

Community Services of Northeast Texas, Inc  
MINUTES  
Board Meeting  
April 27, 2021 - 12:00 Noon  
304 East Houston St., Linden, Texas 75563

**Board Members Present**

Ross Hyde, Chairman

*Representing State Representative, Gary VanDeaver, Public Sector*

Dr. Arcolia Jenkins, Vice Chairman

*Representing Creating Opportunities in Marion County, Private Sector*

Cecelia Huff

*Representing Bowie County, Poverty Sector*

Carolyn Mitchell

*Representing Cass County, Poverty Sector*

Judge Doug Reeder

*Morris County Judge, Public Sector*

Donna Early, Treasurer

*Representing Cass County Judge Becky Wilbanks, Public Sector*

Judge Leward Lafleur

*Marion County Judge, Public Sector*

**Board Members Absent**

Kendall Wells

*Representing Linden-Kildare CISD, Private Sector*

**CALL TO ORDER**

Ross Hyde, Chairman, called the meeting to order at 12:26 p.m.

Quorum: established 5 of 7 members present, 6 of 8 with Judge Lafleur seated.

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**MINUTES**

Motion: Judge Reeder, Parliamentarian moved to approve the March 23, 2021 Minutes.

Second: Arcolia Jenkins, Vice-Chair

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

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## **AGENDA**

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Motion: Donna Early, Treasurer moved to approve the April 27, 2021 agenda.

Second: Carolyn Mitchell

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

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## **CHAIRMAN'S COMMENTS AND RECOGNITIONS**

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None

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## **TRAINING / PRESENTATIONS**

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A. Question of the Month – Berny Harris

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## **COMMITTEE REPORTS**

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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 – No current report required.

E. Nominating – No current report required.

F. By Laws – No Current report required

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

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## **Action Items**

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**A. Discuss/Approve** Zoom Audit Report – Neil Phillips (Audit Report – Hand out)  
Auditor presented the audit to the board, explaining each page (Org.8.3)

Motion: Judge Reeder, Parliamentarian moved to receive, accept, and approve the Audit report given by Auditor Neil Phillips. (Org. 8.4)

Second: Arcolia Jenkins seconded to receive, accept, and approve the Audit report given by Auditor Neil Phillips. (Org.8.4)

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

**B. Seat New Board Member(s)**

Judge Leward Lafleur was seated representing the Public Sector. (Org. 5.5)

Motion: Judge Doug Reeder, moved to accept Judge Leward Lafleur

Second: Arcolia Jenkins, Vice-Chair

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

**C. 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: Judge Reeder, Parliamentarian moved to accept the Consent Agenda.  
Second: Donna Early, Treasurer  
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.

**D. Discuss/Approve – Risk Assessment**

Motion: Donna Early, Treasurer  
Second: Arcolia Jenkins, Vice-Chair  
All in favor voted aye, none opposed, the motion carried unanimously.

**E. Discuss/Approve – Head Start HVAC replacement-Pittsburg Campus move \$8K from Personnel and Fringe to Equipment Grantee06CH011282/02**

Motion: Arcolia Jenkins, Vice-Chair  
Second: Carolyn Mitchell  
All in favor voted aye, none opposed, the motion carried unanimously.

**F. Discuss/Approve– Head Start Partnership Teacher Contract move \$22,100 from Personnel and Fringe to Contractual Grantee 06CH011282/02**

Motion: Judge Reeder, Parliamentarian moved to accept the Consent Agenda.  
Second: Donna Early, Treasurer  
All in favor voted aye and with raised hands, none opposed, the motion carried unanimously.

**G. Discuss/Approve – Staff Development and Training Standard Operating Manual Update – Early Head Start Lead Teacher Credentials**

Motion: Carolyn Mitchell moved to accept  
Second: Arcolia Jenkins, Vice-Chair  
All in favor voted aye, none opposed, the motion carried unanimously.

**H. Discuss/Approve -ERSEA Action Items**

1. Early Head Start Selection Criteria 2021-2022
2. Head Start Selection Criteria 2021-2022
3. Disability/Mental Health File Checklist
4. Disability Child Find Form
5. Disability/Mental Health Parent Observation Child Find Form
6. Disability Data Intervention Form
7. Mental Health Campus Intervention Team Information Form

- 8. Mental Health Child Find Form
- 9. Head Start Transportation Consent Form

Motion: Judge Reeder, Parliamentarian  
Second: Cecelia Huff, Secretary  
All in favor voted aye, none opposed, the motion carried unanimously.

**I. Discuss/Approve – CLASS Action Forms**

- 1. Early Head Start Infant
- 2. Early Head Start Toddler

Motion: Donna Early, Treasurer move to accept  
Second: Cecelia Huff, Secretary  
All in favor voted aye, none opposed, the motion carried unanimously.

**J. Discuss/Approve – 2021-2022 USDA/CACFP**

Motion: Judge Lafleur move to accept  
Second: Arcolia Jenkins, Vice-Chair  
All in favor voted aye, none opposed, the motion carried unanimously.

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**STAFF REPORTS**

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- A. Financial Report** – Prepared by Shelley Mitchell, CFO, presented by Dan Boyd, Executive Director  
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)

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**EXECUTIVE DIRECTOR'S REPORT**

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- A. Welcomed Judge Lafleur
- B. Upcoming Orientation
- C. Updates on staffing, and funds

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**DISCUSSION ITEMS**

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- A. Executive Director Evaluation, hand out, to be returned to Board Chair by May 25, 2021 board meeting.

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## AUDIENCE COMMENTS

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Board Members were recognized and thanked for being supportive volunteers.

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## EXECUTIVE SESSION

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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 of 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.

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## ADJOURN

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Motion made to adjourn the meeting by Ross Hyde, Board Chairman at 2:06pm.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2021  
(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: **Two (2)**
- 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 = **Two (2)**

(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 = **Two (2)**

(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 organization 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 &amp; 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  Date February 1-5, 2021

### **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 via zoom.

Yes Date April 27, 2021

### **Organizational Standard 8.4**

The governing board formally receives and accepts the audit.

Yes Date April 27, 2021

### **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.

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|---|---|--|--|
| <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 |