otherwise qualified under Section 534.001 et. seq. who are consumers or family members of consumers of the types of services the Center provides.

Trustees of the Andrews Center shall be appointed by the respective Commissioners Court through RESOLUTION of such court, with assigned terms of office to assure staggered two year terms.

The Commissioners Court of the participating county shall appoint trustees to serve a term of two (2) years from the date of appointment, or to fulfill the unexpired term of the position. The trustees will

serve until their successors are appointed or the member fails to meet the participation requirement. Trustees may be reappointed as there is no limit to the number of consecutive terms that each member can serve.

The Commissioners Court will convene in its regular session and adopt a resolution to appoint member(s) to the Andrews Center Board of Trustees to fill the vacancy(ies). A copy of the adopted Resolution shall be mailed to the office of the Chief Executive Officer of the Center.

PROCEDURE: REMOVING A MEMBER OF THE BOARD OF TRUSTEES

Members are expected to attend the regularly scheduled meetings. Failure to attend three consecutive regular meetings without legitimate reason shall be considered a voluntary resignation. The Board of Trustees will proceed with posting and filling the vacancy.

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

BOARD OF TRUSTEES - FY 2024

<u>BOARD MEMBERS</u>	<u>TERM EXPIRATION</u>	<u>- POSITION NUMBER/COUNTY</u>
Brittney Nichols 802 Ashford Ct Texas, TX 75703 903-877-7261	10/31/2024	#1 – Smith
Keith Youngblood 10842 CR 2298 Tyler, TX 75707 903-530-6603	10/31/2024	#2 – Smith
Richard Blake 5099 West Twin Lakes Dr Tyler, TX 75704 903-752-2799	10/31/2023	#3 – Smith
Dr. Beverly Waddleton P.O. Box 996 or 158 CR 3118 Quitman, TX 75783 903-850-3506	10/31/2023	#4 – Wood
Mr. Arlis Jones 8250 Stallion Lake Court Athens, TX 75752 903-879-5496	10/31/2024	#5 – Henderson
Judge Andy Reese P.O. Box 279 Canton, TX 75103 903-567-4071	10/31/2024	#6 – Van Zandt
Ms. Mary Hall P.O. Box 970 Emory, TX 75440 903-473-6379	10/31/2024	#7 – Rains
Lt. John Shoemaker 8890 CR 2193 Whitehouse, TX 75791 903-952-3990	10/31/2024	#8 – At-Large (Smith)
Ms. JoAnn Hampton 1614 Alamo Drive Tyler, TX 75701 903-539-6260	10/31/2023	#9 – At-Large (Smith)

Board of Trustees Officers

Chair	Keith Youngblood
Vice Chair	Dr. Beverly Waddleton
Secretary/Treasurer	Mary Hall

Ex officio – County Sheriffs – see page 2
FY22-23 – March 2021, confirmed elected

Sheriff Botie Hillhouse
Henderson County
206-A North Murchison St.
Athens, TX 75751

Sheriff Joe Carter
Van Zandt County
1220 W. Dallas Street
Canton, TX 75103

FY24 - 25 –

Sheriff Larry Smith
Smith County
227 N. Spring Avenue
Tyler, TX 75702

Alt –

Sheriff Botie Hillhouse
Henderson County
206-A-North Murchison St.
Athens, TX 75751

**ANDREWS CENTER BOARD OF TRUSTEES
MEMBERSHIP APPLICATION**

I. CONTACT INFORMATION REGARDING:

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

tidwell@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