

Community Services of Northeast Texas, Inc.
MINUTES
Board Meeting
October 26, 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

Cecelia Huff, Secretary
Representing Bowie County, Poverty Sector

Jonathan Owen
Representing Linden-Kildare CISD, Private Sector

John Baxter
Representing Texana Bank, Private Sector

Lee Elliott
Representing LEDC, 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 – *(Resigned Verbally 10.25.2021)*
Representing Cass County, Poverty Sector

Jennifer Reynolds
Representing Morris County, Poverty Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:19 p.m.

Quorum: established seven of 11 members present, eight of 12 after Lee Elliott was seated.

MINUTES

Motion: Cecelia Huff, Secretary moved to approve the September 28, 2021 minutes.

Second: Donna Early, Treasurer

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

AGENDA

Motion: John Baxter moved to approve the agenda.

Second: Angela Thompson

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

CHAIRMAN'S COMMENTS AND RECOGNITIONS

None

TRAINING / PRESENTATIONS

- A. Training-Governing Board Roles & Responsibilities for Head Start-Berny Harris

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required
- B. Personnel – Michelle Morehead, DED reported on Org. Std 7.1, Attorney Gary Albertson reviewed policies and reported all policies are suitable.
- B. Finance – Committee met Oct. 21, 2021, current Auditor was accepted by the committee and Ross Hyde, Board Chair brought motion to the full board and Donna Early, Treasurer second.
- D. Executive – No current report required.
- E. Nominating – Committee met Oct. 21, 2021. Slate of nominees were presented to the full board as a motion by Cecelia Huff, Secretary
Second: Donna Early, Treasurer.

List of Nominees presented three (3) times each:

Ross Hyde, Chairman
Motion to cease: Judge Reeder
Second: Cecelia Huff

Arcolia Jenkins, Vice-Chair
Motion to cease: Judge Reeder
Second: Angela Thompson

Donna Early, Treasurer
Motion to cease: Judge Reeder
Second: Cecelia Huff

Cecelia Huff, Secretary
Motion to cease: Judge Reeder
Second: Angela Thompson

Judge Reeder, Parliamentarian
Motion to cease: Donna Early
Second: Cecelia Huff

Motion to approve Slate of Officers
Motion: Cecelia Huff, Secretary
Second: John Baxter

F. By Laws – Report on Org Std, compliance 5.3, Michelle Morehead, DED reported Attorney Gary Albertson reviewed and reported all policies are suitable.

The Chair may make changes to committee rosters/develop new committees.
None

Action Items

A. Seat New Board Member(s)

Seated Lee Elliott in the Private Sector representing Linden Economic Development Corporations.

Motion: John Baxter, moved to accept new board member.

Second: Cecelia Huff, Secretary

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

B. Approve Consent Agenda

- 1) Head Start Report..... (OS 5.9).....Berny Harris
- 2) Early Head Start Report (OS 5.9) Berny Harris
- 3) County Services Report..... (OS 5.9).....Heather Humphries
- 4) Service Department Report..... (OS 5.9)Tommy Hooper
- 5) HS Transportation Report..... (OS 5.9) Tommy Hooper
- 6) VSN Report..... (OS 5.9) Kelsey Nickleberry
- 7) Payee Report (OS 5.9) Lauren Bean
- 8) TBRA Report.....(OS 5.9)Lauren Bean
- 9) Head Start Standard Operating Procedures (*Approved Annually*)
 - Administrative requirements
 - Disability services

- Education and Child Development
 - ERSEA policies
 - Family and Community Engagement
 - Financial Requirements
 - Health Program Services
 - Human Resources Management
 - Program Governance
 - Program Management and Quality Improvement
 - Program Structure
 - Protections for the Privacy of Child Records
 - Transition Services
 - Transportation
- 10) Head Start Standard Operation Manuals and Forms (*Approved Annually*)
- Education
 - Family and Community Engagement
 - Mental Health-Disabilities
 - Nutrition
 - On-going Monitoring
 - Staff Development-Training
 - Strategic Plan
- 11) Financial Policies and Procedures including the Financial Code of Conduct (*Approved Annually*)
- 12) Personnel Policies and Procedures (*Approved Annually*)
- 13) Job Descriptions (*Approved Annually*)
- 14) 2022 Community Assessment Update

Motion: Angela Thompson

Second: Donna Early, Treasurer

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

C. Discuss/Approve Updated Volunteer Rates

Effective December 1, 2021, In-Kind rates for Board Members will be \$33.23, and other changes were listed as well.

Motion: Cecelia Huff, Secretary

Second: Donna Early, Treasurer

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

D. Discuss/Approve Disability Waiver Grant #06CH011282/03

Motion: Donna Early, Treasurer

Second: Angela Thompson

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

E. Discuss/Approve Signatory Letter-Shelley Mitchell for Banking Business

Motion: Donna Early, Treasurer

Second: Cecelia Huff, Secretary

Abstained via recusal: John Baxter

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

F. Discuss/Approve CAP

Presented by Michelle Morehead, DED

Motion: Judge Reeder, Parliamentarian

Second: Angela Thompson

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

G. Discuss/Approve CAP Update

Presented by Michelle Morehead, DED

Motion: Cecelia Huff, Secretary

Second: Jonathan Owen

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

H. Discuss/Approve Organizational Standards

1. OS 4.1 Mission Statement-Mission Statement was reviewed

2. OS 4.4 CAP Update

3. OS 5.3 Bylaws (*reviewed by Attorney*)

4. OS 7.1 Personnel Policies (*reviewed by Attorney*)

5. OS 8.10 Fiscal Policies-no changes 5/26/2020

6. OS 8.11 Procurement Policy-reviewed 10/21/21

7. OS 9.3 CAP- CAP 10/26/21

Motion: Cecelia Huff, Secretary

Second: John Baxter

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

I. Discuss/Approve Policy 724 Workness Wellness Policy

Charlotte Hall, Human Resource Director presented

Judge Reeder spoke regarding this policy, specifically paragraph two and three under Physical Wellness. This was discussed among board members and the decision was to strike paragraphs two and three.

Motion made to accept with striking paragraph two and three of Physical Wellness:

Judge Reeder, Parliamentarian

Second: Jonathan Owen

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)

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

EXECUTIVE DIRECTOR'S REPORT

- A. More CEAP money
- B. Two HVAC Vendors – can spend \$7500 per client
- C. Annual Meeting is Tuesday, December 7, 2021. The Slate of Officers will be voted in and installed for the 2022 year.
- D. Visited Dad for remainder of week.

DISCUSSION ITEMS

- A. Discuss Fall 2021 Circle Assessment Data
- B. Discuss Fall 2021 Frog Street AIM Assessment Data

AUDIENCE COMMENTS

Ms. Keri Winters spoke on status of construction of new School Building hopefully to be opened by August 2022.

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 Jonathan Owen, 2:05 pm
Second: Cecelia Huff, Secretary

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? X Yes No
Date 7.27.2021

Organizational Standard 4.4

The governing board receives an annual update on the success of specific strategies
included in the Community Action plan. Date 10.26.2021

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) X Yes

Total number of local elected officials = Four (4) (must be exactly 4) X Yes

Total number of members from major groups and interests in the community = Four (4) (must be the remainder) X Yes

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? X 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. X Yes No Date: 09.29.2021

Organization Standard 5.4

The organization documents that each governing board member has received a copy of the bylaws within the past two years. X 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. X 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 X 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: 09.29.2021

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: 09.29.21

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: 10.26.19

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