

Community Services of Northeast Texas, Inc  
MINUTES  
Board Meeting  
April 25, 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*

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*

Brenda Swisher, Secretary

*Representing Cass County Mayor Clarence Burns, Public Sector*

Donna Early, Treasurer

*Representing Cass County Judge Becky Wilbanks, Public Sector*

**Board Members Absent**

Kimberly Cook

*Representing Woodforest Bank, Private Sector*

# Board Minutes Checklist:

## Organizational Standard 1.1

Number of low-income persons participating: Two

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 **12:10 p.m.**

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

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## MINUTES

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

Second: Dr. Arcolia Jenkins

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

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## AGENDA

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Motion: Stacia Waters, Parliamentarian moved to approve the minutes

Second: Donna Early, Treasurer

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

## **CHAIRMAN'S COMMENTS AND RECOGNITIONS**

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Chairman reminded everyone who has not submitted Dan's Evaluation to Brant to do so.

## **TRAINING / PRESENTATIONS**

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Neil Phillips with Jarred, Gilmore, Phillips CPA Firm who was procured in 2015 presented CSNT's audit for 2017. (Org. Std. 8.1, 8.3, 8.5)

Head Start Roles and Responsibilities for Governing Board – presented by Berny Harris (Org. Std.5.8)

## **COMMITTEE REPORTS**

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- 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 11:41am, to discuss the 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**

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April Bennett left at 1:15pm, still had quorum, (10 of 12)

**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: Donna Early, Treasurer moved to accept the Consent Agenda  
Second: Dr. Arcolia Jenkins

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. Received motion from Finance Committee-Discuss/Approve Audit (Org. Std. 8.4)**

Motion was made from the Finance Committee to formally receive and accept the annual audit.

Motion: Donna Early, Treasurer  
Second: Judge Lynda Munkres  
All in favor voted aye, none opposed, the motion carried unanimously

**D. Discuss/Approve 2018 Self-Assessment Report**

Motion: Gus Gustafson  
Second: Lisa Martin  
All in favor voted aye, none opposed, the motion carried unanimously

**E. Discuss/Approve \$550 in kitchen supplies line item Head Start Grant #06CH7174/04 for the disposition of kitchen equipment less than \$5000**

Motion: Stacia Waters, Parliamentarian  
Second: Donna Early, Treasurer  
All in favor voted aye, none opposed, the motion carried unanimously

**F. Discuss/Approve ERSEA committee meeting recommendations**

- a. Selection criteria
- b. Medical/Dental Home
- c. Receipt of handbook
- d. Family partnership profile
- e. Family outcomes

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

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**STAFF REPORTS**

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**A. Financial Report – Prepared and presented by Shelley Mitchell (Org Std. 8.7)**

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**EXECUTIVE DIRECTOR'S REPORT**

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- A. Executive Director Comments – Acknowledged April is Volunteer Appreciation Month and each member was given a token of appreciation. Discussed replacement for Reagan Lee, our Linden High School representative. Discussed TBRA and Payee Programs. And last sharing the news of being granted a \$300K Veterans Assistance Grant awarded, effective July 1, 2018.

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**DISCUSSION ITEMS**

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None

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**AUDIENCE COMMENTS**

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None

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**EXECUTIVE SESSION**

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Board went in Executive Session at 2:16pm, motion made by Ross Hyde, Vice-President

No Vote Required

- 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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**ADJOURN**

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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)