

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
January 22, 2019 - 12:00 Noon
304 E Houston, Linden, Texas 75563

Board Members Present

Ross Hyde, Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Judge Doug Reeder, replaced Judge Lynda Munkres who was not present (Action item 8A)

Morris County Judge, Public Sector

Kassie Blum

Representing Linden-Kildare CISD, Private Sector

Rumy Gates

Representing WoodForest Bank, Private Sector

Christophe Trahan, replaced Gus Gustafson who was present (Action item 8A)

Representing Linden Economic Development Corporation, Private Sector

Dr. Arcolia Jenkins, Vice Chairman

Representing Creating Opportunities in Marion County, Private Sector

Stacia Waters, Parliamentarian

Democratically selected by Atlanta Property Management, Poverty Sector

Lisa Martin

Democratically selected by Hughes Springs Housing Authority, Poverty Sector

Ashley Oleson

Representing Head Start Liaison, 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

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:11 p.m.

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

MINUTES

Motion: Arcolia Jenkins, Vice-Chairman moved to approve the October 23, 2018 minutes.

Second: Lisa Martin

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

AGENDA

Motion: Stacia Waters, Parliamentarian moved to approve the agenda with a change of adding Misty Van Hooser for training regarding ERSEA.

Second: Gus Gustafson

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Ross Hyde, Chairman recognized Judge Lynda Munkres for her dedication and service to CSNT. Judge Reeder received her plaque and will present to her.

TRAINING / PRESENTATIONS

- 1) Misty Van Hooser presented ERSEA Training to the Board
- 2) Robbie Hudson presented questions for detailed monitoring(Self-Assessment.)

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.

Action Items

A. Seat New Board Member(s)

- Seated Head Start Liaison – Ashley Oleson
Motion: Stacia Waters, Parliamentarian
Second: Arcolia Jenkins, Vice-Chairman
- Seated Judge Doug Reeder
Motion: Ashley Oleson
Second: Rummy Gates
- Seated appointed LEDC – Christophe Trahan
Motion: Stacia Waters, Parliamentarian
Second: Arcolia Jenkins, Vice-Chairman

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)

Motion: Rummy Gates moved to accept the Consent Agenda
Second: Kassie Blum

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 Petty Cash Policies

Increase amount from \$25 - \$50

Motion: Christophe Trahan
Second: Lisa Martin

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

D. Discuss/Approve Update revisions of Bylaws

Minor Clean-up; revision to one paragraph in impasse policy

Motion: Judge Doug Reeder
Second: Arcolia Jenkins, Vice-Chairman

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

E. Discuss/Approve Personnel Policies #301 & #325

Replacing Freshbennies with HealthJoy

Charlotte Hall, Human Resource Director presented policy changes
Motion: Stacia Waters, Parliamentarian
Second: Kassie Blum

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

F. Discuss/Approve 2019 Community Assessment

Approving Head Start Portion

Berny Harris, Head Start Director presented

Motion: Stacia Waters, Parliamentarian

Second: Christophe Trahan

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

G. Discuss/Approve Update Subpart J

Minor Language Change

Berny Harris, Head Start Director presented

Motion: Arcolia Jenkins, Vice-Chairman

Second: Rummy Gates

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

H. Discuss/Approve Update Training Manual

Title Changes

Berny Harris, Head Start Director presented

Motion: Rummy Gates

Second: Lisa Martin

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

I. Discuss/Approve Disability Waiver Request Grant #06CH7174/05

In case a waiver is needed

Berny Harris, Head Start Director presented

Motion: Stacia Waters, Parliamentarian

Second: Ashley Oleson

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

**J. Discuss/Approve Updated Dispute/Impasse Resolution to the Policy Council
ByLaws *Moving Policy from an addendum to the body of the ByLaws***

Motion: Christophe Trahan

Second: Kassie Blum

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

K. Discuss/Approve list of Board seats for 2019

Entities to hold seats

Motion: Stacia Waters, Parliamentarian

Second: Arcolia Jenkins, Vice-Chairman

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

*One Change - New Boston Housing Authority replaced with AT-LARGE
Poverty Sector member*

STAFF REPORTS

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

EXECUTIVE DIRECTOR'S REPORT

Dan Boyd discussed the Government Shutdown and how it may or may not affect CSNT programs.

DISCUSSION ITEMS

1. Frog Street Assessment Fall 2018 Data
2. Circle Assessment Fall 2018 Data
3. Readiness Performance Fall 2018 Data
4. CLASS Fall 2018 Data

AUDIENCE COMMENTS

Alma Harrison, Executive Assistant requested current drivers license' from board members and preparing the new board members for Orientation to be conducted at the February 26, 2019 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.

ADJOURN

Motion made to adjourn the meeting by Arcolia Jenkins, Vice-Chairman and second by Kassie Blum at 1:45PM.

Approved by: _____, on _____, 2019
(Board Secretary) (Date)

Board Minutes Organizational Standards Checklist:

Organizational Standard 1.1

Number of low-income persons participating: Three

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 = Three

(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