



**Community Services of Northeast Texas, Inc.**



## **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*
- **Our Adult Nutrition Vision** *To allow our homebound citizens to live nourished lives with dignity and independence*
- **Invocation**

# Board Meeting

## AGENDA

January 25, 2017 @ 12:00 Noon

Linden Administrative Office • 304 East Houston Street, Linden, Texas 75563  
*Brant Allen, Board Chairman • Dan 'Lucky' Boyd, NCRT, Executive Director*  
*If you need assistance with physical accessibility to the meeting, please call 903-756-5596 x 17*

**1. Call Meeting to Order**

**2. Establishment of a Quorum**

**3. Approval of Minutes** from 12-28-2016 ☼

**4. Approval of Agenda** ☼

**5. Chairman's Comments and Recognitions**

- A. Appoint members to committees
- B. Policy Council Representative

**6. Training/Presentations**

- A. 2017 Self-Assessment Interview

**7. Committee Reports**

- A. Planning & Evaluation
- B. Personnel
- C. Finance
- D. Executive
- E. Nominating
- F. ByLaws

**8. Action Items**

- A. Seat new board member(s), if any ☼
- B. Discuss/Approve Disability Waiver Request for Grant #06CH7174/03 ☼
- C. Discuss/Approve Personnel Policy #403 Paydays ☼
- D. Discuss/Approve Resolution – TBRA Application ☼
- E. Discuss/Approve Replacement of Tricia Foster Secretary ☼

**9. Staff Reports**

- A. Financial Report .....Shelley Mitchell
- B. Head Start Report .....Bernadette Harris
- C. Community Services and Adult Nutrition Report..... DeAnna House
- D. Service Department Report.....Tommy Hooper
- E. Human Resources Report.....Charlotte Hall

**10. Executive Director's Report**

- A. Executive Director Comments

**11. Discussion Items**

None

**12. Audience Comments**

### **13. Executive Session**

- 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**

✪ Requires Board Vote

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Community Services of Northeast Texas, Inc  
MINUTES  
Board Meeting  
December 28, 2016 - 12:00 Noon  
Linden Administrative Office  
304 E. Houston Street  
Linden, Texas 75563

**Board Members Present**

Charles Snowden, Vice-Chairman  
*Representing LEDC, Private Sector*  
Ross Hyde  
*Representing State Representative, Gary VanDeaver, Public Sector*  
Brenda Swisher  
*Representing Cass County Mayor Clarence Burns, Public Sector*  
Brant Allen  
*Democratically selected by New Boston Housing Authority, Poverty Sector*  
Judge Lynda Munkres  
*Morris County Judge, Public Sector*  
Kellie Burns  
*Representing Linden-Kildare CISD, Private Sector*  
Stacia Waters  
*Democratically selected by Atlanta Property Management, Poverty Sector*

**Board Members Absent**

Susie Cash  
*Democratically selected by Head Start Policy Council, Poverty Sector*  
Donna Early  
*Representing Cass County Judge Becky Wilbanks, Public Sector*

VACANCY – *Poverty Sector*  
VACANCY – *Private Sector*  
VACANCY – *Private Sector*

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**CALL TO ORDER**

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Charles Snowden, Chairman, called the meeting to order at 12:10 p.m.  
Quorum: established by Dan Boyd, Executive Director, seven members of twelve available

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## MINUTES

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Motion: Brant Allen moved to approve the October 5, 2016 minutes  
Second: Stacia Waters  
All in favor voted aye, none opposed, the motion carried unanimously

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## AGENDA

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Motion: Brenda Swisher moved to approve Agenda for December 28, 2016, with changes, Change Action Item B3 to reflect the word manual instead of handout; and add discussion item G, Disability Waiver Request  
Second: Ross Hyde  
All in favor voted aye, none opposed, the motion carried unanimously

A. Chairman's Comments and Recognition

Charles Snowden, Chairman shared his pleasures in serving on the board as a member and as Chairman.

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## TRAINING / PRESENTATIONS

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1. Board Manuals and contents – Dan Boyd
2. Hand Out updated ByLaws [meets Org Std 5.4] – Dan Boyd
3. 2016 Office of Head Start Monitoring Protocol (handout for use as study guide) – Berny Harris
4. Eligibility Final Rule Training – Misty Barron

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## COMMITTEE REPORTS

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- A. Planning & Evaluation - none
- B. Personnel - none
- C. Finance - none
- D. Executive - none
- E. Nominating - none
- F. ByLaws - none

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## Action Items

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A. Seat New Board Member(s) – None seated

B. Discuss / Approve Head Start Administrative Operating Documents

Motion: Judge Lynda Munkres  
Second: Brant Allen  
All in favor voted aye, none opposed, the motion carried unanimously

**C. Discuss / Approve Changes to Personnel Policies and Procedures**

Motion: Brant Allen

Second: Kellie Burns

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

**D. Discuss / Approve CSNT Job Descriptions [ Org Std 7.3]**

Motion: Stacia Waters

Second: Brenda Swisher

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

**E. Discuss / Approve Financial Policies and Procedures including the Code of Conduct in Purchasing**

Motion: Judge Lynda Munkres

Second: Ross Hyde

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

**F. Discuss / Approve Adding \$667.50 to Other/Line Item #8060 Grounds/Lawn Care Grant #06CH7174/02 for sale of old lawn mowers**

Motion: Brenda Swisher

Second: Stacia Waters

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

**G. Discuss / Approve CSNT Head Start Volunteer Rates**

Motion: Ross Hyde

Second: Judge Lynda Munkres

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

**H. Discuss / Approve 2017 Community Assessment Update**

Motion: Brant Allen

Second: Judge Lynda Munkres

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

**I. Discuss / Approve Health Services Advisory Committee Meeting Action Items**

Motion: Brenda Swisher

Second: Stacia Waters

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

**J. Discuss / Approve Updated ERSEA Policies and Procedures**

Motion: Stacia Waters

Second: Kellie Burns

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

**K. Discuss / Approve 2017 Community Action Plan**

1. The plan is approved by the Board [exceeds Org Std 4.2]

2. The plan utilizes the services of a certified ROMA trainer [meets Org Std 4.3]

Motion: Brant Allen

Second: Ross Hyde

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

**L. Discuss / Approve 2017 CSBG Budget \$433,311.00**

Motion: Judge Lynda Munkres

Second: Kellie Burns

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

**M. Discuss / Approve 2017 CEAP Policy**

Motion: Brant Allen

Second: Kellie Burns

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

**N. Discuss / Approve 2017 Service Delivery Plan**

Motion: Ross Hyde

Second: Judge Lynda Munkres

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

**O. Discuss / Approve Replacement of Mr. Floyd Osborne**

Motion: Brenda Swisher

Second: Stacia Waters

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

**P. Discuss / Approve Signatory for Checks, Brenda Swisher and Stacia Waters**

Motion: Brant Allen

Second: Ross Hyde

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

Motion to amend: to remove Charles Snowden, Med Daniels, and Floyd Osborne as signer for Agency Checks

Motion: Judge Lynda Munkres

Second: Kellie Burns

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

**Q. Discuss / Approve Risk Assessment [meets Org Std 4.6]**

Motion: Brenda Swisher

Second: Brant Allen

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

**R. Discuss / Approve Strategic Plan [meets Org Std 6.1, 6.2, 6.3, and 6.4]**

Motion: Judge Lynda Munkres

Second: Ross Hyde

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

**S. Discuss / Approve Succession Plan [meets Org Std 4.5]**

Motion: Ross Hyde

Second: Kellie Burns

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

**T. Discuss / Approve Annual Agency-wide Budget 2017 [meets Org Std 8.9]**

Stacia Waters made a motion to table until February 22, 2017 meeting

Motion: Brenda Swisher



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## **STAFF REPORTS**

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Head Start Report – Prepared by Bernadette Harris, Head Start Director

Financial Report – Prepared by Shelley Mitchell, Finance Director

Community Services Report – Prepared by DeAnna House, Director of Operations

Adult Nutrition Report – Prepared by DeAnna House, Director of Operations

Service Department Report – Prepared by Tommy Hooper, Svc Dept Mgr

Human Resources Report – Prepared by Charlotte Hall, Human Resources Director

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## **EXECUTIVE DIRECTOR'S REPORT**

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### **A. Executive Director Comments**

1. Has enjoyed relationship with Board for 12 years
2. Has made an error with regard to being to “easy” with Board
3. In 2017 Board needs to be more active, engaging, training, experts at being board members; start having a full-time board; members who are not afraid to give input and watching outside, asking inside; my plan is to step it up a notch
4. Having board members suggest new members as other members retire or resign

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## **DISCUSSION ITEMS**

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- A. 2016-2017 Calendar Changes
- B. Head Start Program Performance Standards (HSPPS) Final Rule ACF-PI-HS-16-04 Effective 11/7/16
- C. Circle Assessment Fall Data 2016
- D. CLASS Fall Data 2016
- E. Board Meeting and Training Schedule for 2017
- F. Donation of Building to CSNT from Academy of Texas Music, Inc
- G. Disability Waiver Request

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## **EXECUTIVE SESSION**

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- 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.

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**AUDIENCE COMMENTS**

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None

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**ADJOURN**

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Motion made to adjourn the meeting by Brant Allen and second by Ross Hyde at 2:25pm.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2017  
(Board Secretary) (Date)

## Standing Committees of the Governing Board

<b>Executive</b>			
	<u>Elected</u>	<u>Office</u>	<u>Sector</u>
Committee Chairman	Brant Allen	Chairman	Poverty
	Donna Early	Treasurer	Private

<b>Finance</b>			
Committee Chairman	Brant Allen	Chairman	Poverty
	Donna Early	Treasurer	Public
	Brenda Swisher		Public

<b>Personnel</b>			
Committee Chairman	Brant Allen	Chairman	Poverty
	Susie Cash		Poverty

<b>Planning &amp; Evaluation</b>			
Committee Chairman	Brant Allen	Chairman	Poverty
	Donna Early	Treasurer	Public
	Kellie Burns		Private

<b>Nominating</b>			
Committee Chairman	Brant Allen	Chairman	Poverty
	Donna Early	Treasurer	Public
	Ross Hyde		At Large

<b>Bylaws</b>			
Committee Chairman	Brant Allen	Chairman	Poverty
	Donna Early	Treasurer	Public
	Judge Lynda Munkres		Public

Please note: A committee consisting of a quorum of the Board becomes subject to the Texas Open Meetings Act, "Texas Open Meetings Act Made Easy, Answers to the Most Frequently Asked Questions About the Open Meetings Act," Attorney General's Municipal Advisory Committee, Municipal Affairs Section, Office of the Attorney General, State of Texas, Ken Paxton

## 2016-2017 (School Year) List of Committees

### Self Assessment

- 1.) Jessica Shellman– Policy Council
- 2.) Jessica Hill– Policy Council
- 3.) – Governing Board ✪
- 4.) Donna Early – Governing Board
- 5.) Charles Snowden – Governing Board ✪

### Community Assessment

- 1.) Mary Cook– Policy Council
- 2.) Charles Snowden – Governing Board ✪
- 3.) – Governing Board ✪

### Finance Committee

- 1.) Jennifer Baxter - Policy Council
- 2.) Donna Early – Governing Board
- 3.) – Governing Board ✪
- 4.) Brant Allen – Governing Board ✪

### School Readiness Committee

- 1.) Jessica Shellman - Policy Council
- 2.) Sarah Sims – Policy Council
- 3.) – Governing Board ✪
- 4.) Charles Snowden – Governing Board ✪
- 5.) Donna Early – Governing Board
- 6.) Christina Roberts - Governing Board ✪

### ERSEA Committee

- 1.) Mary Cook - Policy Council
- 2.) Floyd Osborne – Governing Board ✪
- 3.) Charles Snowden – Governing Board ✪
- 4.) Susie Cash – Governing Board ✪

### Strategic Planning Committee

- 1.) Meagan Howard– Policy Council
- 2.) Ross Hyde– Governing Board
- 3.) Charles Snowden – Governing Board ✪

### Health Advisory Committee

- 1.) Alicia Ward– Policy Council
- 2.) Sarah Sims- Policy Council
- 3.) Ross Hyde – Governing Board
- 4.) Charles Snowden – Governing Board ✪

✪ requires action

# 2017 Self-Assessment

## Team 4

Leadership, Governance,  
Mgmt. Systems



Linden – Naples – Pittsburg

Team Member: \_\_\_\_\_

**Key Performance Area #1:  
Program Planning**

**Targeted Questions: Governing Body Interview  
Purpose**

The OHS wants to understand the governing body's ongoing engagement in establishing or pursuing the agency's mission, the Head Start program's goals, and the program's plans. The governing body is responsible for ensuring the program adheres to an agency-wide mission that aligns with the priorities of Head Start and the needs of the community.

**Planning – CM 1.1**

Review the agency's mission with the governing body.

**How does the agency's mission address what the community needs? How does the mission align with Head Start priorities?**

*The governing body should explain:*

- *How the mission reflects the needs of the community*
- *How the mission addresses the priorities of Head Start*

Review the grantee's current program goals with the governing body.

**What is your role in revisiting the goals to ensure they are relevant to the current needs of the community served?**

**How often do you revisit the goals to ensure their continued relevance?**

*The governing body should explain:*

- *Its role in revisiting the program goals based on the Community Assessment, Self-Assessment, or other changes that occur in the program or community at large*

**What is your plan for assessing your program's ability to provide high-quality comprehensive services? How will you determine whether the services delivered meet the community's needs?**

*The governing body should describe:*

- *How it determines that the program is providing high-quality services to the Head Start community*

**How do you ensure community members, the Policy Council, Head Start grantee staff, and other stakeholders are involved in the planning process?**

*The governing body should describe:*

- *The role stakeholders play in the Self-Assessment and Community Assessment*
- *How it ensures grantee staff, community members, and the Policy Council are aware of and work towards the agency's mission and program goals*

**Key Performance Area #2:  
Developing and Organizing Resources**

***Targeted Questions: Governing Body Interview***

***Engaging the Governing Body and Policy Council—CM 2.3***

**Describe how the program engages the governing body and the Policy Council to support the program in meeting program goals, providing high-quality comprehensive services to the community, and ensuring that program facilities and practices ensure the health and safety of children.**

*The governing body should describe:*

- *The role its members and the Policy Council members play in supporting the program*
- Ask the Fiscal member ( \_\_\_\_\_ ) of the governing body:

**How do you use your fiscal expertise to support the program in providing quality services and ensuring that facilities are safe?**

*The Fiscal member of the governing body should describe:*

- *Examples of contributions he or she has made to ensure the financial resources of the program are managed in accordance with the program's goals and plans*

Ask the Early Childhood Education (ECE) member( \_\_\_\_\_ )  
of the governing body:

**How do you support the program in providing quality services and keeping children safe using your early childhood expertise?**

*The ECE member of the governing body should describe:*

- *Examples of contributions he or she has made to ensure the program develops and delivers quality ECE services*



2.3

Ask the attorney(\_\_\_\_\_ ) on the governing body:

**How do you support the program in providing quality services and keeping children safe based on your legal expertise?**

*The attorney should describe:*

- *Examples of contributions he or she has made to ensure the program effectively manages the administrative and legal aspects of the program*

Ask the community members and parents on the governing body:

(\_\_\_\_\_, \_\_\_\_\_)  
\_\_\_\_\_, \_\_\_\_\_

**How do you support the program in providing quality services and keeping children safe on your experience within the community?**

*The parents and community members should describe:*

- *Examples of contributions they have made to ensure the program meets the needs of the community*



**Key Performance Area #4:  
Evaluating Performance and Stimulating Ongoing Improvement**

***Targeted Questions: Governing Body Interview  
Purpose***

The governing body should receive regular reports about the program's performance. In addition to confirming that the governing body receives the required reports and that they are timely and accurate, the OHS wants to understand how the governing body uses the reports. The governing body should understand what each report means and use the information in the reports to support its evaluation of the program's performance and its decisions to ensure continuous improvement in the program.

***Policy Council and Governing Body Oversight of Program Evaluation—CM 4.4***

**How do you evaluate the program's performance?**

**How do you know whether it is achieving program goals, providing quality comprehensive services, and maintaining healthy and safe learning environments?**

*The governing body should describe:*

- *Receiving the annual Self-Assessment*
- *How it ensures the program meets all requirements based on the grant application and all Federal, State, and local laws*
- *Following-up on all internal corrective actions and monitoring results*

**What do you do to ensure the financial health and well-being of the program and the fiscal integrity of the agency?**

**Please provide an example of how you used data to inform a governing body decision.**

*The governing body should describe:*

- *Selecting independent financial auditors (except when a financial auditor is assigned by the State under State law or is assigned under local law)*

- *Reviewing the financial audit and financial statements (including credit card expenditures, if applicable)*

- *Monitoring the program's actions to correct any audit findings and other actions necessary to comply with applicable laws and regulations governing financial statements and accounting practices*

**If the governing body receives credit card expenditure reports, ask how it uses the reports to ensure the program is spending in accordance with program priorities.**

*If the governing body does not receive credit card expenditure reports, ask how it ensures the program exercises fiscal responsibility.*

**How do you feel the program is doing in achieving its goals and meeting community needs? Are you satisfied with the progress?**

*The governing body members should describe:*

- *Their understanding of the program's progress in achieving program goals*

- *Their satisfaction with that progress*

**Key Performance Area #4:  
Evaluating Performance and Stimulating Ongoing Improvement**

**Targeted Questions: Governing Body Interview  
Policy Council and Governing Body Oversight of Program Evaluation—CM 4.4**

**What information or reports do you use to provide oversight for programmatic operations?**

*The governing body should describe the following reports and explain how it uses the information:*

*Annual reports*

- *PIR*

*Monthly reports*

- *Program information summaries*

- *Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency*

- *Reports of meals and snacks provided through programs of the USDA*

*Additional reports*

- *Every 3 years, the community-wide strategic planning and needs assessment (Community Assessment) of the Head Start program*

- *Applicable and current updates from the Secretary (i.e., Program Instructions, Information Memoranda, etc.)*

**How do you use the information?**

**How do you learn about the program's strengths and areas in need of improvement?**

*The governing body should describe:*

- *What information or reports it uses to identify program strengths*
- *What information or reports it uses to identify areas in need of improvement*
- *Examples of current identified strengths or areas in need of improvement*

**How do you respond when you identify a risk or a potential risk?**

*The governing body should describe:*

- *Its process or procedure for communicating the risk to the program*
- *How feedback and support are provided to mitigate the risk*
- *How the issue is addressed and follow-up is monitored*
- *Examples of identified risks and the processes used*

**Annual Report to the Public—CM 4.5**

Does the Annual Report include the following:

- *An explanation of budgetary expenditures and proposed budget for the fiscal year?*
- *Information on school readiness and how the grantee works to prepare children for kindergarten?*

*If the report **does not** include these explanations, during your interview with the Director, **ask why**. Determine when the report will be updated with the information required.*

Is the Annual Report available to the public?

If not, ask the Director to provide an explanation.

Is the Annual Report available to the public?

If not, ask the Director to provide an explanation.

**Governing Body and Policy Council  
Composition**

**Governing Body Document Review  
Purpose**

In order to ensure the governing body is able to provide effective leadership for the program, the OHS needs to confirm that the governing body meets the composition requirements. Furthermore, the OHS wants to understand how each member of the governing body uses his or her expertise to ensure the program provides quality services to children and families. Lastly, the OHS seeks to understand how the training governing body members receive ensures they are able to effectively fulfill their roles and responsibilities.

**Governing Body Composition—CM 5.1**

While scheduling the governing body interview, confirm the roles and required expertise of the governing body.

**Does the governing body meet all of the following requirements? Does it include:**

- *At least one member with a background and expertise in accounting or fiscal management? Yes or No* \_\_\_\_\_
- *At least one member with a background and expertise in early childhood education and development? Yes or No* \_\_\_\_\_
- *At least one member who is a licensed attorney?  
Yes or No* \_\_\_\_\_
- *Members who reflect the community served, including parents of children who are currently or were formerly enrolled in Head Start programs?  
Yes or No* \_\_\_\_\_

If the governing body does not include individuals with the required qualifications:

**Describe the relevant expertise and qualifications of any consultants or other individuals who work directly with the governing body.**



# ***Community Services of Northeast Texas, Inc.***

## **Personnel Policies & Procedures**

### **403 Paydays**

Effective Date: 9/1/2003

Revision Date: 1/25/17

#### **Pay Periods**

Pay Periods begin on Sunday and are fourteen (14) days, ending on Saturday. For example, the first full pay period of 2017 ran January 8th through January 21st, with a pay date of January 27th.

#### **Frequency**

All employees are paid bi-weekly on alternate Fridays. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

#### **Non-banking Days**

In the event that a regularly scheduled payday falls on a non-banking day, employees will receive pay on the last banking day before the regularly scheduled payday.

#### **Direct Deposits**

Employees are required to have pay directly deposited into their bank accounts. Direct deposits will be made only to accounts with a routing transit number and an account number. Employees may be required to accept a pre-note to this account on occasions to insure the validity of the account. (A pre-note is an ACH sent to the account which does not change the balance of funds in the account.) Employees will have access to an itemized statement of wages through the agency's payroll information system.

#### **Live Checks**

Live checks are issues only when:

- An employee is receiving their first paycheck.
- An employee is receiving their final paycheck.
- Special circumstances dictate.



## RESOLUTION

*By the Board of Directors of Community Services of Northeast Texas, Inc. (CSNT)*

WHEREAS, a need exists for persons of low-income to receive assistance with paying rent; and

WHEREAS, CSNT has identified such as a need within the service area; and

WHEREAS, the mission of CSNT is consistent with an effort to alleviate such needs; then

BE IT RESOLVED, CSNT will apply for the Tenant Based Rental Assistance Program funding offered through the Texas Department of Housing and Community Affairs; and

CSNT authorizes the staff to submit an application for such funding; and

CSNT commits to a cash reserve of Forty Thousand Dollars for use during the administration of the program through a line of credit in that amount from Capital One Bank; and

CSNT authorizes Dan Boyd, Executive Director to represent CSNT with respect to this program; and

CSNT authorizes Dan Boyd, Executive Director as the designated signatory with authority to execute a Reservation System Participation Agreement; and

CSNT hereby requests a waiver of any application fees based on CSNT's expanded services as administrators of the Community Services Block Grant, the Comprehensive Energy Assistance Program, Head Start, Child and Adult Care Food Program, and Salvation Army. These services provide an array of resources for low-income citizens in the CSNT service area.

AND IT IS SO RESOLVED, by a majority vote of a properly constituted Board, with a quorum present, on this, the 25<sup>th</sup> day of January, 2017.

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Brant Allen, Board Chair

# Head Start

## Financial Report for the month of January 2017

(December 2016 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2017</i>							
Personnel	\$1,168,074.00	\$156,000.96	\$156,000.96	\$1,012,073.04	\$194,679.00	\$194,679.00	\$38,678.04
Fringe Benefits	\$337,573.00	\$54,011.59	\$54,011.59	\$283,561.41	\$56,262.17	\$56,262.17	\$2,250.58
Travel (4120)	\$22,150.00	\$4,971.19	\$4,971.19	\$17,178.81	\$3,691.67	\$3,691.67	(\$1,279.52)
Equipment	\$27,500.00	\$0.00	\$0.00	\$27,500.00	\$4,583.33	\$4,583.33	\$4,583.33
Supplies	\$62,750.00	\$4,678.91	\$4,678.91	\$58,071.09	\$10,458.33	\$10,458.33	\$5,779.42
Contractual	\$8,919.00	\$0.00	\$0.00	\$8,919.00	\$1,486.50	\$1,486.50	\$1,486.50
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$900.00	\$900.00	\$21,824.00	\$3,787.33	\$3,787.33	\$2,887.33
Other (4122)	\$214,782.00	\$32,530.07	\$32,530.07	\$182,251.93	\$35,797.00	\$35,797.00	\$3,266.93
<b>Total</b>	<b>\$1,864,472.00</b>	<b>\$253,092.72</b>	<b>\$253,092.72</b>	<b>\$1,611,379.28</b>	<b>\$310,745.33</b>	<b>\$310,745.33</b>	<b>\$57,652.61</b>
T&TA	\$44,874.00	\$5,871.19	\$5,871.19	\$39,002.81	\$7,479.00	\$7,479.00	\$1,607.81
<b>Total</b>							
USDA Reimbursements through							
Estimated USDA Reimbursement for December 2016							\$9,670.29
							<u>\$67,322.90</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual = 140,000.00

<b>Further Analysis</b>	
Number of children	516
Number of classrooms	24

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$77,686.33	\$10,545.53	\$10,545.53	\$6,473.86	\$6,473.86	(\$4,071.67)
Per Child	\$3,613.32	\$490.49	\$490.49	\$301.11	\$301.11	(\$189.38)

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$466,118.00	\$125,894.68	\$125,894.68	\$340,223.32

# Head Start

## Financial Report for the month of December 2016

(November 2016 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2016</i>							
Personnel	\$2,346,764.00	\$296,195.29	\$2,370,917.39	(\$24,153.39)	\$195,563.67	\$2,346,764.00	(\$24,153.39)
Fringe Benefits	\$648,356.00	\$45,615.92	\$607,883.41	\$40,472.59	\$54,029.67	\$648,356.00	\$40,472.59
Travel (4120)	\$22,150.00	\$0.00	\$22,020.85	\$129.15	\$1,845.83	\$22,150.00	\$129.15
Equipment	\$36,000.00	\$0.00	\$27,355.00	\$8,645.00	\$3,000.00	\$36,000.00	\$8,645.00
Supplies	\$146,567.00	\$8,191.54	\$86,531.04	\$60,035.96	\$12,213.92	\$146,567.00	\$60,035.96
Contractual	\$15,021.00	\$6,258.75	\$15,000.00	\$21.00	\$1,251.75	\$15,021.00	\$21.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$0.00	\$22,853.15	(\$129.15)	\$1,893.67	\$22,724.00	(\$129.15)
Other (4122)	\$491,361.00	\$84,590.21	\$646,778.74	(\$155,417.74)	\$40,946.75	\$491,361.00	(\$155,417.74)
<b>Total</b>	<b>\$3,728,943.00</b>	<b>\$440,851.71</b>	<b>\$3,799,339.58</b>	<b>(\$70,396.58)</b>	<b>\$310,745.25</b>	<b>\$3,728,943.00</b>	<b>(\$70,396.58)</b>
T&TA	\$44,874.00	\$0.00	\$44,874.00	\$0.00	\$3,739.50	\$44,874.00	\$0.00
<b>Total</b>							
USDA Reimbursements through November 2016							\$133,288.56
Estimated USDA Reimbursement for							\$0.00
							<u>\$62,891.98</u>
							Resulting (over)/under with USDA

\* Total Over/Under without USDA

### Accruals:

Actual year end payroll accrual = 125,000.00

<b>Further Analysis</b>	
Number of children	516
Number of classrooms	24

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$155,372.63	\$18,368.82	\$158,305.82	\$12,947.72	\$155,372.63	(\$2,933.19)
Per Child	\$7,226.63	\$854.36	\$7,363.06	\$602.22	\$7,226.63	(\$136.43)

<b>IN-KIND (Non-Federal Share)</b>				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$932,235.00	\$142,437.56	\$1,359,262.85	(\$427,027.85)

# HEAD START NUTRITION PROGRAM

## *Financial Report*

For the month of December 2016

### CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 5,352.23	\$ 19,420.18
Administrative Labor	665.20	\$ 2,441.51
Food	3,457.47	\$ 25,288.74
Supplies & Equipment	207.34	\$ 1,756.73
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 150.00
Total	<u>\$ 9,682.24</u>	<u>\$49,057.16</u>

TDHS REVENUE                                      9,670.29              38,544.87 (Income Starts October 2016)

# CSBG 2016

## Financial Report for the month of January 2017

CSBG Current Program (December Expenditures)

% of contract	80%
% of money	98%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 03/31/2017</i>							
Personnel	\$194,802.00	52,123.28	\$203,006.05	(\$8,204.05)	\$12,986.80	\$155,841.60	(\$47,164.45) Over
Fringe Benefits	31,601.00	7,825.06	\$37,971.70	(6,370.70)	2,106.73	25,280.80	(12,690.90) Over
Travel*	17,640.00	1,703.33	\$14,227.57	3,412.43	1,176.00	14,112.00	(115.57) Over
Equipment	47,280.00	543.40	\$45,770.01	1,509.99	3,152.00	37,824.00	(7,946.01) Over
Supplies	7,600.00	3,784.51	\$34,724.31	(27,124.31)	506.67	6,080.00	(28,644.31) Over
Contractual	7,000.00	634.48	\$3,488.05	3,511.95	466.67	5,600.00	2,111.95 Okay
Other	102,481.00	14,482.11	\$59,782.77	42,698.23	6,832.07	81,984.80	22,202.03 Okay
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
<b>Total</b>	<b>\$408,404.00</b>	<b>\$81,096.17</b>	<b>\$398,970.46</b>	<b>\$9,433.54</b>	<b>\$27,226.93</b>	<b>\$326,723.20</b>	<b>(\$72,247.26) Over</b>

## Financial Report for the month of January 2017

CEAP Current Program (December Expenditures)

% of contract	80%
% of money	89%

# CEAP 2016

*Comprehensive Energy Assistance Program (CEAP) 12 month program ending 03/31/2016*

						Contract Budget				
						Minimum	Maximum			
Administration*	\$126,351.00	6,097.64	\$126,351.00	\$0.00	7%	\$8,423.40	min	\$111,365.11	max	(\$14,985.89) Over
Household Crisis**	821,117.00	13,276.50	\$219,524.60	601,592.40		153,677.07	min	821,117.00	max	601,592.40 Okay
Utility Assistance**	821,116.00	205,725.46	\$1,317,246.07	(496,130.07)		153,677.07	min	821,116.00	max	(496,130.07) Over
Program Services	125,890.00	5,818.86	\$125,890.00	0.00	8%	8,392.67	min	133,012.85	max	7,122.85 Okay
Assurance 16	125,947.00	2,567.76	\$7,199.76	118,747.24		0.00	min	125,947.00	max	118,747.24 Okay
Training Travel	1,200.00	0.00	\$0.00	1,200.00		0.00	min	1,200.00	max	1,200.00 Okay
<b>Total</b>	<b>\$2,021,621.00</b>	<b>\$233,486.22</b>	<b>\$1,796,211.43</b>	<b>\$225,409.57</b>		<b>\$324,170.20</b>		<b>\$2,013,757.96</b>		<b>\$217,546.53</b> Okay

\*Cannot be over-budget by end of contract \*\*Must be at least 10% of total expenditures

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments

7.0%

Program Services with Future Payments

7.6%

### Future Payments

COMMUNITY SERVICES OF NORTHEAST TEXAS

Statement of Activities

25 - CSBG DISCRETIONARY

From 12/1/2016 Through 12/31/2016

	Current Period Actual	Current Year Actual
Revenues and other support		
Contractual revenue - grants	0.00	97.38
Total Revenues and other support	0.00	97.38
Expenses		
Supplies	4,167.24	4,207.00
Contractual	0.00	0.00
Other	4,683.80	4,803.08
Total Expenses	8,851.04	9,010.08
Transfers		
Transfers	0.00	(159.04)
Total Transfers	0.00	(159.04)
Net Gain/(Loss)	(8,851.04)	(8,753.66)

**Adult Nutrition Program Production Report**

**CIGNA**

Rate: 6.12

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Salaries	5,745.85	1,780.77	3,142.90	4,471.05								
Fringe Benefits	1,111.27	1,533.63	1,063.53	1,487.41								
Travel	5.05	0.00	0.00	0.00								
Raw / Purchased Food	6,406.12	1,381.66	5,169.44	4,845.60								
Supplies	52.56	9.46	53.71	97.06								
Equipment	63.92	144.05	33.90	46.84								
Vehicle Costs	1,383.29	1,074.56	1,055.81	868.17								
Other	766.39	1,925.10	676.60	798.26								
<b>Total</b>	<b>15,534.45</b>	<b>7,849.23</b>	<b>11,195.89</b>	<b>12,614.39</b>								

		Avg	\$/Meal
Salaries	15,140.57	32.1%	3,785.14
Fringe Benefits	5,195.84	11.0%	1,298.96
Travel	5.05	0.0%	1.26
Raw / Purchased Food	17,802.82	37.7%	4,450.71
Supplies	212.79	0.5%	53.20
Equipment	288.71	0.6%	72.18
Vehicle Costs	4,381.83	9.3%	1,095.46
Other	4,166.35	8.8%	1,041.59
<b>Total</b>	<b>47,193.96</b>		<b>11,798.49</b>

Meals	1494	1370	1410	1388								
Anticipated Billing	9,143.28	8,384.40	8,629.20	8,494.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual Receipts	7,962.12	7,857.08	7,931.52									
Gain (Loss)	(6,391.17)	535.17	(2,566.69)	(4,119.83)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

5,662	1415.5 Average Meals
34,651.44	8,662.86 Average Billing
23,750.72	
(12,542.52)	

Labor Percentage	37.0%	22.7%	28.1%	35.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Fringe Percentage	19.3%	86.1%	33.8%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Food Percentage	41.2%	17.6%	46.2%	38.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

64 Clients Months 4

7.52 Average cost / meal  
 (1.40) (Loss) / Gain / meal  
 (20,630.00) (Loss) / Gain YTD  
 0.00 Anticipated L/G

**UNITED HEALTHCARE**

Rate: 6.12

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Salaries	5,745.91	2,211.39	4,381.71	6,358.37								
Fringe Benefits	1,096.55	2,028.71	1,406.63	2,017.08								
Travel	5.05	0.00	0.00	0.00								
Raw / Purchased Food	9,008.92	2,090.63	7,754.16	7,268.40								
Supplies	52.56	9.46	75.06	98.31								
Equipment	83.80	213.06	45.96	66.27								
Vehicle Costs	1,857.57	1,591.40	1,567.24	1,285.78								
Other	856.01	2,712.88	850.46	972.83								
<b>Total</b>	<b>18,706.37</b>	<b>10,857.53</b>	<b>16,081.22</b>	<b>18,067.04</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

		Avg	\$/Meal
Salaries	18,697.38	39.6%	4,674.35
Fringe Benefits	6,548.97	13.9%	1,637.24
Travel	5.05	0.0%	1.26
Raw / Purchased Food	26,122.11	55.4%	6,530.53
Supplies	235.39	0.5%	58.85
Equipment	409.09	0.9%	102.27
Vehicle Costs	6,301.99	13.4%	1,575.50
Other	5,392.18	11.4%	1,348.05
<b>Total</b>	<b>63,712.16</b>		<b>15,928.04</b>

Meals	2538	2300	2186	2065								
Anticipated Billing	15,532.56	14,076.00	13,378.32	12,637.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual Receipts	14,688.00	12,858.29	12,662.28									
Gain (Loss)	(3,173.81)	3,218.47	(2,702.90)	(5,429.24)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

9,089	2272.25 Average Meals
55,624.68	13,906.17 Average Billing
40,208.57	
(8,087.48)	

Labor Percentage	30.7%	20.4%	27.2%	35.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Fringe Percentage	19.1%	91.7%	32.1%	31.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Food Percentage	48.2%	19.3%	48.2%	40.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

103 Clients

Total Meals	4032	3670	3596	3453	0	0	0	0	0	0	0	0
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Total meals 14751

Variation from Average

CIGNA	-26%	-25%	-22%	-20%
UNITED HEALTHCARE	26%	25%	22%	20%

Allocation Correction Needed

CIGNA	-5%	-5%	-4%	-4%
UNITED HEALTHCARE	5%	5%	4%	4%

43.75



# Community Services of Northeast Texas, Inc.

## Credit Usage Report

### Board Report -January 2017

#### Capital One Credit Card

Purchases for November 2016 & December 2016		2,239.01
Payment due by 12/30/2016	Pd on 12/20/2016	<u>(2,239.01)</u>
Balance		-

#### Lowe's Credit Card

Purchases for		-
Payment due by	Pd on	<u>-</u>
Balance		-

#### Sam's Club Credit Card

Purchases for		-
Payment due by	Pd on	<u>-</u>
Balance		-

#### Line of Credit

Program	CBA UH	CBA CIGNA	CURRENT CEAP		
Highest December 2016 balance	1,600.00	2,000.00	-	-	-
Current balance	2,200.00	1,300.00	10,900.00	-	-
Exp pay off date	1/31/17	1/31/17	1/31/2017		

#### In House Line of Credit

Program	CSBG	ETCOG	CSBG D	CBA CIGNA	CEAP CURRENT
Highest December 2016 balance	81,740.00	107,021.06	-	-	-
Current balance	81,740.00	107,021.06	-	-	-
Exp pay off date	-	-			

#### Capital One Bank Loans



ACCT. NUMBER:	[REDACTED]		
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	2,239.01	MINIMUM PAYMENT DUE	2,239.01
AVAILABLE CREDIT	7,760.99	PAYMENT DUE DATE	12-30-16

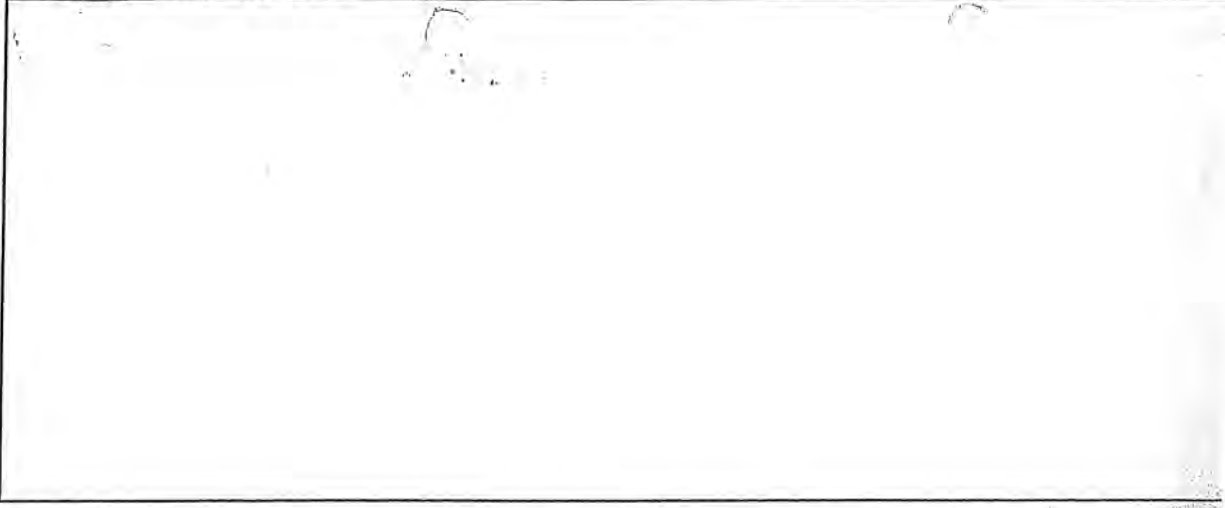
**PAID**  
 DEC 20 2016  
 BY: \_\_\_\_\_

FINANCE CHARGE SUMMARY				
	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	PERIODIC FINANCE CHARGE
PURCHASES	\$0.00	0.8742%	10.49%	\$0.00
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
<b>ANNUAL PERCENTAGE RATE*:</b>				<b>10.49%</b>
Periodic rates may vary				
Number of days in billing cycle:				30
* Cash Advance Fees will cause the APR for Cash Advances & Checks to appear overstated.				

CORPORATE ACCOUNT ACTIVITY				
COMMUNITY SERVICES OF NORTHEAS [REDACTED]				TOTAL CORPORATE ACTIVITY \$793.23 CR
Post Date	Trans Date	Reference Number	Transaction Description	Amount
11-21	11-19	75528026326812001290019	PAYMENT RECEIVED -- THANK YOU	793.23 PY

INDIVIDUAL CARDHOLDER ACTIVITY					
DAN LUCKY BOYD [REDACTED]		CREDITS \$831.20	PURCHASES \$3,070.21	CASH ADV \$0.00	TOTAL ACTIVITY \$2,239.01
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
11-07	11-05	55541866311004074243155	DOUBLETREE AUSTIN AUSTIN TX 000005932	597.75	485.01
11-10	11-08	55541866315072001058000	DALLAS ADOLPHUS DALLAS TX 000005932	780.05	485.75
11-11	11-10	55309596315036017491158	SHERATON ATLANTA HOTEL ATLANTA GA 1992468	166.24	one night
11-21	11-20	55309596326036017478611	SHERATON ATLANTA HOTEL ATLANTA GA 1992470	831.20	(831.20)
11-21	11-20	55309596326036017478652	SHERATON ATLANTA HOTEL ATLANTA GA 1992468	664.95	Remaining
12-05	12-02	55309596338036017516358	SHERATON ATLANTA HOTEL ATLANTA GA 0001751635	831.20	(831.20 CR)
12-05	12-02	55541866339072002085293	DALLAS ADOLPHUS DALLAS TX 000005932	120.00	✓

Please tear payment coupon at perforation.



**CORPORATE ACCOUNT SUMMARY**

CORPORATE ACCOUNT NUMBER  
XXXXXXXXXXXX7041

CLOSING DATE	12-05-16	PREVIOUS BALANCE	793.23
PAYMENT DUE DATE	12-30-16	PURCHASES AND OTHER CHARGES	3,070.21
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	831.20
FOR CUSTOMER SERVICE CALL: 1-866-772-4497		PAYMENTS	793.23
		LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO:  CAP ONE COMMERCIAL MASTERCARD P.O. BOX 84012 COLUMBUS GA 31908-4012		CASH ADVANCE FEE	.00
		FINANCE CHARGES	.00
		OVERLIMIT FEES	.00
		<b>NEW BALANCE</b>	<b>2,239.01</b>
		MINIMUM PAYMENT DUE	2,239.01
		DISPUTED AMOUNT	.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Check/Voucher Register - Check Register

From 1/1/2015 Through 1/31/2015

Check Register Ending the Month of January 2016

Check Number	Effective Date	Vendor Name	Check Amount	Description
39509	1/7/2016	ABERNATHY COMPANY	451.27	Cleaning Supplies
39511	1/7/2016	AEP-SWEPKO-EA	42,217.89	Client Assistance
39512	1/7/2016	APRIL BENNETT	103.20	Mileage
39513	1/7/2016	AT&T	112.98	Telephone
39514	1/7/2016	AT&T	117.79	Telephone
39515	1/7/2016	AT&T	298.41	Telephone
39516	1/7/2016	AT&T	72.77	Telephone
39517	1/7/2016	AT&T	208.76	Telephone
39518	1/7/2016	AT&T	106.75	Telephone
39519	1/7/2016	AT&T	352.81	Telephone
39520	1/7/2016	AVAYA, INC.	39.11	Telephone
39521	1/7/2016	BECKY WATSON FANT	16.75	Vehicle Reg
39522	1/7/2016	BLOOMBURG WATER SUPPLY	54.02	Utility
39523	1/7/2016	BLUE CROSS BLUE SHIELD	45,540.39	Emp. Insurance
39524	1/7/2016	BOWIE CASS	21,082.82	Client Assistance
39525	1/7/2016	CAPITAL ONE N.A.	648.04	Travel
39526	1/7/2016	CENTERPOINT ENERGY	1,056.84	Client Assistance
39527	1/7/2016	CENTERPOINT ENERGY ENTEX	136.14	Utility
39528	1/7/2016	CITY OF HUGHES SPRINGS	285.26	Utility
39529	1/7/2016	CITY OF LINDEN	303.04	Utility
39530	1/7/2016	CITY OF NEW BOSTON	200.50	Utility
39531	1/7/2016	CITY OF PITTSBURG	675.45	Utility
39532	1/7/2016	CLAUDIA SALINAS	15.05	Mileage
39533	1/7/2016	CPI FOODS, INC.	29,081.60	Sr. Meals
39534	1/7/2016	DEBERRY BUTANE COMPANY	1,695.80	Client Assistance
39535	1/7/2016	DEPUTY MICHAEL PAGE CHILDRENS ORGANIZATION	250.00	Mental Health
39536	1/7/2016	DODS AND ASSOCIATES	246.50	Telephone
39537	1/7/2016	DONNA SHEPPARD	116.53	Mileage
39538	1/7/2016	EAST TEXAS REALTY	780.00	Storage Units
39539	1/7/2016	FERRELL GAS	1,371.11	Client Assistance
39540	1/7/2016	JULIE KOLACKI	73.96	Mileage
39541	1/7/2016	KAYE NELMS	113.52	Mileage
39542	1/7/2016	KIMBERLY PARRISH	31.82	Mileage
39543	1/7/2016	KIRBY RESTAURANT SUPPLY	170.00	Lease
39544	1/7/2016	LOWES BUSINESS ACCOUNT	116.46	Supplies
39545	1/7/2016	MARITZA GOMEZ	34.40	Mileage
39546	1/7/2016	MCI	59.54	Telephone
39547	1/7/2016	MOORE PEST CONTROL	120.00	Pest Control
39548	1/7/2016	MORPHO TRUST USA	39.75	Finger Printing
39549	1/7/2016	OFFICE DEPOT	284.76	Office Supplies
39550	1/7/2016	PITTSBURG CORNER EXPRESS	326.43	Fuel
39551	1/7/2016	RELIABLE ALARM SERVICE, LLC	30.00	Security Monitoring
39552	1/7/2016	REPUBLIC SERVICES #070	288.17	Utility
39553	1/7/2016	ROGERS TROPHY & SIGN CO., INC.	72.00	Plaque
39554	1/7/2016	RUSHING PEST CONTROL SERVICES	165.00	Pest Control
39555	1/7/2016	SONITROL OF LONGVIEW	55.00	Security Monitoring
39556	1/7/2016	SOUTHWEST ARKANSAS ELECTRIC	229.96	Client Assistance
39557	1/7/2016	SOUTHWESTERN ELECTRIC POWER	1,806.49	Utility
39558	1/7/2016	STAPLES CREDIT PLAN	177.26	Supplies
39559	1/7/2016	STRUBE PROPANE, INC.	1,130.00	Client Assistance
39560	1/7/2016	TOSHIBA FINANCIAL SERVICES	536.00	Copier
39561	1/7/2016	UPSHUR RURAL ELEC. CORP.	18,379.08	Client Assistance
39562	1/7/2016	VALLEY	13,237.58	Sr. Meals
39563	1/7/2016	VANCO SYSTEMS, INC.	301.58	Copier
39564	1/7/2016	WELCH PROPANE- MT. PLEASANT	1,404.76	Client Assistance

COMMUNITY SERVICES OF NORTHEAST TEXAS

Check/Voucher Register - Check Register

From 1/1/2015 Through 1/31/2015

Check Register Ending the Month of January 2016

Check Number	Effective Date	Vendor Name	Check Amount	Description
39565	1/7/2016	WHOLESALE SUPPLY INC	145.00	Lease
39566	1/7/2016	WINDSTREAM	1,553.28	Telephone
39567	1/7/2016	WOOD CO. ELECTRIC COOP.	165.43	Client Assistance
39569	1/7/2016	XEROX CORPORATION	4,189.53	Copier
39570	1/12/2016	ABERNATHY COMPANY	92.53	Cleaning Supplies
39571	1/12/2016	ALMA HARRISON	223.47	Reimbursement
39572	1/12/2016	ATLANTA PRIMARY	216.00	Field Trip
39573	1/12/2016	B & S TRUE VALUE HARDWARE	18.99	Building Supplies
39574	1/12/2016	BEN E KEITH CO	443.08	Hs Meals
39575	1/12/2016	BIRCH COMMUNICATIONS	19.12	Telephone
39576	1/12/2016	CASS COUNTY SUN	174.05	Advertising
39577	1/12/2016	EAST TEXAS FUELS, INC.	473.49	Fuel
39578	1/12/2016	GREG'S MIRACLE MART	199.89	Fuel
39579	1/12/2016	INTELLICORP RECORDS, INC.	22.95	Background Checks
39580	1/12/2016	KAYE NELMS PETTY CASH CUSTODIAN	26.58	Petty Cash
39581	1/12/2016	KIM'S CONVENIENCE STORES	465.73	Fuel
39582	1/12/2016	LANIER AUTO CENTER	48.12	Vehicle Repairs
39583	1/12/2016	LINDEN AREA CHAMBER OF COMMERCE	120.00	Membership
39584	1/12/2016	LINDEN FUEL CENTER	521.99	Fuel
39585	1/12/2016	NATIONAL COMMUNITY ACTON FOUNDATION	1,000.00	Membership
39586	1/12/2016	Oak Farms Dairy Dallas / Schepps Dairy	275.50	Hs Meals
39587	1/12/2016	OFFICE DEPOT	193.83	Office Supplies
39588	1/12/2016	PASCO OIL COMPANY	88.53	Fuel
39589	1/12/2016	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	304.00	Postage
39590	1/12/2016	PRUETT FOOD #5	10.34	Hs Meals
39591	1/12/2016	PURCHASE POWER	500.00	Postage
39592	1/12/2016	RALO'S LUBE & AUTO CENTER	37.23	Vehicle Repairs
39593	1/12/2016	REHKOPF ENTERPRISES, INC.	36.92	Hs Meals
39594	1/12/2016	ROY'S TIRE SERVICE	15.00	Vehicle Repairs
39595	1/12/2016	S.W. ARKANSAS TELE. CO-OP	189.92	Telephone
39596	1/12/2016	SHUMATE DRAPERY & CARPET SHOP, INC.	3,586.50	Building Repairs
39597	1/12/2016	SKAGGS TRAVEL STOPS INC.	60.56	Fuel
39598	1/12/2016	TEXARKANA ISD CATERING DEPT	3,245.30	Hs Meals
39599	1/12/2016	TRICO LUMBER CO.	335.18	Building Repairs
39600	1/12/2016	WALMART	50.00	Client Assistance
39601	1/12/2016	WAYNE'S PRO LUBE EXPRESS	43.95	Vehicle Repairs
39602	1/12/2016	WINDSTREAM	455.35	Telephone
39603	1/12/2016	XEROX CORPORATION	1,103.64	Copier
39604	1/20/2016	AEP-SWEPKO-EA	3,115.54	Client Assistance
39605	1/20/2016	ALLEN AUTOMOTIVE	365.82	Vehicle Repairs
39606	1/20/2016	AMERICAN ASSOCIATES OF NOTARIES	147.94	Notary
39607	1/20/2016	AMERICAN ASSOCIATES OF NOTARIES	147.94	Notary
39608	1/20/2016	ATLANTA INDEPENDENT SCHOOL DIST	1,022.25	Reimbursement
39609	1/20/2016	CENTERPOINT ENERGY ENTEX	159.92	Utility
39610	1/20/2016	DAINGERFIELD CHAMBER OF COMMERCE	60.00	Membership
39611	1/20/2016	DISCOUNT TIRE & BRAKE INC.	270.00	Vehicle Repairs
39612	1/20/2016	GUARDIAN	7,950.86	Emp. Insurance
39613	1/20/2016	J & C PLUMBING	146.16	Building Repairs
39614	1/20/2016	JEFFERSON AUTOMOTIVE SUPPLY	91.99	Vehicle Repairs
39615	1/20/2016	JERRY BERRY PLUMBING	107.95	Building Repairs
39616	1/20/2016	JULIE KOLACKI	7.57	Reimbursement
39617	1/20/2016	KAYE NELMS	48.16	Mileage
39618	1/20/2016	MARION COUNTY CHAMBER OF COMMERCE	125.00	Membership
39619	1/20/2016	MOUNTAIN VALLEY OF TEXARKANA	143.00	Classroom water
39620	1/20/2016	Oak Farms Dairy Dallas / Schepps Dairy	699.70	Hs Meals

COMMUNITY SERVICES OF NORTHEAST TEXAS

Check/Voucher Register - Check Register

From 1/1/2015 Through 1/31/2015

Check Register Ending the Month of January 2016

Check Number	Effective Date	Vendor Name	Check Amount	Description
39621	1/20/2016	PITTSBURG CHAMBER OF COMMERCE	50.00	Membership
39622	1/20/2016	RALO'S LUBE & AUTO CENTER	40.00	Vehicle Repairs
39623	1/20/2016	ROY'S TIRE SERVICE	535.00	Vehicle Repairs
39624	1/20/2016	S & S AUTOMOTIVE	37.00	Vehicle Repairs
39625	1/20/2016	TEXARKANA CHAMBER OF COMMERCE	360.00	Membership
39626	1/20/2016	TOMMY HOOPER	675.00	Building Repairs
39627	1/20/2016	TRICO LUMBER CO.	17.17	Supplies
39628	1/20/2016	UPSHUR RURAL ELEC. CORP.	155.80	Client Assistance
39629	1/20/2016	VALLEY	2,054.38	Sr. Meals
39630	1/20/2016	WAYNE'S PRO LUBE EXPRESS	39.95	Vehicle Repairs
39631	1/20/2016	UPSHUR RURAL ELEC. CORP.	476.70	Client Assistance
39632	1/27/2016	ABERNATHY COMPANY	210.21	Cleaning Supplies
39633	1/27/2016	AMERICAN ASSOCIATES OF NOTARIES	147.94	Notary
39634	1/27/2016	APPLEGATE HEATING & AIR CONDITIONING, LLC	180.00	Building Repairs
39635	1/27/2016	ASMARA ENTERPRISES INC	243.00	Fuel
39636	1/27/2016	AT&T	223.48	Telephone
39637	1/27/2016	AT&T	102.62	Telephone
39638	1/27/2016	AT&T	299.40	Telephone
39639	1/27/2016	AT&T	72.93	Telephone
39640	1/27/2016	ATLANTA ISD	700.00	Rent
39641	1/27/2016	ATLANTA ISD FOOD SERVICE	180.25	Hs Meals
39642	1/27/2016	AVAYA, INC.	39.11	Telephone
39643	1/27/2016	BECKY WATSON FANT	30.00	VehicleReg
39644	1/27/2016	BEN E KEITH CO	4,815.09	Hs Meals
39645	1/27/2016	BERTHA ALLEN	142.76	Mileage
39646	1/27/2016	BLOOMBURG ISD	4,345.00	Reimbursement
39647	1/27/2016	BOWIE CASS	4,789.24	Client Assistance
39648	1/27/2016	CAPITAL ONE N.A.	2,575.39	Travel
39649	1/27/2016	CENTERPOINT ENERGY	5,792.24	Client Assistance
39650	1/27/2016	CENTERPOINT ENERGY ENTEX	198.18	Utility
39651	1/27/2016	CITY OF LINDEN	299.19	Utility
39652	1/27/2016	DAINGERFIELD CHAMBER OF COMMERCE	225.00	Membership
39653	1/27/2016	DAN BOYD	252.33	Per-Diem
39654	1/27/2016	DAN BOYD	612.46	Per-Diem
39655	1/27/2016	FIRMIN'S	246.66	Office Supplies
39656	1/27/2016	FIRST INSURANCE FUNDING CORP.	6,644.55	uilding& Vehicle Insurance
39657	1/27/2016	FRANK LANIER DBA EAST TEXAS REALTY	200.00	Rent
39658	1/27/2016	FRANK LANIER DBA EAST TEXAS REALTY	325.00	Rent
39659	1/27/2016	G.L. FOSTER	375.00	Rent
39660	1/27/2016	GLENN B. LANIER	240.00	Rent
39661	1/27/2016	HUGHES SPRINGS ISD	800.00	Rent
39662	1/27/2016	JESSE AYERS	800.00	Rent
39663	1/27/2016	JIM HOWARD	23.22	Mileage
39664	1/27/2016	JOHN YOUNG PETTY CASH CUSTODIAN	73.70	Petty Cash
39665	1/27/2016	JULIE KOLACKI	7.93	Reimbursement
39666	1/27/2016	KALEH SIGNS	95.00	Vehicle Repairs
39667	1/27/2016	LANIER AUTO CENTER	150.25	Vehicle Repairs
39668	1/27/2016	LINDEN FUEL CENTER	217.91	Fuel
39669	1/27/2016	LOWES BUSINESS ACCOUNT	148.82	Supplies
39670	1/27/2016	MARION COUNTY, TX	200.00	Rent
39671	1/27/2016	MCADAMS PROPANE COMPANY	2,154.21	Client Assistance
39672	1/27/2016	NORTHEAST TEXAS COMMUNITY COLLEGE	700.00	Rent
39673	1/27/2016	Oak Farms Dairy Dallas / Schepps Dairy	429.88	Hs Meals
39674	1/27/2016	OFFICE DEPOT	1,766.50	Office Supplies
39675	1/27/2016	PASCO OIL COMPANY	68.20	Fuel

COMMUNITY SERVICES OF NORTHEAST TEXAS

Check/Voucher Register - Check Register

From 1/1/2015 Through 1/31/2015

**Check Register Ending the Month of January 2016**

<u>Check Number</u>	<u>Effective Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
39676	1/27/2016	PHYNET INC.	21.00	TB Test Physical
39677	1/27/2016	PHYNET, INC.	80.00	TB Test Physical
39678	1/27/2016	PITNEY BOWES, INC.	50.98	Postage
39679	1/27/2016	R. MORGAN, LLC	1,086.47	Rent
39680	1/27/2016	RALO'S LUBE & AUTO CENTER	37.23	Vehicle Repairs
39681	1/27/2016	SHUMATE DRAPERY & CARPET SHOP, INC.	0.00	Void Check
39682	1/27/2016	SOUTHWESTERN ELECTRIC POWER	2,916.34	Utility
39683	1/27/2016	TACAA, INC.	500.00	Membership
39684	1/27/2016	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent
39685	1/27/2016	TEXARKANA NEWSPAPER, INC	52.57	Advertising
39686	1/27/2016	TEXARKANA WATER UTILITIES	458.77	Utility
39687	1/27/2016	TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERV	111.00	License
39688	1/27/2016	TOSHIBA FINANCIAL SERVICES	271.00	Copier
39689	1/27/2016	TRICO LUMBER CO.	64.09	Supplies
39690	1/27/2016	TURNER DAVID K	1,000.00	Rent
39691	1/27/2016	UPSHUR RURAL ELEC. CORP.	10,036.32	Client Assistance
39692	1/27/2016	VALLEY	10,349.60	Sr. Meals
39693	1/27/2016	VENUS HORNBuckle	141.90	Mileage
39694	1/27/2016	VERIZON WIRELESS	1,626.82	Cell Phones
39695	1/27/2016	WINDSTREAM	1,517.13	Telephone
39696	1/27/2016	WIPFLI LLP	<u>995.00</u>	
Total 1055 - NEW DISBURSEMENT CHECKING			<u>303,863.75</u>	

COMMUNITY SERVICES OF NORTHEAST TEXAS  
Balance Sheet  
As of 1/18/2017

Assets

CASH IN BANK CHECKING	0.00
HEAD START CHECKING	1,969.61
DHS MEALS CHECKING	0.00
CSBG/CEAP/WX CHECKING	0.00
WEATHERIZATION CHECKING	0.00
DISBURSEMENTS CHECKING	0.00
FEMA CHECKING	0.00
ETCOG CHECKING	0.00
OLD - CEAP CHECKING (Do Not Use)	0.00
CEAP CHECKING (Do Not Use)	0.00
PAYROLL CASH ACCOUNT	33,482.37
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	102,373.60
CASH DONATIONS - LINDEN	0.00
CSBG Checking	61,463.24
CEAP Checking	67,186.68
Upshur Rural Checking	7,344.42
TLC Checking	697.59
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	1,079.13
SALVATION ARMY CHECKING	3,446.03
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	505.41
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	5,645.71
CBA CIGNA HEALTH SPRING	10.92
CSBG DISCRETIONARY	0.00
NEW DISBURSEMENT CHECKING	(137,396.39)
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	56.71
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	0.00
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	9,670.29
DUE FROM OTHER FUNDS	0.00
DUE FROM DHS MEALS	0.00



COMMUNITY SERVICES OF NORTHEAST TEXAS  
Balance Sheet  
As of 1/18/2017

DUE FROM WEATHERIZATION	0.00
DUE FROM FEMA	0.00
DUE FROM ETCOG	0.00
DUE FROM CEAP	0.00
DUE FROM DHS TRANSPORTATION	0.00
DUE FROM HOUSING	0.00
DUE FROM LOCAL ADMIN	0.00
PROPERTY & EQUIPMENT	1,473,810.25
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(997,871.08)
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	9,930.97
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	15,798.06
PREPAID MAINTENANCE	<u>0.00</u>
 Total Assets	 <u>659,203.52</u>

Liabilities and Net Assets

ACCOUNTS PAYABLE	0.00
ACCOUNTS PAYABLE-OLD BOX	0.00
ACCOUNTS PAYABLE - REALWORLD	0.00
ACCOUNTS PAYABLE - ACCR & ADJ	0.00
ACCOUNTS PAYABLE - VALLEY	0.00
GRANT PAYABLE	0.00
NEW ACCOUNTS PAYABLE	317,401.01
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	53.20
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	(919.52)
EMPLOYEE PORTION HLTH INS PAYABLE	(10,817.71)
Employee Insurance Repayment	0.00
Short Term Disability Payable	(701.02)
Long Term Disability Payable	(239.91)
DENTAL INSURANCE PAYABLE	(1,120.71)
VISION INSURANCE PAYABLE	(276.03)
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	(1,407.47)
COBRA PREMIUMS PAYABLE	0.00
RETIREMENT PAYABLE	0.00
GARNISHED WAGES PAYABLE	0.00
INSURANCE W/H	0.00
MISCELLANEOUS PAYABLE	0.00
PAYROLL LIABILITIES - AUDIT	0.00
ACCRUED LIABILITIES	0.00
NOTE PAYABLE	111.13
DEFERRED REVENUE	0.00
RECIPROCAL ADJUSTMENT - ACCT 2000	0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS  
Balance Sheet  
As of 1/18/2017

ACCRUED INTEREST PAYABLE	0.00
ACCRUED PAYROLL	0.00
ACCRUED VACATION	54,770.45
CONTIGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00
DUE TO FEMA	0.00
DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	6,196.78
NET ASSETS	566,677.83
NET ASSETS - EQUIPMENT	0.00
NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00
NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
Excess Revenues over Expenditures	<u>(270,524.51)</u>
Total Liabilities and Net Assets	<u>659,203.52</u>

# CSNT Head Start Monthly Report

Program Year 03 2017 06CH7174/03

2017

## Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
# enrolled	530											
% with Special Needs	7%											
ADA Enrolled*	91%											
Actual Enrollment ADA (516)	94%											
Present/ Absent	485/45											
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

## Non-Federal Share

	December	January	February	March	April	May	June	July	August	September	October	November
		\$932,236	\$806,341	\$125,895								
<b>\$125,895</b>	\$ 125,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Admin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
<b>13%</b>	\$ 378,987	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## Meals/Reimbursements

	December	January	February	March	April	May	June	July	August	September	October	November
\$9,670												
# of service days	14											
# of meals served	4,766											
CACFP Reimbursement	\$ 9,670											

## Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	155											
# Staff Files Reviewed	14											
# Classrooms Observed	67											
Incomes Verified	15											
# Parents Interviewed	5											
# of Staff interviewed	7											
# Bus Routes Observed	1											
# of Findings Corrected	8											

## Annual Self Assessment Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	1	1	0	0	0	0	0	0	0	0	0	0
# findings corrected	0	0	0	0	0	0	0	0	0	0	0	0
# findings remaining	1	1	0	0	0	0	0	0	0	0	0	0

## Program Updates

Implementing the new Performance Standards - making updates where applicable.  
ERSEA Review completed 1/12/17

PIR Snapshot	Total	Percentage
<b>Report: Head Start PIR Snapshot (Grid)</b>		
<b>PIR: Head Start 2016-2017</b>		
<b>Section: a. Total Funded Enrollment</b>		
Number of enrollment slots that the program is funded to serve.	532	100%
<b>Section: b. Funded Enrollment by Program Option</b>		
Center-Based	532	100%
Home-Based	0	0%
Combination	0	0%
Family Child Care	0	0%
Locally Designed	0	0%
<b>Section: c. Detail - Center-based Funded Enrollment</b>		
Center-based Part Day (4 days per week)	0	0% of Center-based Total
Center-based Full Day (4 days per week > 6 Hours per Day)	0	0% of Center-based Total
Center-based Part Day (5 days per week)	532	100% of Center-based Total
Center-based Full Day (5 days per week > 6 Hours per Day)	0	0% of Center-based Total
<b>Section: d. Total Cumulative Enrollment</b>		
Actual number of children served by the program throughout the entire year, inclusive of enrollees who left during the program year and the enrollees who filled those empty places. Due to turnover, more children and families may receive Head Start services cumulatively throughout the program year (all of whom are reported in the PIR) than indicated by the funded enrollment numbers.	550	100% of participants
<b>Section: e. Participants By Age</b>		
Two Years Old	0	0% of cumulative enrollment
Three Years Old	232	42.18% of cumulative enrollment
Four Years Old	318	57.82% of cumulative enrollment
Five Years Old and Older	0	0% of cumulative enrollment
<b>Section: f. Homelessness Services</b>		
Total Number of children experiencing homelessness that were served during the enrollment year	23	4.18% of cumulative enrollment
<b>Section: g. Foster Care</b>		
Total number of enrolled children who were in foster care at any point in the program year	12	2.18% of cumulative enrollment
<b>Section: h. Prior Enrollment of Children</b>		
Second Year	187	34% of cumulative enrollment
Three (or more) Years	0	0% of cumulative enrollment
<b>Section: i. Ethnicity</b>		
Hispanic or Latino Origin	83	15.09% of cumulative enrollment
Non-Hispanic or Non-Latino Origin	467	84.91% of cumulative enrollment
<b>Section: j. Race</b>		
American Indian or Alaska Native	5	0.91% of cumulative enrollment
Asian	2	0.36% of cumulative enrollment
Black or African American	274	49.82% of cumulative enrollment
Native Hawaiian or Pacific Islander	0	0% of cumulative enrollment
White	172	31.27% of cumulative enrollment
Biracial or Multi-Racial	53	9.64% of cumulative enrollment
Other Race	44	8% of cumulative enrollment

PIR Snapshot	Total	Percentage
Unspecified Race	0	0% of cumulative enrollment
<b>Section: k. Language</b>		
English	503	91.45% of cumulative enrollment
Spanish	46	8.36% of cumulative enrollment
Central American, South American, or Mexican Languages	0	0% of cumulative enrollment
Caribbean Languages	0	0% of cumulative enrollment
Middle Eastern or South Asian Languages	0	0% of cumulative enrollment
East Asian	0	0% of cumulative enrollment
Native North American or Alaska Native Languages	0	0% of cumulative enrollment
Pacific Island Languages	0	0% of cumulative enrollment
European or Slavic Languages	0	0% of cumulative enrollment
African Languages	0	0% of cumulative enrollment
Other Languages	0	0% of cumulative enrollment
Unspecified Language	1	0.18% of cumulative enrollment
<b>Section: l. Health Services</b>		
Children With Health Insurance At Start of Enrollment	544	51.27% of cumulative enrollment
Children With Health Insurance At End of Enrollment	282	51.27% of cumulative enrollment
Children With A Medical Home At Start of Enrollment	460	83.64% of cumulative enrollment
Children With A Medical Home At End of Enrollment	326	59.27% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at start of enrollment	535	97.27% of cumulative enrollment
Children With up-to-date Immunizations or all possible immunizations to date, or exempt at end of enrollment	455	82.73% of cumulative enrollment
Children with a dental home at start of enrollment	453	82.36% of cumulative enrollment
Children with a dental home at end of enrollment	321	58.36% of cumulative enrollment
<b>Section: m. Disability Services</b>		
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	31	5.64% of cumulative enrollment
<b>Section: n. Family Services</b>		
Total Number of Families	510	100% of total families
Families Who Received at Least One Family Service	355	69.61% of total families
<b>Section: o. Specific Services</b>		
Emergency or Crisis Intervention	18	3.53% of total families
Housing Assistance	15	2.94% of total families
Mental Health Services	10	1.96% of total families
English as a Second Language (ESL) Training	13	2.55% of total families
Adult Education	58	11.37% of total families
Job Training	18	3.53% of total families
Substance Abuse Prevention	0	0% of total families
Substance Abuse Treatment	0	0% of total families
Child Abuse and Neglect Services	1	0.2% of total families
Domestic Violence Services	3	0.59% of total families
Child Support Assistance	4	0.78% of total families
Health Education	345	67.65% of total families
Assistance to Families of Incarcerated Individuals	1	0.2% of total families
Parenting Education	349	68.43% of total families

PIR Snapshot	Total	Percentage
Relationship or Marriage Education	3	0.59% of total families

## **CSNT Head Start Program Goals**

**Program Goal 1:** To increase public awareness of the Head Start Program and the services offered. (Progress - 50%)

**Program Goal 2:** To create innovative ways for each Campus to meet 10% Disability.  
(Progress – 60%)

**Program Goal 3:** To expand professional development for staff to address the needs of children and families and to implement effective approaches to instruction, management, safety and leadership, thereby ensuring lifelong success. (Progress – 85%)

**Program Goal 4:** To provide comprehensive school readiness services to all of the Head Start children based upon program data, the Head Start Performance Standards and the Head Start Early Learning Outcomes Framework. (Progress – 45%)

**Program Goal 5:** To create and strengthen new and existing partnerships that increase the quality and the cost effectiveness of the Head Start program. (Progress – 30%)

**Program Goal 6:** To manage the CSNT Head Start program using sound fiscal policies that adhere to applicable regulations in order to remain a viable program in the community.  
(Progress – 75%)

**Program Goal 7:** To improve management systems with the full utilization of state-of-the-art technology for the Head Start program. (Progress – 50%)

**Program Goal 8:** To serve as partners of change by embracing the aspirations of the CSNT Head Start Governing Board, Policy Council, and local community. (Progress – 25%)

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

**Community Services Block Grant Performance Report**

Subrecipient: Community Services of Northeast Texas, Inc.

Address: PO Box 427  
LINDEN, TX 75663

Vendor ID: 17512320809

Contract: 61160002377

Contract Term: January 1, 2016 - March 31, 2017

Contract Amount: \$ 433,311.00

Report Date: December 2016

Report Type: Monthly

CFDA #: 93.569

**Part X. National Performance Indicators**

**1.1 Employment**

	Unduplicated Number of Participants Enrolled in Program(s)			Unduplicated Number of Participants Expected to Achieve Outcome	Unduplicated Number of Participants Achieving Outcome			Percentage Achieving Outcome	
	Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative		
A	Unemployed and obtained a job.	5	0	14	8	3	0	7	87.50
B	Employed and maintained a job for at least 90 days.	0	0	5	2	0	0	1	50.00
C	Employed and obtained an increase in employment income and/or benefits.	0	0	4	2	0	0	3	150.00
D	Achieved "living wage" employment and/or benefits.	0	0	9	2	0	0	2	100.00



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**1.2 Employment Supports**

	Unduplicated Number of Participants Enrolled in Program(s)			Unduplicated Number of Participants Achieving Outcome		
	Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative
A	10	0	535	10	0	529
B	1	0	37	1	0	36
C	0	0	19	0	0	16
D	0	0	0	0	0	0
E	0	0	0	0	0	0
F	0	0	4	0	0	4
G	0	0	16	0	0	16
H	0	0	11	0	0	5
I	8	0	118	3	0	110
J	30	0	2669	29	0	2630
K	0	0	0	0	0	0
L	22	0	59	22	0	55

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**1.3 Economic Asset Enhancement And Utilization**

		Unduplicated Number of Participants Enrolled in Program(s)			Unduplicated Number of Participants Expected to Achieve Outcome	Unduplicated Number of Participants Achieving Outcome			Aggregate Dollar Amounts (Payments, Credits or Savings)			Percentage Achieving Outcome
		Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative	
A	Number and percent of participants in tax preparation program who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
B	Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.	0	0	1	5	0	0	0	0.00	0.00	0.00	0.00
C	Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.	0	0	19	5	0	0	5	0.00	0.00	150.00	100.00
D	Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days.	94	0	2296	125	25	0	230	1250.00	0.00	11500.00	184.00
E	Number and percent of participants opening an Individual Development Account (IDA) or other savings account.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
F	Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00

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**1.3 Economic Asset Enhancement And Utilization**

		Unduplicated Number of Participants Enrolled in Program(s)			Unduplicated Number of Participants Expected to Achieve Outcome	Unduplicated Number of Participants Achieving Outcome			Aggregate Dollar Amounts (Payments, Credits or Savings)			Percentage Achieving Outcome
		Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative	
G	Of participants in a Community Action assets development program (IDA and others): Number and percent of participants capitalizing a small business with accumulated savings.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
H	Of participants in a Community Action assets development program (IDA and others): Number and percent of participants pursuing post-secondary education with accumulated savings.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
I	Of participants in a Community Action assets development program (IDA and others): Number and percent of participants purchasing a home with accumulated savings.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
J	Of participants in a Community Action assets development program (IDA and others): Number and percent of participants purchasing other assets with accumulated savings.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00

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**2.1 Community Improvement And Revitalization**

		Unduplicated Number of Projects or Initiatives			Unduplicated Number of Opportunities and/or Community Resources Preserved or Increased		
		Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative
A	Jobs created, or saved, from reduction or elimination in the community.	0	0	0	0	0	0
B	Accessible "living wage" jobs created, or saved, from reduction or elimination in the community.	0	0	0	0	0	0
C	Safe and affordable housing units created in the community. Only report HOME and other housing projects, do not report Weatherization.	0	0	0	0	0	0
D	Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy.	0	0	0	0	0	0
E	Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination.	0	0	0	0	0	0
F	Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination.	0	0	0	0	0	0
G	Accessible before-school and after-school program placement opportunities for low-income families created, or saved from reduction or elimination.	0	0	0	0	0	0
H	Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.	0	0	0	0	0	0
I	Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational literacy, and life skill training, ABEGED, and post-secondary education.	0	0	0	0	0	0

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**2.2 Community Quality Of Life And Assets**

		Unduplicated Number of Program Initiatives or Advocacy Efforts			Unduplicated Number of Community Assets, Services or Facilities Preserved or Increased		
		Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative
A	Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.	0	0	0	0	0	0
B	Increase in the availability or preservation of community facilities.	0	0	0	0	0	0
C	Increase in the availability or preservation of community services to improve public health and safety.	0	0	0	0	0	0
D	Increase in the availability or preservation of commercial services within low-income neighborhoods.	0	0	0	0	0	0
E	Increase in or preservation of neighborhood quality-of-life resources.	0	0	0	0	0	0

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**2.3 Community Engagement**

	Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives.	Total Contribution by Community		
		Monthly	Adjusted	Cumulative
A		0	0	435
B	Number of volunteer hours donated to the agency (This will be ALL volunteer hours).	550	0	10452

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**3.1 Community Enhancement Through Maximum Feasible Participation**

A	Total number of volunteer hours donated by low-income individuals to Community Action (This is ONLY the number of volunteer hours from individuals who are low-income).	Total Unduplicated Number of Volunteer Hours		
		Monthly	Adjusted	Cumulative
		523	0	10236

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**3.2 Community Empowerment Through Maximum Feasible Participation**

	Total Unduplicated Number Low-Income People		
	Monthly	Adjusted	Cumulative
A	Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through Community Action efforts.	0	0
B	Number of low-income people acquiring businesses in their community as a result of Community Action assistance.	0	0
C	Number of low-income people purchasing their own home in their community as a result of Community Action assistance.	0	0
D	Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action.	0	0



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**4.1 Expanding Opportunities Through Community-Wide Partnerships**

	Unduplicated Number of Organizations			Unduplicated Number of Organizational Partnerships		
	Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative
A Non-Profit.	0	0	86	0	0	86
B Faith Based.	0	0	60	0	0	60
C Local Government.	0	0	11	0	0	11
D State Government.	0	0	14	0	0	14
E Federal Government.	0	0	13	0	0	13
F For-Profit Business or Corporation.	0	0	43	0	0	43
G Consortiums/Collaboration.	0	0	0	0	0	0
H Housing Consortiums/Collaboration.	0	0	18	0	0	18
I School Districts.	0	0	41	0	0	41
J Institutions of post secondary education/training.	0	0	12	0	0	12
K Financial/Banking Institutions.	0	0	11	0	0	11
L Health Service Institutions.	0	0	41	0	0	41
M Statewide associations or collaborations.	0	0	20	0	0	20
Total number of organizations and total number of partnerships CAAs work with to promote family and community outcomes.	0	0	370	0	0	370

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**5.1 Agency Development**

	Resources in Agency		
	Monthly	Adjusted	Cumulative
A	Number of Certified-Community Action Professionals (CCAP).	0	0
B	Number of Nationally-Certified ROMA Trainers.	0	0
C	Number of Family Development Certified Staff.	0	1
D	Number of Child Development Certified Staff.	0	4
E	Number of staff attending trainings.	0	7
F	Number of board members attending trainings.	19	121
G	Hours of staff in trainings.	0	16
		2560	3979
H	Hours of board members in trainings.	10	126

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**6.1 Independent Living**

		Unduplicated Number of Vulnerable Individuals Living Independently		
		Monthly	Adjusted	Cumulative
A	Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55- over)	32	0	870
B	Individuals with Disabilities			
B1	Ages: 0 - 17. (3)			
B2	Ages: 18 - 54. (4)	8	0	93
B3	Ages: 55 - over. (5)	19	0	545
B4	Age unknown (6)	17	0	591
	Total Individuals with disabilities.	44	0	1229

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**6.2 Emergency Assistance**

	Unduplicated Number of Individuals Seeking Assistance				Unduplicated Number of Individuals Receiving Assistance			
	Monthly	Adjusted	Cumulative		Monthly	Adjusted	Cumulative	
A	Emergency Food.	13	0	286	13	0	286	
B	Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources.	55	0	2704	53	0	2655	
C	Emergency Rent or Mortgage Assistance.	0	0	25	0	0	25	
D	Emergency Car or Home Repair (i.e. structural appliance heating system, etc.)	0	0	11	0	0	11	
E	Emergency Temporary Shelter.	0	0	3	0	0	3	
F	Emergency Medical Care.	0	0	3	0	0	3	
G	Emergency Protection from Violence.	0	0	2	0	0	2	
H	Emergency Legal Assistance.	0	0	0	0	0	0	
I	Emergency Transportation.	5	0	10	5	0	10	
J	Emergency Disaster Relief.	0	0	0	0	0	0	
K	Emergency Clothing	70	0	79	70	0	79	

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**6.3 Child And Family Development:**

	Unduplicated Number of Participants Enrolled in Program(s)	Unduplicated Number of Participants Expected to Achieve Outcome in Reporting Period			Unduplicated Number of Participants Achieving Outcome in Reporting Period			Percentage Achieving Outcome	
		Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted		Cumulative
A	Infants and children obtain age-appropriate immunizations, medical, and dental care.	3	0	229	590	3	0	229	38.81
B	Infant and child health and physical development are improved as a result of adequate nutrition.	3	0	12	550	3	0	12	2.18
C	Children participate in pre-school activities to develop school readiness skills.	3	0	229	550	3	0	229	41.64
D	Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.	1	0	12	320	1	0	12	3.75
E	Youth improve health and physical development.	0	0	0	0	0	0	0	0.00
F	Youth improve social/emotional development.	0	0	0	0	0	0	0	0.00
G	Youth avoid risk-taking behavior for a defined period of time.	0	0	0	0	0	0	0	0.00
H	Youth have reduced involvement with criminal justice system.	0	0	0	0	0	0	0	0.00
I	Youth increase academic, athletic, or social skills for school success.	0	0	0	0	0	0	0	0.00
J	Parents and other adults learn and exhibit improved parenting skills.	3	0	236	550	3	0	236	42.91
K	Parents and other adults learn and exhibit improved family functioning skills.	104	0	2305	1050	25	0	585	55.71

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**6.4 Family Supports**

	Unduplicated Number of Participants Enrolled in Program(s)			Unduplicated Number of Participants Achieving Outcome in Reporting Period		
	Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative
A	Enrolled children in before or after school programs.	0	0	0	0	0
B	Obtained care for child or other dependant.	0	0	0	0	0
C	Obtained access to reliable transportation and/or driver's license.	0	0	0	0	0
D	Obtained health care services for themselves or family member.	0	0	0	0	0
E	Obtained and/or maintained safe and affordable housing.	0	0	1	0	0
F	Obtained food assistance.	0	0	0	0	0
G	Obtained non-emergency LIHEAP energy assistance.	32	0	224	32	224
H	Obtained non-emergency WX energy assistance.	74	0	2152	73	2132
I	Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX).	0	0	0	0	0
		4	0	50	0	45

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**6.5 Service Counts**

	Number of Services		
	Monthly	Adjusted	Cumulative
A Food Boxes.			
B Pounds of Food.	48	0	742
C Units of Clothing.	0	0	0
D Rides Provided.	0	0	7
E Information and Referral Calls.	0	0	0
	381	0	5203

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**Part XI. People Working Towards Transitioning Out of Poverty**

	Monthly	Adjusted	Cumulative
Number of unduplicated people working towards transitioning out of poverty.	0	0	134
Number of unduplicated people with 15% increase in income.	2	0	12

**Part XII. People Transitioned Out of Poverty**

	Monthly	Adjusted	Cumulative
People Transitioned Out of Poverty	2	0	12

**Part XIII. Board of Directors - Board Seats by Sector/Bylaws**

	Board Seats by Sector/Bylaws
Poverty	4
Public Officials	4
Private Organizations	4

**Part XIII. Board of Directors - Board Vacancies by Sector**

	Board Vacancies by Sector
Poverty	0
Public Officials	2
Private Organizations	1

**APPROVAL**

Preparer Approval: zzdhouse

Department Approval:

Approved On: 01/11/2017 14:20 PM

Approved On:



# 2016 Board Report

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
<b>Client Intakes</b>	<b>33</b>	<b>62</b>	<b>229</b>	<b>216</b>	<b>281</b>	<b>186</b>	<b>201</b>	<b>230</b>	<b>205</b>	<b>202</b>	<b>201</b>	<b>103</b>	<b>2149</b>
<b>Family / Individual Counseling</b>	<b>0</b>	<b>63</b>	<b>279</b>	<b>238</b>	<b>231</b>	<b>190</b>	<b>203</b>	<b>220</b>	<b>202</b>	<b>192</b>	<b>205</b>	<b>94</b>	<b>2117</b>
<b>Financial Counseling</b>	<b>2</b>	<b>63</b>	<b>277</b>	<b>240</b>	<b>230</b>	<b>190</b>	<b>205</b>	<b>223</b>	<b>210</b>	<b>193</b>	<b>201</b>	<b>98</b>	<b>2132</b>
<b>Fuel Assisted Donated Funds</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>26</b>
<b>Referrals</b>	<b>21</b>	<b>129</b>	<b>331</b>	<b>468</b>	<b>486</b>	<b>447</b>	<b>507</b>	<b>522</b>	<b>733</b>	<b>500</b>	<b>548</b>	<b>280</b>	<b>4972</b>
<b>Served by CEAP (Utility Assistance)</b>	<b>0</b>	<b>123</b>	<b>604</b>	<b>431</b>	<b>459</b>	<b>524</b>	<b>820</b>	<b>925</b>	<b>490</b>	<b>517</b>	<b>858</b>	<b>466</b>	<b>6217</b>
<b>Energy Workshops</b>	<b>0</b>	<b>61</b>	<b>279</b>	<b>237</b>	<b>255</b>	<b>176</b>	<b>197</b>	<b>219</b>	<b>202</b>	<b>196</b>	<b>204</b>	<b>97</b>	<b>2123</b>
<b>Donations Received and Distributed</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>12</b>	<b>13</b>	<b>48</b>	<b>8</b>	<b>5</b>	<b>17</b>	<b>109</b>	<b>214</b>
<b>Served by Food Pantry</b>	<b>49</b>	<b>9</b>	<b>25</b>	<b>31</b>	<b>226</b>	<b>47</b>	<b>54</b>	<b>66</b>	<b>42</b>	<b>16</b>	<b>11</b>	<b>18</b>	<b>594</b>
<b>Served by Salvation Army</b>	<b>18</b>	<b>7</b>	<b>16</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>31</b>	<b>14</b>	<b>5</b>	<b>10</b>	<b>24</b>	<b>19</b>	<b>154</b>

## 2016 PERSONS SERVED BY COUNTY

Pov %	SA %	YTD %	
19%	8%	13.7%	Cass
20%	9%	18.0%	Camp
25%	11%	6.0%	Marion
19%	8%	6.1%	Morris
20%	8%	29.2%	Bowie
20%	9%	0.6%	Delta
16%	7%	0.9%	Franklin
20%	9%	4.0%	Hopkins
19%	8%	9.3%	Lamar
15%	6%	0.5%	Rains
20%	9%	1.2%	Red River
21%	9%	10.6%	Titus

Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
<b>236</b>	<b>35</b>	<b>381</b>	<b>331</b>	<b>147</b>	<b>239</b>	<b>195</b>	<b>259</b>	<b>229</b>	<b>196</b>	<b>185</b>	<b>79</b>	<b>2512</b>
<b>256</b>	<b>254</b>	<b>274</b>	<b>234</b>	<b>293</b>	<b>303</b>	<b>258</b>	<b>298</b>	<b>286</b>	<b>294</b>	<b>263</b>	<b>271</b>	<b>3284</b>
<b>65</b>	<b>129</b>	<b>162</b>	<b>102</b>	<b>110</b>	<b>46</b>	<b>89</b>	<b>101</b>	<b>74</b>	<b>86</b>	<b>73</b>	<b>56</b>	<b>1093</b>
<b>111</b>	<b>167</b>	<b>198</b>	<b>141</b>	<b>74</b>	<b>78</b>	<b>103</b>	<b>75</b>	<b>77</b>	<b>38</b>	<b>38</b>	<b>13</b>	<b>1113</b>
<b>400</b>	<b>270</b>	<b>753</b>	<b>453</b>	<b>453</b>	<b>772</b>	<b>740</b>	<b>779</b>	<b>158</b>	<b>194</b>	<b>238</b>	<b>139</b>	<b>5349</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>22</b>	<b>32</b>	<b>11</b>	<b>4</b>	<b>8</b>	<b>103</b>
<b>0</b>	<b>1</b>	<b>9</b>	<b>5</b>	<b>20</b>	<b>16</b>	<b>28</b>	<b>14</b>	<b>8</b>	<b>32</b>	<b>5</b>	<b>18</b>	<b>156</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>69</b>	<b>40</b>	<b>41</b>	<b>89</b>	<b>77</b>	<b>101</b>	<b>188</b>	<b>40</b>	<b>91</b>	<b>736</b>
<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>38</b>	<b>111</b>	<b>374</b>	<b>375</b>	<b>50</b>	<b>298</b>	<b>264</b>	<b>179</b>	<b>1695</b>
<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>7</b>	<b>13</b>	<b>25</b>	<b>6</b>	<b>12</b>	<b>9</b>	<b>6</b>	<b>96</b>
<b>0</b>	<b>0</b>	<b>4</b>	<b>20</b>	<b>15</b>	<b>18</b>	<b>14</b>	<b>73</b>	<b>6</b>	<b>22</b>	<b>32</b>	<b>12</b>	<b>216</b>
<b>0</b>	<b>0</b>	<b>88</b>	<b>145</b>	<b>168</b>	<b>188</b>	<b>229</b>	<b>240</b>	<b>357</b>	<b>237</b>	<b>164</b>	<b>119</b>	<b>1935</b>

**2016 Persons Transitioned Out of Poverty: 10**

# Adult Nutrition Board Report

## December Report

For the month of December 2016



<u>Counties</u>	<u>Routes</u>	<u>Clients</u>	<u>Total Meals</u>	<u>DADS Meals</u>	<u>CBA Cigna meals</u>	<u>CBA United Meals</u>
Camp	1	23	313	0	88	225
Cass	2	33	442	0	110	332
Harrison	3	51	1,029	0	572	457
Marion	2	45	931	0	342	589
Morris	1	18	504	0	152	352
Panola	1	14	234	0	124	110
<b>Totals</b>	<b>10</b>	<b>184</b>	<b>3,453</b>	<b>0%</b>	<b>1388</b> 40%	<b>2065</b> 60%

	<u>DADS billed</u>	<u>CBA Cigna billed</u>	<u>CBA United billed</u>	<u>Total</u>
Camp	\$ -	\$ 538.56	\$ 1,377.00	\$ 1,915.56
Cass	\$ -	\$ 673.20	\$ 2,031.84	\$ 2,705.04
Harrison	\$ -	\$ 3,500.64	\$ 2,796.84	\$ 6,297.48
Marion	\$ -	\$ 2,093.04	\$ 3,604.68	\$ 5,697.72
Morris	\$ -	\$ 930.24	\$ 2,154.24	\$ 3,084.48
Panola	\$ -	\$ 758.88	\$ 673.20	\$ 1,432.08
<b>Totals</b>	<b>\$ -</b>	<b>\$ 8,494.56</b>	<b>\$ 12,637.80</b>	<b>\$ 21,132.36</b>

Total 40 hr employees	3
Total 30 hr employees	1
Sub drivers	1
Total Nutrition employees	6
Nutrition job vacancies	0
Total number of vehicles	8

The Adult Nutrition Program alleviated hunger in the month of December 184 times serving clients.

**Monthly Vehicle Cost Summary**

**DECEMBER 2016**

**By Program**

	Fuel	Repairs	
CBA-CIGNA	148.73	40.40	
CSBG	163.67	75.44	
DADS	-	-	
CBA-UNITED	223.09	60.60	<u>711.93</u>

**By Location**

	Fuel	Repairs	
Jefferson	159.25	101.00	
Linden	300.98	71.28	
Marshall	75.26	4.16	
Pittsburg	-	-	<u>711.93</u>

**By Vehicle**

#	Fuel	Repairs	Total	Location
801	19.29	0	19.29	Linden
838	11.07	-	11.07	Linden
850	-	-	-	Linden
852	-	-	-	Marshall
855	-	-	-	Marshall
860	-	-	-	Linden
861	-	-	-	Jefferson
867	-	-	-	Pittsburg
877	-	-	-	Linden
879	-	-	-	Jefferson
880	140.00	36.00	176.00	Jefferson
881	19.25	-	19.25	Jefferson
882	75.26	-	75.26	Marshall
883	-	4.16	4.16	Marshall
884	212.53	-	212.53	Linden
885	-	65.00	65.00	Jefferson
886	-	-	-	Jefferson
887	58.09	71.28	129.37	Linden
			<u>711.93</u>	

# Service Department Report

December for January 2017

## Service Department

### Department makeup

6 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

## Head Start Transportation

### Transportation Costs:

	<b>Children</b>	<b>Staff</b>
Vehicle Maintenance cost(Campus)		146.74
Vehicle Maintenance cost (Buses)	51.36	
Vehicle Maintenance cost (Exec. Office)		76.72
Vehicle fuel cost (Gas Campus)	104.05	232.26
Vehicle fuel cost (Exec. Office)		559.86
Vehicle fuel cost (Diesel)	74	
Vehicle insurance cost (Buses)	1106.58	
Vehicle driver cost buses	2454.62	
Total transportation cost:	3790.61	1015.58
Total number transported:	74	137

### Transported by campus (Head Start)

	<b>Head Start</b>	<b>ISD</b>
Atlanta		43
Bloomburg		3
Daingerfield		18
Hughes Springs	47	3
Linden		27
Naples	8	
New Boston		
Pittsburg	19	
Texarkana		43
Total	74	137



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 131 as of 1/17/17

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	116	97	3	16	Hired LT [Part time consists of 1 FSW, 1 LT and 1 GSS]
CSBG	11	10	1	0	No change
Nutrition	2	1	1	0	None
Nutrition - Linden Adm	2	1	0	1	None

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff Pay Period 11/13/16 - 11/26/16	335.00	211.50	546.50	Unfilled Positions 2
Hours worked by Subs	130.00			
CSBG Staff	84.25	4.75	89.00	Unfilled Positions 0
Nutrition Staff	37.50	0.00	37.50	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			1	
Resulting in time lost:	1	Requiring medical attention:	0	
Head Start Staff Pay Period 11/27/16 - 12/10/16	432.75	88.50	521.25	Unfilled Positions 1
Hours worked by Subs	308.75			
CSBG Staff	47.00	12.75	59.75	Unfilled Positions 0
Nutrition Staff	42.25	1.25	43.50	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost:	0	Requiring medical attention:	0	
<b>Total Hours Absent Both Pay Periods</b>	<b>978.75</b>	<b>318.75</b>		

LWOP Savings	\$ 4,143.75	\$ 13.00	318.75	\$13.00 average hourly rate
HS Sub Usage Expense	\$ 3,583.96	\$ 8.15	439.75	\$8.15 average hourly sub rate
Savings for both periods	\$ 559.79			

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 131 as of 1/17/17

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	116	97	3	16	Hire an IT Coordinator [Part time consists of 1 FSW and 1 GSS]
CSBG	11	10	1	0	No change
Nutrition	2	1	1	0	No change
Nutrition - Linden Adm	2	1	0	1	No change

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b> Pay Period 12/11/16 - 12/24/16	431.25	27.75	459.00	Unfilled Positions 3
Hours worked by Subs	150.75			
<b>CSBG Staff</b>	42.25	0.00	42.25	Unfilled Positions 0
<b>Nutrition Staff</b>	12.50	2.50	15.00	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			1	
Resulting in time lost:	0	Requiring medical attention:	0	
<b>Head Start Staff</b> Pay Period	0.00	0.00	0.00	Unfilled Positions 3
Hours worked by Subs	-			
<b>CSBG Staff</b>	0.00	0.00	0.00	Unfilled Positions 0
<b>Nutrition Staff</b>	0.00	0.00	0.00	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost:	0	Requiring medical attention:	0	
<b>Total Hours Absent Both Pay Periods</b>	486.00	30.25		

<b>LWOP Savings</b>	\$	393.25	\$	13.00	30.25	\$13.00 average hourly rate
<b>HS Sub Usage Expense</b>	\$	1,228.61	\$	8.15	150.75	\$8.15 average hourly sub rate
<b>Savings for both periods</b>	\$	(835.36)				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65