

Community Services of Northeast Texas, Inc  
MINUTES  
Board Meeting  
March 26, 2019 - 12:00 Noon  
304 E Houston, Linden, Texas 75563

**Board Members Present**

Ross Hyde, Chairman

*Representing State Representative, Gary VanDeaver, Public Sector*

Judge Doug Reeder replaced Judge Lynda Munkres who was not present (Action item 8A)

*Morris County Judge, Public Sector*

Kassie Blum

*Representing Linden-Kildare CISD, Private Sector*

Rumy Gates

*Representing WoodForest Bank, Private Sector*

Christophe Trahan

*Representing Linden Economic Development Corporation, Private Sector*

Dr. Arcolia Jenkins, Vice Chairman

*Representing Creating Opportunities in Marion County, Private Sector*

Stacia Waters, Parliamentarian

*Democratically selected by Atlanta Property Management, Poverty Sector*

Lisa Martin

*Democratically selected by Hughes Springs Housing Authority, Poverty Sector*

Brenda Swisher, Secretary

*Representing Cass County Mayor Clarence Burns, Public Sector*

Donna Early, Treasurer

*Representing Cass County Judge Becky Wilbanks, Public Sector*

Ashley Oleson

*Representing Head Start Liaison, Poverty Sector*

**Board Members absent - NONE**

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**CALL TO ORDER**

Ross Hyde, Chairman, called the meeting to order at 12:10 p.m.

Quorum: established by Dan Boyd, Executive Director, 11 of 11 members present.

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**MINUTES**

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Motion: Arcolia Jenkins, Vice-Chair moved to approve the February 26, 2019 minutes.

Second: Stacia Waters, Parliamentarian

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

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**AGENDA**

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Motion: Ashley Oleson, moved to accept the agenda as written.

Second: Lisa Martin

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

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**CHAIRMAN'S COMMENTS AND RECOGNITIONS**

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None

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**TRAINING / PRESENTATIONS**

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- 1) Audit – Presented by Neil Phillips of Jarred, Gilmore & Phillips, PA (Org. Std. 8.1, 8.3)
  - 2) Pittsburg Head Start Presentation- Presented by Kaye Nelms
  - 3) OHS Video - Homelessness
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**COMMITTEE REPORTS**

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No 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
- C. Finance – will discuss report in Action item C
- D. Executive – This committee meets only when necessary.
- E. Nominating – This committee met via phone conference (report as a motion)
- F. ByLaws – No current report required

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

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**Action Items**

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

None

## **B. Approve Consent Agenda**

1. Human Resources Report (Org. Std. 5.9)
2. Head Start Report (Org. Std. 5.9)
3. Community Services Reports (Org. Std.5.9)
4. Service and Transportation Reports (OS 5.9)

Motion: Arcolia Jenkins moved to accept the Consent Agenda

Second: Romy Gates

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 Board formally receives and accepts Audit (Org Std. 8.4)**

Motion: Stacia Waters, Parliamentarian moved to receive and accept the audit.

Second: Donna Early, to receive and accept the audit.

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

## **D. Discuss/Approve Requesting a new five year non-competitive Head Start Grant per 1304.15(a)(2)**

Motion: Donna Early, Treasurer, moved to accept the request for a new five year non-competitive Head Start grant.

Second: Christophe Trahan

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

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## **STAFF REPORTS**

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### **A. Financial Report – Prepared and presented by Shelley Mitchell (OS 8.7)**

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## **EXECUTIVE DIRECTOR'S REPORT**

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Dan shared he has been certified for “Getting Ahead in a Just Getting By World.” Discussed potential summer activities for Youth in the Community Center building. Announced De Anna House’s resignation along with two other staff members.

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## **DISCUSSION ITEMS**

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1. A copy of the CSNT 990 was made available, and the Board is aware it is on the CSNT website (Org. Std. 8.6)
2. Circle Assessment Wave 2
3. Frog Street Assessment Wave 2 Data

4. School Readiness Performance Wave 2 Data
5. CLASS Detailed Monitoring Data
6. Results of Governance and Leadership Screening

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**AUDIENCE COMMENTS**

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NONE

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**EXECUTIVE SESSION**

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- 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.

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**ADJOURN**

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Motion made to adjourn the meeting by Arcolia Jenkins, Vice-Chair and second by Donna Early, Treasurer at 2:19pm.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2019  
(Board Secretary) (Date)

# Board Minutes Organizational Standards Checklist:

## Organizational Standard 1.1

Number of low-income persons participating: Three

Is Policy Council represented? Yes  No

Is the Policy Council representative low-income?  Yes  No

Is there an attorney on the board? Yes  No

Is a contract in place for an attorney: Yes  No

Is there an early child expert on the board?  Yes  No

Is there a finance expert on the board?  Yes  No

Were minutes submitted from advisory groups?  Yes  No

Were minutes submitted from committee meetings?  Yes  No

Were any of the following discussed during the meeting?

Recruitment documents Yes  No

Solicitation materials  Yes  No

Final board membership list Yes  No

Did a low-income person participate in the development of services?  Yes  No

Did a low-income person participate in the provision of services?  Yes  No

Did a low-income person participate in the needs assessment process?  Yes  No

## Organizational Standard 3.5

Did the Board formally accept the Community Assessment? Yes  No

## Organizational Standard 5.1

Is the Board structured in compliance with the CSBG Act? Yes

Total number of Board seats = 12

Total number of democratically elected representatives of the low-income community = Three

(must be at least 4)  Yes  No

Total number of local elected officials = Four

(must be exactly 4)  Yes  No

Total number of members from major groups and interests in the community = Four

(must be 4 or less)  Yes  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?  Yes  No

Where is it? ByLaws – Article V – Section 3

**Organizational Standard 5.3**

The organization's bylaws have been reviewed by an attorney within the past five years.  Yes  No Date: 7.22.16

**Organizational Standard 5.8**

Governing board members have been provided with training on their duties and responsibilities within the past two years.  Yes  No Date: 4.25.18

**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.  Yes  No Date: 5.25.16