

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
March 28, 2018 - 12:00 Noon
304 E Houston, Linden, Texas 75563

Board Members Present

Reagan Lee

Representing Linden-Kildare CISD, Private Sector

Judge Lynda Munkres

Morris County Judge, Public Sector

Lisa Martin

Democratically selected by Hughes Springs Housing Authority, Poverty Sector

Dr. Arcolia Jenkins

Representing Creating Opportunities in Marion County, Private Sector

Kimberly Cook

Representing Woodforest Bank, Private Sector

Gus Gustafson

Representing Linden Economic Development Corporation

Brant Allen, Chairman

Democratically selected by New Boston Housing Authority, Poverty Sector

Ross Hyde, Vice-Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Stacia Waters

Democratically selected by Atlanta Property Management, Poverty Sector

April Bennett

Democratically selected by Head Start Policy Council, Poverty Sector

Board Members Absent

Brenda Swisher, Secretary

Representing Cass County Mayor Clarence Burns, Public Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Board Minutes Checklist:

Organizational Standard 1.1

Number of low-income persons participating: one

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

Organizational Standard 3.5

Did the Board formally accept the Community Assessment? Yes No

CALL TO ORDER

Brant Allen, Chairman called the meeting to order at **12:08 p.m.**

Quorum: established by Dan Boyd, Executive Director, **ten** of twelve members present

MINUTES

Motion: Judge Lynda Munkres moved to approve the February 28, 2018 minutes

Second: Stacia Waters, Parliamentarian

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

AGENDA

Motion: April Bennett moved to approve the minutes with changes of reversing the order of Training/Presentations 6A & 6B

Second: Gus Gustafson

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Welcomed Ms. Shirley Partridge from Jefferson. Ms. Partridge is a volunteer with Creating Opportunities for Marion County. She works from the East Texas Enrichment Center

TRAINING / PRESENTATIONS

6A. New Boston Head Start presented a ten minute presentation of the children and their activities.

6B. Dan Boyd talked about ROMA Module One and presented a video regarding Sergeant Shriver and the War on Poverty called "Beyond These Hills."

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 must meet before or on day of April 25, meeting to discuss Audit.
- D Executive – This committee meets only when necessary, usually because of succession.
- E Nominating – This committee must meet in August.
- F ByLaws – No Action Yet

The Chair may make changes to committee rosters/develop new committees.

Action Items

A. Seat New Board Member(s) CSNT has a full Board of 12 members

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: Dr. Arcolia Jenkins moved to accept the Consent Agenda
Second: Lisa Martin

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 Board Resolutions to close accounts at Capital One Bank (One vote can approve all nine resolutions)

- 1. CSBG UB – 00004670025573**
- 2. CBA – 00004670025697**
- 3. New CSBG Grant – 00003400023521**
- 4. New CEAP Grant – 00003400023556**
- 5. Utilities Upshur Rural – 00003400077753**
- 6. CBA Cigna Health Spring – 00003622003871**
- 7. TLC Program – 00003620083630**
- 8. Head Start – 00003020005725**
- 9. CEAP 5812 - 00003622042176**

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

D. Discuss/Approve Cost Allocation Plan

Dan discussed the cost allocation plan and added there are changes to be made due to some formulas miscalculating.

Motion: Gus Gustafson moved to accept cost allocation plan with corrections.
Second: April Bennett
All in favor voted aye, none opposed, the motion carried unanimously

E. Discuss/Approve TSR Substitute Reimbursement \$150 in Head Start Budget Personnel/Substitute Line-item

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

F. Discuss/Approve Sale of used Head Start Classroom furniture stored in the Texarkana Depot (all funds obtained will be placed in to the Classroom Supplies Line-item in the PY04 Head Start Budget)

Motion: Dr. Arcolia Jenkins

Second: Lisa Martin

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

STAFF REPORTS

- A. Financial Report – Prepared by Shelley Mitchell and presented by Dan Boyd (Org Std 8.7)
- B. Adult Nutrition – will be deleted on next agenda

EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Comments – Spoke of Shirley Partridge and her role at the new Jefferson building referred to as the East Texas Enrichment Center, and housing Creating Opportunities for Marion County, COMC, a program that assists CSNT with adult education programs.

DISCUSSION ITEMS

- A. Evaluation forms are being distributed to the Board for the annual review of the Executive Director. The Board Chair will collect the forms and provide a report in Executive Session at the next Board meeting. At that time, the Board will review the Executive Director's salary. The evaluation complies with Organizational Standard 7.4 which prescribes "The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year." The salary review complies with Organization Standard 7.5 which prescribes "The governing board reviews and approves the CEP/Executive Director compensation within every calendar year.

Executive Director requested the evaluation forms to be prepared for the April 25, meeting.

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

Ms. Partridge shared with the board she is working to get additional classes started at COMC; working on a current newsletter to be released April 15, 2018; and will start sending expenses to CSNT for payment.

ADJOURN

Motion made to adjourn the meeting by Dr. Arcolia Jenkins and second by Gus Gustafson at 1:30pm.

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