

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
February 28, 2023
301 East Houston, Linden Community Center
Linden, Texas 75563

Board Members Present

Donna Early, Treasurer

Representing Cass County Judge Travis Ransom, Public Sector

Dr. Arcolia Jenkins, Board Chair

Representing Creating Opportunities in Marion County, Private Sector

Sandra Wright

Representing Marion County Judge Leward Lafleur, Public Sector

John Baxter

Representing Texana Bank, Private Sector

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Judge Doug Reeder, Vice-Chair

Morris County Judge, Public Sector

Board Members Absent

Megan Kirkland

Representing LEDC, Private Sector

Ross Hyde,

Representing State Representative, Gary VanDeaver, Public Sector

Harmony Roberson

Representing Cass County, Poverty Sector

Alexa Rainge/Kerri Winters

Representing Linden-Kildare CISD, Private Sector

Angela Thompson, Parliamentarian

Representing Bowie County, Poverty Sector

CALL TO ORDER

Arcolia Jenkins, Chairman, called the meeting to order at 12:14 p.m.
Quorum: established six of eleven, members present.

AGENDA

Motion: John Baxter, moved to accept the 2/28/2023 agenda
Second: Cecelia Huff, Secretary
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: John Baxter, moved to accept the 1/24/2023 minutes
Second: Cecelia Huff, Secretary
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Chair Jenkins Thanked all Board Members for volunteering.

TRAINING / PRESENTATIONS

A. Fiscal Facts Oversight – Board Question of the Month

Berny used this opportunity to express her thanks for the Board being available and prepared regarding the Federal Review. The Review Board was very complimentary concerning CSNT's Board. It will take possibly six to eight weeks before results are received.

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

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

Action Items

- A. Neil Phillips presented the 2022 audit to the board.
The Board formally receives and accepts the audit. O.S. 8.3 and 8.4
Motion: Donna Early, Treasurer
Second: Cecelia Huff, Secretary
All in favor voted aye, none opposed, the motion carried unanimously.

B. Seat New Board Member(s)

None

C. 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: Donna Early, Treasurer, moved to approve the Consent agenda.
Second: Judge Reeder, Vice-Chair
All in favor voted aye, none opposed, the motion carried unanimously.

D. Discuss/Approve COVID Mitigation Policies

- 1) Health Policies and Procedures Update with COVID Mitigation Procedures
- 2) Personnel Policy Workplace Wellness #724 with COVID Mitigation Procedures

Motion: John Baxter
Second: Cecelia Huff, Secretary
All in favor voted aye, none opposed, the motion carried unanimously.

EXECUTIVE DIRECTOR

- A. Waiting list for Head Start currently is 80, and Community Services 3600, waiting to be served.
- B. TXHAF can now serve 22 counties

DISCUSSION ITEMS

- A. 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)
- B. TDHCA - TBRA Desk Review letter-COVID TBRA Contract – No findings identified

C. Detailed Monitoring Summary of Results Grantee #06CH011282/04 -Berny Harris explained summary and Thanked all staff who participated.

AUDIENCE COMMENTS

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.

Entered Executive Session: Time 1:21pm
 Motion Judge Reeder, Vice-Chair
 Second Donna Early, Treasurer

Review and Approval of Executive Director's Compensation (OS 7.5)

Adjourn Executive Session: Time 1:26pm
 Motion Judge Reeder, Vice-Chair
 Second Donna Early, Treasurer

- 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

Reviewed and approval of Executive Director's Compensation with no change via Dan Boyd verbal. OS 7.5

ADJOURN

Vice-Chair Judge Reeder motioned to adjourn at 1:26pm
Hearing no descent, adjournment passed.

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? X Yes 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? X Yes No Date July 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: September 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 April 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: July 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: September 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: September 29, 2021

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: August 5, 2022

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: October 26, 2019

Organizational Standard 7.4

Performance appraisal of Executive Director Yes X No Date: August 23, 2022

Organizational Standard 7.5

Reviews and approves Executive Director Salary X Yes No Date: February 28, 2023

Organizational Standard 7.6

The organization has a policy in place for regular written evaluation of employees by their supervisors. X Yes No Date: October 22, 2019

Organizational Standard 7.7

The Organization has a whistleblower policy that has been approved by the governing board. X Yes No Date: October 22, 2019

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 February 28, 2023

Organizational Standard 8.4

The governing board formally receives and accepts the audit.

X Yes Date February 28, 2023

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 February 28, 2023

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 an 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