

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
October 27, 2020 - 12:00 Noon
Kaufman Training Room, Linden, Texas 75563

Board Members Present

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

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

Judge Doug Reeder
Morris County Judge, Public Sector

Board Members Absent

Rumy Gates
Representing WoodForest Bank, Private Sector

Shelby Ebarb – was seated 6/25/19
Representing Linden-Kildare CISD, Private Sector

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

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:29 p.m.
Quorum: established 5 of 8 members present

MINUTES

Motion: Christophe Trahan, Parliamentarian moved to approve the September 22, 2020 Minutes.
Second: Doug Reeder
All in favor voted aye, none opposed, the motion carried unanimously

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

Bernadette Harris, Head Start Director, reviewed the Fast Fact – Head Start Community Assessment with the members.

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 – 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

Action Items

A. Seat New Board Member(s)

Discuss new applicants/candidates

Cecelia Huff, current Policy Council Chairperson was appointed by Policy Council to serve as the Liasion and represent the Poverty Seat for the Head Start Parent Requirement.

Motion: Doug Reeder moved to accept Cecelia Huff

Second: Arcolia Jenkins, Vice-Chairman

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

B. Approve Consent Agenda

1. Community and County Services Reports (Org. Std.5.9)
2. Human Resources Report (Org. Std. 5.9)
3. Service and Transportation Reports (Org. Std. 5.9)
4. VSN Report (Org. Std. 5.9) Dan noted new \$300K grant effective July 1st.
5. TBRA Report (Org. Std. 5.9)

Dan Boyd asked that the Community and County Services Reprt be moved to the Reports section to be discussed.

Motion: Christophe Trahan, Parliamentarian moved to accept the Consent Agenda with moving the Community and County Services Report.

Second: Arcolia Jenkins, Vice-Chairman

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

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

C. Discuss/Approve – Head Start Standard Operating Procedures

Motion: Christophe Trahan, Parliamentarian moved to accept

Second: Doug Reeder

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

D. Discuss/Approve – Head Start Standard Operating Manuals and Forms

Motion: Arcolia Jenkins, Vice-Chairman moved to accept

Second: Christophe Trahan, Parliamentarian

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

E. Discuss/Approve - Financial Policies and Procedures including the Financial Code of Conduct (Org. Std 8.10)

Motion: Arcolia Jenkins, Vice-Chairman moved to accept

Second: Doug Reeder

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

**F. Discuss/Approve - Personnel Policies and Procedures
(1/2 of Org. Std. 7.1)**

1) #520 Remote Work (Formerly known as Telecommuting)

2) #601 Medical Leave & #602 Family Medical Leave

Motion: Christophe Trahan, Parliamentarian moved to accept

Second: Doug Reeder

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

G. Discuss/Approve - Job Descriptions (Org. Std. 7.3)

1) Mental Health Advocate

2) Family Service Coordinator

3) Content Area Assistant
4) Head Start Project Coordinator
Motion: Arcolia Jenkins, Vice-Chairman moved to accept
Second: Christophe Trahan, Parliamentarian
All in favor voted aye, none opposed, the motion carried unanimously.

H. Discuss/Approve - Updated Volunteer Rates (Part of 2.4 Org. Std.)
Motion: Christophe Trahan, Parliamentarian moved to accept
Second: Arcolia Jenkins, Vice-Chairman
All in favor voted aye, none opposed, the motion carried unanimously.

I. Discuss/Approve - 2021 Community Assessment Update
Motion: Doug Reeder moved to accept
Second: Arcolia Jenkins, Vice-Chairman
All in favor voted aye, none opposed, the motion carried unanimously.

STAFF REPORTS

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)

C. Community and County Services Report – Kisha Chambers prepared the report and Dan Boyd presented the report.

EXECUTIVE DIRECTOR'S REPORT

There may be an opportunity to apply for additional CARES Act funds after the Election.

DISCUSSION ITEMS

None

AUDIENCE COMMENTS

None

EXECUTIVE SESSION

None

- 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 or 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, Parliamentarian at 1:39pm.

Approved by: _____, on _____, 2020
(Board Secretary) (Date)

Board Minutes Organizational Standards Checklist:

Organizational Standard 1.1

Number of low-income persons participating: 1

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 = **One**

(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

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. Jan Feb Mar Apr May June July 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.

Yes No Date: 10.22.19 Board Review

Yes No Date:

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.

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. Yes No Date: 10.22.19

Organizational Standard 7.4

Performance appraisal of Executive Director Yes No Date: 8.31.2020

Organizational Standard 7.5

Reviews and approves Executive Director Salary Yes No Date: 9.22.2020

Organizational Standard 7.6

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

Organizational Standard 7.7

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

Organizational Standard 7.8

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

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>Sept 05, 2019</u>
<u>What Children & Young People Say</u>	<u>April 20, 2020</u>
<u>Making Sense of Ourselves</u>	<u>April 23, 2020</u>
<u>Facilitating Group Discussions</u>	<u>April 24, 2020</u>
<u>Microbes-Friend or Foe?</u>	<u>April 27, 2020</u>

Organizational Standard 8.1

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

Yes Date May 26, 2020

Organizational Standard 8.4

The governing board formally receives and accepts the audit.

Yes Date May 26, 2020

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. Yes Date August 31, 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.

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