

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
March 24, 2020 - 12:00 Noon
Conference Call, Linden, Texas 75563

Board Members Present

Ross Hyde, Chairman

Representing State Representative, Gary VanDeaver, Public Sector

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

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

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:15 p.m.

Quorum: established by Dan Boyd, Executive Director, 6 of 8 members present.

MINUTES

Motion: Christophe Trahan, Parliamentarian, moved to approve the January 28, 2020 Minutes.

Second: Arcolia Jenkins, Vice-Chair

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

AGENDA

Motion: Donna Early, Treasurer moved to accept the agenda

Second: Shelby Ebarb

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Ross Hyde, Chairman, Thanked everyone for their support during his absence.

TRAINING / PRESENTATIONS

- A. Board Question of the Month – Presented by Berny Harris (Was moved to next month's meeting).
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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)

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: Arcolia Jenkins, Vice-Chairman

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 the New Youth Empowerment Program Bank Account

Motion: Christophe Trahan, Parliamentarian

Second: Shelby Ebarb

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

D. Discuss/Approve – Linden Head Start Playground Disposition \$8,421.90

Motion: Christophe Trahan, Parliamentarian

Second: Arcolia Jenkins, Vice-Chairman

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

E. Discuss/Approve – Convert 47 Head Start Slots to 16 Early Head Start Slots

Motion: Donna Early, Treasurer

Second: Christophe Trahan, Parliamentarian

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

F. Discuss/Approve – Head Start 2% COLA-Quality Improvement Grant Application (\$77,705 COLA & \$137,256 Quality Improvement =Total Grant Application \$214,961 NFS 53,740)

Motion: Arcolia Jenkins, Vice-Chair

Second: Rummy Gates

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

G. Discuss/Approve – Self-Assessment Results 2020

Motion: Christophe Trahan, Parliamentarian

Second: Shelby Ebarb

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

- H. Discuss/Approve – Development of policies built around COVID-19-#384
Motion: Arcolia Jenkins, Vice-Chair
Second: Christophe Trahan, Parliamentarian
All in favor voted aye, none opposed, the motion carried unanimously.

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) Audit is completed; depending on the current situation at hand, Presentation could be via video
- 2) Moved to Kaufman
- 3) Changes coming for organizational leadership
- 4) New text blast system is in place for notifications of any type, and the board can be notified as well
- 5) Shared that a staff member lost everything in a fire, anyone who may want to contribute toward recovery to contact Shelley Mitchell
- 6) Will be traveling to Austin, March 25-27, five people meeting for rules on Energy Assistance
- 7) Most of Head Start staff are working from home, and essential staff are working in office(s)
- 8) Christophe Trahan asked about Valley- Response, Valley was going to file suit to sue December 2, 2019; Radio silence since; started making payments again

DISCUSSION ITEMS

- 1) Circle Assessment Data Winter 2020
- 2) Frog Street Assessment Data Winter 2020
- 3) School Readiness Performance Data Winter 2020
- 4) Head Start Progress on Program Goals 2019-2020
- 5) Progress on Parent, Family, and Community Engagement 2019-2020
- 6) School District Partnerships

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 1:10 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 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 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.

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 organization 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. 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 January 27-29, 2020

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 Scheduled for April Meeting

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.

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