

Community Services of Northeast Texas, Inc.
Annual Board Meeting MINUTES
December 6, 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

Angela Thompson

Representing Bowie County, Poverty Sector

Harmony Roberson

Representing Cass County, Poverty Sector

John Baxter

Representing Texana Bank, Private Sector

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Board Members Absent

Alexa Raigne/Kerri Winters

Representing Linden-Kildare CISD, Private Sector

Megan Kirkland

Representing LEDC, Private Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:22 p.m.

Quorum: established nine of 11, members present.

AGENDA

Motion: John Baxter moved to approve the 12/6/22 agenda.

Second: Angela Thompson

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

MINUTES

Motion: Donna Early, Treasurer moved to approve the 11/16/22 minutes.

Second: Arcolia Jenkins, Vice-Chair

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Ross Hyde, Chairman thanked the staff in attendance for what they do for the Agency.

TRAINING / PRESENTATIONS

- A. Interview questions for Head Start Detailed Monitoring – Presented by Shirley Baker and Sarah Wilson

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 – Committee met at 11:30, Slate of Officers will be presented in Action Item C.
- F. By Laws – No current report required

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

Action Items

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

None

B. Approve Consent Agenda

- 1) Community Services Report.....(OS 5.9)....Michelle Morehead
- 2) Head Start/EHS & PIR Reports.....(OS 5.9).....Berny Harris
- 3) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 4) Payee Report.....(OS 5.9).....Savanah Coates
- 5) Transportation Reports.....(OS 5.9).....Tommy Hooper
- 6) Financial.....(OS 8.7).....Shelley Mitchell

Motion: John Baxter, moved to approve the Consent agenda.

Second: Angela Thompson

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

C. Discuss/Approve 2023 Slate of Officers Presented by Board Chair

Motion: Donna Early, Treasurer

Second: John Baxter

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

D. Discuss/Approve 2023 Slate of Officers in lieu of election requires raising of hands

Motion: John Baxter

Second: Harmony Roberson

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

E. Discuss/Approve Installation of 2023 Officers

Gavel was passed to 2023 Chairman Arcolia Jenkins

F. Appointment of Parliamentarian

Chairman Arcolia Jenkins appointed Angela Thompson as Parliamentarian

G. Discuss/Approve Disposition of two Head Start Buses Grant #06CH011282/04

Motion: Angela Thompson, Parliamentarian

Second: Cecelia Huff, Secretary

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

EXECUTIVE DIRECTOR

A. Training Schedule for Board

Training will be robust between meetings, videos will be sent for a variety of trainings, i.e., the breakdown of Robert’s Rules of Order, etc. Will continue inside meetings within the program.

Discussed TX-HAF Grant, and the amount of admin in this grant is 100%. CSNT is the navigator of this program that will cover mortgages, property taxes <\$25K, and HOA fees, can assist 23 counties. Will add three staff at the Mt. Pleasant office. Will implement a new Huggy Heart Suit Mascot, and hire someone for this representation. Board Parliamentarian Angela Thompson, Parliamentarian inquired regarding TX-HAF. Asked when is it implemented? Is there an exclusion for employees?

Thanked staff for assisting and setting up for the Annual meeting.
January 24, 2023, will be next meeting at noon.

Robert's Rules Gem for the Day:

Second means to discuss, discuss then vote. The person who issues the second is not saying they support the motion.

Final Comment: Be decent.

DISCUSSION ITEMS

- A. Data School Readiness Performance Fall 2022 Data
- B. Parent, Family, and Community Engagement Goals Fall 2022 Progress

AUDIENCE COMMENTS

Bro. John Baxter Thanked Rev. Ross Hyde for his years of service on the Board.
Judge Reeder Thanked the entire staff for all they do for the Agency.

EXECUTIVE SESSION

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.

- 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.

REQUIRED ACTION FROM EXECUTIVE SESSION

None

ADJOURN

Board Chair Arcolia Jenkins asked for a motion to adjourn.
Motion: John Baxter made the motion to adjourn at 1:08pm.
Second: Donna Early, Treasurer

Approved by: _____, on _____, 2023
(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 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.

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 organizational 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 & 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 December 5 -December 7, 2022

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. Yes No Annual Report to TDHCA