

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
May 25, 2021 - 12:00 Noon
304 East Houston St., Linden, Texas 75563

Board Members Present

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

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Board Members Absent

Kendall Wells/Kerri Winters

Representing Linden-Kildare CISD, Private Sector

Cecelia Huff

Representing Bowie County, Poverty Sector

Carolyn Mitchell

Representing Cass County, Poverty Sector

Judge Leward Lafleur

Marion County Judge, Public Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:27 p.m.

Quorum: established 4 of 8 members present, 5 of 9 with Angela Thompson seated.

MINUTES

Motion: Judge Reeder, Parliamentarian moved to approve the April 27, 2021 Minutes.

Second: Donna Early, Treasurer

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

AGENDA

Motion: Arcolia Jenkins, Vice-Chair moved to approve the May 25, 2021 agenda.

Second: Donna Early, Treasurer

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Reminded other board members to submit the Executive Director's evaluation to him via email or delivery.

TRAINING / PRESENTATIONS

A. Question of the Month – Berny Harris

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 – No current report required.
- E. Nominating – No current report required.
- F. By Laws – No Current report required

Dan Boyd, Executive Director discussed each committee's upcoming reports and the expected date of subjects due.

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

Action Items

A. Seat New Board Member(s)

Angela Thompson was seated representing the Poverty Sector. (Org. 5.5)
Motion: Donna Early, Treasurer, moved to accept Angela Thompson.
Second: Arcolia Jenkins, Vice-Chair
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. Head Start and PIR Report (Org. Std.5.9)
3. Human Resources Report (Org. Std. 5.9)
4. Service and Transportation Reports (Org. Std. 5.9)
5. VSN Report (Org. Std. 5.9)
6. Payee Report (Org. Std. 5.9)

Motion: Judge Reeder, Parliamentarian moved to accept the Consent Agenda.
Second: Angela Thompson
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/Early Head Start Continuation Grant #06CH011282/03 \$5,244,808 (\$4,195,846 Non-Federal Share \$1,048,962)

1. Head Start \$4,949,069 (\$3,959,256 Non-Federal Share - \$989,814)
2. Early Head Start \$295,740 (\$236,592 Non-Federal Share \$59,148)

Motion: Arcolia Jenkins, Vice-Chair

Second: Donna Early, Treasurer

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

D. Discuss/Approve Contracted Teaching Services (School Districts) Manual Grantee 06CH011252/02

Motion: Judge Reeder, Parliamentarian

Second: Angela Thompson

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

E. Discuss/Approve Disposition of Head Start Vehicles Grant#06CH011282/02

Motion: Donna Early, Treasurer

Second: Arcolia Jenkins, Vice-Chair

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

F. Discuss/Approve 2021-2022 Parent Handbook

Motion: Angela Thompson

Second: Judge Reeder, Parliamentarian

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

G. Discuss/Approve Program Goals 2021 – 2022

1. Program Goals 2021 – 2022
2. PFCE Goals 2021-2022
3. School Readiness Goals 2021-2022

Motion: Donna Early, Treasurer

Second: Judge Reeder, Parliamentarian

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

H. Discuss/Approve Nutrition Menus 2021 - 2022

Motion: Donna Early, Treasurer

Second: Arcolia Jenkins, Vice-Chair

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

Lost quorum at 1:37pm, when Arcolia Jenkins, Vice-Chair had to leave. This created an automatic adjournment of the meeting.
Remaining action items will be moved to June's Board meeting as Consent Agenda.

I. Discuss/Approve 2021 – 2022 School Calendars

J. Discuss/Approve School Readiness Committee Action Items

1. Frog Street 2020
2. Move and Learn with Choosy (I am Moving I am Learning)

K. Contracts – As signatory for the Agency the Executive Director has signed for contracts:

1. CSBG_CARES_61200003337_2-Amendment 2-Extending ending date to 12-31-2021
2. TBRA_Contract Amendment 2020-0002-Extending previous contract
3. Insurance Binding-Child Death and Dismemberment
4. Insurance Binding-Volunteer Death and Dismemberment
5. Insurance Binding-Property and Casualty
6. Insurance Binding-Fidelity Bond
7. CSBG_DISCRETIONARY_61200003483_0 Contract for CSBG Discretionary funds

STAFF REPORTS

A. Financial Report – Prepared and presented by Shelley Mitchell, CFO.

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)

No discussion was had due to the meeting being adjourned.

EXECUTIVE DIRECTOR'S REPORT

A. Welcomed Angela Thompson

B. Reviewed laminated sheet handed to all board members and the responsibilities expected

C. Informed board of concern and requested "opinion" of random drug tests vs CBD oil; also charged board to research for discussion.

D. Informed board of increase of Directors & Officers (D&O) Insurance coverage from \$1m with a \$10K deductible to \$2m with \$5K deductible.

DISCUSSION ITEMS

A. Notice was given to the adjourned group of the following:

1. 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 8.6)
2. Discuss 2020-2021 School Readiness Performance Data
3. Discuss PFCE Goals Progress 2020-2021
4. Discuss Program Goals Progress 2020-2021
5. Discuss CLASS Data Spring 2020-2021
6. Discuss Circle Assessment Wave 3 Data Spring 2020-2021
7. Discuss Program Options 2021-2022
8. Discuss Financial Audit FY 2020

No discussions took place.

AUDIENCE COMMENTS

EXECUTIVE SESSION

Executive Director Evaluation
Executive Director Salary Discussion

This has been postponed until the June Board meeting.

- 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

Adjournment was created when Arcolia Jenkins, Vice-Chair left the meeting.

Approved by: _____, on _____, 2021
(Board Secretary) (Date)

Board Minutes Organizational Standards Checklist:

- 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

Organizational Standard 1.1

- Number of low-income persons participating: **Three (3)**
Is Policy Council represented? Yes No
Is the Policy Council representative low-income? 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 (3)**
(must be at least 4) Yes No
Total number of local elected officials = **Four (4)**
(must be exactly 4) Yes No
Total number of members from major groups and interests in the community = **Two (2)**
(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 organizational 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 (Human Resources keeps a spreadsheet)

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 No Date February 1-5, 2021

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 via zoom.

Yes Date April 27, 2021

Organizational Standard 8.4

The governing board formally receives and accepts the audit.

Yes Date April 27, 2021

Organizational Standard 8.5

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

Yes Year Will solicit bids 2021

Organizational Standard 8.6

The IRS Form 990 is completed annually and made available to the governing board for review. Yes Date May 25, 2021

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.

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