

Community Services of Northeast Texas, Inc.
MINUTES
Board Meeting
September 28, 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

Judge Doug Reeder, Parliamentarian
Morris County Judge, Public Sector

Angela Thompson
Representing Bowie County, Poverty Sector

Jennifer Reynolds
Representing Morris County, Poverty Sector

Cecelia Huff, Secretary
Representing Bowie County, Poverty Sector

Jonathan Owen
Representing Linden-Kildare CISD, Private Sector

John Baxter
Representing Texana Bank, Private Sector

Board Members Absent

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

Judge Leward Lafleur
Marion County Judge, Public Sector

Carolyn Mitchell
Representing Cass County, Poverty Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:20 p.m.
Quorum: established 6 of 9 members present.

MINUTES

Motion: Donna Early, Treasurer moved to approve the August 24, 2021 minutes.
Second: Cecelia Huff, Secretary
All in favor voted aye, none opposed, the motion carried unanimously

AGENDA

Motion: Angela Thompson moved to approve the agenda with the change to postpone 6A – Training of History of Head Start to October 26, 2021 meeting.
Second: Cecelia Huff, Secretary
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

- A. Training-History of Head Start - moved to October 26, board 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, Cecelia Huff) Schedule before October board meeting.
- D. Executive – No current report required.
- E. Nominating – Schedule before October board meeting.
- 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)**

Seated two new members in the Private Sector: Jonathan Owen, representing LKISD, and John Baxter, representing Texana Bank.

Motion: Donna Early, Treasurer moved to accept new board members.
Second: Cecelia Huff, Secretary
All in favor voted aye, none opposed, the motion carried unanimously

B. Approve Consent Agenda

1. County Services Reports (Org. Std.5.9)
2. Head Start and Early Head Start Reports (Org. Std.5.9)
3. Service and Transportation Reports (Org. Std. 5.9)
4. VSN Report (Org. Std. 5.9)
5. Payee Report (Org. Std. 5.9)
6. TBRA Report (Org. Std. 5.9)
7. Approve resolution for bank account for ATMOS Energy funds
8. Approve resolution for bank account for Indirect Cost Pool funds

Motion: Judge Reeder, Parliamentarian moved to accept the Consent Agenda.

Second: Donna Early, Treasurer

Abstained: John Baxter

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 Indirect Cost Rate (ICR) revised budget for CSBG 2021

Motion: Angela Thompson moved to accept.

Second: Jennifer Reynolds

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

D. Discuss/Approve Indirect Cost Rate (ICR) revised budget for CEAP 2021

Motion: Donna Early, Treasurer moved to accept.

Second: Cecelia Huff, Secretary

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

E. Discuss/Approve Indirect Cost Rate (ICR) revised budget for Head Start PY02

Motion: Donna Early, Treasurer moved to accept.

Second: Angela Thompson

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

F. Discuss/Approve Agency Strategic Plan (OS 6.1)

Motion: Cecelia Huff, Secretary moved to accept.

Second: Jonathan Owen

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

- G. Discuss/Approve** Agency Strategic Plan updates (OS 6.5) (The governing board has received an update on progress meeting the goals of the strategic plan within the past 12 months.)

Motion: Donna Early, Treasurer moved to accept.

Second: Cecelia Huff, Secretary

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

- H. Discuss/Approve** Policy 723 Office Decorations

Motion: Judge Reeder, Parliamentarian moved to accept.

Second: Cecelia Huff, Secretary

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

- I. Discuss/Approve** Community Action Plan (CAP) (OS 4.3, 4.4)

Postponed to October's board meeting.

- J. Discuss/Approve** CSBG budget 2022 for \$433,947

Motion: Donna Early, Treasurer moved to accept.

Second: Jennifer Reynolds

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

- K. Discuss/Approve** CSNT Annual Report

Motion: Angela Thompson moved to accept.

Second: Jennifer Reynolds

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

- L. Discuss/Approve** Policy Council By-Laws

Motion: Cecelia Huff, Secretary moved to accept.

Second: Angela Thompson

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

- M. Discuss/Approve** Head Start/Early Head Start 06CH011282/02 Estimated Budget Revision

1. 10% De Minimis Prorated Cost Rate

2. Equipment Line Item Purchase of Bus to increase from \$61,000 to \$63,000

Motion: Donna Early, Treasurer moved to accept.

Second: Judge Reeder, Parliamentarian

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

- N. Discuss/Approve** Continuation Grant Application for Head Start/Early Head Start 06CH011282/03 for a total of \$5,244,808 with \$415,021 in the Indirect Cost Line item (10% De Minimis)

Motion: John Baxter moved to accept.

Second: Jonathan Owen

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, Executive Director.
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)
- B. Human Resources Report – Prepared by Charlotte Hall, HR Director, and presented by Dan Boyd, Executive Director.

EXECUTIVE DIRECTOR'S REPORT

Activities:

1. Attended National Community Action Partnership conference in Boston
2. Attended Ruby Payne Bridges Out of Poverty conference and training in San Antonio
3. Penned new policy for mandatory vaccines - will have more information at October's meeting – will probably lose some staff

DISCUSSION ITEMS

NONE

AUDIENCE COMMENTS

NONE

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 Cecelia Huff, Secretary, 1:58 pm

Second: Judge Reeder, Parliamentarian

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

Board Minutes Organizational Standards Checklist:

Is there an attorney on the board? X Yes No

Is a contract in place for an attorney: Yes X No

Is there an early child expert on the board? X Yes No

Is there a finance expert on the board? X Yes No

Organizational Standard 1.1

Number of low-income persons participating: Three (3)

Is Policy Council represented? X Yes No

Is the Policy Council representative low-income? X Yes No

Were minutes submitted from advisory groups? Yes X No

Were minutes submitted from committee meetings? Yes X No

Were any of the following discussed during the meeting?

Recruitment documents Yes X No

Solicitation materials Yes X No

Final board membership list X Yes No

Did a low-income person participate in the development of services? X Yes No

Did a low-income person participate in the provision of services? Yes X No

Did a low-income person participate in the needs assessment process? Yes X No

Organizational Standard 2.3

The organization communicates its activities and its results to the community. CSNT Annual Report published Date: September 29, 2021

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 = Three (3) – seated third – 4th is identified but will be seated in October.

(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. X Jan X Feb X Mar X Apr X May X June X July X Aug X 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. X Yes No Date: September 28, 2021

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: 8.6.21

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: 7.27.2021

Organizational Standard 7.5

Reviews and approves Executive Director Salary X 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. 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 (Human Resources keeps a spreadsheet)

Organizational Standard 7.9

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