

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
April 26, 2022
301 East Houston, Linden Community Center
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

Dr. Arcolia Jenkins, Vice Chairman

Representing Creating Opportunities in Marion County, Private Sector

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Jonathan Owen/Kerri Winters

Representing Linden-Kildare CISD, Private Sector

Jennifer Reynolds

Representing Morris County, Poverty Sector

John Baxter

Representing Texana Bank, Private Sector

Angela Thompson

Representing Bowie County, Poverty Sector

Judge Doug Reeder, Parliamentarian

Morris County Judge, Public Sector

Board Members Absent

Judge Leward Lafleur

Marion County Judge, Public Sector

Lee Elliott

Representing LEDC, Private Sector

CALL TO ORDER

Ross Hyde, Chairman, called the meeting to order at 12:24 p.m.
Quorum: established eight of 11 members present

MINUTES

Motion: Angela Thompson moved to approve the March 22, 2022 minutes.
Second: Arcolia Jenkins, Vice-Chair
All in favor voted aye, none opposed, the motion carried unanimously

AGENDA

Motion: Bro. John Baxter approved to make the change to discussion only, action item F and G, and 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

None

TRAINING / PRESENTATIONS

- A. Vocational Apprenticeship Program - Shirley & Will Baker
- B. Board Question – Berny Harris

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required
- B. Personnel – No Current report required
- C. 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. Seat New Board Member(s)
None

B. 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: Arcolia Jenkins, Vice-Chair moved to approve the Consent agenda.

Second: Angela Thompson

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

C. Discuss/Approve Resolution for Bank Account –TXHAF program

Motion: Jennifer Reynolds

Second: Cecelia Huff, Secretary

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

D. Discuss/Approve Recruiting and Hiring Operating Manual

Motion: Judge Reeder, Parliamentarian

Second: Jonathan Owen

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

E. Discuss/Approve Head Start School Calendars 2022-2023

- 1. Atlanta
- 2. Bloomburg
- 3. Daingerfield
- 4. Hughes Springs
- 5. Naples
- 6. Pittsburg
- 7. Texarkana
- 8. Hughes Springs Early HS

Motion: Cecelia Huff, Secretary

Second: Angela Thompson

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

F. Discuss only (per agenda change) 2.28% COLA Grant #06CH011282/03, \$94,624 (EHS \$5,274 & HS \$89,350)

G. Discuss only (per agenda change) Quality Funds Grant #06CH011282/03, (EHS \$1,272 & HS \$24,200)

H. Discuss/Approve USDA/CACFP Contract

Motion: Arcolia Jenkins, Vice-Chair

Second: Cecelia Huff, Secretary

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

STAFF REPORTS

- A. Financial Report – Prepared and presented by Shelley Mitchell, CFO 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)

DEPUTY EXECUTIVE DIRECTOR Michelle Morehead Reported in absence of ED

1. Mr. Boyd is out ill
2. Discussed the CEAP 2021 expended Grant
3. CEAP ARP has expended 1.5M and expected to spend the remaining 1.3M by the end of May 2022, to include the extra support funds to purchase a vehicle for the IT department
4. CEAP 2022 has not expended any funds to date. We must finish the CEAP ARP grant first. CEAP 2022 funds will be expended by December 31, 2022.
5. Total ARP and CEAP 2021 funds of 3.4M have been expended; serving 10K clients, and 6,889 households to date. This has been accomplished by implementation of Accountability measures.
6. The LIHWAP water grant total is \$643K, timeframe to expend is One and half years. Currently we are facing a slow start. We have only three Vendors that have committed to participate. It will take attending more City Council meetings in our service areas. There are three phases to this grant: 1) Arrears or disconnect status payments; 2) Current/Arrears payments 3) Like the CEAP program, CSNT can pay a portion of the annual billing history. This grant will expire in September 2023.
7. Tenant Based Rental Assistance (TBRA) grant has expended \$45K to date, this is an exponential improvement since last year at this time there were no funds spent. CSNT currently has 19 active contracts, and 30 pending.
8. After inquiry with staff and TDHCA, neither can remember the last time CSNT was successful in transitioning a client out of poverty. Three case managers have been selected to concentrate on CSNT's CSBG TOPS program. (CSNT is planning to have an outside individual to train staff on how to choose clients who are interested in transitioning out of poverty.) CSNT's the enrollment goal is 51 by the end of May. Currently there are 10 enrolled, and 17 is expected to be acquired and transitioned. CSBG has spent \$4300 on tops to date and have \$50K budgeted.

9. For Clients who appear unable to transition, there is a term used as CSBG Stabilization. This covers these clients who may not be able to transition due to being on a fixed income and unable to work. Some services that we have provided is a previous utility bill outstanding from a prior location; assistance to obtain a birth certificate; and assist Homeless individuals who may have money for their deposit but cannot afford rent.
10. Veterans grant has expended \$187K of \$300K. This grant ends June 30, 2022. CSNT has served 52 veterans, 33 dependents, and five surviving spouses.
11. Head Start currently has 481 children/86% enrolled, and 18 children/83% enrolled in Early Head Start.

Cecelia Huff, commended DED, Michelle Morehead for “fighting” for the staff and clients of CSNT, as well as clarifying questions with understandable answers.

DISCUSSION ITEMS

- A. CLASS Spring Data 2022
- B. Board interest in watching “War on Poverty” May 23 or May 24, 2022, CSNT will cover expense.

AUDIENCE COMMENTS

Alma expressed to the board that April is Volunteer Recognition Month. The bags placed before them is a gift from Head Start in appreciation for their volunteer hours contributed to the Agency.

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: Jonathan Owen, Adjourned 1:32 pm
Second: Judge Reeder, Parliamentarian

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, 4-26-2022

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 organizational 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

ROMA Training for 12 staff
What Children & Young People Say

Sept 05, 2019
April 20, 2020

Making Sense of Ourselves
Facilitating Group Discussions
Microbes-Friend or Foe

April 23, 2020
April 24, 2020
April 27, 2020

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