

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
July 27, 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

Carolyn Mitchell

Representing Cass County, Poverty Sector

Angela Thompson

Representing Bowie County, Poverty Sector

Jennifer Reynolds

Representing Morris County, Poverty Sector

Board Members Absent

Kendall Wells/Kerri Winters

Representing Linden-Kildare CISD, Private Sector

Cecelia Huff

Representing Bowie County, Poverty Sector

Judge Leward Lafleur

Marion County Judge, Public Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12.:24 p.m.

Quorum: established 6 of 9 members present, 7 of 10 with Jennifer Reynolds seated.

MINUTES

Motion: Judge Reeder, Parliamentarian moved to approve the May 25, 2021 Minutes.
Second: Arcolia Jenkins, Vice-Chair
All in favor voted aye, none opposed, the motion carried unanimously

AGENDA

Motion: Judge Reeder, Parliamentarian moved to approve the agenda.
Second: Donna Early, Treasurer
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Chairman Ross Hyde was grateful to Dan back after his absence with illness. "Want you to be able to enjoy retirement."

TRAINING / PRESENTATIONS

A. Roles and Responsibilities – Dan Boyd (12:25-1:05 training time)

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.
- B. Finance – (Committee: Ross Hyde, Donna Early, Judge Doug Reeder, Angela Thompson) Need to schedule meeting regarding Audit Procurement.
- D. Executive – No current report required.
- E. Nominating – No current report required.
- F. By Laws – No Current report required

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

Action Items

A. Seat New Board Member(s)

Jennifer Reynolds was seated representing the Poverty Sector. (Org. 5.5)
Motion: Donna Early, Treasurer, moved to accept Jennifer Reynolds.
Second: Judge Reeder, Parliamentarian
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: Angela Thompson moved to accept the Consent Agenda.

Second: Carolyn Mitchell

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 Community Assessment (OS 3.5)

Motion: Arcolia Jenkins, Vice-Chair

Second: Donna Early, Treasurer

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

D. Discuss/Approve Audit Bid Pack – (This was postponed)

E. Discuss/Approve Indirect Cost Rate

Motion: Donna Early, Treasurer

Second: Carolyn Mitchell

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

F. Discuss/Approve New Policy 412 – Additional Hazard Pay

Motion: Angela Thompson

Second: Carolyn Mitchell

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

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)

EXECUTIVE DIRECTOR'S REPORT

- A. Welcomed Jennifer Reynolds
- B. Discussed process of ordering shirts for Board
- C. Discussed outreach and partnerships
- D. Spoke of consequences of personal healthcare

DISCUSSION ITEMS

- A. None

AUDIENCE COMMENTS

EXECUTIVE SESSION

Motion to enter Executive Session at 2:45pm: Judge Reeder
Second: Donna Early, Treasurer

Executive Director Evaluation
Executive Director Salary Discussion

Motion to exit Executive Session at 3:20pm: Donna Early
Second: Carolyn Mitchell

- 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.

ACTION FROM EXECUTIVE SESSION

Motion on Action of 2% for 2020, 3.5% for 2021, and 3% for 2022 increase in salary,
Judge Reeder
Second: Donna Early, Treasurer
All in favor voted aye, none opposed, the motion carried unanimously.

ADJOURN

Motion to adjourn by Donna Early, Treasurer at 3:30pm.

Second: Carolyn Mitchell

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 = **Four (4)**

(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 the remainder) 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: 7.27.2021

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: 7.27.2021

Organizational Standard 7.5

Reviews and approves Executive Director Salary Yes No Date: 7.27.2021

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 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.

Jan April July October
 Feb May Aug November
 Mar June Sept December