

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
May 24, 2022
301 East Houston, Linden Community Center
Linden, Texas 75563

Board Members Present

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 via Zoom

Representing Creating Opportunities in Marion County, Private Sector

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Jonathan Owen/Kerri Winters

Representing Linden-Kildare CISD, Private Sector

John Baxter

Representing Texana Bank, Private Sector

Angela Thompson

Representing Bowie County, Poverty Sector

Board Members Absent

Judge Leward Lafleur

Marion County Judge, Public Sector

Lee Elliott

Representing LEDC, Private Sector

Jennifer Reynolds

Representing Morris County, Poverty Sector

Judge Doug Reeder, Parliamentarian

Morris County Judge, Public Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:20 p.m.
Quorum: established six of 11 members present, one via zoom

MINUTES

Motion: Cecelia Huff, Secretary moved to approve the April 26, 2022 minutes.
Second: Angela Thompson
All in favor voted aye, none opposed, the motion carried unanimously

AGENDA

Motion: John Baxter approved to add the Human Resource Report to the Consent Agenda.
Second: Donna Early, Treasurer
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Jonathan Owen representing Linden/Kildare ISD was recognized for his service to CSNT's Board and was presented a plaque by Board Chair Ross Hyde.

TRAINING / PRESENTATIONS

- A. Board Question – Berny Harris

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required
- B. Personnel – No Current report required
- B. Finance – No Current report required
- D. Executive – No current report required
- E. Nominating – No current report required
- F. By Laws – No current report required

No Committee Reports.

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

Action Items

A. Seat New Board Member(s)

Alexa Rainge was seated to represent Linden/Kildare ISD to replace Jonathan Owen.

Motion: Jonathan Owen

Second: Cecelia Huff, Secretary

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

B. Approve Consent Agenda

- 1) Head Start/EHS Reports/PIRs..... (OS 5.9).....Berny Harris
- 2) County Services Report.....(OS 5.9).....Heather Humphries
- 3) Service & Transportation Report..... (OS 5.9).....Tommy Hooper
- 4) VSN Report.....(OS 5.9)..... Kelsey Nickleberry
- 5) Payee Report(OS 5.9)..... Lauren Bean
- 6) TBRA Report.....(OS 5.9).....Lauren Bean
- 7) Human Resources.....(OS 5.9).....Charlotte Hall

Motion: Donna Early, Treasurer moved to approve the Consent agenda.

Second: John Baxter

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

C. Discuss/Approve Cost Allocation revisions regarding Indirect Cost Rate

Motion: Cecelia Huff, Secretary

Second: Angela Thompson

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

D. Discuss/Approve Resolution for Bank Account – LIHWAP (Low Income Home Water Assistance) program

Motion: Angela Thompson

Second: Donna Early, Treasurer

John Baxter, abstained from this vote

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

E. Discuss/Approve Head Start/Early Head Start 2.28% COLA Increase #06CH011282/03 \$94,624 (Head Start \$89,350) and (Early Head Start \$5,274)

Motion: John Baxter

Second: Cecelia Huff, Secretary

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

F. Discuss/Approve Head Start/Early Head Start Quality Funds #06CH011282/03 \$25,472 (Head Start \$24,200) and (Early Head Start \$1,272)

Motion: Donna Early, Treasurer

Second: Angela Thompson

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

- G. Discuss/Approve** Head Start/Early Head Start Continuation Grant #06CH011282/04 \$5,394,929 (\$4,270,305, \$45,638 T&TA, Non Federal Share \$1,078,986)
1. Head Start \$5,091,006 (\$4,072,805, \$40,381 T&TA, Non-Federal Share \$1,018,201)
 2. Early Head Start \$303,923 (\$243,138, \$5,257 T&TA, Non-Federal Share \$60,785)

Motion: Cecelia Huff, Secretary

Second: Angela Thompson

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

H. Discuss/Approve 2022-2023 Parent Handbook

Motion: Donna Early, Treasurer

Second: John Baxter

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

I. Discuss/Approve Nutrition Menus 2022 – 2023

Motion: Cecelia Huff, Secretary

Second: Angela Thompson

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

J. Discuss/Approve 2022 – 2023 School Calendars

1. New Boston Head Start

2. Hughes Springs Early Head Start

Motion: Donna Early, Treasurer

Second: John Baxter

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

STAFF REPORTS

- A. Financial Report – Prepared and presented by Shelley Mitchell, CFO and reviewed by all.

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

Dan Boyd opened with comments regarding the trip to the TACAA Annual Conference, and asked Dr. Jenkins if she would like to comment on her experience.

Dr. Jenkins was delighted in sharing some of the sessions she attended and encouraged all board members, if possible, to attend next year. Dr. Jenkins stated her intention of attending this conference was in part to learn what key strengths, and how the credibility of the board is important.

DISCUSSION ITEMS

- A. Hughes Springs Early Head Start Calendar 2021-2022
- B. Circle Assessment Wave 3 Data Spring 2021-2022
- C. School Readiness Performance Data Spring 2021-2022
- D. PFCE Goals Progress Spring 2021-2022
- E. Program Goals Progress Spring 2021-2022
- F. Financial Audit FY 2021
- G. ERSEA Operating Manual Change
- H. 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 8.6)

Lost Quorum at 1:33pm.

AUDIENCE COMMENTS

EXECUTIVE SESSION

- 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.

ADJOURN

Adjourned 1:34 pm

Approved by: _____, on _____, 2022
(Board Secretary) (Date)

Board Minutes Organizational Standards Checklist:

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? X Yes No
Is there a finance expert on the board? X Yes No

Organizational Standard 1.1

Number of low-income persons participating: Three (3)

Is Policy Council represented? X Yes No

Is the Policy Council representative low-income? X Yes No

Were minutes submitted from advisory groups? Yes X No

Were minutes submitted from committee meetings? Yes X No

Were any of the following discussed during the meeting?

Recruitment documents Yes X No

Solicitation materials Yes X No

Final board membership list X Yes No

Did a low-income person participate in the development of services? X Yes 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 2.3

The organization communicates its activities and its results to the community.

CSNT Annual Report published Date: September 29, 2021

Organizational Standard 3.5

Did the Board formally accept the Community Assessment? X Yes No Date 7.27.2021

Organizational Standard 4.4

The governing board receives an annual update on the success of specific strategies included in the Community Action plan. Date 10.26.2021

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 = Three (3) (must be at least 4) X NO

Total number of local elected officials = Four (4) (must be exactly 4) X Yes

Total number of members from major groups and interests in the community = Four (4) (must be the remainder) X Yes

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? X 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. X Yes No Date: 09.29.2021

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 3-22-2022, 4-26-2022

Organizational Standard 5.8

Governing board members have been provided with training on their duties and responsibilities within the past two years. X Yes No Date: 7.27.2021

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 X May X June X July X Aug X Sept X Oct X Nov X 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. X Yes No Date: 09.29.2021

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: 09.29.21

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: 8.6.21

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: 10.26.19

Organizational Standard 7.4

Performance appraisal of Executive Director X Yes No Date: 7.27.2021

Organizational Standard 7.5

Reviews and approves Executive Director Salary X Yes No Date: 7.27.2021

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 (Human Resources keeps a spreadsheet)

Organizational Standard 7.9

The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. X Yes

ROMA Training for 12 staff

Sept 05, 2019

What Children & Young People Say April 20, 2020
Making Sense of Ourselves April 23, 2020
Facilitating Group Discussions April 24, 2020
Microbes-Friend or Foe April 27, 2020

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 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.
X Yes Date March 22, 2022

Organizational Standard 8.4

The governing board formally receives and accepts the audit.
X Yes Date March 22, 2022

Organizational Standard 8.5

The organization has solicited bids for its audit within the past five (5) years.
X Yes Year 2021

Organizational Standard 8.6

The IRS Form 990 is completed annually and made available to the governing board for review.
X Yes Date May 24, 2022

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