

Community Services of Northeast Texas, Inc.  
Board Meeting MINUTES  
September 27, 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*

Sandra Wright

*Representing Marion County Judge Leward Lafleur, Public Sector*

Dr. Arcolia Jenkins, Vice Chairman via Zoom

*Representing Creating Opportunities in Marion County, Private Sector*

John Baxter

*Representing Texana Bank, Private Sector*

Alexa Rainge/Kerri Winters

*Representing Linden-Kildare CISD, Private Sector*

Cecelia Huff, Secretary

*Representing Bowie County, Poverty Sector*

Angela Thompson

*Representing Bowie County, Poverty Sector*

Harmony Roberson

*Representing Cass County, Poverty Sector*

**Board Members Absent**

Lee Elliott

*Representing LEDC, Private Sector*

**CALL TO ORDER**

Ross Hyde, Chairman, called the meeting to order at 12:14 p.m.

Quorum: established nine of 11, members present, ten total after one was seated.

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**AGENDA**

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Motion: Donna Early, Treasurer moved to approve the September 27, 2022 agenda.

Second: Cecelia Huff, Secretary

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

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**MINUTES**

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Motion: Arcolia Jenkins, ViceChair moved to approve the August 23, 2022 minutes.

Second: Cecelia Huff, Secretary

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. Head Start Orientation – Bridgette Parton

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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 – Excutive Committee scheduled to meet October 13, 2022
- E. Nominating – Bd. Chair Ross Hyde noted there will be a nominating committee meeting before the next Board meeting scheduled for October 25, 2022.
- F. By Laws – No current report required

No Committee Reports.

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

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**Action Items**

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

Harmony Roberson, was seated representing Cass County Poverty Sector, elected by the Atlanta Head Start Parent Committee.

Motion: John Baxter

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).....Michelle Morehead
- 3) Service & Transportation Report..... (OS 5.9).....Tommy Hooper
- 4) Payee Report .....(OS 5.9)..... Michelle Morehead
- 5) TBRA Report.....(OS 5.9)..... Michelle Morehead

Motion: Donna Early, Treasurer moved to approve the Consent agenda.  
Second: Angela Thompson  
All in favor voted aye, none opposed, the motion carried unanimously.

**C. Discuss/Approve Revised policy 705 Dress Code – Tattoo Addendum**

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

**D. Discuss/Approve Agency Wide Budget Org. Std. 8.9**

Michelle Morehead, DED presented budget and asked if there were any questions. There were none.

Motion: Judge Doug Reeder, Parliamentarian  
Second: Arcolia Jenkins, Vice-Chair  
All in favor voted aye, none opposed, the motion carried unanimously.

**E. Discuss/Approve Continued use of the 10% De minimis Indirect Cost Rate & Indirect Cost**

Judge Reeder asked how the first year has been regarding ICP. Dan Boyd, ED responded, a better answer will be when CSNT’s audit year ends.

Motion: John Baxter  
Second: Angela Thompson  
All in favor voted aye, none opposed, the motion carried unanimously.

**F. Discuss/Approve 2023 CEAP Service Delivery Plan**

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

**G. Discuss/Approve Policy Council Bylaws**

Motion: John Baxter  
Second: Judge Doug Reeder, Parliamentarian  
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 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)
- B. Human Resource Report-Presented by Charlotte Hall, HR Director

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## **EXECUTIVE DIRECTOR REPORT**

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NCAP Conference in New York, comments “if you haven’t been” “Don’t”  
Still trying to get contract for TXHAF  
Next week I will be at the TACAA Board mtg  
Region VI Board mtg, “I opted out. I don’t like New Orleans.”  
TBRA struggling, need the right person.

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## **DISCUSSION ITEMS**

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- A. CSNT Customer Satisfaction Survey Org. Std. 1.3  
Michelle Morehead, DED reported how pleased she was with the number of responses received this year, of 113 compared to last year’s number of only 20. These results help in training employees as well as future employees.
- B. New Boston & Naples Head Start Calendar Change

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## **AUDIENCE COMMENTS**

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None

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## **EXECUTIVE SESSION**

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- A. Executive Director Evaluation Org. Std. 7.4  
B. Executive Director Compensation Approval Org. Std. 7.5

Board Chair called for a motion to enter Executive Session at 1:03  
Motion: Angela Thompson  
Second: Cecelia Huff

Motion to exit Executive Session at 2:12pm: Cecelia Huff, Secretary  
Second: Donna Early, Treasurer



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? X 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.

X 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) 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 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.

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

**Organizational Standard 8.8**

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

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

**Organizational Standard 8.9**

The governing body annually approves and organization-wide budget.

X 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. X 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. X 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. X Yes No Annual Report to TDHCA