

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
June 27, 2023
Linden Court House
Linden, Texas 75563

Board Members Present

Angela Thompson, Parliamentarian
Representing Bowie County, Poverty Sector

John Baxter
Representing Texana Bank, Private Sector

Cecelia Huff, Secretary
Representing Bowie County, Poverty Sector

Ross Hyde,
Representing State Representative, Gary VanDeaver, Public Sector

Harmony Roberson
Representing Cass County, Poverty Sector

Dr. Arcolia Jenkins, Board Chair
Representing Creating Opportunities in Marion County, Private Sector

Board Members Absent

Donna Early, Treasurer
Representing Cass County Judge Travis Ransom, Public Sector

Megan Kirkland
Representing LEDC, Private Sector

Sandra Wright
Representing Marion County Judge Leward Lafleur, Public Sector

Alexa Rainge/Kerri Winters
Representing Linden-Kildare CISD, Private Sector

Judge Doug Reeder, Vice-Chair
Morris County Judge, Public Sector

CALL TO ORDER

Arcolia Jenkins-Waters, Chairman called the meeting to order at 12:15 p.m.
Quorum: established six of eleven, members present.

AGENDA

Motion: Cecelia Huff, Secretary, moved to accept the 6/27/2023 agenda
Second: Ross Hyde
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: Cecelia Huff, Secretary, moved to accept the 4/25/2023 minutes
Second: John Baxter
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Chair Jenkins shared that her trip to TACAA was very educational in that she shared her excitement regarding sessions she attended. The session regarding "Building a Grant Shell" presented by Erin Hernandez was shared as well as her contact information for all to explore if they so desire. Chair Jenkins also shared her excitement regarding "The 7 Simple Habits of Inclusive Leaders," presented by Melissa Majors; a book that all could benefit from reading. Overall, Chair Jenkins expressed her gratitude of being able to attend and continue to learn.

TRAINING / PRESENTATIONS

"Roles and Responsibilities of a Community Action Agency Board Chair" – this will be two or nine seven-minute training videos for Board – Michelle Morehead (This had to be postponed due to lack of technical requirements to present)

COMMITTEE REPORTS

- 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 – 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. 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(OS5.9).....Charlotte Hall
- 4) Payee Report..... (OS 5.9)Savanah Coates
- 5) Service & HS Transportation Reports... (OS 5.9)Tommy Hooper
- 6) School Readiness Goals
 - a. School Readiness Goals 2023-2024
 - b. Parent Family and Community Engagement Goals 2023-2024
 - c. Program Goals 2023-2024
- 7) Update to Home Visit Procedure in all HS/EHS Operating Manuals and Policies
- 8) CIRCLE Assessment Data Spring 2023
- 9) School Readiness Performance Data Spring 2023
- 10) PFCE Goals Progress Spring 2023
- 11) CLASS Data Spring 2023

Motion: Ross Hyde

Second: Angela Thompson, Parliamentarian

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

C. Discuss/Approve Head Start/Early Head Start Continuation Grant #06CH011282/05

\$5,866,791 (\$4,647,794, \$45,638 T&TA, Non-Federal Share
\$1,173,359)

1. Head Start \$5,537,783 (\$4,389,845, \$40,381 T&TA, Non-Federal Share-\$1,107,557)
2. Early Head Start \$329,008 (\$257,949, \$5,257 T&TA, Non-Federal Share \$65,802)

Motion: John Baxter

Second: Angela Thompson, Parliamentarian

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

D. Discuss/Approve Policy 509 Fleet Safety

Motion: Cecelia Huff, Secretary

Second: Ross Hyde

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

E. Discuss/Approve Board Resolution for Michelle Morehead as Sole Signatory, and remove Dan Boyd as Signatory

Motion: Cecelia Huff, Secretary

Second: Harmony Roberson

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

F. Discuss/Approve Revise Succession Plan

Motion: John Baxter

Second: Angela Thompson, Parliamentarian

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

G. Discuss/Approve By-Laws Corrections

Motion: Harmony Roberson

Second: Cecelia Huff, Secretary

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

H. Discuss/Approve Cost Allocation Plan

Motion: Cecelia Huff, Secretary

Second: Ross Hyde

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

9. Staff Reports

- A. Financial-1.2.3.4.5.6.7.8.9.10..... (OS 8.7) Shelley Mitchell

10. Executive Director’s Report

Deputy Executive Michelle Morehead commended Charlotte Hall for achieving her Certified Community Action Professional (CCAP) Certification.

1. The TX-HAF program is ending July 12, due to all funds expended Texas wide. With this program ending CSNT will RIF two staff that were hired just for this program.
2. The Veterans Service Grant was approved, however the Veterans Commission did not approve the Taxi portion of this grant. Therefore, CSNT’s employee who filled this position was offered another position but refused. Of his own accord he is quite happy of his years served with CSNT and looks forward to a new venture.
3. The Tenant Based Rental Assistance Grant has been approved. Not only do we have the Reservation contract, but we applied for a Disability, and Disaster contract and were approved for all three. 46 families are currently being served with the current TBRA grant.
4. Michelle Thanked our Board Members for their time and support during this transition.
5. Michelle also Thanked the CSNT staff for their endurance of this transition as well.

Chair Jenkins commented on the entire CSNT staff's diligence through the transition as well.

11. Discussion Items

None

AUDIENCE COMMENTS

None

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 12:49pm
Motion: Cecelia Huff, Secretary
Second: Angela Thompson, Parliamentarian

Clarity in By-Laws – Discuss posting of Executive Director Position
Discuss potential Chief Operating Officer position
Deputy Executive Director/Interim Executive Director Salary OS 7.4 7.5

Adjourned Executive Session: Time 1:35pm
Motion: Cecelia Huff, Secretary
Second: Angela Thompson, Parliamentarian

- 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

Motion: Cecelia Huff, Secretary made a motion to approve the items discussed in Executive Session.

Second: Ross Hyde

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

ADJOURN

Motion: Cecelia Huff motioned to adjourn at 1:35pm

Second: Ross Hyde

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 organization 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: June 27, 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. 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