

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
April 28, 2020 - 12:00 Noon
Video-conference, 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

Judge Doug Reeder

Morris County Judge, Public Sector

Dr. Arcolia Jenkins, Vice Chairman

Representing Creating Opportunities in Marion County, Private Sector

Rumy Gates

Representing WoodForest Bank, Private Sector

Board Members Absent

Brenda Swisher, Secretary

Representing Cass County Mayor Clarence Burns, Public Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Shelby Ebarb – was seated 6/25/19

Representing Linden-Kildare CISD, Private Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:01 p.m.
Quorum: established by Ross Hyde 5 of 8 members present

MINUTES

Motion: Christophe Trahan, Parliamentarian, moved to approve the March 24, 2020 Minutes.
Second: Arcolia Jenkins, Vice-Chair
All in favor voted aye, none opposed, the motion carried unanimously

AGENDA

Motion: Judge Doug Reeder moved to accept the agenda
Second: Arcolia Jenkins, Vice-Chair
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

None

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.

No committee reports at this time

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: Judge Doug Reeder moved to accept the Consent Agenda

Second: Christophe Trahan, Parliamentarian

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 Business Charge Card with Texana Bank, N.A.

Motion: Judge Doug Reeder

Second: Arcolia Jenkins, Vice-Chair

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

D. Discuss/Approve – CSBG Cares Act Contract for \$570,250

Motion: Christophe Trahan, Parliamentarian

Second: Rummy Gates

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

E. Discuss/Approve – CEAP Cares Act Contract for \$1,710,152

Motion: Rummy Gates

Second: Judge Doug Reeder

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

F. Discuss/Approve – CSBG Discretionary Contract for \$21,230

Motion: Rummy Gates

Second: Christophe Trahan, Parliamentarian

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

G. Discuss/Approve – Head Start to Early Head Start Conversion Grant #6CH011282/01, Pro-rated EHS \$218,461/HS \$1,958,097-Budget Approval

Motion: Christophe Trahan, Parliamentarian

Second: Rummy Gates

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

- H. Discuss/Approve** – Playground Disposition Form for Head Start Grant #6CH011282/01 \$12,057.19
Motion: Arcolia Jenkins, Vice-Chair
Second: Judge Doug Reeder
All in favor voted aye, none opposed, the motion carried unanimously.
- I. Discuss/Approve** – Texarkana Independent School District Memorandum of Understanding Changes for 2020-2021 School Year
Motion: Christophe Trahan, Parliamentarian
Second: Arcolia Jenkins, Vice-Chair
All in favor voted aye, none opposed, the motion carried unanimously.
- J. Discuss/Approve** – 2020-2021 USDA/CACFP Contract
Motion: Arcolia Jenkins, Vice-Chair
Second: Romy Gates
All in favor voted aye, none opposed, the motion carried unanimously.
- K. Discuss/Approve** – 2020-2021 Nutrition Menus for CACFP Campuses
Motion: Christophe Trahan, Parliamentarian
Second: Romy Gates
All in favor voted aye, none opposed, the motion carried unanimously.
- L. Discuss/Approve** – 2020-2021 Selection Criteria for Head Start and Early Head Start
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) Stay at home for CSNT until 5-18-2020, there are essential staff coming in to work, and other staff working alternate shifts
- 2) CSNT is applying for all funds available for COVID 19 assistance
- 3) CSNT is able to keep all staff paid with the exception of subs
- 4) VA suggested approval for Grant for 7-1-2020-6-30-2021

- 5) With ample funds for CSBG & CEAP, will need to hire more staff for CEAP
- 6) Some damage from tornado, couple of vehicles, and clean up from downed trees

DISCUSSION ITEMS

None

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 Judge Doug Reeder at 12:45 pm.

Approved by: _____, on _____, 2020
(Board Secretary) (Date)

Board Minutes Organizational Standards Checklist:

Organizational Standard 1.1

Number of low-income persons participating: 0
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	<input checked="" type="checkbox"/>	No
Solicitation materials	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
Final board membership list	Yes	<input checked="" type="checkbox"/>	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 = Zero

(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 1-28-2020

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. X Jan X Feb X Mar X 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 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 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	X April	<input type="checkbox"/> July	<input type="checkbox"/> October
X Feb	<input type="checkbox"/> May	<input type="checkbox"/> Aug	<input type="checkbox"/> November
X Mar	<input type="checkbox"/> June	<input type="checkbox"/> Sept	<input type="checkbox"/> December