

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
January 25, 2017 - 12:00 Noon
Linden Administrative Office
304 E. Houston Street
Linden, Texas 75563

Board Members Present

Brant Allen, Chairman
Democratically selected by New Boston Housing Authority, Poverty Sector
Ross Hyde, Vice-Chairman
Representing State Representative, Gary VanDeaver, Public Sector
Brenda Swisher, Secretary
Representing Cass County Mayor Clarence Burns, Public Sector
Donna Early, Treasurer
Representing Cass County Judge Becky Wilbanks, Public Sector
Judge Lynda Munkres
Morris County Judge, Public Sector
Stacia Waters
Democratically selected by Atlanta Property Management, Poverty Sector
April Bennett
Democratically selected by Head Start Policy Council, Poverty Sector
Kimberly Cook
Representing Woodforest Bank, Private Sector
Oteria McDaniel
Representing LEDC, Private Sector

Board Members Absent

Kellie Burns
Representing Linden-Kildare CISD, Private Sector

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

CALL TO ORDER

Brant Allen, Chairman, called the meeting to order at 12:34 p.m.
Quorum: established by Dan Boyd, Executive Director, six members of eight available

MINUTES

Motion: Donna Early, Treasurer moved to approve the December 28, 2016 minutes
Second: Judge Lynda Munkres
All in favor voted aye, none opposed, the motion carried unanimously

AGENDA

Motion: Stacia Waters moved to approve Agenda for January 25, 2017, with changes, add discussion item A, Move February 22, Board Meeting to February 21, 2017.

Second: Brenda Swisher

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

A. Chairman's Comments and Recognition

1. Appoint members to committees

New members were appointed to the Standing Committees by Chairman Brant Allen; lists are enclosed

2. Policy Council Representative

Brenda Swisher was appointed by Chairman Brant Allen as Policy Council Representative

TRAINING / PRESENTATIONS

1. 2017 Self-Assessment Interview

Rhonda Shirley and Erin Coates conducted the interview with Board members

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) – Three new board members were seated

April Bennett, democratically selected by Policy Council representing the Poverty Sector

Oteria McDaniel, representing the Linden Economic Development, Public Sector

Kimberly Cook, representing Woodforest Bank, Public Sector

Motion: Brenda Swisher, Secretary

Second: Donna Early, Treasurer

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

B. Discuss / Approve Disability Waiver Request for Grant #06CH7174/03

Motion: Stacia Waters

Second: April Bennett

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

C. Discuss / Approve Personnel Policy #403 Paydays

Motion: Judge Lynda Munkres

Second: Ross Hyde, Vice-Chairman

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

D. Discuss / Approve TBRA Application Resolution

Motion: Donna Early, Treasurer

Second: Stacia Waters

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

E. Discuss / Approve Replacement of Tricia Foster Secretary

Motion made to replace Tricia Foster with Brenda Swisher as Secretary.

Motion: Judge Lynda Munkres

Second: Stacia Waters

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

STAFF REPORTS

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

Financial Report – Prepared by Shelley Mitchell, Finance Director, presented by Dan Boyd, Executive Director

Community Services Report – Prepared by DeAnna House, Director of Operations, presented by Dan Boyd, Executive Director

Adult Nutrition Report – Prepared by DeAnna House, Director of Operations, presented by Dan Boyd, Executive Director

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

Human Resources Report – Prepared by Charlotte Hall, Human Resources Director, presented by Dan Boyd, Executive Director

EXECUTIVE DIRECTOR'S REPORT

A. Executive Director Comments

DISCUSSION ITEMS

A. Discuss change of Board Meeting from Wednesday, February 22, 2017, to Tuesday, February 21, 2017 and was approved unanimously

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 3:10 PM.

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