

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
August 29, 2023
304 E Houston Street, Linden, Texas 75563

Board Members

Angela Thompson, Parliamentarian
Representing Bowie County, Poverty Sector

John Baxter
Representing Texana Bank, Private 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

Keri Winters
Representing Linden-Kildare CISD, Private Sector

Board Members Absent

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

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

Megan Kirkland
Representing LEDC, Private Sector

Sandra Wright
Representing Marion County Judge Leward Lafleur, Public Sector

Cecelia Huff, Secretary
Representing Bowie County, Poverty Sector

CALL TO ORDER

Arcolia Jenkins, Chairman called the meeting to order at 12:18 p.m.
Quorum: established 5 of 10, members present.

AGENDA

Motion: Angela Thompson, Parliamentarian, moved to accept the 08/29/2023 agenda
Second: Ross Hyde
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: Ross Hyde moved to accept the 7/25/2023 minutes
Second: Angela Thompson, Parliamentarian
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Dr. Arcolia Jenkins, Board Chair, recognized Michelle Morehead, Executive Director, for coming to a meeting in Jefferson and representing CSNT, Inc well with information regarding the Program and services provided. She also appreciated the renovations completed to the Board Room.

TRAINING / PRESENTATIONS

“Roles and Responsibilities”, “Conflicts of Interest” and “Term and Term Limits of Board Members. This was three of nine seven-minute training videos for Board presented by Michelle Morehead.

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required
- B. Personnel – This committee should meet in July to approve job descriptions, pay scales, etc. – No current report required at this time.
- C. Finance – No current report required
- D. Executive – This committee meets only when necessary
- E. Nominating – Committee gets named. Committee will need to meet before September Meeting, and reports as a motion to name the slate of Officers.
- 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)

Keri Winters was seated to represent Linden-Kildare CISD in the private sector.

Motion: John Baxter

Second: Harmony Roberson

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

B. Approve Consent Agenda*

- 1) Community Services Report..... (OS 5.9).....Shirley Allen
- 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

Motion: Angela Thompson, Parliamentarian

Second: John Baxter

All items reviewed and when asked, the Board stipulated that no further discussion was needed on the consent agenda and no items were requested to be removed.

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

C. Discuss/Approve CSBG CAP (OS 1.1, 1.2)

Michelle Morehead, Executive Director reviewed the CSBG CAP as presented.

Motion: John Baxter made a motion to accept as presented

Second: Keri Winters

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

D. Discuss/Approve Annual Report

Michelle Morehead, Executive Director reviewed the Annual Report as presented.

Motion: Harmony Roberson made a motion to accept as presented

Second: Ross Hyde

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

E. Discuss/Approve CSBG CAP Update (OS 4.4, 9.3)

Michelle Morehead, Executive Director reviewed the CSBG CAP Update as presented.

Motion: Ross Hyde made a motion to accept as presented

Second: Angela Thompson, Parliamentarian

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

F. Discuss/Approve Strategic Plan Update (OS 6.5, 9.3)

Michelle Morehead, Executive Director reviewed the Strategic Plan Update as presented.

Motion: Harmony Roberson made a motion to accept as presented

Second: Keri Winters

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

G. Discuss/Approve Risk Assessment (OS 4.6)

Michelle Morehead, Executive Director reviewed the Risk Assessment as presented.

Motion: Angela Thompson, Parliamentarian made a motion to accept as presented

Second: John Baxter

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

H. Discuss/Approve Bylaws Update (OS 5.4)

Michelle Morehead, Executive Director reviewed the Bylaws as presented.

Motion: Angela Thompson, Parliamentarian made a motion to accept as presented

Second: Keri Winters

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

The members signed acknowledgement forms of receipt of receiving a copy of the updated bylaws.

I. Discuss/Approve Whistleblower Policy (OS 7.7)

Michelle Morehead, Executive Director reviewed the Whistleblower Policy as presented. She stated that no changes had been made, but she wanted to remind the board of the policy.

Motion: John Baxter made a motion to accept as presented

Second: Harmony Roberson

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

J. Discuss/Approve Organization Wide Budget (OS 8.9)

Michelle Morehead, Executive Director reviewed the Organization Wide Budget as presented.

Motion: Ross Hyde made a motion to accept as presented

Second: Keri Winters

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

K. Discuss/Approve Fiscal Policies- Finance Manual (OS 8.10)

Michelle Morehead, Executive Director reviewed the Fiscal Policies -Finance Manual as presented.

Motion: Keri Winters made a motion to accept as presented

Second: Angela Thompson, Parliamentarian

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
Shelley Mitchell reviewed the financial reports as presented.

10. Executive Director’s Report

Michelle Morehead, Executive Director, stated that there are exciting programs starting in CSNT, Inc. She stated that the AEP Foundation grant would be discussed during the discussion items.

11. Discussion Items

1. Discuss AEP Foundation Grant

Michelle Morehead, Executive Director, stated that in 2019 the Agency was awarded a \$50,000 AEP Foundation Grant. \$30,000 of the grant was expended on materials to start the Youth Empowerment Program. The pandemic stalled the program. She stated that she spoke with a representative from AEP and they stated the funds could still be used by the Agency. We have partnered with Linden-Kildare CISD and Tony Kyle to have the Program active again. Tony Kyle spoke about the Boxing Program that he offers to at risk children ages eight to eighteen. The Program is called Hype Boxing Club, Books before Hooks. There will be a time of reading prior to learning boxing techniques.

2. CSBG Public Hearing

Michelle Morehead, Executive Director, reviewed the CSBG hearing as presented and explained the Re-entry Program and Youth Empowerment Program. Shirley Allen, Community Services Director, explained her background and how the programs will be implemented.

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.

Motion to enter Executive Session at 1:23 pm: Keri Winters

Second: Angela Thompson, Parliamentarian

1. Homeless within CSNT, Inc.
2. Executive Director 30 day Performance Evaluation (OS 7.4)

Motion to exit Executive Session at 2:00 pm: Harmony Roberson

Second: John Baxter

- 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: Angela Thompson, Parliamentarian made a motion to action from Executive Session

Second: John Baxter

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

ADJOURN

Motion: Ross Hyde motioned to adjourn at 2:03 pm

Second: Harmony Roberson

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 =

Four (4) (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) Yes X **NO**

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: 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. 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. X 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

