

GOVERNING BOARD ORIENTATION Training

Community Services of Northeast
Texas, Inc.

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Meeting Overview

The Board meets:

- Every month in Linden Community Building Conference Room (except Nov/Dec are combined)
- Typically the 4th Tuesday of the month at noon
- Lunch is served before meeting
- The December meeting is the Board's Annual Meeting

Meeting Overview

The PC meets:

- Every month in Linden Community Building Conference Room (except Nov/Dec are combined)
- Typically the 4th Tuesday of the month at 9:00 AM
- Members are served a brunch
- Normally, meetings do not occur in July/August

Meeting Overview

<p>Board membership consists of:</p> <ul style="list-style-type: none"> • Private • Public • Poverty 	<p>Board members may represent these counties:</p> <ul style="list-style-type: none"> • Bowie • Camp • Cass • Delta • Franklin • Hopkins • Lamar • Marion • Morris • Rains • Red River • Titus
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Meeting Overview

<p>PC membership consists of:</p> <ul style="list-style-type: none"> • Elected parents/guardians of currently enrolled Head Start students • Community Representatives • Can not serve more than 5 years 	<p>PC membership counties represented:</p> <ul style="list-style-type: none"> • Bowie • Camp • Cass • Morris
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Meeting Overview

Board membership consists of:
 Individuals that reflect the communities served and have expertise in education, business, administration, or community affairs.

- Head Start funding requires at least one member with background and expertise in fiscal management or accounting; one with early childhood education and development; and one who is an attorney. If someone with those qualifications is not available to serve as a member, the Board hires a consultant to work with the Board; and parents of current and former Head Start students.
- A member of the Policy Council

Meeting Overview

PC membership consists of:
 Elected parents/guardians of currently enrolled Head Start students and community representatives

- One parent representative from each Campus is elected to serve on the Policy Council and at least one alternate parent is elected to serve in the absence of the parent representative.
- One community representative from each of the four counties in the Head Start service area. Each representative must be from the county being represented and reflect the communities being served.
- One member of the Board of Directors

Meeting Overview

Board Agenda:

- Packets are made available online at least one week before the meeting date (to meet the 72 Hour rule)

Board meetings are:

- Professional meetings
- Interactive, with questions and open discussions encouraged and expected
- Designed so that Board members have time and opportunity to be fully informed about the business of the agency

SHARED GOVERNANCE

Shared Governance:

- A key value and requirement

Board has majority of governance responsibility but shares it with:

- Policy Council

Governance

Community Services governance is defined by:

- Non-profit agency laws
- The CSBG Act
- Contracts with funding sources
- Head Start Regulations
- The Board of Directors By-Laws

Governance

Board of Directors responsibilities:

- Establish policies/procedures to implement high quality programs
- Establish/implement internal controls and fiscal oversight of the Agency
- Establish/implement internal dispute resolutions with other committees and councils

Governance

Policy Council responsibilities:

- Work in partnership with management staff and Board of Directors
- Approve/disapprove policies and procedures described in standards
- Develop/review policies and procedures described in standards

Monitoring, Evaluation, Planning

Part of every Board Meeting and Committee Meetings:

Members monitor:

- Reports, planned updates, audits

Members evaluate:

- Annual Agency Self-Assessment, annual ED performance review

Members planning:

- Long/short-range plans, all program improvement plans, all Agency issues brought before the Board

Financial Management

CSNT's Fiscal Year runs October 1 – September 30, although funding is received from multiple funding sources with various funding years.

- Head Start Funding Year Dec. 1 – Nov. 30
- CSBG Funding Year Jan. 1 – Dec. 31
- CEAP Funding Year Jan. 1 – Dec. 31
- CACFP Funding Year Oct. 1 – Sep. 30

Financial Management

The Board must approve:

- Budgets for all programs
- Budgets for funding applications
- Wage increases and salary scales
- Check signers
- Audit Reports
- Operational decisions with liability risks

Personnel Management

Policies: Board reviews & approves personnel policies and procedures prepared by Executive Director and other management staff

Personnel Management

Board **takes these personnel actions:**

- Hiring the Executive Director
- Any action related to Executive Director including and up to termination of Executive Director
- Executive Director Evaluation and Salary Board **approves these personnel actions:**
- Hiring upper management positions

Personnel Management

Other Board responsibilities:

- Supervision and evaluation of the Executive Director
- Hear "Whistleblower" complaints (employees reporting financial mismanagement)

Personnel Management

PC approves hiring of:

- Head Start Director
- Human Resources Director
- Chief Financial Office
- All personnel paid at least 50% from Head Start funding

Internal Controls

No one person can have complete control over all aspects of a financial transaction

Financial transactions are spread over:

- Finance Director
- Executive Director
- Board Check Signers
- Fiscal Assistants
- Department Heads
- Administrative Assistants/Managers

Internal Controls

- Every Financial transaction has a documented trail of every involved staff (Signatures/initials and dates)
- More than one person is always involved with every cash or computer system transaction
- Clear roles and responsibilities (do's and don'ts) for every staff involved in fiscal transactions.

Internal Controls

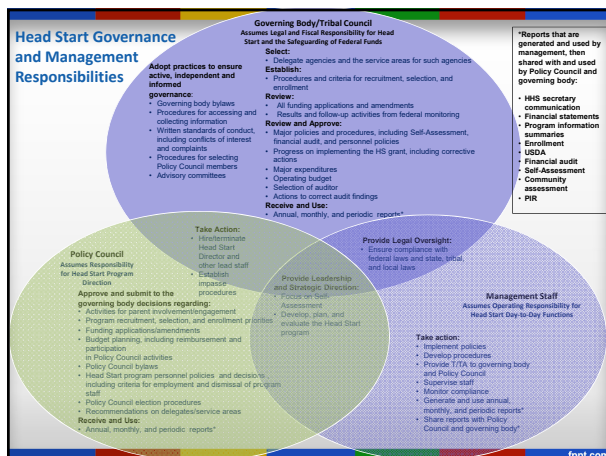
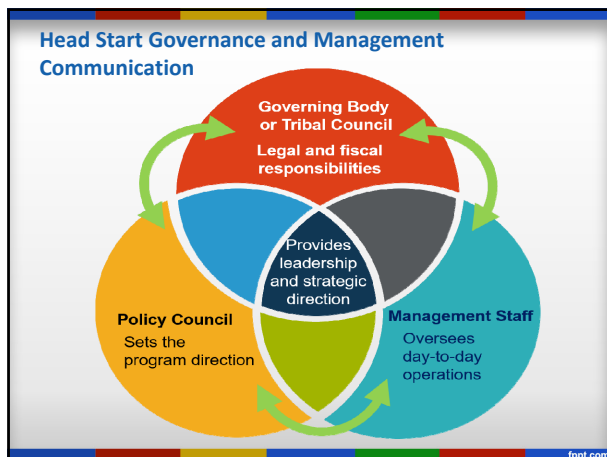
Board of Directors

- Review Monthly Financial Reports
- May request information at any time
- Receives and reviews annual audits
- Establishes procedures for:
 - a. Salaries/wages
 - b. Property management
 - c. Contracting

Internal Controls

Independent Auditor:

- Verifies CSNT internal controls
- Identifies any problems or areas of concern
- Discusses the audit and any problems or concerns directly with the Board



WHEW!!!!!!

Any questions, comments, or concerns?