



Community Services of Northeast Texas, Inc.



CALL TO ASSEMBLY

Please rise.

- **Pledge of Allegiance (US)** *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*
- **Pledge of Allegiance (Texas)** *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
- **Community Action Promise** *Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.*
- **Our Mission** *CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.*
- **Our Community Services Vision** *To be the leading organization in our region which empowers families to be self-reliant, educated, and healthy*
- **Our Head Start Vision** *To provide a system of education and encouragement which results in school-readiness for young children and their families*
- **Our Adult Nutrition Vision** *To allow our homebound citizens to live nourished lives with dignity and independence*
- **Invocation**

Board Meeting

AGENDA

February 21, 2017 @ 12:00 Noon

Linden Administrative Office • 304 East Houston Street, Linden, Texas 75563
Brant Allen, Board Chairman • Dan 'Lucky' Boyd, NCRT, Executive Director
If you need assistance with physical accessibility to the meeting, please call 903-756-5596 x 17

1. Call Meeting to Order

2. Establishment of a Quorum

3. Approval of Minutes from 1-25-2017 ☼

4. Approval of Agenda ☼

5. Chairman's Comments and Recognitions

6. Training/Presentations

- A. Presentation by Naples Head Start
- B. Annual Board Roles & Responsibilities Training (after regular meeting adjourns) Org. Std. 5.8

7. Committee Reports

- A. Planning & Evaluation
- B. Personnel
- C. Finance
- D. Executive
- E. Nominating
- F. ByLaws

8. Action Items

- A. Seat new board member(s), if any ☼
- B. Discuss/Approve Self-Assessment Results ☼Org. Std. 9.3
- C. Discuss / Approve Agency-Wide Budget (handout) ☼ Org. Std. 8.9
- D. Discuss / Approve Notification of Intent to apply for Senior Corps RSVP Funding in the amount of \$75,000 (due by March 7, 2017)

9. Staff Reports

- A. Financial ReportOrg. Std. 8.7.....Shelley Mitchell
- B. Head Start Report..... Org. Std 5.9.....Bernadette Harris
- C. Community Services and Adult Nutrition Report..... Org. Std 5.9..... DeAnna House
- D. Service Department Report..... Org. Std 5.9.....Tommy Hooper
- E. Human Resources Report..... Org. Std 5.9Charlotte Hall

10. Executive Director's Report

- A. Executive Director Comments

11. Discussion Items

None

12. Audience Comments

13. Executive Session

- 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.

14. Required Action from Executive Session

15. Adjourn

✪ Requires Board Vote

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Standing Committees of the Governing Board

Executive			
	<u>Elected</u>	<u>Office</u>	<u>Sector</u>
Committee Chairman	Brant Allen	Chairman	Poverty
	Donna Early	Treasurer	Private
	Brenda Swisher	Secretary	Public
Parliamentarian	Stacia Waters		Poverty

Finance			
Committee Chairman	Brant Allen	Chairman	Poverty
	Donna Early	Treasurer	Public
	Brenda Swisher	Secretary	Public

Personnel			
Committee Chairman	Brant Allen	Chairman	Poverty
	April Bennett		Poverty
	Ross Hyde	Vice-Chairman	Public

Planning & Evaluation			
Committee Chairman	Brant Allen	Chairman	Poverty
	Donna Early	Treasurer	Public
	Kellie Burns		Private

Nominating			
Committee Chairman	Brant Allen	Chairman	Poverty
	Donna Early	Treasurer	Public
	Ross Hyde	Vice-Chairman	At Large
	Oteria McDaniel		Public

Bylaws			
Committee Chairman	Brant Allen	Chairman	Poverty
	Donna Early	Treasurer	Public
	Judge Lynda Munkres		Public

Please note: A committee consisting of a quorum of the Board becomes subject to the Texas Open Meetings Act, "Texas Open Meetings Act Made Easy, Answers to the Most Frequently Asked Questions About the Open Meetings Act," Attorney General's Municipal Advisory Committee, Municipal Affairs Section, Office of the Attorney General, State of Texas, Ken Paxton

2016-2017 List of Committees

Self Assessment

- 1.) Jessica Shellman– Policy Council
- 2.) Jessica Hill– Policy Council
- 3.) Oteria McDaniel– Governing Board
- 4.) Donna Early – Governing Board

Community Assessment

- 1.) Mary Cook– Policy Council
- 2.) Oteria McDaniel – Governing Board
- 3.) April Bennett– Governing Board

Finance Committee

- 1.) Jennifer Baxter - Policy Council
- 2.) Donna Early – Governing Board
- 3.) Kim Cook– Governing Board
- 4.) Brant Allen – Governing Board

School Readiness Committee

- 1.) Jessica Shellman - Policy Council
- 2.) Sarah Sims – Policy Council
- 3.) Judge Munkres– Governing Board
- 4.) Oteria McDaniel – Governing Board
- 5.) Donna Early – Governing Board
- 6.) Kellie Burns - Governing Board
- 7.) Brenda Swisher – Governing Board

ERSEA Committee

- 1.) Mary Cook - Policy Council
- 2.) Kim Cook – Governing Board
- 3.) Oteria McDaniel – Governing Board
- 4.) April Bennett – Governing Board

Strategic Planning Committee

- 1.) Meagan Howard– Policy Council
- 2.) Ross Hyde– Governing Board
- 3.) Oteria McDaniel – Governing Board

Health Advisory Committee

- 1.) Jennifer Baxter– Policy Council
- 2.) Sarah Sims- Policy Council
- 3.) Ross Hyde – Governing Board
- 4.) Donna Early – Governing Board
- 5.) Brant Allen – Governing Board

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
January 25, 2017 - 12:00 Noon
Linden Administrative Office
304 E. Houston Street
Linden, Texas 75563

Board Members Present

Brant Allen, Chairman
Democratically selected by New Boston Housing Authority, Poverty Sector
Ross Hyde, Vice-Chairman
Representing State Representative, Gary VanDeaver, Public Sector
Brenda Swisher, Secretary
Representing Cass County Mayor Clarence Burns, Public Sector
Donna Early, Treasurer
Representing Cass County Judge Becky Wilbanks, Public Sector
Judge Lynda Munkres
Morris County Judge, Public Sector
Stacia Waters
Democratically selected by Atlanta Property Management, Poverty Sector
April Bennett
Democratically selected by Head Start Policy Council, Poverty Sector
Kimberly Cook
Representing Woodforest Bank, Private Sector
Oteria McDaniel
Representing LEDC, Private Sector

Board Members Absent

Kellie Burns
Representing Linden-Kildare CISD, Private Sector

VACANCY – *Poverty Sector*
VACANCY – *Private Sector*

CALL TO ORDER

Brant Allen, Chairman, called the meeting to order at 12:34 p.m.
Quorum: established by Dan Boyd, Executive Director, six members of eight available

MINUTES

Motion: Donna Early, Treasurer moved to approve the December 28, 2016 minutes
Second: Judge Lynda Munkres
All in favor voted aye, none opposed, the motion carried unanimously

AGENDA

Motion: Stacia Waters moved to approve Agenda for January 25, 2017, with changes, add discussion item A, Move February 22, Board Meeting to February 21, 2017.

Second: Brenda Swisher

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

A. Chairman's Comments and Recognition

1. Appoint members to committees

New members were appointed to the Standing Committees by Chairman Brant Allen; lists are enclosed

2. Policy Council Representative

Brenda Swisher was appointed by Chairman Brant Allen as Policy Council Representative

TRAINING / PRESENTATIONS

1. 2017 Self-Assessment Interview

Rhonda Shirley and Erin Coates conducted the interview with Board members

COMMITTEE REPORTS

- A. Planning & Evaluation - none
- B. Personnel - none
- C. Finance - none
- D. Executive - none
- E. Nominating - none
- F. ByLaws - none

Action Items

A. Seat New Board Member(s) – Three new board members were seated

April Bennett, democratically selected by Policy Council representing the Poverty Sector

Oteria McDaniel, representing the Linden Economic Development, Public Sector

Kimberly Cook, representing Woodforest Bank, Public Sector

Motion: Brenda Swisher, Secretary

Second: Donna Early, Treasurer

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

B. Discuss / Approve Disability Waiver Request for Grant #06CH7174/03

Motion: Stacia Waters

Second: April Bennett

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

C. Discuss / Approve Personnel Policy #403 Paydays

Motion: Judge Lynda Munkres

Second: Ross Hyde, Vice-Chairman

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

D. Discuss / Approve TBRA Application Resolution

Motion: Donna Early, Treasurer

Second: Stacia Waters

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

E. Discuss / Approve Replacement of Tricia Foster Secretary

Motion made to replace Tricia Foster with Brenda Swisher as Secretary.

Motion: Judge Lynda Munkres

Second: Stacia Waters

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

STAFF REPORTS

Head Start Report – Prepared by Bernadette Harris, Head Start Director

Financial Report – Prepared by Shelley Mitchell, Finance Director, presented by Dan Boyd, Executive Director

Community Services Report – Prepared by DeAnna House, Director of Operations, presented by Dan Boyd, Executive Director

Adult Nutrition Report – Prepared by DeAnna House, Director of Operations, presented by Dan Boyd, Executive Director

Service Department Report – Prepared by Tommy Hooper, Svc Dept Mgr

Human Resources Report – Prepared by Charlotte Hall, Human Resources Director, presented by Dan Boyd, Executive Director

EXECUTIVE DIRECTOR'S REPORT

A. Executive Director Comments

DISCUSSION ITEMS

A. Discuss change of Board Meeting from Wednesday, February 22, 2017, to Tuesday, February 21, 2017 and was approved unanimously

EXECUTIVE SESSION

- 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.

AUDIENCE COMMENTS

None

ADJOURN

Motion made to adjourn the meeting by Brant Allen and second by Ross Hyde at 3:10 PM.

Approved by: _____, on _____, 2017
(Board Secretary) (Date)

**2017 CSNT Head Start - Self-Assessment
Program Report w/Recommendations**

Date: 2/13/17

SA Area: Program Report

Team Leader: Head Start Director

Revised 1/23/16

Program Strengths in Assigned Area(s)

List by Campus - Linden, Naples, Pittsburg

ERSEA

Attendance was tracked/monitored daily through the Child Plus Database System (Standard 1302.16(a))

Staff noted reasons for a child's absence in the Child Plus Database System (Standard 1302.16(a)(2)(iv))

FSWs contact parents within an hour of expected arrival time to ensure the safety of the children (Standard 1302.16 (1))

Fiscal Integrity

The program maintains accurate and organized records (Standard 1302.101(4))

Finance Director and Head Start Director are knowledgeable in their areas (Standard 1302.91(b)(c))

Leadership, Governance & Management

Policy Council Members informed on policies and procedures (Standard 1301.3(c))

Child Plus Database System utilized for effective and efficient reporting (Standard 1302.101(d))

Governing Board was open to improving their roles and responsibilities (Standard 1301.2(b))

Staff work as a team at the Campus and at the Management Building (Standard 1302.20(b))

Health and Safety

Clean and inviting campuses and classrooms (Standard 1302.47(b)(1))

All trash receptacles were covered (Standard 1302.47(b)(1))

Playgrounds were clean and well-maintained (Standard 1302.47(b)(2))

CLASS

Students had positive attitudes toward learning (Standard 1302.31(b)(1)(i))

Students felt safe and secure in their classrooms (Standard 1302.31(b)(1)(i))

Instruction for Dual Language Learners is being implemented, when needed (Standard (1302.31(b)(2)(ii))

Comprehensive Services and School Readiness (CSSR)
CSSR - KPA #1 - Identifying Child & Family Strengths and Needs
<i>The program maintains accurate and organized records (Standard 1302.42(a)(1) and Standard 1302.42(b)(1))</i>
<i>Parents were informed and educated about child health issues (Standard 1302.46(a)&(b)(i-ii))</i>
<i>Staff were knowledgeable in this area and monitored this area on a regular basis (Standard 1302.102(b)(1))</i>
CSSR - KPA #2 - Addressing Child Family Needs
<i>The Program documents follow-ups and maintains accurate records (Standard 1302.42(b)(1)(i))</i>
<i>The Program utilizes technology to assist parents with implementing child activities (Standard 1302.46(b)(1)(i-iii))</i>
<i>Health Services Advisory Committee is established and members represent all areas of health (Standard 1302.40(b))</i>
CSSR - KPA #3 - Providing High Quality Teaching & Learning
<i>Classroom instructional strategies are age-appropriate and follow best practices (Standard 1302.31(c)(2))</i>
<i>Program utilizes bi-lingual instructors for Dual Language Learners (Standard 1302.31(b)(2))</i>
<i>Parents were informed and educated about child education progress (Standard 1302.34(b)(1-7))</i>
<i>Staff training is provided on a regular basis including Practice-Based Coaching (Standard 1303.92(c))</i>
CSSR - KPA #4 Planning For Transition
<i>Transitions policies and procedures were being followed (Standard 1302.71(a))</i>
Specific Weaknesses in Assigned Area(s)
<i>List by Campus - Linden, Naples, Pittsburg</i>
ERSEA
<i>No Weaknesses Found</i>
Fiscal Integrity
<i>No Weaknesses Found</i>
Leadership, Governance & Management
<i>Board did not have at least one member as a licensed attorney - 642(c)(B)(i-vi)</i>
Health and Safety
<i>Inconsistent Emergency Contact Information systems and procedures (Standard 1302.47(b)(7)(v))</i>
<i>Facilities were not free from electrical hazards (power strip plug covers) (Standard 1302.47(b)(1)(iv))</i>
<i>Staff did not report issues that could lead to possible safety and health hazards (Standards 1302.47(b)(1)(iv-v))</i>

CLASS
<i>Emotional Support - 5.24 (Standard 1304.16)</i>
<i>Classroom Organization - 3.69 (Standard 1304.16)</i>
<i>Instructional Support - 2.31 (Standard 1304.16)</i>
Comprehensive Services and School Readiness (CSSR)
CSSR - KPA #1 - Identifying Child & Family Strengths and Needs
<i>Family Partnership Process was not consistent throughout the program (Standard 1302.52(a-c))</i>
<i>Child Health Information lacked consistent follow-ups (Standard 1302.42(d)(2))</i>
CSSR - KPA #2 - Addressing Child Family Needs
<i>Management Staff were not knowledgeable in Mental Health of children, families and staff (Standard 1302.45(a-b))</i>
CSSR - KPA #3 - Providing High Quality Teaching & Learning
<i>Classroom staff did not have appropriate classroom management strategies (Standard 1302.31(a))</i>
CSSR - KPA #4 Planning For Transition
<i>No Weaknesses Found</i>
List Comments or Explanations:

Valley Services Debt Information

Balance as of 12/15/2016	240,749.37
Payments posted from January 11, 2017 thru February 15, 2017	-
Charges posted in January 11, 2017 thru February 15, 2017	1,720.00
Balances as of February 15, 2017	242,469.37
Net Decrease (Increase)	(1,720.00)

CIGNA

Rate: **6.12**

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Salaries	5,745.85	1,780.77	3,142.90	4,471.05	1,891.83							
Fringe Benefits	1,061.13	1,533.63	1,063.53	1,487.41	170.26							
Travel	5.05	0.00	0.00	0.00								
Raw / Purchased Food	6,406.12	1,381.66	5,169.44	4,845.60	4,329.95							
Supplies	52.56	9.46	53.71	97.06	18.85							
Equipment	63.92	144.05	33.90	46.84	40.79							
Vehicle Costs	1,383.29	1,074.56	1,055.81	868.17	1,303.20							
Other	766.39	1,925.10	676.60	798.26	660.45							
Total	15,484.31	7,849.23	11,195.89	12,614.39	8,415.33							

	Avg	\$/Meal
Salaries	17,032.40	30.7%
Fringe Benefits	5,315.96	9.6%
Travel	5.05	0.0%
Raw / Purchased Food	22,132.77	39.8%
Supplies	231.64	0.4%
Equipment	329.50	0.6%
Vehicle Costs	5,685.03	10.2%
Other	4,826.80	8.7%
Total	55,559.15	7.99

Meals	1494	1370	1410	1388	1291							
Anticipated Billing	9,143.28	8,384.40	8,629.20	8,494.56	7,900.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual Receipts	7,962.12	7,857.08	8,011.83	7,491.38								
Gain (Loss)	(6,341.03)	535.17	(2,566.69)	(4,119.83)	(514.41)	0.00	0.00	0.00	0.00	0.00	0.00	0.00

6,953	1390.6 Average Meals
42,552.36	8,510.47 Average Billing

Labor Percentage	37.1%	22.7%	28.1%	35.4%	22.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Fringe Percentage	18.5%	86.1%	33.8%	33.3%	9.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Food Percentage	41.4%	17.6%	46.2%	38.4%	51.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

63 Clients Months
5

7.37 Average cost per meal
 (1.25) (Loss) / Gain per meal
 (22,422.99) (Loss) / Gain YTD

UNITED HEALTHCARE

Rate: **6.12**

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Salaries	5,745.91	2,211.39	4,381.71	6,358.37	2,845.09							
Fringe Benefits	1,074.15	2,028.71	1,406.63	2,017.08	382.16							
Travel	5.05	0.00	0.00	0.00	0.00							
Raw / Purchased Food	9,008.92	2,090.63	7,754.16	7,268.40	6,494.75							
Supplies	52.56	9.46	75.06	98.31	24.25							
Equipment	83.80	213.06	45.96	66.27	58.86							
Vehicle Costs	1,857.57	1,591.40	1,567.24	1,285.78	1,938.31							
Other	856.01	2,712.88	850.46	972.83	856.26							
Total	18,683.97	10,857.53	16,081.22	18,067.04	12,599.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Avg	\$/Meal
Salaries	21,542.47	38.8%
Fringe Benefits	6,908.73	12.4%
Travel	5.05	0.0%
Raw / Purchased Food	32,616.86	58.7%
Supplies	259.64	0.5%
Equipment	467.95	0.8%
Vehicle Costs	8,240.30	14.8%
Other	6,248.44	11.2%
Total	76,289.44	6.98

Meals	2538	2300	2186	2065	1838							
Anticipated Billing	15,532.56	14,076.00	13,378.32	12,637.80	11,248.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Actual Receipts	14,688.00	12,858.29	12,821.52	12,099.24								
Gain (Loss)	(3,151.41)	3,218.47	(2,702.90)	(5,429.24)	(1,351.12)	0.00	0.00	0.00	0.00	0.00	0.00	0.00

10,927	2185.4 Average Meals
66,873.24	13,374.65 Average Billing

Labor Percentage	30.8%	20.4%	27.2%	35.2%	22.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Fringe Percentage	18.7%	91.7%	32.1%	31.7%	13.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Food Percentage	48.2%	19.3%	48.2%	40.2%	51.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

99 Clients

Total Meals: 4032 3670 3596 3453 3129 0 0 0 0 0 0 0 0 17880

Total meals: 43.75

Head Start

Financial Report for the month of February 2017

(January 2017 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2017</i>							
Personnel	\$1,168,074.00	\$184,239.23	\$340,240.19	\$827,833.81	\$194,679.00	\$389,358.00	\$49,117.81
Fringe Benefits	\$337,573.00	\$50,648.39	\$104,659.98	\$232,913.02	\$56,262.17	\$112,524.33	\$7,864.35
Travel (4120)	\$22,150.00	\$1,550.64	\$6,521.83	\$15,628.17	\$3,691.67	\$7,383.33	\$861.50
Equipment	\$27,500.00	\$0.00	\$0.00	\$27,500.00	\$4,583.33	\$9,166.67	\$9,166.67
Supplies	\$62,750.00	\$3,573.20	\$8,252.11	\$54,497.89	\$10,458.33	\$20,916.67	\$12,664.56
Contractual	\$8,919.00	\$0.00	\$0.00	\$8,919.00	\$1,486.50	\$2,973.00	\$2,973.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$22,724.00	\$3,557.46	\$4,457.46	\$18,266.54	\$3,787.33	\$7,574.67	\$3,117.21
Other (4122)	\$214,782.00	\$44,551.55	\$77,124.62	\$137,657.38	\$35,797.00	\$71,594.00	(\$5,530.62)
Total	\$1,864,472.00	\$288,120.47	\$541,256.19	\$1,323,215.81	\$310,745.33	\$621,490.67	\$80,234.48
T&TA	\$44,874.00	\$5,108.10	\$10,979.29	\$33,894.71	\$7,479.00	\$14,958.00	\$3,978.71
Total							
USDA Reimbursements through December 2016							\$9,670.29
Estimated USDA Reimbursement for January 2017							\$14,610.55
							<u>\$104,515.32</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

<i>Further Analysis</i>	
Number of children	516
Number of classrooms	24

Accruals:

Actual year end payroll accrual = 140,000.00

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$77,686.33	\$12,005.02	\$22,552.34	\$6,473.86	\$12,947.72	(\$9,604.62)
Per Child	\$3,613.32	\$558.37	\$1,048.95	\$301.11	\$602.22	(\$446.73)

IN-KIND (Non-Federal Share)				
	Needed	This month	Total	Still need
	\$466,118.00	\$139,164.50	\$265,059.18	\$201,058.82

Community Services of Northeast Texas, Inc.

Credit Usage Report

Board Report -February 2017

Capital One Credit Card

Purchases for December 2016		983.46
Payment due by 01/30/2017	Pd on 01/24/2017	<u>(983.46)</u>
Balance		-

Lowes Credit Card

Purchases for January 2017		17.04
Payment due by 02/12/2017	Pd on 01/24/2017	<u>(17.04)</u>
Balance		-

Sam's Club Credit Card

Purchases for		-
Payment due by	Pd on	<u>-</u>
Balance		-

Line of Credit

Program	CBA UH	CBA CIGNA	CURRENT CEAP	CSBG	
Highest January 2017 balance	3,700.00	2,600.00	10,900.00	14,400.00	-
Current balance	1,700.00	800.00	15,400.00	-	-
Exp pay off date	2/28/17	2/28/17	2/28/2017		

In House Line of Credit

Program	CSBG	ETCOG	CSBG D	CBA CIGNA	CEAP CURRENT
Highest January 2017 balance	83,540.00	107,021.06	-	-	-
Current balance	83,540.00	107,021.06	-	-	-
Exp pay off date	-	-			

Capital One Bank Loans

Lowe's® Business Card Account

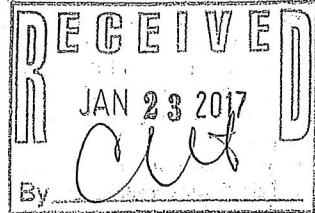
CSNET INC
Account Number

621312410295427

Visit us at www.lowes.com/credit
Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$17.04
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$17.04
Credit Limit	\$8,000.00
Available Credit	\$7,982.00
Statement Closing Date	01/17/2017
Days in Billing Cycle	31

Payment Information	
New Balance	\$17.04
Total Minimum Payment Due	\$17.04
Payment Due Date	02/12/2017



Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
01/05	01/05	06134	STORE 1802 MT. PLEASANT TX	\$17.04

Interest Charge Calculation					
Your Annual Percentage Rate (APR) is the annual interest rate on your account.					
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.00%	\$0.00	\$0.00	2D

Important Account Information
 5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: 424LTIE, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

7009 0002_YWG 1 7 17 170117 PAGE 1 of 3 9296 0011 B508 01DU7009 126008

Detach and mail this portion with your check. Do not include any correspondence with your check.



Account Number 621312410295427

Total Minimum Payment Due	Payment Due Date	New Balance
\$17.04	02/12/2017	\$17.04

Payment Enclosed: \$
 Please use blue or black ink.



New address or email? Print changes on back.

CSNET INC
 A/P
 PO BOX 427
 LINDEN TX 75563-0427

126008
 R201



Make Payment to: LOWES BUSINESS ACCT/SYNCB
 P.O. BOX 530970
 ATLANTA, GA 30353-0970



ACCOUNT # [REDACTED]		CSNET INC		160430	
INVOICE #: 06134		LOWE'S BUSINESS ACCOUNT		P.O. #: NO	
TRANSACTION #: 0		DATE OF SALE: 170105		STORE #: 1802	
		AUTHORIZATION: 000564		REGISTER #:	
<u>S.K.U</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>PRICE</u>	<u>EXT. PRICE</u>
000000000132961	FEIT 500W T3 DBL END HLGN	3.000	EA	\$5.68	\$17.04
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$17.04		TAX \$0.00		TOTAL INVOICE	\$17.04
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$17.04

1-2

RECEIVED
 JAN 23 2017
 By _____



CAPITAL ONE CARD SERVICES
CORPORATE CARD
PO BOX 60024
NEW ORLEANS LA 70160-0024

CAPITAL ONE, N.A.
CORPORATE CARD
P.O. BOX 60024
NEW ORLEANS LA 70160-0024

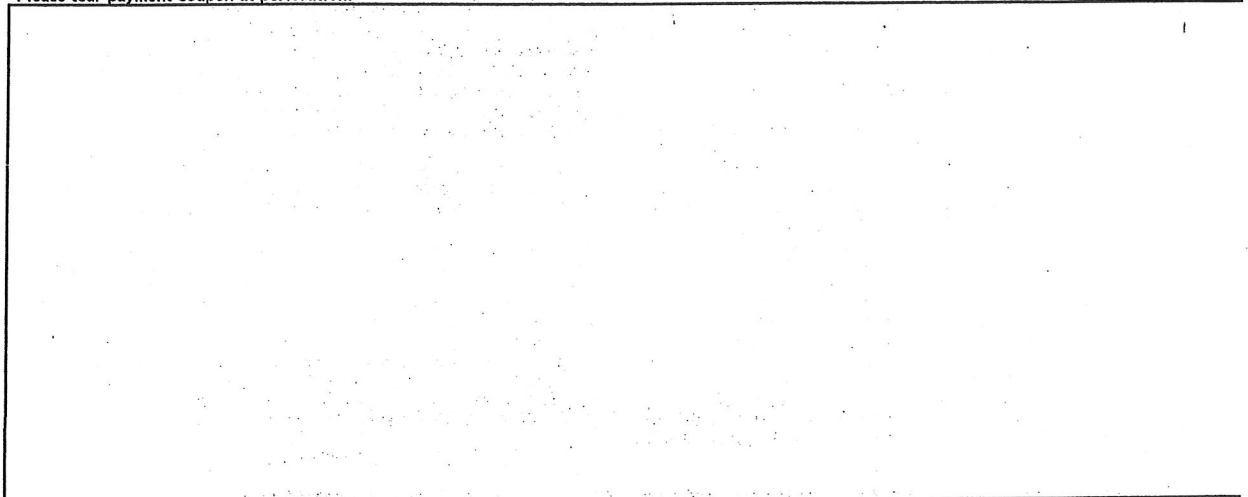
COMMUNITY SERVICES
CSNT INC
PO BOX 427
LINDEN TX 75563-0427

ACCOUNT NUMBER	[REDACTED]
PAYMENT DUE DATE	01-30-17
MINIMUM PAYMENT	\$983.46
NEW BALANCE	\$983.46

AMOUNT ENCLOSED \$ 983.46

**T0001092

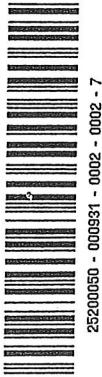
Please tear payment coupon at perforation.



CORPORATE ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER
[REDACTED]

CLOSING DATE	01-05-17	PREVIOUS BALANCE	2,239.01
PAYMENT DUE DATE	01-30-17	PURCHASES AND OTHER CHARGES	2,113.40
CREDIT LIMIT	10,000	CASH ADVANCES	.00
AVAILABLE CREDIT		CREDITS	1,129.94
FOR CUSTOMER SERVICE CALL:		PAYMENTS	2,239.01-
1-866-772-4497		LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO:		CASH ADVANCE FEE	.00
CAP ONE COMMERCIAL		FINANCE CHARGES	.00
MASTERCARD		OVERLIMIT FEES	.00
P.O. BOX 84012		NEW BALANCE	983.46
COLUMBUS GA 31908-4012		MINIMUM PAYMENT DUE	983.46
		DISPUTED AMOUNT	.00



ACCT. NUMBER:	[REDACTED]		
CREDIT LIMIT	10,000.00	CASH ADVANCE BALANCE	.00
NEW BALANCE	983.46	MINIMUM PAYMENT DUE	983.46
AVAILABLE CREDIT	9,016.54	PAYMENT DUE DATE	01-30-17

FINANCE CHARGE SUMMARY				
	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	PERIODIC FINANCE CHARGE
PURCHASES	\$0.00	0.8742%	10.49%	\$0.00
CASH ADVANCES	\$0.00	1.4992%	17.99%	\$0.00
ANNUAL PERCENTAGE RATE*:				10.49%
Periodic rates may vary				
Number of days in billing cycle:				31
* Cash Advance Fees will cause the APR for Cash Advances & Checks to appear overstated.				

CORPORATE ACCOUNT ACTIVITY				
COMMUNITY SERVICES OF NORTHEAS [REDACTED]				TOTAL CORPORATE ACTIVITY
				\$2,239.01 CR
Post Date	Trans Date	Reference Number	Transaction Description	Amount
12-27	12-24	75528026362961000270012	PAYMENT RECEIVED -- THANK YOU	2,239.01 PY

INDIVIDUAL CARDHOLDER ACTIVITY					
DAN LUCKY BOYD [REDACTED]		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$1,129.94	\$2,113.40	\$0.00	\$983.46
Post Date	Trans Date	Reference Number	Transaction Description	Amount	
12-06	12-05	55432866340000090780847	HOTEL*RESERVATIONS 844-477-0429 WA	553.60 CR	
12-06	12-05	55432866340000090780854	HOTEL*RESERVATIONS 844-477-0429 WA	553.60 CR	
12-06	12-05	55432866340000078739203	HOTEL*RESERVATIONS 844-477-0429 WA	1,107.20	
12-07	12-06	55309596341036017535866	SHERATON ATLANTA HOTEL ATLANTA GA 2000494 ARRIVAL: 12-06-16	166.24	
12-16	12-15	55541866350004087135267	DOUBLETREE AUSTIN AUSTIN TX 00000552 ARRIVAL: 00-00-00	22.74 CR	
12-16	12-15	55309596350036017710558	SHERATON ATLANTA HOTEL ATLANTA GA 2000494 ARRIVAL: 12-15-16	664.96	
12-19	12-17	55309596353036017558442	SHERATON ATLANTA HOTEL ATLANTA GA 1992468 ARRIVAL: 12-17-16	175.00	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Check/Voucher Register - Check Register

From 1/1/2017 Through 1/31/2017

Check Register Ending the Month of January 2017

Check Number	Effective Date	Vendor Name	Check Amount	Description
<i>1055 - NEW DISBURSEMENT CHECKING</i>				
41982	1/4/2017	ADT SECURITY SERVICES	150.93	Security Monitoring
41983	1/4/2017	AEP-SWEPKO-EA	37,885.32	Client Assistance
41984	1/4/2017	ALPHA EAGLE AUTO GLASS	65.00	Veh. Repairs
41985	1/4/2017	AMBER KIMBRIEL	12.90	Mileage
41986	1/4/2017	APRIL BENNETT	34.40	Mileage
41987	1/4/2017	AT&T	90.22	Telephone
41988	1/4/2017	AT&T	109.58	Telephone
41989	1/4/2017	AT&T	80.66	Telephone
41990	1/4/2017	AT&T	202.10	Telephone
41991	1/4/2017	AT&T	398.02	Telephone
41992	1/4/2017	AT&T	343.77	Telephone
41993	1/4/2017	ATLANTA ISD FOOD SERVICE	270.45	HS Meals
41994	1/4/2017	BEN E KEITH CO	312.68	HS Meals
41995	1/4/2017	BOUNCE ENERGY	624.08	Client Assistance
41996	1/4/2017	BOWIE CASS	6,019.07	Client Assistance
41997	1/4/2017	CENTERPOINT ENERGY	4,548.59	Client Assistance
41998	1/4/2017	CENTERPOINT ENERGY ENTEX	209.09	Utility
41999	1/4/2017	CITY OF HUGHES SPRINGS	250.63	Utility
42000	1/4/2017	CITY OF LINDEN	298.76	Utility
42001	1/4/2017	CITY OF NEW BOSTON	217.75	Utility
42002	1/4/2017	CITY OF PITTSBURG	269.30	Utility
42003	1/4/2017	CPI FOODS, INC.	7,000.00	Sr. Meals
42004	1/4/2017	DEBORAH FIELDS-NELSON	119.54	Mileage
42005	1/4/2017	DEMECTRICK JACOBS	400.00	Client Assistance
42006	1/4/2017	DODS AND ASSOCIATES	246.50	Telephone
42007	1/4/2017	DORA WRIGHT	47.30	Mileage
42008	1/4/2017	EAST TEXAS REALTY	300.00	Storage Units
42009	1/4/2017	FIRST INSURANCE FUNDING CORP.	6,242.85	Veh./ Bld. Insurance
42010	1/4/2017	HOPE FIRE EXTINGUISHER SERVICE, INC/ K	28.95	Security Monitoring
42011	1/4/2017	MARY COOK	16.34	Mileage
42012	1/4/2017	MCI	60.87	Telephone
42013	1/4/2017	MOORE PEST CONTROL	120.00	Pest Control
42014	1/4/2017	OFFICE DEPOT	522.98	Office Supplies
42015	1/4/2017	RELIABLE ALARM SERVICE, LLC	30.00	Security Monitoring
42016	1/4/2017	RELIANT ENERGY	130.20	Client Assistance
42017	1/4/2017	SONITROL OF LONGVIEW	55.00	Security Monitoring
42018	1/4/2017	SOUTH ARKANSAS ELECTRIC	205.86	Client Assistance
42019	1/4/2017	SOUTHWEST ARKANSAS TELEPHONE CO OI	164.74	Telephone
42020	1/4/2017	SOUTHWESTERN ELECTRIC POWER	1,565.73	Utility
42021	1/4/2017	SUDDENLINK	90.55	Telephone
42022	1/4/2017	TOSHIBA FINANCIAL SERVICES	536.00	Copier
42024	1/4/2017	TXU-ASSISTANCE GROUP	12,503.15	Client Assistance
42025	1/4/2017	UPSHUR RURAL ELEC. CORP.	1,459.20	Client Assistance
42026	1/4/2017	VERNA HAWKINS	13.76	Mileage
42027	1/4/2017	WINDSTREAM	1,761.88	Telephone
42028	1/11/2017	BEN E KEITH CO	1,866.36	HS Meals
42029	1/11/2017	BERTHA ALLEN	258.00	Mileage
42030	1/11/2017	BIRCH COMMUNICATIONS	15.91	Telephone

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2017 Through 1/31/2017

Check Register Ending the Month of January 2017

Check Number	Effective Date	Vendor Name	Check Amount	Description
42031	1/11/2017	BLOOMBURG WATER SUPPLY	46.23	Utility
42032	1/11/2017	BLUE CROSS BLUE SHIELD	43,190.67	Emp. Insurance
42033	1/11/2017	BRENDA DAVIS	215.00	Mileage
42034	1/11/2017	CHARLOTTE HALL	160.00	Per-Diem
42035	1/11/2017	CICI'S PIZZA	147.00	Field Trip
42036	1/11/2017	DONNA KOEPKE	300.00	Client Assistance
42037	1/11/2017	EAST TEXAS FUELS, INC.	85.17	Veh. Fuel
42038	1/11/2017	ERMA JONES	27.09	Mileage
42039	1/11/2017	FELICIA WILLIAMS	123.84	Mileage
42040	1/11/2017	GREG'S MIRACLE MART	316.78	Veh. Fuel
42041	1/11/2017	GUARDIAN	4,620.01	Emp. Insurance
42042	1/11/2017	HOLLY GARDNER	64.93	Mileage
42043	1/11/2017	JIM HOWARD	76.50	Mileage
42044	1/11/2017	JULIE KOLACKI	18.49	Mileage
42045	1/11/2017	KAYE NELMS	98.47	Mileage
42046	1/11/2017	KAYE NELMS PETTY CASH CUSTODIAN	3.42	Petty Cash
42047	1/11/2017	LINDEN FUEL CENTER	1,147.37	Veh. Fuel
42048	1/11/2017	MELODY HOUSE	252.00	Field Trip
42049	1/11/2017	NEW BENEFITS, LTD.	1,045.00	Insurance
42050	1/11/2017	OFFICE DEPOT	652.40	Office Supplies
42051	1/11/2017	PRUETT'S FOOD	38.51	HS Meals
42052	1/11/2017	REPUBLIC SERVICES #070	354.72	Utility
42053	1/11/2017	RUSHING PEST CONTROL SERVICES	195.00	Pest Control
42054	1/11/2017	SHIRLEY BAKER	185.12	Per-Diem
42055	1/11/2017	SKAGGS TRAVEL STOPS INC.	47.00	Veh. Fuel
42056	1/11/2017	STAPLES CREDIT PLAN	1,676.13	Office Supplies
42057	1/11/2017	TOSHIBA FINANCIAL SERVICES	265.00	Copier
42058	1/11/2017	WINDSTREAM	457.47	Telephone
42060	1/11/2017	XEROX CORPORATION	4,204.67	Copier
42061	1/12/2017	ENTRUST ENERGY	1,485.84	Client Assistance
42064	1/18/2017	AEP-SWEPKO-EA	10,361.43	Client Assistance
42065	1/18/2017	ALLEN AUTOMOTIVE	405.38	Veh. Repairs
42066	1/18/2017	ALLIED COMPLIANCE	120.00	Drug Test
42067	1/18/2017	ALPHA EAGLE AUTO GLASS	236.00	Veh. Repairs
42068	1/18/2017	AMBIT ENERGY	1,637.61	Client Assistance
42069	1/18/2017	AMERIGAS- PARIS	214.99	Client Assistance
42070	1/18/2017	AMIGO ENERGY	403.25	Client Assistance
42071	1/18/2017	AT&T	110.45	Telephone
42072	1/18/2017	ATLANTA ISD FOOD SERVICE	209.50	Telephone
42073	1/18/2017	ATMOS ENERGY	2,777.86	Client Assistance
42074	1/18/2017	BECKY WATSON FANT	30.00	Veh. Reg
42075	1/18/2017	BEN E KEITH CO	1,143.29	HS Meals
42076	1/18/2017	BOWIE CASS	3,048.26	Client Assistance
42077	1/18/2017	CENTERPOINT ENERGY	280.88	Client Assistance
42078	1/18/2017	CENTERPOINT ENERGY ENTEX	566.78	Utility
42079	1/18/2017	CENTRAL TEXAS OPPORTUNITIES, INC.	11,720.00	Budget Binders
42080	1/18/2017	CHAMPION ENERGY SERVICES	203.96	Client Assistance
42081	1/18/2017	CIRRO ENERGY	435.68	Client Assistance
42082	1/18/2017	CPI FOODS, INC.	5,088.00	Sr. Meals

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2017 Through 1/31/2017

Check Register Ending the Month of January 2017

Check Number	Effective Date	Vendor Name	Check Amount	Description
42083	1/18/2017	DIRECT ENERGY	2,734.68	Client Assistance
42084	1/18/2017	DISCOUNT WHEEL & TIRE #2	20.00	Veh. Repairs
42085	1/18/2017	EXCEL CHEVROLET LLC	44.96	Veh. Repairs
42086	1/18/2017	FARMER ELECTRIC	7,230.33	Client Assistance
42087	1/18/2017	FIRST CHOICE POWER	1,358.13	Client Assistance
42088	1/18/2017	GEXA ENERGY	45.90	Client Assistance
42089	1/18/2017	GREEN MOUNTAIN ENERGY	491.62	Client Assistance
42090	1/18/2017	HEALTHCARE EXPRESS LLP	45.00	Tb Test
42091	1/18/2017	INTELLICORP RECORDS, INC.	37.43	Background Check
42092	1/18/2017	JEFFERSON AUTOMOTIVE SUPPLY	35.99	Veh. Repairs
42093	1/18/2017	JERRY BERRY PLUMBING	18.14	Bld. Repairs
42094	1/18/2017	JUST ENERGY	3,351.14	Client Assistance
42095	1/18/2017	LAMAR CO-OP	2,035.47	Client Assistance
42096	1/18/2017	LANIER AUTO CENTER	206.96	Veh. Repairs
42097	1/18/2017	LINDEN FUEL CENTER	266.62	Veh. Fuel
42098	1/18/2017	LOCAL ADMINISTRATIVE ACCOUNT	14,282.36	Reimbursement
42099	1/18/2017	MOUNTAIN VALLEY OF TEXARKANA	70.00	Classroom Water
42100	1/18/2017	OMKAR INVESTMENT LLC	71.05	Veh. Fuel
42101	1/18/2017	PENSTAR POWER, LLC	311.80	Client Assistance
42102	1/18/2017	RELIANT ENERGY	2,506.20	Client Assistance
42103	1/18/2017	SOUTHWESTERN ELECTRIC POWER	550.44	Utility
42104	1/18/2017	STAR TEX POWER	297.05	Client Assistance
42105	1/18/2017	STREAM	3,365.59	Client Assistance
42106	1/18/2017	TARA ENERGY	540.22	Client Assistance
42107	1/18/2017	TEXAS HEAD START ASSOC.	1,214.00	Membership
42108	1/18/2017	THE PROPANE COMPANY	460.00	Client Assistance
42109	1/18/2017	TRICO LUMBER CO.	33.94	Bld. Repairs
42110	1/18/2017	TXU-ASSISTANCE GROUP	365.72	Client Assistance
42111	1/18/2017	VERIZON WIRELESS	1,171.53	Cell Phones
42112	1/18/2017	WAYNE'S PRO LUBE EXPRESS	58.95	Veh. Repairs
42113	1/18/2017	WINDSTREAM	202.64	Telephone
42114	1/18/2017	WOOD CO. ELECTRIC COOP.	362.92	Client Assistance
42115	1/24/2017	4IMPRINT	263.03	Supplies
42116	1/24/2017	AEP-SWEPKO-EA	5,632.67	Client Assistance
42117	1/24/2017	AT&T	54.16	Telephone
42118	1/24/2017	AT&T	110.22	Telephone
42119	1/24/2017	AT&T	343.33	Telephone
42120	1/24/2017	AT&T	80.57	Telephone
42121	1/24/2017	ATLANTA ISD	700.00	Rent
42122	1/24/2017	ATLANTA PRIMARY	252.00	Field Trip
42123	1/24/2017	AVAYA, INC.	19.18	Telephone
42124	1/24/2017	BEN E KEITH CO	3,853.89	HS Meals
42125	1/24/2017	BOWIE CASS	723.92	Client Assistance
42126	1/24/2017	BRENDA DAVIS	43.00	Mileage
42127	1/24/2017	CAPITAL ONE N.A.	983.46	Travel
42128	1/24/2017	COUNSELING SERVICES OF PITTSBURG	995.00	Mental Health
42129	1/24/2017	DAINGERFIELD - LONE STAR ISD	86.25	Reimbursement
42130	1/24/2017	DAINGERFIELD CHAMBER OF COMMERCE	225.00	Rent
42131	1/24/2017	FIRST BAPTIST CHURCH	150.00	Rent

COMMUNITY SERVICES OF NORTHEAST TEXAS
 Check/Voucher Register - Check Register
 From 1/1/2017 Through 1/31/2017

Check Register Ending the Month of January 2017

Check Number	Effective Date	Vendor Name	Check Amount	Description
42132	1/24/2017	FIRST INSURANCE FUNDING CORP.	6,242.85	Veh. Bld Insurance
42133	1/24/2017	FRANCES EVANS	147.50	Per-Diem
42134	1/24/2017	FRANK LANIER DBA EAST TEXAS REALTY	200.00	Rent
42135	1/24/2017	FRANK LANIER DBA EAST TEXAS REALTY	325.00	Rent
42136	1/24/2017	G.L. FOSTER	375.00	Rent
42137	1/24/2017	GLENN B. LANIER	240.00	Rent
42138	1/24/2017	HUGHES SPRINGS ISD	800.00	Rent
42139	1/24/2017	JESSE AYERS	800.00	Per-Diem
42140	1/24/2017	KIM'S CONVENIENCE STORES	796.30	Veh. Fuel
42141	1/24/2017	LENTZ RENTALS LLC	1,100.00	Veh. Bld Rentals
42142	1/24/2017	LINDEN AREA CHAMBER OF COMMERCE	120.00	Membership
42143	1/24/2017	LOWES BUSINESS ACCOUNT	17.04	Bld. Repairs
42144	1/24/2017	MARION COUNTY, TX	200.00	Rent
42145	1/24/2017	MICHELE ROWE	180.85	Per-Diem
42146	1/24/2017	MOORE PEST CONTROL	120.00	Pest Control
42147	1/24/2017	NAPLES HARDWARE & SUPPLIES LLC	73.13	Bld. Repairs
42148	1/24/2017	NORTH EAST TEXAS WORKFORCE DEVELO	440.00	Rent
42149	1/24/2017	NORTHEAST TEXAS COMMUNITY COLLEGE	700.00	Rent
42150	1/24/2017	OFFICE DEPOT	234.81	Office Supplies
42151	1/24/2017	PITNEY BOWES GLOBAL FINANCIAL SERVIC	304.00	Postage
42152	1/24/2017	PROGRESSIVE BUSINESS PUBLICATIONS	299.00	HR Supplies
42153	1/24/2017	R. MORGAN, LLC	1,086.47	Rent
42154	1/24/2017	ROY'S TIRE SERVICE	0.00	Void Check
42155	1/24/2017	SOUTHWESTERN ELECTRIC POWER	1,270.25	Utility
42156	1/24/2017	STREAM	503.81	Client Assistance
42157	1/24/2017	SUDDENLINK	318.77	Telephone
42158	1/24/2017	TEXARKANA INDEPENDENT SCHOOL DISTF	3,882.00	Rent
42159	1/24/2017	TEXARKANA WATER UTILITIES	428.27	Utility
42160	1/24/2017	TITUS COUNTY CARES, INC.	425.00	Rent
42161	1/24/2017	TOSHIBA FINANCIAL SERVICES	271.00	Copier
42162	1/24/2017	TRICO LUMBER CO.	23.99	Bld. Repairs
42163	1/24/2017	TURNER DAVID K	1,000.00	Rent
42164	1/24/2017	VANCO SYSTEMS, INC.	235.76	Copier
42165	1/24/2017	VERIZON WIRELESS	638.50	Cell Phones
42166	1/24/2017	WINDSTREAM	1,408.82	Telephone
42168	1/24/2017	XEROX CORPORATION	2,842.83	Copier
42169	1/26/2017	DAN BOYD	201.47	Per-Diem
42170	1/26/2017	DAN BOYD	261.07	Per-Diem
42171	1/31/2017	APRIL BENNETT	138.03	Mileage
42172	1/31/2017	ASMARA ENTERPRISES INC	109.00	Veh. Fuel
42173	1/31/2017	AT&T	54.16	Telephone
42174	1/31/2017	AT&T	201.63	Telephone
42175	1/31/2017	AT&T	397.87	Telephone
42176	1/31/2017	BEN E KEITH CO	3,605.70	HS Meals
42177	1/31/2017	BOB GATES	700.00	Client Assistance
42178	1/31/2017	CENTERPOINT ENERGY ENTEX	344.05	Utility
42179	1/31/2017	CITY OF LINDEN	303.31	Utility
42180	1/31/2017	DISCOUNT WHEEL & TIRE #2	690.96	Client Assistance
42181	1/31/2017	FELICIA WILLIAMS PETTY CASH CUSTODIA	20.85	Petty Cash

COMMUNITY SERVICES OF NORTHEAST TEXAS

Check/Voucher Register - Check Register

From 1/1/2017 Through 1/31/2017

Check Register Ending the Month of January 2017

Check Number	Effective Date	Vendor Name	Check Amount	Description
42182	1/31/2017	HOPE FIRE EXTINGUISHER	169.50	Annual Maint.
42183	1/31/2017	JEFFERSON AUTOMOTIVE SUPPLY	17.98	Veh. Repairs
42184	1/31/2017	JENNIFER CAMPBELL	68.80	Mileage
42185	1/31/2017	JERRY BERRY PLUMBING	25.65	Bld. Repairs
42186	1/31/2017	JESSICA HILL	22.36	Mileage
42187	1/31/2017	JULIE KOLACKI	20.64	Mileage
42188	1/31/2017	KAYE NELMS PETTY CASH CUSTODIAN	17.58	Petty Cash
42189	1/31/2017	LKCISD	1,562.83	Reim-Utility/ Cus
42190	1/31/2017	MARY COOK	16.34	Mileage
42191	1/31/2017	MCI	60.67	Telephone
42192	1/31/2017	MORPHO TRUST USA	37.25	Fingerprinting
42193	1/31/2017	MORPHO TRUST USA	37.25	Fingerprinting
42194	1/31/2017	OFFICE DEPOT	486.63	Office Supplies
42195	1/31/2017	SOUTHWESTERN ELECTRIC POWER	1,365.04	Utility
42196	1/31/2017	STAPLES CREDIT PLAN	1,312.69	Office Supplies
42197	1/31/2017	STUART C IRBY CO.	142.00	Supplies
42198	1/31/2017	TACAA, INC.	2,150.00	Registration
42199	1/31/2017	TEXARKANA COLLEGE CONTINUING EDUC.	1,665.00	Client Assistance
42200	1/31/2017	TEXAS DEPARTMENT OF FAMILY AND PRO	14.00	Licensing Fee
42201	1/31/2017	TRICO LUMBER CO.	126.50	Bld. Repairs
42202	1/31/2017	WILLIE MITCHELL, JR.	230.00	CPR Class
42203	1/31/2017	WINDSTREAM	514.03	Telephone
Report Total		Total 1055 - NEW DISBURSEMENT CHECKING	<u>292,092.37</u>	

CSBG 2017

Financial Report for the month of February 2017

CSBG Current Program (January Expenditures)

% of contract	8%
% of money	4%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2017</i>							
Personnel	\$50,185.00	3,483.18	\$3,483.18	\$46,701.82	\$4,182.08	\$4,182.08	\$698.90 Okay
Fringe Benefits	6,794.00	0.00	\$0.00	6,794.00	566.17	566.17	566.17 Okay
Travel*	4,133.00	0.00	\$0.00	4,133.00	344.42	344.42	344.42 Okay
Equipment	1,890.00	0.00	\$0.00	1,890.00	157.50	157.50	157.50 Okay
Supplies	6,586.00	0.00	\$0.00	6,586.00	548.83	548.83	548.83 Okay
Contractual	1,741.00	0.00	\$0.00	1,741.00	145.08	145.08	145.08 Okay
Other	17,421.00	0.00	\$0.00	17,421.00	1,451.75	1,451.75	1,451.75 Okay
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
Total	\$88,750.00	\$3,483.18	\$3,483.18	\$85,266.82	\$7,395.83	\$7,395.83	\$3,912.65 Okay
	\$107,781.00						

Financial Report for the month of February 2017

CEAP Current Program (January Expenditures)

% of contract	8%
% of money	1%

CEAP 2017

Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2017

						Contract Budget			
						Minimum	Maximum		
Administration*	\$130,843.00	12,957.15	\$12,957.15	\$117,885.85	53%	\$0.00 min	\$1,529.69 max		(\$11,427.46) Over
Household Crisis**	728,880.00	0.00	\$0.00	728,880.00		0.00 min	728,880.00 max		728,880.00 Okay
Utility Assistance**	728,880.00	0.00	\$0.00	728,880.00		0.00 min	728,880.00 max		728,880.00 Okay
Program Services	223,430.00	11,715.27	\$11,715.27	211,714.73	####	0.00 min	937.22 max		(10,778.05) Over
Training Travel	1,200.00	0.00	\$0.00	1,200.00		0.00 min	1,200.00 max		1,200.00 Okay
Total	\$1,813,233.00	\$24,672.42	\$24,672.42	\$1,788,560.58		\$0.00	\$1,461,426.91		\$1,436,754.49 Okay

*Cannot be over-budget by end of contract **Must be at least 10% of total expenditures

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments	52.5%	Program Services with Future Payments	100.0%
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Future Payments

CSBG 2016

Financial Report for the month of February 2017

CSBG Current Program (January Expenditures)

% of contract	87%
% of money	100%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 03/31/2017</i>							
Personnel	\$201,766.00	15,964.96	\$218,971.01	(\$17,205.01)	\$13,451.07	\$174,863.87	(\$44,107.14) Over
Fringe Benefits	27,317.28	4,868.48	\$42,840.18	(15,522.90)	1,821.15	23,674.98	(19,165.20) Over
Travel*	16,617.25	517.27	\$14,744.84	1,872.41	1,107.82	14,401.62	(343.22) Over
Equipment	26,480.00	330.67	\$46,100.68	(19,620.68)	1,765.33	22,949.33	(23,151.35) Over
Supplies	7,600.00	906.40	\$35,837.71	(28,237.71)	506.67	6,586.67	(29,251.04) Over
Contractual	7,000.00	310.64	\$3,798.69	3,201.31	466.67	6,066.67	2,267.98 Okay
Other	146,530.47	10,432.04	\$71,017.89	75,512.58	9,768.70	126,993.07	55,975.18 Okay
Indirect Costs	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00 Okay
Total	\$433,311.00	\$33,330.46	\$433,311.00	\$0.00	\$28,887.40	\$375,536.20	(\$57,774.80) Over

Financial Report for the month of February 2017

CEAP Current Program (January Expenditures)

% of contract	87%
% of money	89%

CEAP 2016

Comprehensive Energy Assistance Program (CEAP) 12 month program ending 03/31/2016

						Contract Budget				
						Minimum	Maximum			
Administration*	\$126,351.00	0.00	\$126,351.00	\$0.00	7%	\$8,423.40	min	\$112,057.13	max	(\$14,293.87) Over
Household Crisis**	821,117.00	0.00	\$219,524.60	601,592.40		153,564.44	min	821,117.00	max	601,592.40 Okay
Utility Assistance**	821,116.00	(1,126.26)	\$1,316,119.81	(495,003.81)		153,564.44	min	821,116.00	max	(495,003.81) Over
Program Services	125,890.00	0.00	\$125,890.00	0.00	8%	8,392.67	min	132,922.75	max	7,032.75 Okay
Assurance 16	125,947.00	12,287.88	\$19,487.64	106,459.36		0.00	min	125,947.00	max	106,459.36 Okay
Training Travel	1,200.00	0.00	\$0.00	1,200.00		0.00	min	1,200.00	max	1,200.00 Okay
Total	\$2,021,621.00	\$11,161.62	\$1,807,373.05	\$214,247.95		\$323,944.95		\$2,014,359.88		\$206,986.83 Okay

*Cannot be over-budget by end of contract **Must be at least 10% of total expenditures

Future Payments

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments

7.0%

Program Services with Future Payments

7.6%

HEAD START NUTRITION PROGRAM

Financial Report

For the month of January 2017

CACFP

	<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$ 6,634.08	\$ 26,054.26
Administrative Labor	776.95	\$ 3,218.46
Food	9,935.05	\$ 35,223.79
Supplies & Equipment	592.69	\$ 2,349.42
Purchased Services	-	\$ -
Financial Costs	-	\$ -
Media Costs	-	\$ -
Operating Org Cost	-	\$ 150.00
Total	<u>\$ 17,938.77</u>	<u>\$66,995.93</u>

TDHS REVENUE 14,610.55 53,155.42 (Income Starts October 2016)

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 1/31/2017

Assets

CASH IN BANK CHECKING	0.00
HEAD START CHECKING	406.91
DHS MEALS CHECKING	188.87
CSBG/CEAP/WX CHECKING	0.00
WEATHERIZATION CHECKING	0.00
DISBURSEMENTS CHECKING	0.00
FEMA CHECKING	0.00
ETCOG CHECKING	0.00
OLD - CEAP CHECKING (Do Not Use)	0.00
CEAP CHECKING (Do Not Use)	0.00
PAYROLL CASH ACCOUNT	32,704.71
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	114,852.20
CASH DONATIONS - LINDEN	0.00
CSBG Checking	47,248.93
CEAP Checking	8,879.52
Upshur Rural Checking	7,187.08
TLC Checking	738.59
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	1,079.13
SALVATION ARMY CHECKING	3,835.22
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	505.41
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	209.73
CBA CIGNA HEALTH SPRING	19.58
CSBG DISCRETIONARY	2,300.00
NEW DISBURSEMENT CHECKING	(4,118.03)
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	0.00
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	0.00
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	14,610.55
DUE FROM OTHER FUNDS	0.00
DUE FROM DHS MEALS	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 1/31/2017

DUE FROM WEATHERIZATION	0.00
DUE FROM FEMA	0.00
DUE FROM ETCOG	0.00
DUE FROM CEAP	0.00
DUE FROM DHS TRANSPORTATION	0.00
DUE FROM HOUSING	0.00
DUE FROM LOCAL ADMIN	0.00
PROPERTY & EQUIPMENT	1,473,810.25
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(997,871.08)
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	9,930.97
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	15,798.06
PREPAID MAINTENANCE	0.00
	<hr/>
Total Assets	732,316.60

Liabilities and Net Assets

ACCOUNTS PAYABLE	0.00
ACCOUNTS PAYABLE-OLD BOX	0.00
ACCOUNTS PAYABLE - REALWORLD	0.00
ACCOUNTS PAYABLE - ACCR & ADJ	0.00
ACCOUNTS PAYABLE - VALLEY	0.00
GRANT PAYABLE	0.00
NEW ACCOUNTS PAYABLE	266,284.83
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	3.38
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	0.00
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00
Short Term Disability Payable	0.00
Long Term Disability Payable	0.00
DENTAL INSURANCE PAYABLE	0.00
VISION INSURANCE PAYABLE	0.00
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	0.00
COBRA PREMIUMS PAYABLE	0.00
RETIREMENT PAYABLE	0.00
GARNISHED WAGES PAYABLE	0.00
INSURANCE W/H	0.00
MISCELLANEOUS PAYABLE	0.00
PAYROLL LIABILITIES - AUDIT	0.00
ACCRUED LIABILITIES	0.00
NOTE PAYABLE	31,600.00
DEFERRED REVENUE	0.00
RECIPROCAL ADJUSTMENT - ACCT 2000	0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 1/31/2017

ACCRUED INTEREST PAYABLE	0.00
ACCRUED PAYROLL	0.00
ACCRUED VACATION	54,770.45
CONTIGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00
DUE TO FEMA	0.00
DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	6,196.78
NET ASSETS	566,677.83
NET ASSETS - EQUIPMENT	0.00
NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00
NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
Excess Revenues over Expenditures	<u>(193,216.67)</u>
Total Liabilities and Net Assets	<u><u>732,316.60</u></u>

**2017 CSNT Head Start - Self-Assessment
Program Report w/Recommendations**

Date: 2/13/17

SA Area: Program Report

Team Leader: Head Start Director

Revised 1/23/16

Program Strengths in Assigned Area(s)

List by Campus - Linden, Naples, Pittsburg

ERSEA

Attendance was tracked/monitored daily through the Child Plus Database System (Standard 1302.16(a))

Staff noted reasons for a child's absence in the Child Plus Database System (Standard 1302.16(a)(2)(iv))

FSWs contact parents within an hour of expected arrival time to ensure the safety of the children (Standard 1302.16 (1))

Fiscal Integrity

The program maintains accurate and organized records (Standard 1302.101(4))

Finance Director and Head Start Director are knowledgeable in their areas (Standard 1302.91(b)(c))

Leadership, Governance & Management

Policy Council Members informed on policies and procedures (Standard 1301.3(c))

Child Plus Database System utilized for effective and efficient reporting (Standard 1302.101(d))

Governing Board was open to improving their roles and responsibilities (Standard 1301.2(b))

Staff work as a team at the Campus and at the Management Building (Standard 1302.20(b))

Health and Safety

Clean and inviting campuses and classrooms (Standard 1302.47(b)(1))

All trash receptacles were covered (Standard 1302.47(b)(1))

Playgrounds were clean and well-maintained (Standard 1302.47(b)(2))

CLASS

Students had positive attitudes toward learning (Standard 1302.31(b)(1)(i))

Students felt safe and secure in their classrooms (Standard 1302.31(b)(1)(i))

Instruction for Dual Language Learners is being implemented, when needed (Standard (1302.31(b)(2)(ii))

Comprehensive Services and School Readiness (CSSR)
CSSR - KPA #1 - Identifying Child & Family Strengths and Needs
<i>The program maintains accurate and organized records (Standard 1302.42(a)(1) and Standard 1302.42(b)(1))</i>
<i>Parents were informed and educated about child health issues (Standard 1302.46(a)&(b)(i-ii))</i>
<i>Staff were knowledgeable in this area and monitored this area on a regular basis (Standard 1302.102(b)(1))</i>
CSSR - KPA #2 - Addressing Child Family Needs
<i>The Program documents follow-ups and maintains accurate records (Standard 1302.42(b)(1)(i))</i>
<i>The Program utilizes technology to assist parents with implementing child activities (Standard 1302.46(b)(1)(i-iii))</i>
<i>Health Services Advisory Committee is established and members represent all areas of health (Standard 1302.40(b))</i>
CSSR - KPA #3 - Providing High Quality Teaching & Learning
<i>Classroom instructional strategies are age-appropriate and follow best practices (Standard 1302.31(c)(2))</i>
<i>Program utilizes bi-lingual instructors for Dual Language Learners (Standard 1302.31(b)(2))</i>
<i>Parents were informed and educated about child education progress (Standard 1302.34(b)(1-7))</i>
<i>Staff training is provided on a regular basis including Practice-Based Coaching (Standard 1303.92(c))</i>
CSSR - KPA #4 Planning For Transition
<i>Transitions policies and procedures were being followed (Standard 1302.71(a))</i>
Specific Weaknesses in Assigned Area(s)
<i>List by Campus - Linden, Naples, Pittsburg</i>
ERSEA
<i>No Weaknesses Found</i>
Fiscal Integrity
<i>No Weaknesses Found</i>
Leadership, Governance & Management
<i>Board did not have at least one member as a licensed attorney - 642(c)(B)(i-vi)</i>
Health and Safety
<i>Inconsistent Emergency Contact Information systems and procedures (Standard 1302.47(b)(7)(v))</i>
<i>Facilities were not free from electrical hazards (power strip plug covers) (Standard 1302.47(b)(1)(iv))</i>
<i>Staff did not report issues that could lead to possible safety and health hazards (Standards 1302.47(b)(1)(iv-v))</i>

CLASS
<i>Emotional Support - 5.24 (Standard 1304.16)</i>
<i>Classroom Organization - 3.69 (Standard 1304.16)</i>
<i>Instructional Support - 2.31 (Standard 1304.16)</i>
Comprehensive Services and School Readiness (CSSR)
CSSR - KPA #1 - Identifying Child & Family Strengths and Needs
<i>Family Partnership Process was not consistent throughout the program (Standard 1302.52(a-c))</i>
<i>Child Health Information lacked consistent follow-ups (Standard 1302.42(d)(2))</i>
CSSR - KPA #2 - Addressing Child Family Needs
<i>Management Staff were not knowledgeable in Mental Health of children, families and staff (Standard 1302.45(a-b))</i>
CSSR - KPA #3 - Providing High Quality Teaching & Learning
<i>Classroom staff did not have appropriate classroom management strategies (Standard 1302.31(a))</i>
CSSR - KPA #4 Planning For Transition
<i>No Weaknesses Found</i>
List Comments or Explanations:

CSNT Head Start Monthly Report

Program Year 03 2017 06CH7174/03

2017

Attendance/Enrollment

	December	January	February	March	April	May	June	July	August	September	October	November
# enrolled	530	532										
% with Special Needs	7%	7%										
ADA Enrolled*	91%	92%										
Actual Enrollment ADA (516)	94%	95%										
Present/ Absent	485/31	488/28										
* If below 85% (Why) -	NA	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA

Non-Federal Share

	December	January	February	March	April	May	June	July	August	September	October	November
		\$932,236	\$667,177	\$265,059			72% Needed					
\$265,059	\$ 125,895	\$ 139,164	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Adimin Expenditures (including non-federal share)

*Should not be above 15%	December	January	February	March	April	May	June	July	August	September	October	November
12%	\$ 378,987	\$ 806,315	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Meals/Reimbursements

\$24,281	December	January	February	March	April	May	June	July	August	September	October	November
# of service days	14	20										
# of meals served	4,766	7,193										
CACFP Reimbursement	\$ 9,670	\$ 14,611										

Program Monitoring

	December	January	February	March	April	May	June	July	August	September	October	November
# Child Files Reviewed	155	139										
# Staff Files Reviewed	14	19										
# Classrooms Observed	67	62										
Incomes Verified	15	5										
# Parents Interviewed	5	5										
# of Staff interviewed	7	7										
# Bus Routes Observed	1	1										
# of Findings Corrected	8	48										

Annual Self Assessment Findings

	December	January	February	March	April	May	June	July	August	September	October	November
# of findings	1	1	0	0	0	0	0	0	0	0	0	0
# findings corrected	0	0	0	0	0	0	0	0	0	0	0	0
# findings remaining	1	1	0	0	0	0	0	0	0	0	0	0

Program Updates

Implementing the new Performance Standards - making updates where applicable.
Completed 2017 Self-Assessment

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Community Services Block Grant Performance Report

Subrecipient: Community Services of Northeast Texas, Inc.

Address: PO Box 427
LINDEN, TX 75563

Vendor ID: 17512320809

Contract: 61170002627

Contract Term: January 1, 2017 - December 31, 2017

Contract Amount: \$ 107,781.00

Report Date: January 2017

Report Type: Monthly

CFDA #: 93.569

Part X. National Performance Indicators

1.1 Employment

		Unduplicated Number of Participants Enrolled in Program(s)			Unduplicated Number of Participants Expected to Achieve Outcome	Unduplicated Number of Participants Achieving Outcome			Percentage Achieving Outcome
		Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative	
A	Unemployed and obtained a job.	1	0	1	5	0	0	0	0.00
B	Employed and maintained a job for at least 90 days.	2	0	2	3	1	0	1	33.33
C	Employed and obtained an increase in employment income and/or benefits.	2	0	2	5	0	0	0	0.00
D	Achieved "living wage" employment and/or benefits.	2	0	2	3	0	0	0	0.00

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Community Services Block Grant Performance Report

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Vendor ID: 17512320809

Report Date: January 2017

Contract: 61170002627

Report Type: Monthly

Contract Term: January 1, 2017 - December 31, 2017

CFDA #: 93.569

Contract Amount: \$ 107,781.00

1.2 Employment Supports

		Unduplicated Number of Participants Enrolled in Program(s)			Unduplicated Number of Participants Achieving Outcome		
		Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative
A	Obtained skills/competencies required for employment.	4	0	4	3	0	3
B	Completed ABE/GED and received certificate or diploma.	0	0	0	0	0	0
C	Completed post-secondary education program and obtained certificate or diploma.	4	0	4	0	0	0
D	Enrolled children in before or after school programs.	0	0	0	0	0	0
E	Obtained care for child or other dependant.	1	0	1	0	0	0
F	Obtained access to reliable transportation and/or drivers license.	0	0	0	0	0	0
G	Obtained health care services for themselves or family member.	0	0	0	0	0	0
H	Obtained and/or maintained safe and affordable housing.	0	0	0	0	0	0
I	Obtained food assistance.	8	0	8	8	0	8
J	Obtained non-emergency LIHEAP energy assistance.	1	0	1	1	0	1
K	Obtained non-emergency WX energy assistance.	0	0	0	0	0	0
L	Obtained other non-emergency energy assistance. (State/local/private energy programs. Do Not Include LIHEAP or WX).	0	0	0	0	0	0

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Community Services Block Grant Performance Report

Subrecipient: Community Services of Northeast Texas, Inc.

Address: PO Box 427
LINDEN, TX 75563

Vendor ID: 17512320809

Report Date: January 2017

Contract: 61170002627

Report Type: Monthly

Contract Term: January 1, 2017 - December 31, 2017

CFDA #: 93.569

Contract Amount: \$ 107,781.00

1.3 Economic Asset Enhancement And Utilization

		Unduplicated Number of Participants Enrolled in Program(s)			Unduplicated Number of Participants Expected to Achieve Outcome	Unduplicated Number of Participants Achieving Outcome			Aggregate Dollar Amounts (Payments, Credits or Savings)			Percentage Achieving Outcome
		Monthly	Adjusted	Cumulative		Target	Monthly	Adjusted	Cumulative	Monthly	Adjusted	
A	Number and percent of participants in tax preparation program who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
B	Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.	0	0	0	2	0	0	0	0.00	0.00	0.00	0.00
C	Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.	0	0	0	3	0	0	0	0.00	0.00	0.00	0.00
D	Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days.	15	0	15	150	6	0	6	300.00	0.00	300.00	4.00
E	Number and percent of participants opening an Individual Development Account (IDA) or other savings account.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
F	Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Community Services Block Grant Performance Report

Subrecipient: Community Services of Northeast Texas, Inc.

Address: PO Box 427
 LINDEN, TX 75563

Vendor ID: 17512320809

Report Date: January 2017

Contract: 61170002627

Report Type: Monthly

Contract Term: January 1, 2017 - December 31, 2017

CFDA #: 93.569

Contract Amount: \$ 107,781.00

1.3 Economic Asset Enhancement And Utilization

		Unduplicated Number of Participants Enrolled in Program(s)			Unduplicated Number of Participants Expected to Achieve Outcome	Unduplicated Number of Participants Achieving Outcome			Aggregate Dollar Amounts (Payments, Credits or Savings)			Percentage Achieving Outcome
		Monthly	Adjusted	Cumulative		Target	Monthly	Adjusted	Cumulative	Monthly	Adjusted	
G	Of participants in a Community Action assets development program (IDA and others): Number and percent of participants capitalizing a small business with accumulated savings.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
H	Of participants in a Community Action assets development program (IDA and others): Number and percent of participants pursuing post-secondary education with accumulated savings.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
I	Of participants in a Community Action assets development program (IDA and others): Number and percent of participants purchasing a home with accumulated savings.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00
J	Of participants in a Community Action assets development program (IDA and others): Number and percent of participants purchasing other assets with accumulated savings.	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00

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Contract Amount: \$ 107,781.00

2.1 Community Improvement And Revitalization

		Unduplicated Number of Projects or Initiatives			Unduplicated Number of Opportunities and/or Community Resources Preserved or Increased		
		Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative
A	Jobs created, or saved, from reduction or elimination in the community.	0	0	0	0	0	0
B	Accessible "living wage" jobs created, or saved, from reduction or elimination in the community.	0	0	0	0	0	0
C	Safe and affordable housing units created in the community. Only report HOME and other housing projects, do not report Weatherization.	0	0	0	0	0	0
D	Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy.	0	0	0	0	0	0
E	Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination.	0	0	0	0	0	0
F	Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination.	0	0	0	0	0	0
G	Accessible before-school and after-school program placement opportunities for low-income families created, or saved from reduction or elimination.	0	0	0	0	0	0
H	Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.	0	0	0	0	0	0
I	Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational literacy, and life skill training, ABE/GED, and post secondary education.	0	0	0	0	0	0

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2.2 Community Quality Of Life And Assets

		Unduplicated Number of Program Initiatives or Advocacy Efforts			Unduplicated Number of Community Assets, Services or Facilities Preserved or Increased		
		Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative
A	Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.	0	0	0	0	0	0
B	Increase in the availability or preservation of community facilities.	0	0	0	0	0	0
C	Increase in the availability or preservation of community services to improve public health and safety.	0	0	0	0	0	0
D	Increase in the availability or preservation of commercial services within low-income neighborhoods.	0	0	0	0	0	0
E	Increase in or preservation of neighborhood quality-of-life resources.	0	0	0	0	0	0

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2.3 Community Engagement

		Total Contribution by Community		
		Monthly	Adjusted	Cumulative
A	Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives.	467	0	467
B	Number of volunteer hours donated to the agency (This will be ALL volunteer hours).	1181	0	1181

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3.1 Community Enhancement Through Maximum Feasible Participation

		Total Unduplicated Number of Volunteer Hours		
		Monthly	Adjusted	Cumulative
A	Total number of volunteer hours donated by low-income individuals to Community Action (This is ONLY the number of volunteer hours from individuals who are low-income).	1167	0	1167

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3.2 Community Empowerment Through Maximum Feasible Participation

		Total Unduplicated Number Low-Income People		
		Monthly	Adjusted	Cumulative
A	Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through Community Action efforts.	17	0	17
B	Number of low-income people acquiring businesses in their community as a result of Community Action assistance.	0	0	0
C	Number of low-income people purchasing their own home in their community as a result of Community Action assistance.	0	0	0
D	Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action.	0	0	0

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4.1 Expanding Opportunities Through Community-Wide Partnerships

		Unduplicated Number of Organizations			Unduplicated Number of Organizational Partnerships		
		Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative
A	Non-Profit.	14	0	14	14	0	14
B	Faith Based.	14	0	14	14	0	14
C	Local Government.	3	0	3	3	0	3
D	State Government.	11	0	11	11	0	11
E	Federal Government.	1	0	1	1	0	1
F	For-Profit Business or Corporation.	10	0	10	10	0	10
G	Consortiums/Collaboration.	3	0	3	3	0	3
H	Housing Consortiums/Collaboration.	4	0	4	4	0	4
I	School Districts.	13	0	13	13	0	13
J	Institutions of post secondary education/training.	2	0	2	2	0	2
K	Financial/Banking Institutions.	1	0	1	1	0	1
L	Health Service Institutions.	4	0	4	4	0	4
M	Statewide associations or collaborations.	2	0	2	2	0	2
Total number of organizations and total number of partnerships CAAs work with to promote family and community outcomes.		82	0	82	82	0	82

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5.1 Agency Development

		Resources in Agency		
		Monthly	Adjusted	Cumulative
A	Number of Certified-Community Action Professionals (CCAP).	0	0	0
B	Number of Nationally-Certified ROMA Trainers.	1	0	1
C	Number of Family Development Certified Staff.	17	0	17
D	Number of Child Development Certified Staff.	22	0	22
E	Number of staff attending trainings.	0	0	0
F	Number of board members attending trainings.	10	0	10
G	Hours of staff in trainings.	60	0	60
H	Hours of board members in trainings.	10	0	10

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6.1 Independent Living

		Unduplicated Number of Vulnerable Individuals Living Independently		
		Monthly	Adjusted	Cumulative
A	Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55- over).	11	0	11
B	Individuals with Disabilities.			
B1	Ages: 0 - 17. (3)	0	0	0
B2	Ages: 18 - 54. (4)	11	0	11
B3	Ages: 55 - over. (5)	11	0	11
B4	Age unknown (6)	0	0	0
Total individuals with disabilities.		22	0	22

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6.2 Emergency Assistance

		Unduplicated Number of Individuals Seeking Assistance			Unduplicated Number of Individuals Receiving Assistance		
		Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative
A	Emergency Food.	28	0	28	28	0	28
B	Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources.	20	0	20	20	0	20
C	Emergency Rent or Mortgage Assistance.	9	0	9	9	0	9
D	Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	12	0	12	12	0	12
E	Emergency Temporary Shelter.	0	0	0	0	0	0
F	Emergency Medical Care.	0	0	0	0	0	0
G	Emergency Protection from Violence.	0	0	0	0	0	0
H	Emergency Legal Assistance.	0	0	0	0	0	0
I	Emergency Transportation.	1	0	1	1	0	1
J	Emergency Disaster Relief.	0	0	0	0	0	0
K	Emergency Clothing.	21	0	21	21	0	21

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6.3 Child And Family Development:

		Unduplicated Number of Participants Enrolled in Program(s)			Unduplicated Number of Participants Expected to Achieve Outcome in Reporting Period	Unduplicated Number of Participants Achieving Outcome in Reporting Period			Percentage Achieving Outcome
		Monthly	Adjusted	Cumulative	Target	Monthly	Adjusted	Cumulative	
A	Infants and children obtain age-appropriate immunizations, medical, and dental care.	532	0	532	500	532	0	532	106.40
B	Infant and child health and physical development are improved as a result of adequate nutrition.	532	0	532	500	532	0	532	106.40
C	Children participate in pre-school activities to develop school readiness skills.	532	0	532	500	532	0	532	106.40
D	Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.	306	0	306	250	306	0	306	122.40
E	Youth improve health and physical development.	0	0	0	0	0	0	0	0.00
F	Youth improve social/emotional development.	0	0	0	10	0	0	0	0.00
G	Youth avoid risk-taking behavior for a defined period of time.	0	0	0	0	0	0	0	0.00
H	Youth have reduced involvement with criminal justice system.	0	0	0	0	0	0	0	0.00
I	Youth increase academic, athletic, or social skills for school success.	0	0	0	10	0	0	0	0.00
J	Parents and other adults learn and exhibit improved parenting skills.	81	0	81	500	81	0	81	16.20
K	Parents and other adults learn and exhibit improved family functioning skills.	96	0	96	750	81	0	81	10.80

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6.4 Family Supports

		Unduplicated Number of Participants Enrolled in Program(s)			Unduplicated Number of Participants Achieving Outcome in Reporting Period		
		Monthly	Adjusted	Cumulative	Monthly	Adjusted	Cumulative
A	Enrolled children in before or after school programs.	0	0	0	0	0	0
B	Obtained care for child or other dependant.	0	0	0	0	0	0
C	Obtained access to reliable transportation and/or driver's license.	0	0	0	0	0	0
D	Obtained health care services for themselves or family member.	0	0	0	0	0	0
E	Obtained and/or maintained safe and affordable housing.	0	0	0	0	0	0
F	Obtained food assistance.	18	0	18	18	0	18
G	Obtained non-emergency LIHEAP energy assistance.	1	0	1	1	0	1
H	Obtained non-emergency WX energy assistance.	0	0	0	0	0	0
I	Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX).	0	0	0	0	0	0

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6.5 Service Counts

		Number of Services		
		Monthly	Adjusted	Cumulative
A	Food Boxes.	54	0	54
B	Pounds of Food.	0	0	0
C	Units of Clothing.	6	0	6
D	Rides Provided.	0	0	0
E	Information and Referral Calls.	330	0	330

2017 Board Report

Client Intakes

Family / Individual Counseling

Financial Counseling

Fuel Assisted Donated Funds

Referrals

Served by CEAP (Utility Assistance)

Energy Workshops

Donations Received and Distributed

Served by Food Pantry

Served by Salvation Army

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Client Intakes	26												26
Family / Individual Counseling	2												2
Financial Counseling	2												2
Fuel Assisted Donated Funds	0												0
Referrals	24												24
Served by CEAP (Utility Assistance)	2												2
Energy Workshops	2												2
Donations Received and Distributed	2												2
Served by Food Pantry	21												21
Served by Salvation Army	17												17

2017 PERSONS SERVED BY COUNTY

Pov %	SA %	YTD %	
19%	8%	2.0%	Cass
20%	9%	38.9%	Camp
25%	11%	10.0%	Marion
19%	8%	0.2%	Morris
20%	8%	10.7%	Bowie
20%	9%	0.0%	Delta
16%	7%	0.3%	Franklin
20%	9%	16.5%	Hopkins
19%	8%	3.9%	Lamar
15%	6%	1.5%	Rains
20%	9%	0.8%	Red River
21%	9%	15.1%	Titus

Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
19												19
363												363
93												93
2												2
100												100
0												0
3												3
154												154
36												36
14												14
7												7
141												141

2017 Persons Transitioned Out of Poverty:

Adult Nutrition Board Report

January Report

For the month of January 2017



<u>Counties</u>	<u>Routes</u>	<u>Clients</u>	<u>Total Meals</u>	<u>DADS Meals</u>	<u>CBA Cigna meals</u>	<u>CBA United Meals</u>
Camp	1	14	292	0	104	188
Cass	2	22	392	0	99	293
Harrison	3	43	929	0	497	432
Marion	2	39	854	0	330	524
Morris	1	16	420	0	151	269
Panola	1	10	242	0	110	132
Totals	10	144	3,129	0%	1291 41%	1838 59%

	<u>DADS billed</u>	<u>CBA Cigna billed</u>	<u>CBA United billed</u>	<u>Total</u>
Camp	\$ -	\$ 636.48	\$ 1,150.56	\$ 1,787.04
Cass	\$ -	\$ 605.88	\$ 1,793.16	\$ 2,399.04
Harrison	\$ -	\$ 3,041.64	\$ 2,643.84	\$ 5,685.48
Marion	\$ -	\$ 2,019.60	\$ 3,206.88	\$ 5,226.48
Morris	\$ -	\$ 924.12	\$ 1,646.28	\$ 2,570.40
Panola	\$ -	\$ 673.20	\$ 807.84	\$ 1,481.04
Totals	\$ -	\$ 7,900.92	\$ 11,248.56	\$ 19,149.48

Total 40 hr employees 3
 Total 30 hr employees 1
 Sub drivers 1
 Total Nutrition employees 6
 Nutrition job vacancies 0

Service Department Report

January for February 2017

Service Department

Department makeup

6 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

Head Start Transportation

Transportation Costs:

	Children	Staff		Children	Staff
Vehicle Maintenance cost(Campus)		139	YTD =		285.74
Vehicle Maintenance cost (Buses)	82.98		YTD =	134.34	
Vehicle Maintenance cost (Exec. Office)		280.96	YTD =		357.68
Vehicle fuel cost (Gas Campus)	192.82	152.46	YTD =	296.87	384.72
Vehicle fuel cost (Exec. Office)		559.86	YTD =		1287.55
Vehicle fuel cost (Diesel)	193.54		YTD =	267.54	
Vehicle insurance cost (Buses)	1106.58		YTD =	2213.16	
Vehicle driver cost buses	2454.62		YTD =	4909.24	
Total transportation cost:	4030.54	1132.28			
Total number transported:	74	146			

Transported by campus (Head Start)

	Head Start	ISD
Atlanta		43
Bloomburg		7
Daingerfield		18
Hughes Springs	47	3
Linden		32
Naples	8	
New Boston		
Pittsburg	19	
Texarkana		43
Total	74	146

Monthly Vehicle Cost Summary

JANUARY 2017

By Program

	Fuel	Repairs	
CBA-CIGNA	316.70	324.26	
CSBG	141.31	-	
DADS	-	-	
CBA-UNITED	475.02	486.40	<u>1,743.69</u>

By Location

	Fuel	Repairs	
Jefferson	449.11	799.16	
Linden	483.92	-	
Marshall	-	11.50	
Pittsburg	-	-	<u>1,743.69</u>

By Vehicle

#	Fuel	Repairs	Total	Location
801	-	0	-	Linden
838	-	-	-	Linden
850	-	-	-	Linden
852	-	-	-	Marshall
855	-	-	-	Marshall
860	128.69	-	128.69	Linden
861	-	14.50	14.50	Jefferson
867	-	-	-	Pittsburg
877	-	-	-	Linden
879	70.50	251.86	322.36	Jefferson
880	69.00	437.86	506.86	Jefferson
881	53.00	-	53.00	Jefferson
882	-	-	-	Marshall
883	-	11.50	11.50	Marshall
884	355.23	-	355.23	Linden
885	144.05	94.94	238.99	Jefferson
886	112.56	-	112.56	Jefferson
887	-	-	-	Linden
			<u>1,743.69</u>	



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 129 as of 2/8/17

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	114	97	3	14	Termed 2 inactive subs [Part time consists of 1 FSW and 1 GSS]
CSBG	11	10	1	0	No change
Nutrition	2	1	1	0	No change
Nutrition - Linden Adm	2	1	0	1	No change

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff Pay Period 12/25/16 - 1/7/17	188.75	52.00	240.75	Unfilled Positions 1
Hours worked by Subs	136.25			
CSBG Staff	43.25	0.00	43.25	Unfilled Positions 0
Nutrition Staff	14.00	0.00	14.00	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost:	0	Requiring medical attention:	0	
Head Start Staff Pay Period	419.80	203.45	623.25	Unfilled Positions 1
Hours worked by Subs	404.00			
CSBG Staff	31.25	41.75	73.00	Unfilled Positions 1
Nutrition Staff	23.75	0.00	23.75	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			1	
Resulting in time lost:	0	Requiring medical attention:	1	
Total Hours Absent Both Pay Periods	720.80	297.20		

LWOP Savings	\$ 3,863.60	\$ 13.00	297.20	\$13.00 average hourly rate
HS Sub Usage Expense	\$ 4,403.04	\$ 8.15	540.25	\$8.15 average hourly sub rate
Savings for both periods	\$ (539.44)			

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65