

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*

CALL TO ORDER

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

MINUTES

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

AGENDA

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.

TRAINING / PRESENTATIONS

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

COMMITTEE REPORTS

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

Action Items

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

STAFF REPORTS

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

EXECUTIVE DIRECTOR'S REPORT

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

DISCUSSION ITEMS

- 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

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.

AUDIENCE COMMENTS

None

ADJOURN

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

Approved by: _____, on _____, 2017
(Board Secretary) (Date)