

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
September 24, 2019 - 12:00 Noon
304 E Houston, Linden, Texas 75563

Board Members Present

Judge Doug Reeder

Morris County Judge, Public Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public 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

Ross Hyde, Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Shelby Ebarb – was seated 6/25/19

Representing Linden-Kildare CISD, Private Sector

Board Members Absent

Ashley Oleson

Representing Head Start Liaison, Poverty Sector

Rumy Gates

Representing WoodForest Bank, Private Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:47 p.m.

Quorum: established by Ross Hyde, Chairman, 8 of 10 members present.

MINUTES

Motion: Arcolia Jenkins, Vice-Chair moved to approve the August 27, 2019 minutes.

Second: Donna Early, Treasurer

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

AGENDA

Motion: Christophe Trahan, Parliamentarian moved to accept the agenda

Second: Judge Reeder

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

Head Start Orientation for the Board presented by Dan Boyd. This training provides part of the Roles and Responsibilities training required by Org. Std. 5.8

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 at 11:30 am, September 24, 2019
Christophe Trahan, Parliamentarian gave report for nominating committee. The committee elected to re-nominate Ross Hyde as Chairman, Arcolia Jenkins as Vice-Chair, Donna Early as Treasurer, and Brenda Swisher as Secretary. The slate of officers will be voted in at the December 3, 2019, meeting.
- 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)

Denise Hall was seated as the liaison for Head Start.

Motion: Christophe Trahan, Parliamentarian moved to accept Denise Hall as the Head Start liaison to the board.

Second: Arcolia Jenkins, Vice-Chair

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

Discussion regarding the Poverty sector representative from Morris County, Linda White with New Life Family Education. A motion was made to resolve to offer a Poverty Sector seat to New Life Family Education.

Motion: Donna Early, Treasurer

Second: Arcolia Jenkins, Vice-Chair

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

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 (Org. Std. 5.9)
5. VSN Report (Org. Std. 5.9)
6. TBRA Report (Org. Std. 5.9)

Motion: Donna Early, Treasurer moved to accept the Consent Agenda

Second: Denise Hall

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 – FYE 2018 Annual Report

Motion: Arcolia Jenkins, Vice-Chair

Second: Lisa Martin

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

The report includes outcomes for the previous year and budgets for the coming year for the entire agency.

STAFF REPORTS

A. Financial Report – Prepared by Shelley Mitchell and presented by Dan Boyd

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)

EXECUTIVE DIRECTOR'S REPORT

Executive Director addressed the Roles and Responsibility training for the next board meeting scheduled October 22, 2019

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 Christophe Trahan, Parliamentarian and second by Donna Early, Treasurer at 1:35 pm.

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

NEED TO CHECK ORGANIZATIONAL STANDARDS CHECKLIST

Board Minutes Organizational Standards 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

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 = 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: 4.23.19

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

Organizational Standard 7.4

Performance appraisal of Executive Director X Yes No 6.25.19

Organizational Standard 7.5

Reviews and approves Executive Director Salary X Yes No 6.25.19

Organizational Standard 7.9

ROMA Training for 12 staff September 5, 2019