

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
May 30, 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

Kimberly Cook

Representing Woodforest Bank, Private Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Board Members Absent

Brenda Swisher, Secretary

Representing Cass County Mayor Clarence Burns, Public Sector

April Bennett

Democratically selected by Head Start Policy Council, Poverty Sector

Ross Hyde, Vice-Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Stacia Waters

Democratically selected by Atlanta Property Management, Poverty 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 12:40 p.m.

Quorum: established by Brant Allen, Chairman, seven of twelve members present

MINUTES

Motion: Dr. Arcolia Jenkins moved to approve the April 25, 2018 minutes

Second: Donna Early, Treasurer

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

AGENDA

Motion: Kimberly Cook moved to approve the agenda

Second: Lisa Martin

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Chairman recognized Board Member Reagan Lee's service for the past year with a Plaque. Reagan was Valedictorian, and completed 219 community service hours. She introduced Kassie Blum as her recommended replacement.

TRAINING / PRESENTATIONS

- A. Daingerfield/Hughes Springs Head Start Video – Video did not work, was unable to view
- B. Training – Berny Harris – Question of the month for Head Start

COMMITTEE REPORTS

- A. Planning & Evaluation – (Chair reminds members 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 – None
- 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)

Kassie Blum was seated as board member to replace Reagan Lee.

Motion: Reagan Lee

Second: Kimberly Cook

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

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: Gus Gustafson

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 Head Start Cost of Living Allowance (COLA) Grant #06CH7174/04-Total Amount \$121,885 (\$97,508 funds and \$24,377 non-federal share)

Motion: Gus Gustafson

Second: Kimberly Cook

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

D. Discuss/Approve 2018-2019 Calendars

Motion: Donna Early, Treasurer

Second: Lisa Martin

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

E. Discuss/Approve 2018-2019 USDA/CACFP Contract

Motion: Dr. Arcolia Jenkins

Second: Kimberly Cook

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

F. Discuss/Approve 2018-2019 Nutrition Menus

Motion: Donna Early, Treasurer

Second: Kimberly Cook

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

G. Discuss/Approve Updated 2016 Annual Report

Motion: Dr. Arcolia Jenkins

Second: Gus Gustafson

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

H. Discuss/Approve 2018-2019 Campus Operating Manual

Motion: Donna Early, Treasurer

Second: Lisa Martin

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

STAFF REPORTS

A. Financial Report – Prepared and presented by Shelley Mitchell (OS 8.7)

B. Head Start Report – Prepared and presented by Berny Harris (OS 5.9)

EXECUTIVE DIRECTOR'S REPORT

A. Executive Director Comments – At TACAA Conference was presented with a Certificate of Appreciation as 3rd place for the highest numbers of members. CSNT has 42 individual members. Push cards were given to the board members to use and hand out to people in their community. These push cards will motivate individuals to participate in CSNTs Community Assessment of all counties represented. Announced Chairman Brant Allen resigned effective June 27, 2018. Ross Hyde will be elevated to Chairman until the August Nominating Committee meeting to discuss nominations for the New Year.

DISCUSSION ITEMS

A. 2017-2018 Circle Assessment Wave 3 Data

B. 2017-2018 Frog Street Wave 3 Data

- C. CLASS Spring 2018 Data
- D. 2017-2018 Circle Assessment School Readiness Performance Data
- E. 2017-2018 Frog Street School Readiness Performance Data

AUDIENCE COMMENTS

Shirley Partridge announced the East Texas Enrichment Center will be starting the sixth Certified Nurse Assistant class, Monday, June 4, 2018. Also, effective June 12, a Hospitality Training course will begin.

EXECUTIVE SESSION

Board went in Executive Session at 1:44pm, motion made by Kim Cook, and second by Donna Early.

The board discussed with Dan Boyd, Executive Director, his evaluation which was favored. The board voted to approve a three percent salary increase for the Executive Director.

Motion: Kimberly Cook

Second: Lisa Martin

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

- 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.

ADJOURN

Motion made to adjourn the meeting by Gus Gustafson and second by Lisa Martin at 2:12pm.

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