

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
June 25, 2019 - 12:00 Noon
304 E Houston, Linden, Texas 75563

Board Members Present

Judge Doug Reeder

Morris County Judge, Public 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

Lisa Martin

Democratically selected by Hughes Springs Housing Authority, Poverty Sector

Brenda Swisher, Secretary

Representing Cass County Mayor Clarence Burns, Public Sector

Ashley Oleson

Representing Head Start Liaison, Poverty Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Ross Hyde, Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Shelby Ebarb – was seated 6/25/19

Representing Linden-Kildare CISD, Private Sector

Board Members Absent

None

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:17 p.m.

Quorum: established by Dan Boyd, Executive Director, 9 of 9 members present with one new board member seated. Quorum was increased to 10 of 10 present.

MINUTES

Motion: Arcolia Jenkins, Vice-Chair moved to approve the May 28, 2019 minutes.

Second: Rummy Gates

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

AGENDA

Motion: Arcolia Jenkins, Vice-Chair moved to accept the agenda with an addition to add a Resolution to approve the TBRA contract.

Second: Donna Early, Treasurer

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

A supplemental notice was posted at 9:00am in accordance with Section 551.045 of the Texas Open Meetings Act. An unforeseen situation was identified and one item was added to the agenda. (Item 8E).

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Everyone introduced themselves to Shelby Ebarb, Linden Kildare representative replacing Kassie Blum.

TRAINING / PRESENTATIONS

No Training or Presentations

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
- 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.

Action Items

A. Seat New Board Member(s)

Shelby Ebarb was seated.

Motion: Christophe Trahan moved to accept Shelby Ebarb as a board member.

Second: Lisa Martin

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

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: Romy Gates moved to accept the Consent Agenda

Second: Judge Doug Reeder

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 Head Start Grant #06CH7174/06 – Total amount \$4,913,580 (\$3,885,226 funds, \$45,638 Training and Technical Assitance, and \$982,716 Non-Federal Share)

Motion: Donna Early, Treasurer

Second: Arcolia Jenkins, Vice-Chair

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

D. Discuss/Approve – not having a July Meeting

Motion: Arcolia Jenkins, Vice-Chair

Second: Judge Reeder

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

E. Discuss/Approve Resolution for TBRA Contract

Motion: Arcolia Jenkins, Vice-Chair

Second: Christophe Trahan

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

STAFF REPORTS

A. Financial Report – Prepared and presented by Shelley Mitchell

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. (OS 8.7)

EXECUTIVE DIRECTOR'S REPORT

Dan discussed:

- Reminded members of tabled items in Executive Session
- Need Poverty Sector Board Members

DISCUSSION ITEMS

1. 2018-2019 Final PIR Data
2. Nutrition Menu change

AUDIENCE COMMENTS

NONE

EXECUTIVE SESSION

- A. Discuss Evaluation for Executive Director
- B. Review Executive Director Salary
- C. EEOC case

Motion: Donna Early, Treasurer moved to enter Executive Session at 12:46 pm

Second: Judge Reeder

Declared in at 12:48

Review and Salary

Motion: Romy Gates moved to close Executive Session at 1:13 pm

Second: Christophe Trahan

The Board completed the required evaluation of the Executive Director's performance. (OS 7.4)

The Board also reviewed and approved the Executive Director's annual salary. At the Executive Director's request, no changes were made to the Executive Director's Salary. (OS 7.5)

- 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.

ADJOURN

Motion made to adjourn the meeting by Christophe Trahan and second by Donna Early at 1:18 pm.

Approved by: _____, on _____, 2019
(Board Secretary) (Date)

Board Minutes Organizational Standards Checklist:

Organizational Standard 1.1

Number of low-income persons participating: None

Is Policy Council represented? Yes X No

Is the Policy Council representative low-income? Yes No

Is there an attorney on the board? Yes x No

Is a contract in place for an attorney: x 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 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 No

Final board membership list Yes x No

Did a low-income person participate in the development of services? Yes x 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 3.5

Did the Board formally accept the Community Assessment? Yes X 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 = Two

(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: 4.23.19

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

Organizational Standard 7.4

Performance appraisal of Executive Director X Yes No 6.25.19

Organizational Standard 7.5

Reviews and approves Executive Director Salary X Yes No 6.25.19