

Community Services of Northeast Texas, Inc  
MINUTES  
Board Meeting  
December 10, 2019 - 12:00 Noon  
109 N. Main Street, Linden, Texas 75563

**Board Members Present**

Christophe Trahan  
*Representing Linden Economic Development Corporation, Private Sector*

Donna Early, Treasurer  
*Representing Cass County Judge Becky Wilbanks, Public Sector*

Denise Hill  
*Representing Head Start Liaison, Poverty Sector*

Rumy Gates  
*Representing WoodForest Bank, Private 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**

Judge Doug Reeder  
*Morris County Judge, Public Sector*

Brenda Swisher, Secretary  
*Representing Cass County Mayor Clarence Burns, Public Sector*

Dr. Arcolia Jenkins, Vice Chairman  
*Representing Creating Opportunities in Marion County, Private Sector*

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## **CALL TO ORDER**

Ross Hyde, Chairman, called the meeting to order at 12:16 p.m.

Quorum: established by Ross Hyde, Chairman, 6 of 9 members present.

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## **MINUTES**

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Motion: Denis Hill moved to approve the October 22, 2019 minutes.

Second: Romy Gates

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

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## **AGENDA**

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Motion: Christophe Trahan, Parliamentarian moved to accept the agenda

Second: Donna Early, Treasurer

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

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

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None

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## **TRAINING / PRESENTATIONS**

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A. Eligibility Final Rule Training – Handout – Presented by Berny Harris

B. 2020 Detailed Monitoring Questions – Presented by Shirley Baker

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## **COMMITTEE REPORTS**

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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 – No Current report required

F. ByLaws – Each Board member received a current copy of CSNT By-Laws according to Org. Std. 5.4

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

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## **Action Items**

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### **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 (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 Hill

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—Governance Capacity Screener Results Grant #6CH7174/06**

Motion: Christophe Trahan, Parliamentarian

Second: Shelby Ebarb

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

**D. Discuss/Approve – 2020 Community Assessment Update**

Motion: Donna Early, Treasurer

Second: Romy Gates

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

**E. Discuss/Approve – Disability Waiver Request Grant #06CH7174/06**

Motion: Denise Hill

Second: Christophe Trahan, Parliamentarian

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

**F. Discuss/Approve – DOL Exempt Employee Increase \$35,010 (\$28,080 personnel & \$7,020 Fringe budge line-items) Grant #06CH7174/06**

Motion: Donna Early, Treasurer

Second: Denise Hill

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

**G. Discuss/Approve – Personnel policy #313 – Benefits Continuation (COBRA)**

Motion: Christophe Trahan, Parliamentarian

Second: Romy Gates

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

## H. Discuss/Approve – Updating Dental Curriculum

Motion: Donna Early, Treasurer

Second: Denise Hill

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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Executive Director discussed:

- 1) Confirmed receipt of an email from SWEPCO for a \$50K check for YEP
- 2) Trip to Missouri for Training on a Poverty Simulation designed for Youth, setting our goal to schedule the first in our area March 2020.
- 3) Texas Workforce Commission Conference and what was learned
- 4) In six to nine months CSNT will entertain indirect costs, possibly before Head Start budget in July
- 5) Still vacancies in Poverty that will now affect compliance with TDHCA
- 6) Agency Audit is scheduled for the last week of January 2020
- 7) No one has been hired for YEP to date, hard time finding someone who will work schedule and hours required
- 8) Reminded Board of trip to Puerto Rico and being gone 11 days

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## **DISCUSSION ITEMS**

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- 1) Discuss School Readiness Performance Fall 2019
- 2) Discuss CLASS Fall 2019 Data
- 3) Discuss Head Start Program Goals Fall 2019

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## **AUDIENCE COMMENTS**

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None

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**EXECUTIVE SESSION**

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Called Executive Session time: 1:30pm

Motion: Christophe Trahan, Parliamentarian  
Second: Shelby Ebarb

Declared In: 1:30pm

Update on Valley Services

Executive Session was used to inform the board of upcoming sensitive issues that may require action. No business of the agency was conducted. No action was taken.

Declared Out of Executive session: 1:51pm

Motion: Christophe Trahan, Parliamentarian  
Second: Shelby Ebarb

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

Declared back in regular meeting: 1:51

- 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, Parliamentarian and second by Denise Hill, at 1:52 pm.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2020  
(Board Secretary) (Date)

# Board Minutes Organizational Standards Checklist:

## Organizational Standard 1.1

Number of low-income persons participating: One

Is Policy Council represented? X Yes No

Is the Policy Council representative low-income?  Yes  No

Is there an attorney on the board? X Yes No

Is a contract in place for an attorney: Yes X 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 x No

Were minutes submitted from committee meetings? X Yes No

Were any of the following discussed during the meeting?

Recruitment documents Yes X No

Solicitation materials  Yes  No

Final board membership list X Yes No

Did a low-income person participate in the development of services? Yes x No

Did a low-income person participate in the provision of services? Yes x No

Did a low-income person participate in the needs assessment process? Yes x No

## Organizational Standard 3.5

Did the Board formally accept the Community Assessment? Yes X 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 = One

(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

**Organization Standard 5.4**

The organization documents that each governing board member has received a copy of the bylaws within the past two years. X yes  No Date 12.10.19

**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 7.1**

**The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board with the past five years.**  
X Yes  No Date: 10.22.19

**Organizational Standard 7.2**

**The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.**  
X Yes  No Date: 10.22.19

**Organizational Standard 7.3**

The organizational has written job descriptions for all positions, which have been updated with the past five years. X Yes  No Date: 10.22.19

**Organizational Standard 7.4**

Performance appraisal of Executive Director X Yes  No Date: 6.25.19

**Organizational Standard 7.5**

Reviews and approves Executive Director Salary X Yes  No Date: 6.25.19

**Organizational Standard 7.6**

The organization has a policy in place for regular written evaluation of employees by their supervisors. X Yes  No Date: 10.22.19

**Organizational Standard 7.7**

The Organization has a whistleblower policy that has been approved by the governing board. X Yes  No Date: 10.22.19

**Organizational Standard 7.8**

**All staff participate in a new employee orientation within 60 days of hire.**

X Yes  No Date: 10.22.19

**Organizational Standard 7.9**

The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. ROMA Training for 12 staff September 5, 2019