

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
March 22, 2022 - 12:00 Noon
East Texas Enrichment Center
510 E Bonham, Jefferson, Texas 75657

Board Members Present

Ross Hyde, Chairman

Representing State Representative, Gary VanDeaver, Public Sector

Donna Early, Treasurer

Representing Cass County Judge Becky Wilbanks, Public Sector

Dr. Arcolia Jenkins, Vice Chairman

Representing Creating Opportunities in Marion County, Private Sector

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Jonathan Owen

Representing Linden-Kildare CISD, Private Sector

Jennifer Reynolds

Representing Morris County, Poverty Sector

John Baxter

Representing Texana Bank, Private Sector

Board Members Absent

Judge Leward Lafleur

Marion County Judge, Public Sector

Lee Elliott

Representing LEDC, Private Sector

Angela Thompson

Representing Bowie County, Poverty Sector

Judge Doug Reeder, Parliamentarian

Morris County Judge, Public Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:32 p.m.
Quorum: established seven of 11 members present

MINUTES

Motion: Bro. John Baxter moved to approve the February 8, 2022 minutes.
Second: Donna Early, Treasurer
All in favor voted aye, none opposed, the motion carried unanimously

AGENDA

Motion: Dr. Arcolia Jenkins, Vice-Chair moved to approve the agenda.
Second: Cecelia Huff, Secretary
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Rev. Ross Hyde informed the board he is relocating to Mt. Pleasant and will still be within Community Service of Northeast Texas' region, and will continue as Board Chair.

TRAINING / PRESENTATIONS

- A. Board Question – Berny Harris

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required
- B. Personnel – No Current report required
- B. Finance – No Current report required
- D. Executive – No current report required
- E. Nominating – No current report required
- F. By Laws – No current report required

No Committee Reports.

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

None

Action Items

- A. Discuss/Approve Audit** – Neil Phillips presented the 2021 audit to the board.
The Board formally receives and accepts the audit. O.S. 8.3 and 8.4
Motion: Donna Early, Treasurer
Second: Arcolia Jenkins, Vice-Chair
All in favor voted aye, none opposed, the motion carried unanimously.

B. Seat New Board Member(s)

None

C. Approve Consent Agenda

- 1) Head Start/EHS Reports/PIRs..... (OS 5.9).....Berny Harris
- 2) County Services Report.....(OS 5.9).....Heather Humphries
- 3) Service & Transportation Report..... (OS 5.9).....Tommy Hooper
- 4) VSN Report..... (OS 5.9)..... Kelsey Nickleberry
- 5) Payee Report (OS 5.9)..... Lauren Bean
- 6) TBRA Report.....(OS 5.9).....Lauren Bean

Motion: John Baxter moved to approve the Consent agenda.

Second: Donna Early, Treasurer

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

D. Discuss/Approve Succession Plan

Motion: Jennifer Reynolds

Second: John Baxter

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

E. Discuss/Approve Self-Assessment Results 2022

Motion: Cecelia Huff, Secretary

Second: Jennifer Reynolds

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

F. Discuss/Approve ERSEA Committee Action Items

- 1. Head Start Selection Criteria
- 2. Early Head Start Selection Criteria
- 3. Head Start Health History Form
- 4. Early Head Start Health History Form
- 5. Returning Student Form
- 6. Medical/Dental Home Form
- 7. Receipt of Handbook Form

Motion: Arcolia Jenkins, Vice-Chair

Second: J Cecelia Huff, Secretary

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

G. Discuss/Approve Updated Head Start Operating Manuals

- 1. Education Manual
- 2. Health Manual
- 3. Nutrition Manual

Motion: Bro. John Baxter
Second: Donna Early, Treasurer
All in favor voted aye, none opposed, the motion carried unanimously

STAFF REPORTS

- A. Financial Report – Prepared by Shelley Mitchell, CFO, presented by Dan Boyd, Executive Director and reviewed by all .
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

Dan stated he will be going to Virginia, leaving Thursday to meet with David Bradley Saturday.
Stated to board members who may have not heard his retirement target date is July 6, 2023.

DISCUSSION ITEMS

- A. Progress on Head Start Goals
1. Head Start Program Goals 2021-2022
 2. Parent, Family and Community Engagement 2020-2021
 3. School Readiness Performance Data
- B. CLASS Data Winter 2022
- C. Assessment Data Winter 2022
1. Circle Assessment Head Start
 2. Frog Street Assessment Early Head Start

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 or 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: Dr. Arcolia Jenkins, Vice-Chairman 1:49 pm
Second: Cecelia Huff, Secretary

Approved by: _____, on _____, 2022
(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 = Three (3) (must be at least 4) X NO

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 3-22-2022

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 X Nov X 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 March 22, 2022

Organizational Standard 8.4

The governing board formally receives and accepts the audit.

X Yes Date March 22, 2022

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