

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
January 28, 2020 - 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

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

Rumy Gates
Representing WoodForest Bank, Private Sector

Brenda Swisher, Secretary
Representing Cass County Mayor Clarence Burns, 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

Ross Hyde, Chairman
Representing State Representative, Gary VanDeaver, Public Sector

Denise Hill
Representing Head Start Liaison, Poverty Sector

CALL TO ORDER

Arcolia Jenkins, Vice-Chairman, called the meeting to order at 12:40 p.m.

Quorum: established by Arcolia Jenkins, Vice-Chairman, 6 of 9 members present.

MINUTES

Motion: Donna Early, Treasurer moved to approve the December 10, 2019 minutes.

Second: Rummy Gates

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

AGENDA

Motion: Christophe Trahan, Parliamentarian moved to accept the agenda

Second: Shelby Ebarb

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Vice-Chairman Arcolia Jenkins announced Ms. Shirley Partridge is resigning her volunteer work at East Texas Enrichment Center (ETEC). Ms. Jenkins will be sitting in for the position until someone else comes forward.

TRAINING / PRESENTATIONS

- A. Presentation: Samantha Moores presented a video of Classroom work from Linden Head Start
- B. Board Question of the Month – Presented by Berny Harris

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 – No Current report required
- F. By Laws – Each Board member received a current copy of CSNT By-Laws according to Org. Std. 5.4 and signed an Acknowledgement of receipt.

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

Action Items

A. Seat New Board Member(s)

Did not seat a board member, however, Leona Bryant with the NA program will be able to be seated at the February meeting should she have all requirements met for the Poverty Sector.

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: Arcolia Jenkins, Vice-Chairman moved to accept the Consent Agenda
Second: Brenda Swisher, Secretary

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–Board members signed Acknowledgement of receipt of ByLaws Org. Std. 5.4 No Action required.

D. Discuss/Approve – Board members signed Acknowledgement of obtaining orientation within six months of be seated. Org. Std. 5.4
No Action Required

STAFF REPORTS

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)

EXECUTIVE DIRECTOR'S REPORT

- 1) Discussed \$50K for Youth Program
- 2) Announced Joe Martinez passing, the first Executive Director met 27 years ago
- 3) Shared stories of the Puerto Rico Conference and Community Services done
- 4) Discussed move of Executive Staff to Kaufman Building

5) Discussed date Agency Audit

DISCUSSION ITEMS

- 1) Detailed Monitoring Results
- 2) Head Start Progress on Program Goals 2019-2020
- 3) Progress on Parent, Family, and Community Engagement 2019-2020

AUDIENCE COMMENTS

None

EXECUTIVE SESSION

None

- 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 or 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 1:45 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? 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 = 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. 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 5.9

The organization's governing board receives programmatic reports at each regular board meeting. Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

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.
 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.
 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. Yes No Date: 10.22.19

Organizational Standard 7.4

Performance appraisal of Executive Director Yes No Date: 6.25.19

Organizational Standard 7.5

Reviews and approves Executive Director Salary 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. Yes No Date: 10.22.19

Organizational Standard 7.7

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

Organizational Standard 7.8

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

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 Yes September 5, 2019

Organizational Standard 8.1

The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit. Yes Date

Organizational Standard 8.2

All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.
 Yes Date

Organizational Standard 8.3

The organization's auditor presents the audit to the governing board.
 Yes Date

Organizational Standard 8.4

The governing board formally receives and accepts the audit.
 Yes Date

Organizational Standard 8.5

The organization has solicited bids for its audit within the past five (5) years.

Yes Year

Organizational Standard 8.6

The IRS Form 990 is completed annually and made available to the governing board for review. Yes Date

Organizational Standard 8.7

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.

- Jan April July October
- Feb May Aug November
- Mar June Sept December