

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
June 23, 2020 - 12:00 Noon
Kaufman Training Room, Linden, Texas 75563

Board Members Present

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

Christophe Trahan
Representing Linden Economic Development Corporation, Private Sector

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

Board Members Absent

Shelby Ebarb – was seated 6/25/19
Representing Linden-Kildare CISD, Private Sector

Judge Doug Reeder
Morris County Judge, Public Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:23 p.m.

Quorum: established 6 of 8 members present

MINUTES

Motion: Rummy Gates, moved to approve the May 26, 2020 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: Rummy Gates

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Thanked Dr. Jenkins for filling in his absence.

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)

- 1) Discuss new applicants/candidates (no action required)
Discussed the advertisement for Board Members in all counties represented, with only two responses.

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) Dan noted new \$300K grant effective July 1st.
6. TBRA Report (Org. Std. 5.9)

Christophe asked to add the Salvation Army report as well.

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 – Moving funds to equipment line item \$11,238.00 (Head Start, HVAC repair, Hughes Springs, ~\$8,500.00 and Administrative Building ~\$2,738.00)

Motion: Christophe Trahan, Parliamentarian

Second: Donna Early, Treasurer

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

D. Discuss/Approve – Cost Allocation Plan Update

Motion: Donna Early, Treasurer

Second: Brenda Swisher, Secretary

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

STAFF REPORTS

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

B. Head Start Report – Berny Harris prepared and presented

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) Report on staff: were paid full pay and stayed home with proper equipment to work on a daily basis
- 2) Most applications were done on line
- 3) Early Head Start progress in August
- 4) Discussed funding for CSBG, CEAP, and CARES Act
- 5) Head Start Cares Act
- 6) ETEX adding on Hughes Springs & ETEC

DISCUSSION ITEMS

- 1) 2019-2020 Final PIR Data
- 2) Program Goals Progress 2019-2020
- 3) IRS Form 990 has been completed and is available for Board Members to review. It is also posted on the agency website for public review. (OS 7.4,7.5)

AUDIENCE COMMENTS

None

EXECUTIVE SESSION

Christophe Trahan, Parliamentarian motioned for Executive Session.
Second: Donna Early, Treasurer

- 1) Executive Director Evaluation & Salary Review (OS 7.4, 7.5)
- 2) Valley Services

Christophe Trahan, Parliamentarian motioned to exit Executive Session.
Second: Arcolia Jenkins, Vice-Chairman

- 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 at 1:54pm.

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. 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. 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 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. 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. X Yes

<u>ROMA Training for 12 staff</u>	<u>September 5, 2019</u>
<u>What Children & Young People Say</u>	<u>April 20, 2020</u>
<u>Making Sense of Ourselves</u>	<u>April 23, 2020</u>
<u>Facilitating Group Discussions</u>	<u>April 24, 2020</u>
<u>Microbes-Friend or Foe?</u>	<u>April 27, 2020</u>

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. X 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 NO FINDINGS

Organizational Standard 8.3

The organization’s auditor presents the audit to the governing board.

X Yes Date May 26, 2020

Organizational Standard 8.4

The governing board formally receives and accepts the audit.

X Yes Date May 26, 2020

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. X Yes Date Scheduled for June Meeting

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	X May	<input type="checkbox"/> Aug	<input type="checkbox"/> November
X Mar	X June	<input type="checkbox"/> Sept	<input type="checkbox"/> December