

Community Services of Northeast Texas, Inc
MINUTES
Board Meeting
August 24, 2021 - 12:00 Noon
304 East Houston St., Linden, Texas 75563

Board Members Present

Ross Hyde, Chairman
Representing State Representative, Gary VanDeaver, 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

Keri Winters
Representing Linden-Kildare CISD, Private Sector

Cecelia Huff
Representing Bowie County, Poverty Sector

Judge Leward Lafleur
Marion County Judge, Public Sector

Board Members Absent

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

Judge Doug Reeder
Morris County Judge, Public Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12.:04 p.m.
Quorum: established 7 of 10 members present.

MINUTES

Motion: Judge Lafleur moved to approve the July 27, 2021 Minutes.
Second: Carolyn Mitchell
All in favor voted aye, none opposed, the motion carried unanimously

AGENDA

Motion: Donna Early, Treasurer moved to approve the agenda with the change of training moved to next month's meeting.
Second: Carolyn Mitchell
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

- A. Training-Question of the Month-Berny Harris (Ask to move until September's meeting.)

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. (Will when procurement is ready to be discussed.)
- 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)

None

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: Donna Early, Treasurer 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 Tooth Brushing Policy Addendum

Motion: Donna Early, Treasurer moved to accept.
Second: Keri Winters
All in favor voted aye, none opposed, the motion carried unanimously.

STAFF REPORTS

- A. Financial Report – Prepared by Shelley Mitchell, CFO. The board reviewed the reports and had no questions.
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

DISCUSSION ITEMS

- A. Final PIR Head Start and Early Head Start 2020-2021

AUDIENCE COMMENTS

Executive Assistant asked new board members to stay after meeting for Orientation, and complete all acknowledgments that pertain to Orientation.

EXECUTIVE SESSION

- 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 to adjourn by Judge Lafleur at 12:15 pm.
Second: Cecelia Huff, Secretary

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

Date **7.27.2021**

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:

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

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: 8.6.21

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: 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 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.

X Yes Date April 27, 2021

Organizational Standard 8.5

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

X Yes Year 2021

Organizational Standard 8.6

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

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