

Community Services of Northeast Texas, Inc.  
Board Meeting MINUTES  
October 25, 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*

Judge Doug Reeder, Parliamentarian

*Morris County Judge, Public Sector*

Dr. Arcolia Jenkins, Vice Chairman via Zoom

*Representing Creating Opportunities in Marion County, Private Sector*

Alexa Rainge/Kerri Winters

*Representing Linden-Kildare CISD, Private Sector*

Cecelia Huff, Secretary

*Representing Bowie County, Poverty Sector*

Harmony Roberson

*Representing Cass County, Poverty Sector*

**Board Members Absent**

Sandra Wright

*Representing Marion County Judge Leward Lafleur, Public Sector*

Lee Elliott

*Representing LEDC, Private Sector*

Angela Thompson

*Representing Bowie County, Poverty Sector*

John Baxter

*Representing Texana Bank, Private Sector*

**CALL TO ORDER**

Ross Hyde, Chairman, called the meeting to order at 12:15 p.m.  
Quorum: established six of 11, members present, seven after Harmony Roberson arrived at 12:20pm.

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**AGENDA**

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Due to the October 13, 2022 meeting minutes not listed on the October 25, 2022 agenda, and Dan Boyd pointing out fault with said minutes, the October 25, 2022 agenda was not approved. Therefore, meeting was adjourned at 12:31pm.

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**MINUTES**

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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. Board Roles and Responsibilities – Berny Harris

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**COMMITTEE REPORTS**

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- A. Planning & Evaluation – No current report required
- B. Personnel –No current report required
- C. Finance – No current report required
- D. Executive –No current report required
- E. Nominating – Need to meet before December’s Meeting.
- F. By Laws- No current report

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

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**ACTION ITEMS**

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- A. Meagan Kirkland to be seated as appointee for LEDC
  
- B. **Approve Consent Agenda\***
  - 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
  - 2) Head Start Standard Operating Procedures.....Berny Harris
  - 3) Head Start Standard Operating Manuals & Forms .....Berny Harris
  - 4) Financial Policies, Procedures, and Financial Code of Conduct.....Berny Harris
  - 5) Personnel Policies & Procedures..... Berny Harris
  - 6) Job Descriptions.....Berny Harris
  - 7) Updated Volunteer Rates.....Berny Harris
  - 8) 2023 Community Assessment Update.....Berny Harris
  - 9) Disability Waiver Grant #06CH011282/04.....Berny Harris
  - 10) County Services Report.....(OS 5.9)..... Michelle Morehead
  - 11) Human Resource Report.....(OS 5.9).....Charlotte Hall
  - 12) Payee Report..... (OS 5.9) .....Savannah Coates
  - 13) Service & HS Transportation Reports..... (OS 5.9) .....Tommy Hooper

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**STAFF REPORTS**

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A. Financial-1.2.3.4.5.6.7.8.9.10.11.....(OS 8.7) ..... Shelley Mitchell

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**EXECUTIVE DIRECTOR REPORT**

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None

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**DISCUSSION ITEMS**

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- A. Fall 2022 Circle Assessment Data
- B. Date of Annual Meeting in December

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**AUDIENCE COMMENTS**

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None

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**EXECUTIVE SESSION**

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The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and Section 551.074(1)(2) of the government code.

Entered Executive Session:   Time  
  Motion  
  Second

Discuss continued employment or possible termination of the Executive Director

Adjourn Executive Session:   Time  
  Motion  
  Second

- 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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**REQUIRED ACTION FROM EXECUTIVE SESSION:**

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**ADJOURN**

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Board Chair Ross Hyde Adjourned the meeting: at 12:31pm  
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

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**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 1.3**

The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the board. September 27, 2022

**Organizational Standard 2.3**

The organization communicates its activities and its results to the community. CSNT Annual Report published Date: August 23, 2022

**Organizational Standard 3.5**

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

**Organizational Standard 4.1**

The governing board has reviewed the organization’s mission statement within the past 5 years and assured that:

- 1. The mission statement addresses poverty; and
- 2. The organization’s programs and services are aligned with the mission.

Yes  No Date: October 26, 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 August 23, 2022

**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)  NO

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

Total number of members from major groups and interests in the community = Four (4) (must be the remainder)  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?  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 6.5**

The governing board has received and update(s) on progress meeting the goals of the strategic plan within the past 12 months. X Yes No Date: September 27, 2022

**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: 8.23.2022

**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

<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. X Yes  Date November 29-December 1, 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 March 22, 2022

**Organizational Standard 8.4**

The governing board formally receives and accepts the audit.

Yes Date March 22, 2022

**Organizational Standard 8.5**

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

Yes Year 2021

**Organizational Standard 8.6**

The IRS Form 990 is completed annually and made available to the governing board for review.

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.

<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

**Organizational Standard 8.8**

All required filings and payments related to payroll withholdings are completed on time.

Yes  No - checked and verified by Jim Howard, Payroll Coordinator

**Organizational Standard 8.9**

The governing body annually approves and organization-wide budget.

Yes  No - September 27, 2022

**Organizational Standard 9.1**



The organization has a system or systems in place to track and report client demographics and services customers receive.  Yes  No Shah Software

**Organizational Standard 9.2**

The organization has a system or systems in place to track family, agency, and/or community outcomes.  Yes  No Shah Software

**Organizational Standard 9.3**

The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.  Yes  No

**Organizational Standard 9.4**

The organization submits its annual CSBG Information Survey Data Report and it reflects client demographics and organization-wide outcomes.  Yes  No Annual Report to TDHCA