

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
December 6, 2017 - 12:00 Noon
510 E Bonham
Jefferson, Texas 75657

Board Members Present

Brant Allen, Chairman

Democratically selected by New Boston Housing Authority, Poverty Sector

Reagan Lee

Representing Linden-Kildare CISD, Private Sector

Gus Gustafson

Representing Linden Economic Development Corporation

Kimberly Cook

Representing Woodforest Bank, Private 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

Brenda Swisher, Secretary

Representing Cass County Mayor Clarence Burns, Public Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Seated:

Lisa Martin

Democratically selected by Hughes Springs Housing Authority, Poverty Sector

Dr. Arcolia Jenkins

Representing Creating Opportunities in Marion County, Private Sector

Board Members Absent

Ross Hyde, Vice-Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Board Minutes Checklist:

Organizational Standard 1.1

Number of low-income persons participating: zero

Is Policy Council represented? Yes No

Is the Policy Council representative low-income? Yes No

Is there an attorney on the board? Yes No

Is a contract in place for an attorney: Yes No

Is there an early child expert on the board? Yes No

Is there a finance expert on the board? Yes No

Were minutes submitted from advisory groups? Yes No

Were minutes submitted from committee meetings? Yes No

Were any of the following discussed during the meeting?

Recruitment documents Yes No

Solicitation materials Yes No

Final board membership list Yes No

Did a low-income person participate in the development of services? Yes No

Did a low-income person participate in the provision of services? Yes No

Did a low-income person participate in the needs assessment process? Yes No

CALL TO ORDER

Brant Allen, Chairman called the meeting to order at **12:34 p.m.**

Quorum: established by Dan Boyd, Executive Director, **nine** members of ten available

MINUTES

Motion: April Bennett moved to approve the November 1, 2017 minutes

Second: Judge Lynda Munkres

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

AGENDA

Motion: Brenda Swisher, Secretary moved to accept the agenda with changes. An addition to Item D. Added form Safety Checklist.

Second: Stacia Waters, Parliamentarian

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Recognized guests attending Annual Meeting.

TRAINING / PRESENTATIONS

Naples Head Start Campus Director Felicia Williams made a presentation with a video involving children attending Naples Head Start on “Being Healthy.”

Shirley Baker and Venus Hornbuckle addressed the board with Head Start Monitoring questions for future interviews.

Dan Boyd presented Part 1 of Board Roles and Responsibilities training. Part 2 will be presented at the January board meeting.

COMMITTEE REPORTS

- A. Planning & Evaluation – (Chair reminds members that the entire board is a member of this committee, also known as the Strategic Planning Committee)
- B Personnel – This committee should meet in July to approve job descriptions, pay scales, etc.
- C Finance – Finance Committee met at 10:45 and came to the consensus of keeping Jarred, Gilmore & Phillips, PA as the auditor for CSNT for the next four years.
- D Executive – This committee meets only when necessary, usually because of succession
- E Nominating – Scheduled for 11am, Sept. 13, 2017, Nominating committee met, discussed slate for the October meeting to take effect in December.
- F ByLaws – This committee should set a meeting for early June, and report at June meeting. The Chair may make changes to committee rosters/develop new committees.

No reports discussed.

Action Items

A. Seat New Board Member(s)

The final two seats were seated for the board to complete a 12 member board.

Lisa Martin was democratically elected by clients of Hughes Springs Housing Authority to represent low-income clients and complete the poverty sector.

Motion: April Bennett

Second: Stacia Waters, Parliamentarian

Dr. Arcolia Jenkins was selected by Creating Opportunities in Marion County to complete the private sector.

Motion: Stacia Waters, Parliamentarian

Second: Judge Lynda Munkres

B. Approve Consent Agenda

1. Human Resources Report (Org. Std. 5.9)
2. Service Department Reports (Org. Std. 5.9)
3. Head Start Report (Org. Std. 5.9)
4. Community Services and Nutrition Reports (Org. Std.5.9)

Motion: Stacia Waters, Parliamentarian moved to accept the Consent Agenda

Second: Reagan Lee

When asked, Board stipulated that no further discussion needed on consent items and no item to remove

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

C. Discuss / Approve Installation of Officers

Discuss and approved installation of officers voted on in November's board meeting.

Motion: April Bennett

Second: Judge Lynda Munkres

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

D. Discuss / Approve Recommendations Health Services Advisory Committee Advisory

- a. Medical/Dental home from update
- b. CSNT Physical form
- c. TB Questionnaire
- d. Lead Exposure Questionnaire
- e. Safety Checklist

Motion: Gus Gustafson

Second: Donna Early

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

STAFF REPORTS

Financial Report – Prepared and presented by Shelley Mitchell, Finance Director (Org Std 8.7)

Adult Nutrition – Prepared and presented by De Anna House, Director of Operations
(Org. Std. 5.9)

EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Comments – Spoke of CSBG Discretionary grant of \$14,500 to be used toward possible Board Retreat, Technology, curricular for board, or tuition for clients.

DISCUSSION ITEMS

- A. Discuss CLASS Fall Data 2017

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 Gus Gustafson and Second by Donna Early at 2:52 PM.

Approved by: _____, on _____, 2018
(Board Secretary) (Date)