

Community Services of Northeast Texas, Inc  
MINUTES  
Executive Committee Meeting  
August 31, 2020 - 12:00 Noon  
Kaufman Training Room, Linden, Texas 75563

**Actions of the Executive Committee do not need to be ratified by the full board.**

**Committee Members Present**

Christophe Trahan  
*Representing Linden Economic Development Corporation, Private Sector*

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

Dr. Arcolia Jenkins, Vice Chairman  
*Representing Creating Opportunities in Marion County, Private Sector*

**Committee Members Absent**

Brenda Swisher, Secretary  
*Representing Cass County Mayor Clarence Burns, Public Sector*

Donna Early, Treasurer  
*Representing Cass County Judge Becky Wilbanks, Public Sector*

**CALL TO ORDER**

Ross Hyde, Chairman, called the meeting to order at **12:19 p.m.**

**Quorum: established 3 of 5 members present**

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**MINUTES**

Motion: Christophe Trahan, Parliamentarian, moved to approve the June 23, 2020 Minutes.

Second: Arcolia Jenkins, Vice-Chairman

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

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**AGENDA**

Motion: Arcolia Jenkins, Vice-Chairman, moved to accept the agenda

Second: Christophe Trahan, Parliamentarian

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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None

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## COMMITTEE REPORTS

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- 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 – No current report required
- D. Executive – This committee meets only when necessary
- E. Nominating – No current report required
- F. By Laws – No current report required

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

No committee reports at this time

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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 (Org. Std. 5.9)
5. VSN Report (Org. Std. 5.9)
6. TBRA Report (Org. Std. 5.9)

Motion: Christophe Trahan, Parliamentarian, moved to accept the Consent Agenda

Second: Arcolia Jenkins, Vice-chairman

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** – Updated Head Start/Early Head Start Conversion Grant #06CH011282/01 \$5,182,281 (\$4,145,825 Non-Federal Share \$1,036,457)
- 1) Prorated Head Start \$831,305 (\$665,044 Non-Federal Share \$166,261)
  - 2) Prorated Early Head Start \$68,474 Non-Federal Share \$17,119)

Motion: Christophe Trahan, Parliamentarian  
Second: Arcolia Jenkins, Vice-Chairman  
All in favor voted aye, none opposed, the motion carried unanimously.

- D. Discuss/Approve** – Updated Head Start/Early Head Start Continuation Grant #06CH011282/02 \$5,182,281 (\$4,145,825 Non-Federal Share \$1,036,457)
- 1) Head Start \$4,890,026 (\$3,912,021 Non-Federal Share \$978,005)
  - 2) Early Head Start \$292,255 (\$233,804 Non-Federal Share \$58,451)

Motion: Christophe Trahan, Parliamentarian  
Second: Arcolia Jenkins, Vice-Chairman  
All in favor voted aye, none opposed, the motion carried unanimously.

- E. Discuss/Approve** – Early Head Start Expansion Grant 2021-2022 \$1,138,209 (\$1,138,209 Non-Federal Share \$284,552)

Motion: Christophe Trahan, Parliamentarian  
Second: Arcolia Jenkins, Vice-Chairman  
All in favor voted aye, none opposed, the motion carried unanimously.

- F. Discuss/Approve** – Remote Learning Plan

Motion: Christophe Trahan, Parliamentarian  
Second: Arcolia Jenkins, Vice-Chairman  
All in favor voted aye, none opposed, the motion carried unanimously.

- G. Discuss/Approve** – Updated Policies and Procedure – Emergency Statement

Motion: Arcolia Jenkins, Vice-Chairman, moved to accept the agenda  
Second: Christophe Trahan, Parliamentarian  
All in favor voted aye, none opposed, the motion carried unanimously

- H. Discuss/Approve** – Daily Weekly Monthly Duties Form

Motion: Christophe Trahan, Parliamentarian  
Second: Arcolia Jenkins, Vice-Chairman  
All in favor voted aye, none opposed, the motion carried unanimously.

**I. Discuss/Approve** – 2021 CSBG Community Action Program (CAP) Plan and 2021 CSBG Budget

Motion: Christophe Trahan, Parliamentarian

Second: Arcolia Jenkins, Vice-Chairman

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 by Shelley Mitchell, CFO and presented by Dan Boyd, ED

**B. Head Start Report** – Berny Harris prepared and presented

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)

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**EXECUTIVE DIRECTOR'S REPORT**

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- 1) Discussed Youth Enrichment Program (YEP)
- 2) Payee Program
- 3) Valley Services

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**DISCUSSION ITEMS**

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- 1) 2019-2020 Final PIR Data
- 2) Program Goals Progress 2019-2020
- 3) IRS Form 990 has been completed and is available for Board Members to review. It is also posted on the agency website for public review. (OS 7.4,7.5)

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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-Chairman at 1:15pm.

Approved by: \_\_\_\_\_, on \_\_\_\_\_, 2020  
(Board Secretary) (Date)

## **Board Minutes Organizational Standards Checklist:**

### **Organizational Standard 1.1**

Number of low-income persons participating: 0

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 = Zero

(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 = Three

(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

### **Organization Standard 5.4**

The organization documents that each governing board member has received a copy of the bylaws within the past two years.  Yes  No Date 1-28-2020

### **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 5.9**

The organization's governing board receives programmatic reports at each regular board meeting. X Jan X Feb X Mar X Apr X May X June X July X Aug  Sept  Oct  Nov  Dec

### **Organizational Standard 6.1**

The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past five years.  Yes  No Date: 5.25.16

### **Organizational Standard 7.1**

**The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board with the past five years.**

X Yes  No Date: 10.22.19

### **Organizational Standard 7.2**

**The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.**

X Yes  No Date: 10.22.19

### **Organizational Standard 7.3**

The organization has written job descriptions for all positions, which have been updated with the past five years. X Yes  No Date: 10.22.19

### **Organizational Standard 7.4**

Performance appraisal of Executive Director X Yes  No Date: 6.23.20

### **Organizational Standard 7.5**

Reviews and approves Executive Director Salary Yes X No Date:

### **Organizational Standard 7.6**

The organization has a policy in place for regular written evaluation of employees by their supervisors. X Yes  No Date: 10.22.19

### **Organizational Standard 7.7**

The Organization has a whistleblower policy that has been approved by the governing board. X Yes  No Date: 10.22.19

### **Organizational Standard 7.8**

All staff participate in a new employee orientation within 60 days of hire.

X Yes  No Date: 10.22.19

### **Organizational Standard 7.9**

The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. Yes

<u>ROMA Training for 12 staff</u>	<u>September 5, 2019</u>
<u>What Children &amp; Young People Say</u>	<u>April 20, 2020</u>
<u>Making Sense of Ourselves</u>	<u>April 23, 2020</u>
<u>Facilitating Group Discussions</u>	<u>April 24, 2020</u>
<u>Microbes-Friend or Foe?</u>	<u>April 27, 2020</u>

### **Organizational Standard 8.1**

The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit. X Yes Date January 27-29, 2020

### **Organizational Standard 8.2**

All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.

Yes Date NO FINDINGS

### **Organizational Standard 8.3**

The organization's auditor presents the audit to the governing board.  
X Yes Date May 26, 2020 via video conference

### **Organizational Standard 8.4**

The governing board formally receives and accepts the audit.  
X Yes Date May 26, 2020 via video conference

### **Organizational Standard 8.5**

The organization has solicited bids for its audit within the past five (5) years.  
 Yes Year

### **Organizational Standard 8.6**

The IRS Form 990 is completed annually and made available to the governing board for review. X Yes Date 6.23.2020

### **Organizational Standard 8.7**

The governing board receives financial reports at each regular meeting that include the following: 1) Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2) Balance sheet/statement of financial position.

X Jan	X April	X July	<input type="checkbox"/> October
X Feb	X May	X Aug	<input type="checkbox"/> November
X Mar	X June	<input type="checkbox"/> Sept	<input type="checkbox"/> December