

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
October 23, 2018 - 12:00 Noon
304 E Houston, Linden, Texas 75563

Board Members Present

Kassie Blum

Representing Linden-Kildare CISD, Private Sector

Judge Lynda Munkres

Morris County Judge, Public 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

Rumy Gates

Representing WoodForest Bank, Private Sector

Board Members Absent

Stacia Waters

Democratically selected by Atlanta Property Management, Poverty Sector

Gus Gustafson

Representing Linden Economic Development Corporation, Private Sector

Dr. Arcolia Jenkins

Representing Creating Opportunities in Marion County, Private Sector

Lisa Martin

Democratically selected by Hughes Springs Housing Authority, Poverty Sector

CALL TO ORDER

Ross Hyde Interim Chairman called the meeting to order at 12:25 p.m.

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

MINUTES

Motion: Judge Munkres moved to approve the September 26, 2018 minutes.

Second: Donna Early, Treasurer

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

AGENDA

Motion: Dr. Arcolia Jenkins moved to approve the agenda.

Second: Kassie Blum

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

Linden Head Start Presentation

Head Start - Question of the day – Board members were asked a question about their roles and responsibilities with respect to the information they receive and the decisions they make. They answered with examples of how they are provided data on the agency outcomes, programs, and strategies. They also discussed how this data helps them in their decision-making process.

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required
- B. Personnel – This committee should meet in July to approve job descriptions, pay scales, etc., No current report required
- C. Finance – No current report required
- D. Executive – This committee meets only when necessary.
- E. Nominating – This committee met via phone conference (report as a motion)
- F. ByLaws – No current report required

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

**Board approved to move #9 Finance Report before Action Items

Action Items

A. Seat New Board Member(s)

None

B. Approve Consent Agenda

1. Human Resources Report (Org. Std. 5.9)
2. Head Start Report (Org. Std. 5.9)
3. Community Services Reports (Org. Std.5.9)
4. Service and Transportation Reports (OS 5.9)
5. AgriLife Report
6. TBRA

Motion: Judge Lynda Munkres moved to accept the Consent Agenda

Second: Donna Early, Treasurer

When asked, the Board stipulated that no further discussion was needed on the consent agenda and no items were requested to be removed.

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

C. Discuss/Approve Head Start Standard Operation Procedures

1. Administrative Requirements
2. Disability Services
3. Education and Child development
4. ERSEA Policies
5. Family and Community Engagement
6. Financial Requirements
7. Health Program Services
8. Human Resources Management
9. Program Governance
10. Program Management and Quality Improvement
11. Program Structure
12. Protections for the Privacy of Child Records
13. Transition Services
14. Transportation

Motion: Kassie Blum

Second: Donna Early, Treasurer

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

D. Discuss/Approve Head Start Standard Operating Manuals and Forms

1. Education
2. Family and Community Engagement
3. Mental Health-Disabilities
4. Nutrition
5. On-going Monitoring
6. Staff Development-Training
7. Strategic Plan

Motion: Judge Lynda Munkres

Second: Rummy Gates

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

E. Discuss/Approve Financial Policies & Procedures including-Financial Code of Conduct

Motion: Rummy Gates

Second: Judge Lynda Munkres

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

F. Discuss/Approve Personnel Policies and Procedures

Motion: Judge Lynda Munkres

Second: Rummy Gates

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

G. Discuss/Approve Updated Volunteer Rates

Will become effective December 12.1.18

Motion: Brenda Swisher, Secretary

Second: Judge Lynda Munkres

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

H. Discuss/Approve Election of Officers

1. Ross Hyde, Chairman
2. Arcolia Jenkins, Vice-Chairman
3. Brenda Swisher, Secretary
4. Donna Early, Treasurer
5. Stacia Waters, Parliamentarian

Motion: Judge Lynda Munkres

Second: Kassie Blum

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)

EXECUTIVE DIRECTOR'S REPORT

Berny spoke of employees must sign a Code of Conduct.???

DISCUSSION ITEMS

None

AUDIENCE COMMENTS

None

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.

ADJOURN

Motion made to adjourn the meeting by Judge Lynda Munkres and second by Kassie Blum at 1:00PM.

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

Board Orientation – Delivered by Alma Harrison, Executive Assistant

Participants – Kassie Blum, Donna Early, Rummy Gates
Sign in sheet available

Board Minutes Organizational Standards 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

Organizational Standard 5.1

Is the Board structured in compliance with the CSBG Act?

Total number of Board seats = 12

Total number of democratically elected representatives of the low-income community = Two

(must be at least 4) Yes No

Total number of local elected officials = Four

(must be exactly 4) Yes No

Total number of members from major groups and interests in the community = Four

(must be 4 or less) Yes No

Organizational Standard 5.2

Does the Board have written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community? Yes No

Where is it? ByLaws – Article V – Section 3

Organizational Standard 5.3

The organization's bylaws have been reviewed by an attorney within the past five years. Yes No Date: 7.22.16

Organizational Standard 5.8

Governing board members have been provided with training on their duties and responsibilities within the past two years. Yes No Date: 4.25.18

Organizational Standard 6.1

The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past five years. Yes No Date: 5.25.16