

Community Services of Northeast Texas, Inc  
MINUTES  
Board Meeting  
May 28, 2019 - 12:00 Noon  
304 E Houston, Linden, Texas 75563

**Board Members Present**

Judge Doug Reeder

*Morris County Judge, Public Sector*

Rumy Gates

*Representing WoodForest Bank, Private Sector*

Christophe Trahan

*Representing Linden Economic Development Corporation, Private Sector*

Dr. Arcolia Jenkins, Vice Chairman

*Representing Creating Opportunities in Marion County, Private Sector*

Lisa Martin

*Democratically selected by Hughes Springs Housing Authority, Poverty Sector*

Brenda Swisher, Secretary

*Representing Cass County Mayor Clarence Burns, Public Sector*

Ashley Oleson

*Representing Head Start Liaison, Poverty Sector*

**Board Members Absent**

Donna Early, Treasurer

*Representing Cass County Judge Becky Wilbanks, Public Sector*

Ross Hyde, Chairman

*Representing State Representative, Gary VanDeaver, Public Sector*

Kassie Blum

*Representing Linden-Kildare CISD, Private Sector*

## **CALL TO ORDER**

Ross Hyde, Chairman, called the meeting to order at 12:22 p.m.

Quorum: established by Dan Boyd, Executive Director, 6 of 10 members present.

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## **MINUTES**

Motion: Judge Reeder moved to approve the April 28, 2019 minutes.

Second: Christophe Trahan

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

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## **AGENDA**

Motion: Christophe Trahan moved to accept the agenda as written.

Second: Judge Reeder

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

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

Plaque for Kassie Blum and her service on the board. However, she was absent.

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## **TRAINING / PRESENTATIONS**

- 1) New Boston Head Start Presented by Venus Hornbuckle
- 2) Atlanta Head Start Presented by Catherine Early and Staff?
- 3) Board Question of the Month – Berny Harris

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## **COMMITTEE REPORTS**

Dan asked Shirley Partridge report on the successes of East Texas Enrichment Center (ETEC) classes. She shared the current CNA class is finishing up with a new enrollment starting for the summer. 100% of graduates leave with a job.

The LVN program did not receive enough funding to begin classes at this time. The Hospitality classes are working out well.

- 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 – will discuss report in Action item C
- 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.**

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## **Action Items**

### **A. Seat New Board Member(s)**

Kassie Blum was unable to attend as well as her replacement.

**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: Lisa Martin moved to accept the Consent Agenda

Second: Christophe Trahan

All items reviewed and 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 Resolution for removing Stacia Waters from signature card**

Motion: Arcolia Jenkins, Vice-Chair

Second: Judge Reeder

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

**D. Discuss/Approve Resolution to add a check signer**

Motion: Arcolia Jenkins, Vice-Chair, to accept and add Christophe Trahan as a signer.

Second: Judge Reeder

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

**E. Discuss/Approve Resolution for second bank loan in the amount of \$40,000**

Motion: Christophe Trahan

Second: Lisa Martin

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

**F. Discuss/Approve Bereavement Policy 309**

Motion: Judge Reeder

Second: Christophe Trahan

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

**G. Discuss/Approve 2019-2020 Campus Operating Manual**

Motion: Judge Reeder

Second: Lisa Martin

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

**H. Discuss/Approve 2019 Head Start Strategic Plan**

Motion: Arcolia Jenkins, Vice-Chair

Second: Lisa Martin

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

**I. Discuss/Approve School Readiness Committee Meeting Action Items**

1. School Readiness Goals 2019-2020
2. Curriculum
3. Developmental Screener
4. Progress Monitoring System
5. Classroom Observation Tool
6. Coaching Action Plan Form
7. Coaching Agreement Form

Motion: Christophe Trahan

Second: Judge Reeder

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

**J. Discuss/Approve Health Services Advisory Committee Meeting Action Items**

1. CSNT Physical Form
2. Health History Form
3. Missing Information Form
4. Medical-Dental Home Form
5. Lead Exposure Questionnaire
6. TB Questionnaire
7. Health Services Policies and Procedures Updates

Motion: Ashley Oleson

Second: Arcolia Jenkins, Vice-Chair

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

**K. Discuss/Approve ERSEA Committee Meeting Action Items**

1. Selection Criteria
2. Child Database Tracking System
3. Parent Curriculum
4. PFCE Goals 2019-2020
5. Social/Emotional Screener

Motion: Brenda Swisher, Secretary with additions to corrections

Second: Christophe Trahan

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

The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position. (OS 8.7)

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## **EXECUTIVE DIRECTOR'S REPORT**

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Dan discussed:

- CSBG \$28K additional to go to Client Services; appropriation committee in DC has committed \$43M to CSBG which translates to \$31K per
- HHS committee in DC passed \$1.5 billion dollar increase for Head Start; 2% COLA; \$800M quality improvement.
- Board Vacancies – two poverty positions, must fill as soon as possible

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## **DISCUSSION ITEMS**

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1. 2018-2019 Circle Assessment Wave 3 Data
2. 2018-2019 Frog Street Wave 3 Data
3. 2018-2019 School Readiness Performance Data
4. PFCE Goals Progress 2018-2019
5. Program Goals Progress 2018-2019

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## **AUDIENCE COMMENTS**

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NONE

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## **EXECUTIVE SESSION**

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- A. Discuss Evaluation for Executive Director
- B. Review Executive Director Salary

Arcolia Jenkins, Vice-Chair motioned to table the executive session.  
No second 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 Christophe Trahan and second by Judge Reeder at 2:25 pm.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2019  
(Board Secretary) (Date)

# Board Minutes Organizational Standards Checklist:

## Organizational Standard 1.1

Number of low-income persons participating: None

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? Yes

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: 4.23.19

**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