

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
January 26, 2021 - 12:00 Noon
Kaufman Training Room, Linden, Texas 75563

Board Members Present

Ross Hyde, Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Kendall Wells

Representing Linden-Kildare CISD, Private Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Cecelia Huff

Representing Bowie County, Poverty Sector

Board Members Absent

Rumy Gates

Representing WoodForest Bank, Private Sector

Dr. Arcolia Jenkins, Vice Chairman

Representing Creating Opportunities in Marion County, Private Sector

Judge Doug Reeder

Morris County Judge, Public Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:37 p.m.

Quorum: established 3 of 6 members present, 4 with Kendall seated

MINUTES

Motion: Cecelia Huff moved to approve the October 27, 2020 Minutes.

Second: Kendall Wells

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

AGENDA

Motion: Cecelia Huff moved to approve the October 27, 2020 Minutes.

Second: Kendall Wells

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Executive Director Dan Boyd, discussed his future and preparing as the succession plan requires. Dan introduced Michelle Morehead as the Deputy Executive Director for CSNT.

TRAINING / PRESENTATIONS

- A. Training on Eligibility Final Rule Training was presented by Misty Van Hooser, Family Services Administrator
- B. 2021 Detailed Monitoring Questions were ask by Misty Van Hooser, Family Services Administrator

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 – The committee shall be formed at this meeting with Action Item C. Two step process, Board Chair names first through third selections, Board selects fourth. Board Chair nominated for the Poverty Sector, Cecelia Huff, the Public Sector, Judge Reeder, and the Private Sector, Arcolia Jenkins.
- F. By Laws – No Current report required

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)

Kendall Wells, representing the Private Sector for Linden/Kildare High School was seated. (Org. 5.5)

Motion: Donna Early, Treasurer moved to accept Kendall Wells

Second: Cecelia Huff

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

B. Approve Consent Agenda

1. Community and County Services Reports (Org. Std.5.9)
2. Head Start and PIR Report (Org. Std.5.9)
3. Human Resources Report (Org. Std. 5.9)
4. Service and Transportation Reports (Org. Std. 5.9)
5. VSN Report (Org. Std. 5.9)
6. Payee Report (Org. Std. 5.9)

Motion: Donna Early, Treasurer moved to accept the Consent Agenda.

Second: Cecelia Huff

All items reviewed and when asked, the Board stipulated that no further discussion was needed on the consent agenda.

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

C. Discuss/Approve – Naming of fourth Nominating Committee member (elected by board members present) Donna Early was nominated.

Motion: Cecelia Huff moved to accept

Second: Kendall Wells

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

D. Discuss/Approve – Cost Allocation Changes Early Head Start

Motion: Cecelia Huff moved to accept

Second: Kendall Wells

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

E. Discuss/Approve–Amendment to the ERSEA Operating Procedures- COVID-19 (Org. Std.1.1)

Motion: Cecelia Huff moved to accept

Second: Kendall Wells

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

- F. Discuss/Approve** – Head Start Standard Operating Procedures-EHS Revision
Motion: Donna Early, Treasurer moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.
- G. Discuss/Approve** -Head Start Standard Operating Manuals-EHS Revision
Motion: Cecelia Huff moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.
- H. Discuss/Approve** – Health Services Advisory Action Items (Org. Std.1.1)
1. Physical Form
2. Head Start Enrollment Health History form
3. Early Head Start Health History form
4. Daily/Weekly/Monthly Duties
5. Asthma Action Plan for Home and School
6. Child Care Diabetes Medical Management Plan
7. Seizure Action Plan
Motion: Cecelia Huff moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.
- I. Discuss/Approve** – Personnel Policy & Procedure Recruitment/Pre-Employment Requirements #183
Motion: Cecelia Huff moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.
- J. Discuss/Approve** – TB Survey form #206
Motion: Cecelia Huff moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.
- K. Discuss/Approve**-Update Disability Waiver Request Grant #06CH011282/02-2020-2021 School Year
Motion: Donna Early, Treasurer moved to accept
Second: Kendall Wells
All in favor voted aye, none opposed, the motion carried unanimously.

STAFF REPORTS

- A. Financial Report** – Prepared and presented by Shelley Mitchell, CFO
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. Temple Grant
2. Program wrap-ups
3. Changes for 2021-Kisha Chambers is Director of Self-Sufficiency programs and Heather Humphries is Director of Energy Services
4. Board Recruitment- Priority #1
5. New TACAA Executive Director-Stella Rodriguez retired, Replacement Victoria Lippman

DISCUSSION ITEMS

1. Circle Assessment Wave 1 Fall 2020 Data
2. CLASS Fall 2020 Data
3. Data School Readiness Performance Fall 2020 Data
4. Parent, Family and Community Engagement Goals Fall 2020 Progress
5. Head Start Program Goals Fall 2020 Progress

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 Ross Hyde, Board Chairman at 2:38pm.

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

Board Minutes Organizational Standards Checklist:

- 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

Organizational Standard 1.1

- Number of low-income persons participating: **One (1)**
Is Policy Council represented? Yes No
Is the Policy Council representative low-income? 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 (1)**
(must be at least 4) Yes No
Total number of local elected officials = **Four (4)**
(must be exactly 4) Yes No
Total number of members from major groups and interests in the community = **Three (3)**
(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 Board Review
 Yes No Date:

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: 8.31.2020

Organizational Standard 7.5

Reviews and approves Executive Director Salary Yes No Date: 9.22.2020

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. Yes

<u>ROMA Training for 12 staff</u>	<u>Sept 05, 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. Yes No 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.

Yes Date May 26, 2020

Organizational Standard 8.4

The governing board formally receives and accepts the audit.

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 Will solicit bids 2021

Organizational Standard 8.6

The IRS Form 990 is completed annually and made available to the governing board for review. Yes Date August 31, 2020

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.

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